

## **BOARD MEETING**

6-8 p.m., December 2, 2019

EXPO Elementary library

### **Meeting Overview**

#### **Highlights**

- During committee time, Expo's Kindergarten and Pre-School teachers shared an overview of the curriculum and highlights for the upcoming year:
  - Emphasized the importance of classroom sizes and one-on-one time with the students
  - Biggest opportunity is to update the décor of the rooms (i.e. furniture, toys, books)
- The Board discussed, voted on and approved two mini-grants supporting resource teachers:
  - \$800 – PE Equipment
  - \$947.25 – GT Supplies

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

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

## BOARD MEETING MINUTES

6-8 p.m., December 2, 2019

EXPO Elementary library

### 1. Call to order

### 2. Regular Business

- Principal's update
  - A. January 25 is the school choice fair at Roy Wilkins, the start of open enrollment will begin shortly after
  - B. Currently enrollment is down across school, with the biggest risk in Kindergarten
    - a. 7:30 start time is a big factor in the decrease of prospective students
    - b. Asks the community to help with recruitment and build awareness of the school, this could include
      - 1. Investing in EXPO yard signs
      - 2. Placing an article in the Villager
- Treasurer's update
  - A. Highlights from recent transactions include:
    - a. Several Carnival check requests were paid
      - 1. Still waiting to hear from club choice
    - b. Per BOD, \$20,000 was moved from Silent Auction to Music Residency
    - c. St Thomas deposit (\$1,000) for Silent Auction was paid (March 21st)
    - d. Give to the Max push (Nov. 5 - 14) \$15,000 was raised, not including matches.
  - B. Playground Account update:
    - a. Since September 27, we have grossed \$50,327.78. After processing fees, we have netted \$49,748.70.
    - b. This already includes the \$10K match we will get sometime this week as well as some other online giving via other platforms (i.e. Benevity, GiveMN) that we might not see in our accounts until later in December (estimating fees that they may charge).
    - c. After everything gets deposited into our account, I anticipate the Playground account balance will be \$75,596.66.
- Committee updates
  - A. DE&I
    - a. Looking at creating a discussion groups with parents based on different equity topics with the support of current SPPS resources
      - 1. Goal is for monthly forum held at the Highland Park Library
    - b. Began planning logistics and activities for African American Parent Involvement Day (February 10)

1. Looking for parent volunteers / greeters
  2. Additional information will be provided leading up to the event
- B. Finance Fundraising
- a. Discussed details regarding recent transactions as described above in the Treasure's Report
  - b. Upcoming Dining Out includes:
    1. December 3 –Pizza Luce
    2. January – Panera
- C. Parent & Community Engagement
- a. Discussed upcoming events:
    1. Family Dance (February 21)
    2. Family Service Night (January 28)
      - a. Similar to last year with 6 different stations
      - b. Idea to offer meal / snack during the time

### 3. New Business

- Mini Grants
  - A. Gym equipment - Chris Apps
    - a. See Appendix IV for additional information
    - b. Traditional spends roughly \$400 a year
    - c. Motion to approve the grant by pulling \$539.38 from the Resource – Gym account and \$261.62 from the Mini-Grant fund.
      1. **Motion Passes**
  - B. G/T supplies - Gail Pierce
    - a. See Appendix V for additional information
    - b. Traditionally GT spends roughly \$900 though current spending sources and additional fundraising efforts
    - c. Motion to approve the grant a future determined fund based on Club Choice allocations in the coming month
      1. **Motion Passes**
- Communication Strategy Discussion
  - A. Strategy proposal was reviewed and discussed (see Appendix VI)
    - a. The scope would only include formal push communication
      1. **Board should review document and provide feedback and edits at the January Board Meeting**
- Classroom Connector Network Update
  - A. Connectors have been rolled out throughout the school
  - B. The roll is/was helpful to provide information to parents regarding events happening in the school (*i.e. Carnival*)
  - C. Still determining the role / relationship with teachers
    - a. Discussion around how to improve connections with other families / especially new families to EXPO

