

## **COMBINED COUNCIL & BOARD PLANNING MEETING**

6-8 p.m., August 19, 2019

EXPO Elementary library

### **Meeting Overview**

#### **Highlights**

- The new Assistant Principal, Elzbieta Murphy, was introduced at the meeting
- Provided context to the current board structure and procedures
- Discussed ways to improve Council engagement moving forward through:
  - Improved communication with families
  - Evolving committee structure and expectations
  - An increased focus on engagement with teachers and staff
- Determined six Council goals for the upcoming year:
  1. Establish and build Classroom Connectors strategy for the upcoming year
  2. Improve the teacher / staff engagement model with the council
  3. Enhance communication with parents by leveraging current channels with maximum reach
  4. Explore new opportunities within event calendar for the 2020 – 2021 school year
  5. Define clear goals for the committees including structure and strategy
  6. Review current spending structure in ways to maximize the effectiveness of dollars raised / received

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

- Review extended roles and determine areas of opportunity / interests (*see Appendix IX*)
- Determine My School Anywhere contract renewal
- Finalize board and committee goals for the upcoming year
- Explore an approach to merge and augment the work of the Diversity Equity and Inclusion (DEI) and Parent & Community Engagement (PCE) committees
- Update board contact information for the school website

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## Meeting Minutes

### 1. Call to order

- 6:05 pm

### 2. Welcome & Introductions

- Board & Council Overview
  - Council is similar to a PTA but we are 501c3 and follow IRS guidelines around fundraising and how we distribute money
  - General Schedule
    - 1. 6:00 – 7:00 pm: Committee Meetings
    - 2. 7:00 – 8:00 pm: Board
  - Three parent committees
    - 1. Finance & Fundraising
    - 2. Diversity Equity and Inclusion (DEI)
    - 3. Parent Community Engagement (PCE)
- Today focus:
  - Go through a typical meeting agenda
  - Provide time to discuss future council structure / vision / goal

### 3. Regular Business & Updates

- Principal's report
  - Expo is used all summer along and work is still underway to get ready for the first day of school
  - Almost fully staffed, looking to fill open positions in the coming weeks
  - Enrollment is down and still openings across all grades
    - 1. Early start time is a factor
  - Focus on onboarding the new Assistant Principal, Elzbieta Murphy
  - Just getting ready for school year!
- Treasurer's report
  - Overview
    - 1. Money comes from fundraising efforts and classroom incoming funds
    - 2. Average ~ \$160k a year, spend ~\$140K
    - 3. Money is distributed across different accounts
    - 4. Each month the board reviews and approves monthly transactions (income and expenses)
  - Reviewed Account Balances (*See Appendix III*)

1. Transactions since the previous board meeting
    - I. YMCA Camp Widjiwagan invoice was paid from BWCA account (\$15,500)
    - II. Per BOD, \$1,000 transferred from Community Events & Expenses to MiniGrant account
    - III. School Store year end deposit was made (\$1,647)
    - IV. Lifetouch invoice was paid from Yearbook account (\$2,675)
  2. Questions:
    - I. How do we differ fundraising funds from donation?
      - a. Breakdown can be seen in the cash flow
    - II. How much influx is in the balance sheets?
      - a. Balance is very stable will eves and flows throughout the year, never been at risk
      - b. Decision what do we want to spend the resources vs saving and invest
- Treasure Island fundraising update
    - Background
      1. Built 27 years ago through private / community partnership
      2. No longer accessible for all kids, upkeep is expensive
      3. District is in the process of upgrading all school playgrounds
      4. Fundraising process started 3 years ago with the goal to replicate the same experience with the new playground
        - I. Seed money is around \$250k from district
        - II. Expected cost is +\$700k
        - III. Current money allocated ~\$400k (incl. district funding, board funds)
          - a. Did not receive the City's Star Grant
    - Update
      1. November is the fundraising deadline to impact project plans
      2. Need to determine next steps on the approach for the final couple of months
        - I. Big Grants, Community Events, etc.
        - II. Looking for volunteers to help support the effort; contact Amy Huerta
      3. Questions
        - I. Did other schools raise money?
          - a. Not sure but Chris will reach out to the other school
  - 2019/2020 calendar - Events & Council meetings

- Events are on the google calendar on EXPO's event page
  1. Calendar events below
  2. Site Maintenance and updates are now done by Darren

