

BOARD MEETING

6-8 p.m., November 4, 2019

EXPO Elementary library

Meeting Overview

Highlights

- During committee time, Expo's Fourth Grade teachers shared an overview of the curriculum and highlights for the upcoming year.
 - There is a big jump between third and fourth grade due to the increase in academic rigor
 - Biggest opportunity is to fund and provide more hands on experiences in the classroom and around the cities, such as:
 - i. The National Parks – program focused on getting every fourth graders a free park pass to all national parks. <https://everykidoutdoors.gov/index.htm>
 - ii. Northern Clay – artists come in focused on clay sculptures. <https://www.northernclaycenter.org/education>
- The Board focused a majority of its time discussing the final fundraising push for Treasure Island and future Board spending strategy. The board will continue the conversation around these topics at the December meeting in hopes to gain alignment on what the spending priorities will be moving forward.

Discussion Topics / Focus for Next Month

- Update and next steps on Treasure Island
- Determine future spending structure to maximize effectiveness of dollars raised / received
- Discussion communication strategy
- Vote on the renewal of MySchoolAnywhere

BOARD MEETING MINUTES

7-8 p.m., November 4, 2019

EXPO Elementary library (2nd floor, South side of bldg)

1. Call to order

- 7:00

2. Regular Business

- Principal's update
 - I. Several job openings are posted
 - II. Enrollment continues to grow
 - III. New night engineer started earlier this month
 - IV. Election Day
 - A. Extra volunteers will be present throughout the day
- Treasurer's update
 - I. Carnival
 - A. Thanks to everyone who helped out with the Carnival.
 - B. This year's event grossed \$8,628 (previous year, \$9,484).
 - a. Expo Gear also grossed \$346 and Silent Auction/Pub crawl \$2,265 that night.
 - b. See the [2019 Carnival Income summary](#) for additional details. (Appendix IV)
 - c. Still anticipating check requests and will then report what we net from this fundraiser
 - II. Club's Choice
 - A. Club's Choice this year grossed \$11,791 including pending deposits (previous year, \$18,281).
 - B. Still anticipating invoices in the next couple of weeks and will then report what we net from that fundraiser.
 - III. Music Residency
 - A. First invoice for MacPhail was paid (\$10,440)
 - a. **Motion needed to transfer money from Silent Auction to Music Residency to cover this year's expenses.**
 - a. **Motion carries – all approve**
 - IV. Annual filings
 - A. The [IRS Form 990](#) and [MN Attorney General's office annual report](#) for last fiscal year (8/1/2018 - 7/31/2019) have been completed.
 - a. We need to approve these as a board.
 - B. The IRS Form 990 is a 21 page document, but several of pages do not contain much information. The pages that contain the bulk of the information are pages 1, 2, 7, and 14 with additional, supporting statements on pages 16-21 of the PDF. Similarly with the MN Attorney General's office report, the primary pages are pages 6 and 7.
 - a. **Motion to accept the documents that reflect accurately of the years document**
 - b. **Motion carries – all approve**
- Committee updates
 - I. Finance & Fundraising
 - A. Updates regarding Give to the Max (GTTM) and long-term spending structure will be discussed in new business

- II. Diversity, Equity, & Inclusion
 - A. No new updates
- III. Parent & Community Engagement
 - A. Fall conferences are fast approaching! EXPO's teachers and staff put in long hours on normal days, and conference days are even longer. To show our appreciation, the Board of the EXPO Council of Parents and Teachers is hosting a meal for all teachers and staff on Thursday, November 14th.
 - a. **Please sign up at the following [link](#) to provide food, beverages, or help with setup (@ 2pm) or clean up (@ 7pm).**
 - b. If you have any questions, please contact Jacqueline Kraus at expopce@gmail.com.
 - B. Continued the discussion around how to expand Service Night into the EXPO community
 - a. More to come in the coming months