- Treasure Island Update
  - A. Phase I fundraising efforts have concluded with great success
  - B. Currently working the district on updates to the new playground design and materials costs
    - a. Estimated cost for the new design is roughly ~\$500k including donated materials
    - b. District has approved community build and donated materials as part of the plan
    - c. Current funding supports one circuit area and pirate ship
    - d. Phase II will kick off later this year
      - 1. Board needs to discuss what type of support it will provide long-term
      - 2. Villager will provide additional story when the new design is ready

#### **4. Adjourn**

- Motion to adjourn 8:02 – all approved

## **APPENDIX I: MEETING AGENDA**

### **BOARD MEETING Minutes**

6-8 p.m., December 2, 2019

EXPO Elementary library

### **AGENDA: COUNCIL MEETING**

6-7 p.m., December 2, 2019; EXPO Elementary library (2nd floor, South side of bldg.)

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

- a. Meeting & Council overview
- b. Upcoming events
  - i. Winter Break: Mon 12/23 - Fri 1/3
- c. Introductions

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

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

- a. Finance & Fundraising:
  - i. Overall fundraising strategy, cont.
- b. Diversity, Equity, & Inclusion:
  - i. Equity book study
  - ii. NAAPID (National African American Parent Involvement Day) - February
- c. Parent & Community Engagement:
  - i. Family Service Night
  - ii. Remaining P&CE events for the year

### **AGENDA: BOARD MEETING**

7-8 p.m., December 2, 2019; EXPO Elementary library (2nd floor, South side of bldg.)

#### **5. Call to order**

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

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

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

- a. Mini Grants - DECISION
  - i. Gym equipment - Chris Apps
  - ii. G/T supplies - Gail Pierce
- b. Communication strategy - DISCUSSION
- c. Classroom Connector network - DISCUSSION
- d. Treasure Island Update - DISCUSSION
- e. Walk-on items

#### **8. Adjourn**

## APPENDIX II: RECENT BOARD TRANSACTIONS

Recent Transactions - Nov 2019		11/1/2019 through 11/30/2019			
Date	Num	Description	Memo	Category	Cl Amount
<b>BKGDChecks</b>					<b>27.00</b>
11/7/2019		S Deposit		1 Donations	R 27.00
<b>BWCA</b>					<b>-385.26</b>
11/12/2019	8768	YMCA Camp Widjwagan		6 Program Exp:2 - Field Trips	R -500.00
11/14/2019		S Square Inc 191114P2		2 Fundraiser Inc	R 48.00
				7 Management:Credit Card Txn Fees	R -1.64
11/18/2019		S Square Inc 191114P2		2 Fundraiser Inc	R 60.00
				7 Management:Credit Card Txn Fees	R -1.95
11/18/2019		S Square Inc 191114P2		2 Fundraiser Inc	R 68.50
				7 Management:Credit Card Txn Fees	R -2.17
11/27/2019		S Deposit	coffee	2 Fundraiser Inc	R 176.00
11/30/2019	8774	Velasquez Family Coffee		5 Fundraiser Exp	R -232.00
<b>Carnival</b>					<b>-4,569.30</b>
11/3/2019	8752	Riva Rains		5 Fundraiser Exp	R -36.34
11/3/2019	8757	Jenny Rixen		5 Fundraiser Exp	R -364.73
11/3/2019	8763	Erin Collins		5 Fundraiser Exp:Food	R -1,923.72
11/12/2019	8771	Colleen Coleman		5 Fundraiser Exp	R -102.36
11/12/2019	8772	... Kate Sauser	fun jumps rentals	5 Fundraiser Exp:Rent and Facilities	R -1,787.05
			hair extensions, body ta...	5 Fundraiser Exp	R -355.10
<b>Club Choice</b>					<b>629.00</b>
11/7/2019		S Deposit		2 Fundraiser Inc	R 629.00
<b>Community Events &amp; Expenses</b>					<b>82.98</b>
11/3/2019	8755	Marie Truso		6 Program Exp:4 - Other Programs:Childcare	R -48.60
11/3/2019	8756	Celia Knief		6 Program Exp:4 - Other Programs:Childcare	R -39.40
11/3/2019	8762	Jacqueline Kraus	new parent breakfast	6 Program Exp:1 - Class Supplies & Events:Community Event	R -78.00
11/12/2019	8766	Ann Elenbaas	Nov BOD food	6 Program Exp:1 - Class Supplies & Events:Community Event	R -140.78
11/12/2019	8769	Conor Kramer		6 Program Exp:4 - Other Programs:Childcare	R -40.22
11/12/2019	8770	Robert Tschida		6 Program Exp:4 - Other Programs:Childcare	R -39.96
11/12/2019		Amazon Smile		1 Donations	R 49.94
11/12/2019		Wells Fargo Comm Corporate		1 Donations	R 150.00
11/14/2019		Wells Fargo Foun Corporate		1 Donations	R 150.00
11/14/2019		Wells Fargo Foun Corporate		1 Donations	R 60.00
11/27/2019		S Deposit		1 Donations	R 60.00
<b>Expo Gear</b>					<b>25.00</b>
11/7/2019		S Deposit		2 Fundraiser Inc	R 25.00

