

## **BOARD MEETING**

6-8 p.m., January 13, 2020

EXPO Computer Lab

### **Meeting Overview**

#### **Highlights**

- During committee time, Expo's Special Education teachers shared an overview of their roles within the school. Opportunities for the board to support Special Education throughout the school year could include:
  - Establishing a group of Special Education families outside of the classroom
  - Setting aside a portion of sensory friendly time during school activities
  - Planning and funding a sensory friendly field trips for the Special Education classes
- The Board discussed and voted on a new funding distribution model for money raised via Club Choice / Carnival.
- The Board discussed, voted on and a mini-grants supporting EDL:
  - \$150 – Podcast Equipment

#### **Discussion Topics / Focus for Next Month**

- Review Communication Strategy
- Repositioning Silent Auction Fundraising Allocations

## BOARD MEETING MINUTES

6-8 p.m., January 13, 2020

EXPO Computer Lab

### 1. Call to order

### 2. Regular Business

- Principal's update
  - A. January 25<sup>th</sup> is the Parent Fair at the Union Depot
  - B. Looking to still fill teacher openings, especially within Special Education
  - C. Rolled out Positive Behavior Intervention Systems (PBIS)
    - a. Recognize and reward positive behavior throughout the school day or activities
    - b. Already passed out over 3500 tickets since the beginning of the year
- Treasurer's update
  - A. Highlights from recent transactions include:
    - a. Most of the transactions this past month were deposits for the Playground account
      - 1. The Playground balance is now at ~\$77,390
      - 2. Since September 27, we have netted just over \$52,000
    - b. Will discuss Club Choice / Carnival Distribution later in the meeting
- Committee updates
  - A. DE&I
    - a. Discussed how to bring the families together:
      - 1. One idea is to use the Expo gym for Saturday winter playdates by grade, including a special education classes
        - a. Cost is ~\$250 per Saturday
        - b. No need to vote on the funding would come out of Community Events fund**
    - b. Explored ideas on how to make the playground more inclusive for students
      - 1. One idea was to include a buddy bench in the playground design, similar to what is used in other schools
    - c. Monday February 10 is African-American Parent Involvement Day
  - B. Finance Fundraising
    - a. Upcoming Dining Out includes:
      - 1. January 14 –Pandora**
  - C. Parent & Community Engagement
    - a. Discussed upcoming events:
      - 1. Family Dance (February 21)

### 3. New Business

- Mini Grants
  - A. EDL Podcasting equipment - Lacey Weninger
    - a. See Appendix IV for additional information
    - b. Move to approve to fund up to \$150 to support up to 4 bundles toward EDL podcasting equipment from the Mini-Grant fund
      - 1. Motion Passes**
- Treasure Island Update
  - A. The preliminary design is ready and discussion with Charlie is ongoing
  - B. Phase 1 construction will begin and end during the 2020 summer months
- Club Choice / Carnival Distribution Discussion (SEE APPENDIX V FOR ADDITIONAL DETAILS)
  - A. Overview
    - a. The history shows that we are seeing a significant decline in the total amount of money we have been distributing
      - 1. \$10K less than 2 years ago; \$4K less than last year
    - b. The current year would look even lower, but I am recommending that we no longer leave \$2K in the Carnival account for next year
      - 1. Given our total balances, little risk in spending an account to the deficit leading up to an event which will covers it expenses
  - B. Proposals
    - a. Proposal A
      - 1. Follows last year's distribution formulas with no other changes
    - b. Proposal B
      - 1. Recommend longer leaving \$2K in the Carnival account for next year, due to there being little risk in spending an account to the deficit leading up to an event which will covers it expenses
      - 2. Recommend to merge "Community Events and Expenses" and "Unallocated" accounts and rename to "General Fund"
        - a. The "Community Events and Expenses" account is our general operating account (*i.e. food and childcare at our meetings and conferences*) and a lot of general outside donations and fundraisers (including all the dining outs) are deposited into this account
          - i. The two year summary for the "Community Events and Expenses" account has been growing a decent amount, due to Dining Outs events
      - 3. Rebalance the account by adjusting percentages based on long-term spending strategy, mini-grant discussions percentage breakdown and increased our investments in the resource teachers