3. New Business

- Give to the Max (GTTM) is on November 14th
 - I. Decided all proceeds will go to Treasure Island fundraising efforts
 - A. Communication / marketing efforts have begun to get the word out
- Treasure Island updates
 - I. Community Event
 - A. Well attend by the community despite the weather
 - B. The Villager was there and published an article on fundraising efforts
 - II. Fundraising Efforts
 - A. Match Donations
 - a. Secured a 10k match donation which has almost be matched (\$8k raised so far)
 - b. Additional 5k match donation has been secured
 - c. **Match donations will be part of the GTTM communication**
 - B. Continue to work on additional fundraising efforts
 - a. Picket Fundraiser – individuals can sponsor a picket in the fence to leave a lasting memory
 - b. Reclaiming the Wood – Sell or use parts of the playground word as material goods (i.e. picture frames)
 - III. Upcoming District Meeting
 - A. Discussion topics will include:
 - a. Adjusting the current footprint / design based on current funds
 - b. If different materials suppliers can be used to offset costs
 - c. Date flexibility on what can be built now and what can be delayed
 - i. Focused on the core this year and can build into the nature base portion later on
 - B. **An update and next steps will be provided at the December Board meeting**
- Current spending structure/strategy
 - I. Short Term (Rest of the 2019 – 2020 School year)
 - A. Continue to engage the different classes / grades on current funds available
 - a. Invite them to share during the committee meeting time
 - b. Have board member attend staff meetings
 - c. Darren will continue to communicate and direct teachers to the board for funding requests
 - B. Can adjust current spending levels by grade but and larger adjustments to the budgets will have to wait until the following school year

- C. Conversation around the library budget & funds
 - a. An additional discussion will take place in the coming weeks on how the school can obtain non-scholastic books for its library
- II. Long-term (2020 – 2021 School year and beyond)
 - A. Restructure the budget to focus more on Experiential Learning
 - a. Work with the teachers this year to determine what activities / budget would be needed for the following year activities
 - b. Expand the focus of the Silent Auction beyond just music
 - B. Discussion around the spending priorities needs to be determined and agreed upon by the board before changes can be made. This could include:
 - a. Additional support to Treasure Island
 - i. Previous boards have determined the current financial support level
 - b. Taking a stand on a specific funding focus (i.e. resource classroom activities, all field trips paid for)
 - c. How much sustainable funds should be on hand based on priority spending (i.e. should always have enough to cover two years of music)
 - C. **Continuation of discussion on this topic will also take place during the December Board meeting**

4. Adjourn

- Motion to adjourn 8:05 – all approved

APPENDIX I: MEETING AGENDA

AGENDA: COUNCIL MEETING

6-7 p.m., November 4, 2019

EXPO Elementary library (2nd floor, South side of bldg)

- 1. Welcome & Introductions (5 mins)**
 - a. Meeting & Council overview
 - b. Upcoming events
 - i. Election Day - Tues 11/5
 - ii. Picture Retakes - Wed 11/6
 - iii. Give to the Max - Thurs 11/14
 - iv. Conferences - Tues 11/12 - Fri 11/15
 - v. Dine Out for EXPO @ Chipotle - Tues 11/19
 - c. Introductions
- 2. Meet the Fourth Grade team (10-15 mins)**
- 3. Committee meetings (40-45 mins)**
 - a. Finance & Fundraising:
 - i. Funding/spending strategy
 - ii. 2019 Give to the Max approach
 - b. Diversity, Equity, & Inclusion:
 - i. Ongoing support of Classroom Connectors
 - c. Parent & Community Engagement:
 - i. Family Service Night approach

AGENDA: BOARD MEETING

7-8 p.m., November 4, 2019

EXPO Elementary library (2nd floor, South side of bldg)

- 1. Call to order**
- 2. Regular Business (20 mins)**
 - a. Principal's update
 - b. Treasurer's update
 - c. Committee updates
- 3. New Business (40 mins)**
 - a. <if needed >Mini Grants - DECISION
 - b. Give to the Max approach - DECISION
 - c. Treasure Island updates - DISCUSSION
 - d. Current spending structure/strategy - DISCUSSION
 - e. Communication strategy - DISCUSSION
 - f. Mid-year Board retreat - DISCUSSION
 - g. Walk-on items
- 4. Adjourn**