Recent Transactions - Nov 2019		11/1/2019 through 11/30/2019			
Date	Num	Description	Memo	Category	Cl Amount
11/30/2019	8781	...Gall Pierce		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -40.68
11/30/2019	8782	Expo		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -61.72
<b>Gr 1-2 East Tera</b>					<b>-67.05</b>
11/3/2019	8754	Susan Johnson		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -67.05
<b>Gr 1-2 South Phyllis</b>					<b>-79.94</b>
11/12/2019	8767	Sam's Club - Synchrony Bank		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -79.94
<b>Gr 3-4 North Chan</b>					<b>1,659.00</b>
11/7/2019		S Deposit		1 Donations	R 1,659.00
<b>Gr 3-4 West Mike</b>					<b>-447.14</b>
11/7/2019		S Deposit		1 Donations	R 10.00
11/30/2019	8776	Highpoint Center For Printm...	8160	6 Program Exp:2 - Field Trips	R -400.00
11/30/2019	8778	Michael Hartogh		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -57.14
<b>Gr 5 Sarah</b>					<b>65.00</b>
11/3/2019	8764	YMCA Camp St. Croix		6 Program Exp:2 - Field Trips	R -1,225.00
11/7/2019		S Deposit		1 Donations	R 700.00
11/27/2019		S Deposit		1 Donations	R 740.00
11/30/2019	8780	Sara Clancy		6 Program Exp:3 - Suppl Educ Exper:Visiting Speaker	R -150.00
<b>Gr Kindergarten Mary</b>					<b>-512.27</b>
11/3/2019	8760	**VOID**Mary Ross Olsen		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R 0.00
11/12/2019	8765	Mary Ross Olsen		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -97.27
11/27/2019		S Deposit		1 Donations	R 25.00
11/30/2019	8775	MN Jewish Theater Company		6 Program Exp:2 - Field Trips	R -440.00
<b>Library</b>					<b>-40.15</b>
11/3/2019	8758	...Expo	bookfair supplies	6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -31.03
11/27/2019		S Deposit	bookfair	2 Fundraiser Inc	R 1,180.60
11/30/2019	8777	Scholastic Book Fairs		5 Fundraiser Exp	R -1,180.60
11/30/2019	8781	...Gall Pierce		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R -9.12
<b>Music Residency</b>					<b>20,000.00</b>
11/5/2019		S Move Silent Auction Money ...		9 Transfers	R 20,000.00
<b>Playground</b>					<b>22,275.74</b>
11/4/2019		S Wepay Payments		1 Donations	R 310.68
				7 Management:Credit Card Txn Fees	R -10.70
11/7/2019		S Wepay Payments		1 Donations	R 1,767.42
				7 Management:Credit Card Txn Fees	R -58.05
11/7/2019		S Deposit		1 Donations	R 1,000.00
11/8/2019		S Wepay Payments		1 Donations	R 258.70
				7 Management:Credit Card Txn Fees	R -8.71
11/12/2019		S Wepay Payments		1 Donations	R 150.00