- c. Proposal C
  - 1. Same as Proposal B but with the addition of the \$5,000 check that was submitted without any restrictions
- d. Move to approve Proposal B of Club Choice
  - 1. **Motion Passes**
- e. **At next month's meeting, will discuss:**
  - 1. **How to re-position the silent auction to support not only the music experiences but in broader learning experiences across EXPO**
  - 2. **How to use unrestricted \$5000 check as part of the investment in broader learning experiences**

#### **4. Adjourn**

- Motion to adjourn 8:00 – all approved

## **APPENDIX I: AGENDAS**

### **AGENDA: COUNCIL MEETING**

6-7 p.m., January 13, 2020; EXPO Elementary Computer Lab (2nd floor, South side of bldg)

#### **1. Welcome & Introductions (5 mins)**

- a. Meeting & Council overview
- b. Upcoming events
  - i. Dining out for EXPO (Panera): Tues 1/14
  - ii. MLK Jr day: Mon 1/20
  - iii. EXPO Open House/STEM Night: Thurs 1/23
  - iv. No School (Professional development): Fri 1/24
  - v. School Choice Fair: Sat 1/25
  - vi. Family Service Night: Tue 1/28
- c. Introductions

#### **2. Meet the teachers (10-15 mins)**

#### **3. Committee meetings (40-45 mins)**

- a. Finance & Fundraising:
  - i. Funding strategy & model for 2020-2021 & beyond
- b. Diversity, Equity, & Inclusion:
  - i. Equity book discussion group; planning for remainder of the school year
- c. Parent & Community Engagement:
  - i. Coordination of remaining events on the calendar for the school year

### **AGENDA: BOARD MEETING**

7-8 p.m., January 13, 2020; EXPO Elementary Computer Lab (2nd floor, South side of bldg)

#### **1. Call to order**

#### **2. Regular Business (20 mins)**

- a. a. Principal's update
- b. b. Treasurer's update
- c. c. Committee updates

#### **3. New Business (40 mins)**

- a. Mini Grants (as needed) - DECISION
  - i. EDL Podcasting equipment - Lacey Weninger
- b. Finalize communication strategy - DECISION
- c. Treasure Island Update - DISCUSSION
- d. Walk-on items

#### **4. Adjourn**

## APPENDIX II: ACCOUNT BALANCE SHEET

### Account Balances

7/31/2017 through 12/31/2019

1/3/2020

Page 1

Class Description	7/31/2017- 12/31/2019
4-Year-Old Program	1,268.39
BKGDChecks	1,828.00
BWCA	9,200.03
Carnival	4,561.10
Chili Fest	0.00
Club Choice	12,125.40
Community Events & Expenses	11,515.93
Curriculum	1,157.51
Dance	0.00
Discovery Club	53.92
Edible Garden	316.27
English Lang Learners	801.22
Expo Gear	1,125.29
Family Service Night	1,435.10
Fun Run	89.75
Gifted and Talented	-136.52
GiveMn	3,471.41
Gr 1-2 East Tera	749.77
Gr 1-2 South Phyllis	5,018.19
Gr 3-4 North Chan	10,429.79
Gr 3-4 West Mike	6,655.14
Gr 5 Sarah	709.50
Gr Kindergarten Mary	5,655.05
Library	6,173.81
MiniGrants	1,131.01
Music Residency	10,717.45
Playground	77,389.62
Principal and Office	37.94
Project Connection	744.08
Resource-Art	1,261.37
Resource-Gym	539.38
Resource-Math	143.26
Resource-Science	1,564.47
School Store	3,163.46
Silent Auction	25,684.40
Social Work	2,138.09
Special Ed	949.11
Sunshine	577.35
Unallocated	255.12
Yearbook	5,511.23
<b>OVERALL TOTAL</b>	<b>216,011.39</b>