APPENDIX II: ACCOUNT BALANCE SHEET

11/1/2019	Account Balances 7/31/2017 through 10/31/2019	Page 1
	Class Description	7/31/2017- 10/31/2019
	4-Year-Old Program	1,268.39
	BKGDChecks:Unallocated	1,801.00
	BWCA	9,585.29
	Carnival	9,130.40
	Chili Fest	0.00
	Club Choice	11,496.40
	Community Events & Expenses	10,898.44
	Curriculum	1,157.51
	Dance	0.00
	Discovery Club	53.92
	Edible Garden	316.27
	English Lang Learners	827.98
	Expo Gear	1,026.12
	Family Service Night	1,435.10
	Fun Run	89.75
	Gifted and Talented	3.73
	GiveMn	3,471.41
	Gr 1-2 East Tera	816.82
	Gr 1-2 South Phyllis	5,098.13
	Gr 3-4 North Chan	8,911.72
	Gr 3-4 West Mike	7,102.28
	Gr 5 Sarah	726.71
	Gr Kindergarten Mary	6,430.43
	Library	6,213.96
	MiniGrants	1,131.01
	Music Residency	-9,282.55
	Playground	32,073.22
	Principal and Office	37.94
	Project Connection	1,322.85
	Resource-Art	2,189.36
	Resource-Gym	539.38
	Resource-Math	143.26
	Resource-Science	1,564.47
	School Store	3,163.46
	Silent Auction	46,505.62
	Social Work	2,971.09
	Special Ed	959.15
	Sunshine	2.35
	Unallocated	326.52
	Yearbook	5,511.23
	OVERALL TOTAL	177,020.12

APPENDIX III: RECENT BOARD TRANSACTIONS

Recent Transactions - Oct 2019

10/1/2019 through 10/31/2019

11/1/2019

Page 1

Date	Num	Description	Memo	Category	Amount
BKGDChecks:Unallocated					402.00
10/2/2019	DEP	...Deposit		1 Donations	402.00
BWCA					328.00
10/22/2019		S Deposit		2 Fundraiser Inc	328.00
Carnival					7,130.40
10/21/2019	8739	Cash		9 Transfers:Cashbox	-3,200.00
10/23/2019	8747	Riva Rains		5 Fundraiser Exp:Non Cash Prizes	-1,137.91
10/25/2019	DEP	...Deposit		2 Fundraiser Inc	86.33
10/25/2019	DEP	...Deposits To Be Transferred		9 Transfers:Cashbox	3,200.00
				2 Fundraiser Inc	6,663.00
10/28/2019		S Square Inc 191028P2		2 Fundraiser Inc	1,569.50
				7 Management:Credit Card Txn Fees	-50.52
Club Choice					11,261.00
10/22/2019		S Deposit		2 Fundraiser Inc	1,923.00
10/22/2019		S Deposit		2 Fundraiser Inc	9,477.00
10/24/2019		Deposited Item Returned		2 Fundraiser Inc	-119.00
10/24/2019		Deposited Item Returned Fee		7 Management:Bank Charges	-20.00
Community Events & Expenses					652.13
10/2/2019	DEP	...Deposit	Dining Out - 100 Mench...	2 Fundraiser Inc	414.00
10/3/2019	8729	Skinner's Pub & Eatery		6 Program Exp:1 - Class Supplies & Events:Community Event	-212.24
10/3/2019	8732	Elizbieta Murphy		6 Program Exp:1 - Class Supplies & Events:Community Event	-28.56
10/22/2019		S Deposit		1 Donations	38.81
			Dining out Punch	2 Fundraiser Inc	505.00
				1 Donations	38.81
10/23/2019	8746	Jimmy Johns		6 Program Exp:1 - Class Supplies & Events:Community Event	-122.83
10/24/2019		Benevity Fund Donation		1 Donations	19.14
Expo Gear					666.76
10/22/2019		S Deposit		2 Fundraiser Inc	12.00
10/22/2019		S Deposit		2 Fundraiser Inc	49.00
10/25/2019	DEP	...Deposits To Be Transferred		2 Fundraiser Inc	328.00
10/28/2019		S Square Inc 191028P2		2 Fundraiser Inc	287.00
				7 Management:Credit Card Txn Fees	-9.24
Gifted and Talented					-33.38
10/23/2019	8740	Gail Pierce		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-9.11
10/23/2019	8749	Expo		6 Program Exp:1 - Class Supplies & Events:Classroom Suppli...	-24.27
Gr 1-2 East Tera					-1,440.59
10/3/2019	8731	Scholastic Inc	Scholastic News	6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-683.12
10/3/2019	8737	Anna Kern		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-757.47
Gr 1-2 South Phyllis					-759.00
10/23/2019	8743	Scholastic Inc	Scholastic News	6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-759.00
Gr 3-4 West Mike					480.49
10/2/2019	DEP	...Deposit		1 Donations	586.95
10/23/2019	8744	Michael Hartogh		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-106.46
Gr 5 Sarah					2,590.00
10/2/2019	DEP	...Deposit		1 Donations	450.00
				1 Donations	360.00
10/22/2019		S Deposit		1 Donations	180.00
				1 Donations	280.00
10/22/2019		S Deposit		1 Donations	120.00
				1 Donations	200.00
				1 Donations	1,000.00
Gr Kindergarten Mary					105.26
10/2/2019	DEP	...Deposit		1 Donations	1,199.00
10/3/2019	8733	Carpenter Nature Center		6 Program Exp:2 - Field Trips	-515.00
10/3/2019	8736	Mary Ross Olsen		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-120.69
10/21/2019	8738	Sam's Club - Synchrony Bank		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-96.90
10/23/2019	8741	Kata Shasky		6 Program Exp:2 - Field Trips	-361.15
Music Residency					-10,440.00
10/23/2019	8745	MacPhail Center For Music		6 Program Exp:3 - Suppl Educ Exper:Music Residency	-10,440...