#### 4. Planning discussion

- Review & discuss council structure & interaction with the community (students, families, teachers, staff, ...):
  - The Council is a group of parents that is expected to represent all families within the school
    1. Structure was created 5 years ago and needs to be addressed
- **What has worked well:**
  - The structure focuses more on committees and less about the board and provides more power to the parents and less on the directors
  - Finance is very clear on where we stand in expenses
- **What could work better**
  - Goals and purpose between the PCE and DEI committees can be blurry
    1. **Opportunity to explore ways to combine the two committees since they overlap**
      - I. DEI should just be part of the fabric in everything that we do and not stuck within one committee
      - II. DEI committee does provide that extra lens to ensure that all families are represented in decisions / events throughout the school
    2. Thought could be that, overall, diversity and inclusion is an issue that should be more at the school administration level and not at the parent
      - I. With parents there is bias and may not result representing all parents
      - II. Can be better at making things more inclusive and being more thoughtful
  - Communication to parents can be better across all committees
    1. Current communication comes in different forms
      - I. Teachers, Friday Folders, School Website, Newsletter
      - II. Opportunity to be more digital
        - a. School-wide list currently includes 690 email addresses
        - b. Email is required but doesn't mean there is access to emails
      - III. More access to parents to sign up for volunteer events
        - a. Sign-up Genius for events
        - b. Through the teachers
      - IV. My School Anywhere
        - a. 2 year contract to help communicate to group of parents

- b. Tabled discussion to September meeting
    - Focus on how to engage new families to Expo
      - 1. Have a go-to parent within the same classroom as a resource
        - I. Proposal now is to have a dedicated “classroom connectors” to support communicate, coordinate and help all families**
        - II. Not a daily thing just someone who can be the essential parent to bring the class together
        - III. Darren presents proposal to teachers next week
        - IV. Discussion is how to keep the connectors involved and connected with the board: Through committees? Head Connector? Other means
    - Facebook Group Involvement
      - 1. Updated policies last year to control messages on conversation respectful
      - 2. It can be a useful channel but does require extra oversight
    - **Improve the engagement with Teachers and Staff**
      - 1. They play a role in providing insights into the school community in how to represent the kids and can help provide insights on where to focus efforts
      - 2. Recognize time commitment but it is important to have the perspective of the entire school
      - 3. Parents should not be making big decisions or assessing the involvement, but teachers and administrators are the experts
      - 4. Involvement with teachers / administrators needs to be creative on how to engage instead of having the only venue at the board meeting
        - I. Board members at staff meetings? Bring doughnuts to lunch?
  - **What should we adjust**
    - Look beyond just being event planners but build events that build community
      - 1. Engagement of parents is still not representative of the entire school and we should prioritize how they are accounted for in decisions being made
      - 2. Need to be more thoughtful on the best way to allocate people’s time and resources for parent engagement
        - I. Explore cultural liaison within the board**
    - Be aligned with how the school and staff is talking about culture
      - 1. Focus on the school year is on how the staff can create a new culture within the school that is representative of all students and family
      - 2. Focused on diversity and cultural awareness and empathy
- 5. Identify & discuss committee / board goals for 2019-20 school year:**
  - Establish and build Classroom Connectors strategy for the upcoming year

- Improve the teacher / staff engagement model with the council
- Enhance communication with parents by leveraging current channels
- Explore new opportunities within event calendar for the 2020 – 2021 school year
- Define clear goals for the committees including structure and strategy
- Review current spending structure in ways to maximize the effectiveness of dollars raised / received

## **APPENDIX: I**

### **AGENDA: COMBINED COUNCIL & BOARD PLANNING MEETING**

6-8 p.m., August 19, 2019

EXPO Elementary library

1. Call to order
2. Welcome & Introductions - structure/feel of combined planning meeting
3. Google Drive Orientation (board/committee docs, etc)
4. Regular Business & Updates
  - a. Principal's report
  - b. Treasurer's report
  - c. Treasure Island fundraising update
  - d. 2019/2020 calendar - events & Council meetings
2. Planning discussion
  - a. Review & discuss council structure & interaction with the community (students, families, teachers, staff, ...):
    - I. What has worked well
    - II. What could work better
    - III. What should we adjust
  - b. Board/council role discussion
  - c. Identify & discuss committee goals for 2019-20 school year
  - d. Identify & discuss board goals for 2019-20 school year