# APPENDIX III: RECENT BOARD TRANSACTIONS

Recent Transactions - Dec 2019							Page 1
12/1/2019 through 12/31/2019							
1/3/2020	Date	Num	Description	Memo	Category	Cl Amount	
			<b>Community Events &amp; Expenses</b>			<b>453.95</b>	
	12/9/2019	S	Deposit		1 Donations	R 241.25	
	12/13/2019		Wells Fargo Comm Corporate		1 Donations	R 150.00	
	12/17/2019	S	Deposit	MyBurger Dining Out	1 Donations	R 515.58	
	12/17/2019	8783	Skinner's Pub & Eatery		6 Program Exp:1 - Class Supplies & Events:Community Event	R -81.18	
	12/17/2019	8784	Marie Truso		6 Program Exp:4 - Other Programs:Childcare	-46.18	
	12/17/2019	8785	Conor Kramer		6 Program Exp:4 - Other Programs:Childcare	-40.22	
	12/17/2019	8789	Sam's Club - Synchrony Bank		6 Program Exp:1 - Class Supplies & Events:Community Event	R -285.30	
			<b>English Lang Learners</b>			<b>-26.76</b>	
	12/17/2019	8786	Allison Wood		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	R -26.76	
			<b>Expo Gear</b>			<b>74.17</b>	
	12/5/2019	S	Square Inc 180903P2		2 Fundraiser Inc	R 37.00	
					7 Management:Credit Card Txn Fees	R -1.37	
	12/23/2019	S	Square		2 Fundraiser Inc	R 40.00	
					7 Management:Credit Card Txn Fees	R -1.46	
			<b>Gr 3-4 North Chan</b>			<b>-140.93</b>	
	12/17/2019	8787	Dasha Baidoo		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	R -36.34	
	12/17/2019	8790	Mary Karlsson		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-104.59	
			<b>Gr 5 Sarah</b>			<b>-82.21</b>	
	12/17/2019		MacKenzie Uher		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-82.21	
			<b>Gr Kindergarten Mary</b>			<b>-263.11</b>	
	12/17/2019	8788	Mary Ross Olsen		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	R -263.11	
			<b>Playground</b>			<b>23,040.66</b>	
	12/1/2019	S	Wepay Payments		1 Donations	R 2,683.92	
					7 Management:Credit Card Txn Fees	R -89.93	
	12/2/2019	S	Wepay Payments		1 Donations	R 280.27	
					7 Management:Credit Card Txn Fees	R -10.31	
	12/3/2019	S	Wepay Payments		1 Donations	R 51.98	
					7 Management:Credit Card Txn Fees	R -1.99	
	12/3/2019	S	Wepay Payments		1 Donations	R 26.14	
					7 Management:Credit Card Txn Fees	R -1.15	
	12/9/2019	S	Deposit		1 Donations	R 7,191.00	
	12/10/2019		Mightycause Char Grantdep	GiveMN	1 Donations	R 662.75	
	12/10/2019	S	Wepay Payments		1 Donations	R 31.31	
					7 Management:Credit Card Txn Fees	R -1.32	
	12/16/2019	S	Wepay Payments		1 Donations	R 103.66	
					7 Management:Credit Card Txn Fees	R -3.67	

Recent Transactions - Dec 2019							Page 2
12/1/2019 through 12/31/2019							
1/3/2020	Date	Num	Description	Memo	Category	Cl Amount	
	12/17/2019	S	Deposit		1 Donations	R 10,130.00	
	12/20/2019		Arthur J. Gallag Corporate		1 Donations	R 988.00	
	12/24/2019		Benevity Fund Donation		1 Donations	R 1,000.00	
			<b>Project Connection</b>			<b>-386.61</b>	
	12/17/2019	8791	Lauren Vetsch		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	-90.72	
	12/17/2019	8793	Heather Alden		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	R -295.89	
			<b>OVERALL TOT...</b>			<b>22,669.16</b>	

**APPENDIX IV: Mini Grant Proposal – EDL Podcasting equipment - Lacey Weninger**

**EXPO Elementary Mini-Grant Application Form**

(Applications reviewed at monthly Board of Directors meetings)

Date of application: 12/9/19 Application submitted to: Chris Hawie

**Applicant Information**

Lacey Weninger  
Name of contact person regarding this application

319) teacher, EDL teacher  
Affiliation with Expo Elementary School

262-305-0420 lacey.weninger@spss.org  
Phone Email

**Proposal Information**

Please give a 3-5 sentence summary of request:

I teach EDL and students are learning how to write their own podcasts. I am requesting money for Podcast equipment so the kids can interview and record. We will need — microphones that connect

Population served: 60+ EDL students (4th and 5th grade)

How will this benefit the Expo Community?

~~Students will have~~ Through podcast creation, students learn multiple skills and use passion/creativity and choice. Everyone benefits from children becoming more informed.