Recent Transactions - Oct 2019

10/1/2019 through 10/31/2019

11/1/2019

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Date	Num	Description	Memo	Category	Amount
Playground					5,257.39
10/1/2019		S Wepay Payments		1 Donations	103.66
				7 Management:Credit Card Txn Fees	-3.67
10/2/2019		S Wepay Payments		1 Donations	103.66
				7 Management:Credit Card Txn Fees	-3.67
10/11/2019		S Wepay Payments		1 Donations	103.66
				7 Management:Credit Card Txn Fees	-3.67
10/15/2019		S Wepay Payments		1 Donations	103.66
				7 Management:Credit Card Txn Fees	-3.67
10/15/2019		S Wepay Payments		1 Donations	828.38
				7 Management:Credit Card Txn Fees	-28.43
10/21/2019		S Wepay Payments		1 Donations	26.14
				7 Management:Credit Card Txn Fees	-1.15
10/22/2019		S Deposit		1 Donations	40.00
10/22/2019		S Deposit		1 Donations	600.00
10/23/2019		S Wepay Payments		1 Donations	51.98
				7 Management:Credit Card Txn Fees	-1.99
10/24/2019		S Wepay Payments		1 Donations	658.87
				7 Management:Credit Card Txn Fees	-22.92
10/25/2019	DEP	... Deposit		1 Donations	0.50
10/25/2019	DEP	...Deposits To Be Transferred		1 Donations	56.00
10/25/2019		S Wepay Payments		1 Donations	1,103.66
				7 Management:Credit Card Txn Fees	-36.47
10/26/2019		S Wepay Payments		1 Donations	980.05
				7 Management:Credit Card Txn Fees	-35.16
10/27/2019		S Wepay Payments		1 Donations	583.46
				7 Management:Credit Card Txn Fees	-20.47
10/29/2019		S Wepay Payments		1 Donations	77.81
				7 Management:Credit Card Txn Fees	-2.83
Resource-Math					-72.00
10/3/2019	8735	Mark Mueller		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-72.00
School Store					-308.75
10/23/2019	8748	Raymond Geddes & Co. Inc.	731467	5 Fundraiser Exp	-308.75
Silent Auction					1,364.67
10/3/2019	8730	Northworld, LLC.	Software for Silent Aucti...	5 Fundraiser Exp	-1,000.00
10/25/2019	DEP	...Deposits To Be Transferred		2 Fundraiser Inc	100.00
10/28/2019		S Square Inc 191028P2	pub crawl	2 Fundraiser Inc	2,340.00
			pub crawl	7 Management:Credit Card Txn Fees	-75.33
Social Work					806.21
10/3/2019	8734	Heather Alden		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-26.79
10/22/2019		S Deposit		2 Fundraiser Inc	833.00
Sunshine					-72.25
10/23/2019	8742	Tera Aschenbach	giftcards: 1 baby, 2 retir...	6 Program Exp:4 - Other Programs:Misc	-72.25
Unallocated					12.80
10/22/2019		S Deposit		1 Donations	12.80
OVERALL T...					17,931.14

APPENDIX IV: 2019 CARNIVAL GROSS INCOME REPORT

	Tickets	Food	Baskets	Total	Expo Gear	Silent Auction/ Pub Crawl
Cash	\$3,772.83	\$2,600.50	\$716.00	\$7,089.33	\$68.00	\$0.00
Checks	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00
Square minus fees	\$745.21	\$623.75	\$150.01	\$1,518.97	\$277.76	\$2,264.67
Total Income	\$4,538.04	\$3,224.25	\$866.01	\$8,628.30	\$345.76	\$2,264.67
Last Year's Income	\$4,529.71	\$3,948.74	\$1,005.90	\$9,484.35	\$787.21	\$3,009.73
Difference	\$8.33	-\$724.49	-\$139.89	-\$856.05	-\$441.45	-\$745.06