

BOARD MEETING

7-8 p.m., February 3, 2020

EXPO Elementary Library

Meeting Overview

Highlights

- During committee time, Expo's Third Grade teachers shared an overview of the curriculum and highlights for the upcoming year:
 - Potential opportunities for the board could include:
 - i. Supporting reading and writing experiences (*i.e. author residency, diverse literature / curriculum. Amaze Books*)
 - ii. Utilize old cell phones for Google Cardboard VR experiences
- The Board discussed, voted on and approved playground funds to be transferred to the school district for the upcoming playground build. Funds need to be transferred by March 6.
- The Board discussed, voted on and approved silent auction funding structure and the allocation of the unrestricted \$5k donation received just prior to January's meeting

Discussion Topics / Focus for Next Month

- Board planning & recruitment process for 2020 – 2021 school year
- Music program planning for the upcoming year

BOARD MEETING MINUTES

7-8 p.m., February 3, 2020

EXPO Elementary Library

1. Call to order

2. Regular Business

- Principal's update:
 - A. Filled the open Special Education position, will start in 2 weeks
 - B. Preparing for National African-American Parent Involvement Day on Feb. 10
 - C. Dex the T-Rex first assembly went well, kids are enjoying it!
 - D. Focusing on getting interpreters for conferences
- Treasurer's update
 - A. Carnival and Clubs Choice distributions were done
 - B. Unallocated account was merged with the Community Events & Expenses account and renamed the General Fund
 - C. Box Tops money (\$323) was deposited into Family Service Night account
 - D. MacPhail Center for Music invoice (\$10,440) was paid
 - E. Picture day (\$309) commission was deposited into the Yearbook account
- Committee updates
 - A. DE&I
 - a. Preparing for National African-American Parent Involvement Day on Feb. 10
 - B. Finance Fundraising
 - a. Will discuss Silent Auction Spending proposal in New Business
 - C. Parent & Community Engagement
 - a. The first open gym was held and went well
 1. They will continue throughout February - March
 - b. Finished planning the rest of the year's event calendar

3. New Business

- Treasure Island design update
 - A. Charter for the new playground plan was shared with staff
 - a. Design is based on "four containers" of the playground (*Ship, Orange Playground, Swings, future nature play area*)
 1. Phase I is focused on the Ship and Swing Containers
 2. Construction will start the last day of school (June 9th) – done by July 1st
 3. Upcoming community meetings will be held at the school
 - B. Phase II fundraising efforts will begin shortly for the nature play area
 - a. Looking at creating a committee of teachers and parents to continue the efforts
 - b. School board as approved donated materials and community build for Phase II components of the playground
 - C. School district needs the funds raised to begin the build process by March 6th

- a. **Motion to transfer current balance of Playground account (\$77,632) and any additional deposits received before March 6 to the district to move forward with Treasure Island Fund – All Approve**

- **Silent Auction positioning**

- A. Different budget structure proposals were presented to the board on how to allocate Silent Auction funds
 - a. All proposals focused on fully funding the music program for the following school year
 - b. Proposals vary on how the additional funds would be allocated, but with the focus on enhancing experiential learning at Expo
 1. **Motion to modify the purpose of the Silent Auction account to provide supplemental funding for fine arts and experiential learning – All Approve**
 2. **Motion to allocate unrestricted \$5,000 gift to the Silent Auction account, decided on above – All Approve**

- **2020-21 Board Recruitment**

- A. Currently we have a 10-person board; three board positions open for next year
- B. Board members should begin outreach/discussions with potential candidates for board positions
- C. In May the board should plan on voting on:
 - a. Voting in New Board Members
 - b. Officer Positions, including Assistant Treasurer role

4. Adjourn

- **Motion to adjourn 7:50 – all approved**

APPENDIX I: AGENDA: COUNCIL MEETING

6-7 p.m., February 3, 2020; EXPO Elementary Library (2nd floor, South side of bldg)

- 1. Welcome & Introductions (5 mins)**
 - a. Meeting & Council overview
 - b. Upcoming events
 - i. National African-American Parent Involvement Day: Mon 2/10
 - ii. Dining out for EXPO @ Skinners: Mon 2/10
 - iii. Presidents' Day (No School): Mon 2/17
 - iv. Family Dance: Fri 2/21
 - b. Introductions
- 2. Meet the teachers (10-15 mins)**
- 3. Committee meetings (40-45 mins)**
 - a. Finance & Fundraising:
 - i. Silent Auction planning & strategy discussion
 - b. Diversity, Equity, & Inclusion:
 - i. Equity book discussion group
 - c. Parent & Community Engagement:
 - i. Discussion on remaining events on the 2020 calendar

AGENDA: BOARD MEETING

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

- 1. Call to order**
- 2. Regular Business (20 mins)**
 1. Principal's update
 2. Treasurer's update
 3. Committee updates
- 3. New Business (40 mins)**
 - a. Mini Grants (as needed) - DECISION
 - b. Treasure Island design update - DISCUSSION
 - c. Review Final communication strategy - DISCUSSION
 - d. Silent Auction positioning - DECISION
 - e. Allocation of unrestricted \$5,000 gift - DECISION
 - f. 2020-21 Board Recruitment, etc - DISCUSSION
 - g. Walk-on items
- 4. Adjourn**