**Budget**

Dollar amount requested: for 2 bundles ~ 34.97 each = 69.94

Funds needed by: ASAP, but no rush!! Date \_\_\_\_\_

**Authorization**

Name and title board chair: \_\_\_\_\_

Signature \_\_\_\_\_

Please direct questions to Kristin Peterson at [kjpeterson@aol.com](mailto:kjpeterson@aol.com) or at (651) 488-5327

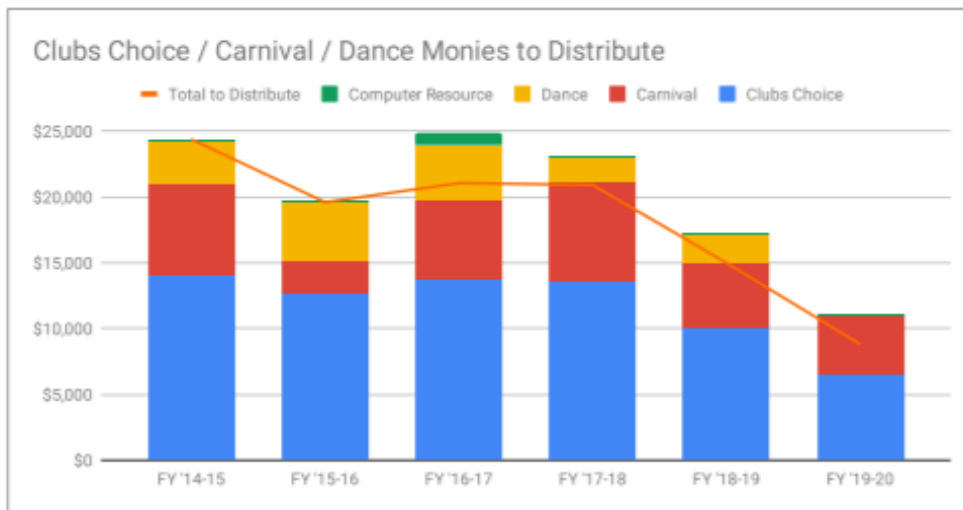


# APPENDIX V: CLUB CHOICE

## Club Choice Distribution – Historic Overview

Club Choice/Carnival	FY '14-15	FY '15-16	FY '16-17	FY '17-18	FY '18-19	FY '19-20	
Clubs Choice	\$14,014	\$12,701	\$13,655	\$13,598	\$9,931	\$6,495	
Carnival	\$7,023	\$2,400	\$6,128	\$7,503	\$5,067	\$4,561	FY17-18 had \$1,788 bonus \$11,810
Computer Resource			\$953				FY19-20 stopped \$2K reserve \$2,561
<b>Total money to Distribute</b>	<b>\$21,037</b>	<b>\$15,101</b>	<b>\$20,736</b>	<b>\$21,100</b>	<b>\$14,998</b>	<b>\$11,056</b>	
Transfer to Unallocated			\$2,650	\$650	\$650	\$650	
Transfer to Fun Run			\$1,200	\$1,600	\$1,600	\$1,600	
<b>Remaining Money to Distribute</b>	<b>\$21,037</b>	<b>\$15,101</b>	<b>\$16,886</b>	<b>\$18,850</b>	<b>\$12,748</b>	<b>\$8,806</b>	
<b>Dance</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
Dance	\$3,347	\$4,500	\$4,170	\$2,064	\$2,238		
<b>Total to Distribute</b>	<b>\$24,384</b>	<b>\$19,601</b>	<b>\$21,056</b>	<b>\$20,915</b>	<b>\$14,986</b>	<b>\$8,806</b>	

Combined



## PROPOSAL A - follows last year's distribution

### Club Choice/Carnival Distribution FY '19-20

Balance from Clubs Choice account	\$6,495.19	
Transfer from Carnival	\$4,561.10	we used to leave \$2,000 for following year, but I don't think this is necessary
<b>Total money to Distribute</b>	<b>\$11,056.29</b>	

Transfer to Unallocated	\$650.00	for board insurance
Transfer to Fun Run	\$1,600.00	for T Shirts