| <b>Event</b>                        | <b>Date</b>      | <b>Time</b> | <b>Lead / Contact</b>             | <b>Other Notes</b>  |
|-------------------------------------|------------------|-------------|-----------------------------------|---|
| New parent breakfast                | Thurs., Sept. 5  | 7:30-8:30am | Jacqueline Kraus                  | SignUp link:<br><a href="https://www.signupgenius.com/go/60B0C4DA8A92CA1F94-welcome">https://www.signupgenius.com/go/60B0C4DA8A92CA1F94-welcome</a> |
| AMAZE presentation                  | Tues., Sept. 17  | 6:30-8pm    | Darren...?                        | Melissa set this up last spring before she left. Will need to check with Darren re: details.  |
| Harvest celebration                 | Thurs., Sept. 26 | 5:30-7:30pm | Kristina Mattson                  |   |
| Fall carnival                       | Thurs., Oct. 24  | 5-8pm       | Jenny Rixen                       |   |
| Conference meal for teachers, staff | Thurs., Nov. 14  | ??          | Jacqueline Kraus                  |   |
| EXPO open house                     | Thurs., Jan. 23  |             | Darren...? New asst principal?    | Council was not involved in the planning of this event in 2018-19 school year. Melissa planned with a group of EXPO parents.                        |
| Family service night                | Tues., Jan. 28   | 5:30-7pm    | Jacqueline Kraus                  |   |
| Family dance                        | Fri., Feb. 21    | 6-8pm       | Taki Andrianokos, Towanda Brunson |   |
| Conference meal for teachers, staff | Thurs., Mar. 19  | ??          | Jacqueline Kraus                  |   |
| Silent auction                      | Sat., Mar. 21    |             | Ann Ellenbaas                     |   |
| Fun run / food fair                 | Thurs., May 28   | 5-7:30pm    |                                   |   |

## **APPENDIX: II**

### **EXPO Events for 2019-20 school year**



## **APPENDIX: III**

### **Financial Documents**

1. [July Account Balances](#)
2. [Recent Transactions](#)
3. [High Level Summary of the Financial Activity for 2018 and 2019](#)

## APPENDIX: IV

### Extended Board Member Responsibilities

## BOARD RESPONSIBILITIES

### *EXPO COUNCIL OF PARENTS*

Proposed Updates: May 2019

## OFFICERS

### Chair

- Oversees board meeting
- Prepare agenda for board meetings
- Works in partnership with other board members and school principal to ensure board resolutions are carried out
- Assists in conducting new board member orientation
- Assist with recruitment of new board members
  
- Act as primary point of contact for ad hoc board issues, requests, and outside group communication (e.g. vendors) throughout the school year

### Vice-Chair

- Attend all board meetings
- Carry out special assignments as requested by the board chair
- Assist with recruitment of new board members
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

### Treasurer

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Have some understanding of financial accounting for nonprofit organizations
- Serve as board liaison to the Finance & Fundraising committee
- Reconcile our records with the bank statements
- Manage the board's review of and action related to the board's financial responsibilities including the filing of the MN Attorney General's report and the IRS Form 990.
- Ensure that appropriate financial reports are made available to the board on a timely basis

### Secretary

- Attend all board meetings
- Work with EXPO Elementary staff to ensure the safety and accuracy of all board records including legal documents.

- Write and distribution board minutes. (Or ensure someone is available to record meeting minutes.)
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Supports social media platform in posting key events, updates and general communication to the followers

## BOARD MEMBERS

### Vice-Treasurer (New)

- Attend all board meetings
- Support treasurer in their duties
- Board liaison to the Finance & Fundraising committee

### Director(s)

- Develop annual calendar of meeting and board goals/strategies
- Approve board annual calendar and committee/working group structure for upcoming year
- Advise principal on key strategic opportunities for upcoming school year
- Approve changes to organizational documents
- Review and approve IRS Form 990
- Review and accept quarterly financial reports (including comparison of budget to actual)
- Annually self-assess the board of directors capacity to govern
- Each director will take on at least one additional role in support of the officer positions. These roles include:
  - **Music Chair**
    - Oversees the music program partnership
  - **Communication Support**
    - Supports the Secretary
    - Supports social media platform in posting key events, updates and general communication to the followers
  - **Diversity, Equity, & Inclusion Liaison**
    - Board liaison to the Diversity, Equity & Inclusion Committee
  - **Parent & Community Engagement Liaison**
    - Board liaison to the Parent & Community Engagement Committee
  - **Check Signing**
    - Supports the treasurer in writing/signing checks

## EVENT SUPPORT

All officers and board members are expected to play an active role in at least one Expo event. The support will be determined by the event organizer and will vary based on the event. Events at Expo include:

- Carnival
- Harvest Festival

- Dance
- Auction
- Fun Run
- Parent Focused Events (SPOKE)