APPENDIX II: ACCOUNT BALANCE SHEET

1/31/2020

Account Balances 7/31/2017 through 1/31/2020

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Class Description	7/31/2017- 1/31/2020
4-Year-Old Program	1,450.92
BKGDChecks	1,840.00
BWCA	12,125.92
Carnival	150.00
Club Choice	0.00
Curriculum	1,587.59
Dance	0.00
Discovery Club	53.92
Edible Garden	316.27
English Lang Learners	996.78
Expo Gear	1,125.29
Family Service Night	1,758.10
Fun Run	1,689.75
General Fund	18,169.28
Gifted and Talented	254.61
GiveMn	3,471.41
Gr 1-2 East Tera	1,392.95
Gr 1-2 South Phyllis	4,942.88
Gr 3-4 North Chan	11,159.89
Gr 3-4 West Mike	7,318.31
Gr 5 Sarah	1,439.60
Gr Kindergarten Mary	9,332.68
Library	6,173.81
MiniGrants	1,131.01
Music Residency	277.45
Playground	77,632.68
Principal and Office	385.61
Project Connection	852.73
Resource-Art	1,652.50
Resource-Gym	930.51
Resource-Math	254.08
Resource-Science	1,955.60
School Store	3,163.46
Silent Auction	25,804.40
Social Work	2,333.65
Special Ed	1,300.87
Sunshine	417.58
Yearbook	5,820.23
OVERALL TOTAL	210,662.32

APPENDIX III: RECENT BOARD TRANSACTIONS

Recent Transactions - Jan 2020

1/1/2020 through 1/31/2020

1/31/2020

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Date	Num	Description	Memo	Category	Cl	Amount
4-Year-Old Program						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	182.53
BKGDChecks						
1/29/2020	S	Deposit		1 Donations	c	12.00
BWCA						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	425.89
1/29/2020	S	Deposit		1 Donations	c	2,500.00
Carnival						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	-4,561.10
1/29/2020	S	Deposit	Cold Front	2 Fundraiser Inc	c	150.00
Club Choice						
1/10/2020	8801	Clubs Choice		5 Fundraiser Exp	c	-5,394.81
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	-6,730.59
Curriculum						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	521.50
1/22/2020	8813	Darren Yerama	Dex's treasure chest/res...	6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-91.42
English Lang Learners						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	195.56
Family Service Night						
1/29/2020	S	Deposit	Box Tops	2 Fundraiser Inc	c	323.00
Fun Run						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	1,600.00
General Fund						
1/10/2020	8802	Darren Yerama	Uber	6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-9.62
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	1,000.00
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	-0.01
1/14/2020	TXFR	...Move Unallocated Money To ...		9 Transfers	R	255.12
1/28/2020		Wells Fargo Comm Corporate		1 Donations	c	175.00
1/29/2020	S	Deposit	BOD TBD	1 Donations	c	5,000.00
				1 Donations	c	77.62
				1 Donations	c	155.24
Gifted and Talented						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	391.13
Gr 1-2 East Tera						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	730.10
1/22/2020	8808	Sam's Club - Synchrony Bank	staff coffee	6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-86.92
Gr 1-2 South Phyllis						
						-75.31

Recent Transactions - Jan 2020

1/1/2020 through 1/31/2020

1/31/2020

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Date	Num	Description	Memo	Category	Cl	Amount
1/10/2020	8804	Charla Aliperto		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-384.48
1/10/2020	8805	Teacher Direct		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-220.93
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	730.10
1/22/2020	8812	Phyllis Billie		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-200.00
Gr 3-4 North Chan						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	730.10
Gr 3-4 West Mike						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	730.10
1/22/2020	8810	Michael Hartogh		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-66.93
Gr 5 Sarah						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	730.10
Gr Kindergarten Mary						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	912.63
1/29/2020	S	Deposit		1 Donations	c	2,300.00
				6 Program Exp:2 - Field Trips	c	440.00
				1 Donations	c	25.00
Music Residency						
1/10/2020	8803	MacPhail Center For Music		6 Program Exp:3 - Suppl Educ Exper:Music Residency	c	-10,440.00
Playground						
1/6/2020	S	Wepay Payments		1 Donations	c	103.66
				7 Management:Credit Card Txn Fees	c	-3.67
1/22/2020	S	Wepay Payments		1 Donations	c	50.00
				7 Management:Credit Card Txn Fees	c	-1.93
1/24/2020		Mightycause Char Grantdep	GiveMN	1 Donations	c	45.00
1/29/2020	S	Deposit		1 Donations	c	50.00
Principal and Office						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	347.67
Project Connection						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	108.65
Resource-Art						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	391.13
Resource-Gym						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	391.13
Resource-Math						
1/10/2020	8806	Mark Mueller		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-15.38
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	195.56
1/22/2020	8811	Mark Mueller		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-69.36
Resource-Science						
						391.13

Recent Transactions - Jan 2020

1/1/2020 through 1/31/2020

1/31/2020

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Date	Num	Description	Memo	Category	Cl	Amount
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	391.13
Silent Auction						
1/13/2020	S	Wepay Payments		1 Donations	c	62.33
				7 Management:Credit Card Txn Fees	c	-2.33
1/17/2020	S	Wepay Payments		1 Donations	c	62.33
				7 Management:Credit Card Txn Fees	c	-2.33
Social Work						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	195.56
Special Ed						
1/14/2020	TXFR	...Clubs Choice / Carnival Distri...		9 Transfers	R	391.13
1/22/2020	8809	Colleen Ryan		6 Program Exp:1 - Class Supplies & Events:Classroom Supplies	c	-39.37
Sunshine						
1/10/2020	8807	Tera Aschenbach	staff holiday party/potluck	6 Program Exp:4 - Other Programs:Misc	c	-159.77
Unallocated						
1/14/2020	TXFR	...Move Unallocated Money To ...		9 Transfers	R	-255.12
Yearbook						
1/29/2020	S	Deposit	Picture day commission	2 Fundraiser Inc	c	309.00
OVERALL TOT...						-5,349.07