**Remaining Money to Distribute**                    **\$8,806.29**

#### **Percentage Distributions:**

Community Events and Expenses	13.00%	\$1,144.82
Principal and Office	4.00%	\$352.25
Curriculum	5.00%	\$440.31
BWCA	4.50%	\$396.28
Gifted and Talented	2.25%	\$198.14
Resource Art	2.25%	\$198.14
Resource Gym	2.25%	\$198.14
Resource Math	2.25%	\$198.14
Resource Science	2.25%	\$198.14
ELL	2.25%	\$198.14
Special Ed	4.50%	\$396.28
Social Work	2.25%	\$198.14
Project Connection	1.25%	\$110.08
Pre K	2.00%	\$176.13
Kindergarten	10.00%	\$880.63
Grade 1	8.00%	\$704.50
Grade 2	8.00%	\$704.50
Grade 3	8.00%	\$704.50
Grade 4	8.00%	\$704.50
Grade 5	8.00%	\$704.50
<b>Totals</b>	<b>100.00%</b>	<b>\$ 8,806.29</b>

**Note: 2020 Dance money will be distributed to the families/resources/groups that participate in selling on a per staff basis.**

## PROPOSAL B

### Club Choice/Carnival Distribution FY '19-20

Balance from Clubs Choice account	\$6,495.19	
Transfer from Carnival	\$4,561.10	we used to leave \$2,000 for following year, but I don't think this is necessary
<b>Total money to Distribute</b>	<b>\$11,056.29</b>	

Transfer to Unallocated	\$1,000.00	for board insurance (\$650), other	Merge Unallocated with Community Events and Expense; rename
Transfer to Fun Run	\$1,600.00	for T Shirts	General Fund

**Remaining Money to Distribute**      **\$8,456.29**

#### **Percentage Distributions:**

Community Events and Expenses	0.00%	\$0.00
Principal and Office	4.00%	\$338.25
Curriculum	6.00%	\$507.38
BWCA	4.90%	\$414.36
Gifted and Talented	4.50%	\$380.53
Resource Art	4.50%	\$380.53
Resource Gym	4.50%	\$380.53
Resource Math	2.25%	\$190.27
Resource Science	4.50%	\$380.53
ELL	2.25%	\$190.27
Special Ed	4.50%	\$380.53
Social Work	2.25%	\$190.27
Project Connection	1.25%	\$105.70
Pre K	2.10%	\$177.58
Kindergarten	10.50%	\$887.91
Grade 1	8.40%	\$710.33
Grade 2	8.40%	\$710.33
Grade 3	8.40%	\$710.33
Grade 4	8.40%	\$710.33
Grade 5	8.40%	\$710.33
<b>Totals</b>	<b>100.00%</b>	<b>\$ 8,456.29</b>

**Note: 2020 Dance money will be distributed to the families/resources/groups that participate in selling on a per staff basis.**

## PROPOSAL C - B plus \$5K parent donation

### Club Choice/Carnival Distribution FY '19-20

Balance from Clubs Choice account	\$6,495.19	
Transfer from Carnival	\$4,561.10	we used to leave \$2,000 for following year, but I don't think this is necessary
Parent Donation	\$5,000.00	
<b>Total money to Distribute</b>	<b>\$16,056.29</b>	

Transfer to Unallocated	\$1,000.00	for board insurance (\$650), other	Merge Unallocated with Community Events and Expense; rename General Fund
Transfer to Fun Run	\$1,600.00	for T Shirts	

**Remaining Money to Distribute      \$13,456.29**

#### **Percentage Distributions:**

Community Events and Expenses	0.00%	\$0.00
Principal and Office	4.00%	\$538.25
Curriculum	6.00%	\$807.38
BWCA	4.90%	\$659.36
Gifted and Talented	4.50%	\$605.53
Resource Art	4.50%	\$605.53
Resource Gym	4.50%	\$605.53
Resource Math	2.25%	\$302.77
Resource Science	4.50%	\$605.53
ELL	2.25%	\$302.77
Special Ed	4.50%	\$605.53
Social Work	2.25%	\$302.77
Project Connection	1.25%	\$168.20
Pre K	2.10%	\$282.58
Kindergarten	10.50%	\$1,412.91
Grade 1	8.40%	\$1,130.33
Grade 2	8.40%	\$1,130.33
Grade 3	8.40%	\$1,130.33
Grade 4	8.40%	\$1,130.33
Grade 5	8.40%	\$1,130.33
<b>Totals</b>	<b>100.00%</b>	<b>\$ 13,456.29</b>

**Note: 2020 Dance money will be distributed to the families/resources/groups that participate in selling on a per staff basis.**

## PROPOSAL Comparison

### Club Choice/Carnival Distribution FY '19-20

	Proposals			
	18-19	A	B	C
Balance from Clubs Choice account	\$9,930.76	\$6,495.19	\$6,495.19	\$6,495.19
Transfer from Carnival	\$5,067.30	\$4,561.10	\$4,561.10	\$4,561.10
Parent Donation				\$5,000.00
<b>Total money to Distribute</b>	<b>\$14,998.06</b>	<b>\$11,056.29</b>	<b>\$11,056.29</b>	<b>\$16,056.29</b>
Transfer to Unallocated/Community	\$650.00	\$650.00	\$1,000.00	\$1,000.00
Transfer to Fun Run	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
<b>Remaining Money to Distribute</b>	<b>\$12,748.06</b>	<b>\$8,806.29</b>	<b>\$8,456.29</b>	<b>\$13,456.29</b>

#### *Percentage Distributions:*

Community Events and Expenses	\$1,657.25	\$1,144.82	\$0.00	\$0.00
Principial and Office	\$509.92	\$352.25	\$338.25	\$538.25
Curriculum	\$637.40	\$440.31	\$507.38	\$807.38
BWCA	\$573.66	\$396.28	\$414.36	\$659.36
Gifted and Talented	\$286.83	\$198.14	\$380.53	\$605.53
Resource Art	\$286.83	\$198.14	\$380.53	\$605.53
Resource Gym	\$286.83	\$198.14	\$380.53	\$605.53
Resource Math	\$286.83	\$198.14	\$190.27	\$302.77
Resource Science	\$286.83	\$198.14	\$380.53	\$605.53
ELL	\$286.83	\$198.14	\$190.27	\$302.77
Special Ed	\$573.66	\$396.28	\$380.53	\$605.53
Social Work	\$286.83	\$198.14	\$190.27	\$302.77
Project Connection	\$159.35	\$110.08	\$105.70	\$168.20
Pre K	\$254.96	\$176.13	\$177.58	\$282.58
Kindergarten	\$1,274.81	\$880.63	\$887.91	\$1,412.91
Grade 1	\$1,019.84	\$704.50	\$710.33	\$1,130.33
Grade 2	\$1,019.84	\$704.50	\$710.33	\$1,130.33
Grade 3	\$1,019.84	\$704.50	\$710.33	\$1,130.33
Grade 4	\$1,019.84	\$704.50	\$710.33	\$1,130.33
Grade 5	\$1,019.84	\$704.50	\$710.33	\$1,130.33
<b>Totals</b>	<b>\$12,748.06</b>	<b>\$8,806.29</b>	<b>\$8,456.29</b>	<b>\$13,456.29</b>

### Club Choice/Carnival Distribution FY '18-19

Balance from Clubs Choice account	\$9,930.76	
Transfer from Carnival	\$5,067.30	leave \$2,000 for next year
<b>Total money to Distribute</b>	<b>\$14,998.06</b>	

Transfer to Unallocated	\$650.00	for board insurance
Transfer to Fun Run	\$1,600.00	for T Shirts

**Remaining Money to Distribute**      **\$12,748.06**

#### **Percentage Distributions:**

Community Events and Expenses	13.00%	\$1,657.25
Principal and Office	4.00%	\$509.92
Curriculum	5.00%	\$637.40
BWCA	4.50%	\$573.66
Gifted and Talented	2.25%	\$286.83
Resource Art	2.25%	\$286.83
Resource Gym	2.25%	\$286.83
Resource Math	2.25%	\$286.83
Resource Science	2.25%	\$286.83
ELL	2.25%	\$286.83
Special Ed	4.50%	\$573.66
Social Work	2.25%	\$286.83
Project Connection	1.25%	\$159.35
Pre K	2.00%	\$254.96
Kindergarten	10.00%	\$1,274.81
Grade 1	8.00%	\$1,019.84
Grade 2	8.00%	\$1,019.84
Grade 3	8.00%	\$1,019.84
Grade 4	8.00%	\$1,019.84
Grade 5	8.00%	\$1,019.84
<b>Totals</b>	<b>100.00%</b>	<b>\$ 12,748.06</b>

**Note: 2019 Dance money will be distributed to the families/resources/groups that participate in selling on a per staff basis.**