## Recent Transactions - Nov 2019

11/1/2019 through 11/30/2019

12/1/2019

Page 3

Date	Num	Description	Memo	Category	Cl	Amount
				7 Management:Credit Card Txn Fees	R	-5.48
11/13/2019		S Wepay Payments		1 Donations	R	405.34
				7 Management:Credit Card Txn Fees	R	-13.78
11/15/2019		S Wepay Payments		1 Donations	R	1,637.00
				7 Management:Credit Card Txn Fees	R	-55.61
11/18/2019		S Wepay Payments		1 Donations	R	155.64
				7 Management:Credit Card Txn Fees	R	-5.66
11/18/2019		S Wepay Payments		1 Donations	R	26.14
				7 Management:Credit Card Txn Fees	R	-1.15
11/18/2019		S Wepay Payments		1 Donations	R	103.66
				7 Management:Credit Card Txn Fees	R	-3.67
11/19/2019		S Wepay Payments		1 Donations	R	129.80
				7 Management:Credit Card Txn Fees	R	-4.82
11/19/2019		S Wepay Payments		1 Donations	R	26.14
				7 Management:Credit Card Txn Fees	R	-1.15
11/25/2019		S Wepay Payments		1 Donations	R	310.98
				7 Management:Credit Card Txn Fees	R	-11.01
11/25/2019		S Wepay Payments		1 Donations	R	51.14
				7 Management:Credit Card Txn Fees	R	-2.26
11/25/2019		S Wepay Payments		1 Donations	R	103.66
				7 Management:Credit Card Txn Fees	R	-3.67
11/26/2019		Mightycause Char Grantdep	GiveMN	1 Donations	R	8,085.00
11/26/2019		S Wepay Payments		1 Donations	R	620.76
				7 Management:Credit Card Txn Fees	R	-20.78
11/27/2019		S Wepay Payments		1 Donations	R	52.28
				7 Management:Credit Card Txn Fees	R	-2.30
11/27/2019		S Deposit	GiveMN checks	1 Donations	R	5,280.00
11/29/2019		S Wepay Payments		1 Donations	R	441.75
				7 Management:Credit Card Txn Fees	R	-16.46
11/29/2019		S Wepay Payments		1 Donations	R	310.98
				7 Management:Credit Card Txn Fees	R	-11.01
11/30/2019		S Wepay Payments		1 Donations	R	1,330.28
				7 Management:Credit Card Txn Fees	R	-45.34
<b>Project Connection</b>						<b>-192.16</b>
11/3/2019	8753	... Heather Alden		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-135.81
11/3/2019	8761	Lauren Vetsch		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-56.35
<b>Resource-Art</b>						<b>-927.99</b>
11/3/2019	8759	Kimberly Raedeke		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-830.69

## Recent Transactions - Nov 2019

11/1/2019 through 11/30/2019

12/1/2019

Page 4

Date	Num	Description	Memo	Category	Cl	Amount
11/30/2019	8779	Kimberly Raedeke		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-97.30
<b>Silent Auction</b>						<b>-20,821.22</b>
11/3/2019	8750	University Of St. Thomas		5 Fundraiser Exp:Rent and Facilities	R	-1,000.00
11/5/2019		S Move Silent Auction Money ...		9 Transfers	R	-20,000.00
11/7/2019		S Deposit		2 Fundraiser Inc	R	130.00
11/27/2019		S Deposit		2 Fundraiser Inc	R	48.78
<b>Social Work</b>						<b>-833.00</b>
11/3/2019	8751	All For Kidz	NED yoyo	6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-833.00
<b>Special Ed</b>						<b>-10.04</b>
11/3/2019	8753	... Heather Alden		6 Program Exp:1 - Class Supplies & Events:Classroom Sup...	R	-10.04
<b>Sunshine</b>						<b>575.00</b>
11/7/2019		S Deposit		1 Donations	R	485.00
11/27/2019		S Deposit		1 Donations	R	70.00
				1 Donations	R	20.00
<b>Unallocated</b>						<b>-71.40</b>
11/12/2019	8773	...Nathan Kopka	Federal and State tax fil...	7 Management:Filing Fees	R	-63.62
				7 Management:Office Supplies	R	-27.78
11/27/2019		S Deposit		1 Donations	R	20.00
<b>OVERALL TO...</b>						<b>16,241.55</b>

# APPENDIX III: ACCOUNT BALANCE SHEET

12/1/2019

## Account Balances 7/31/2017 through 11/30/2019

Page 1

Class Description	7/31/2017- 11/30/2019
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	10,981.42
Curriculum	1,157.51
Dance	0.00
Discovery Club	53.92
Edible Garden	316.27
English Lang Learners	827.98
Expo Gear	1,051.12
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	10,570.72
Gr 3-4 West Mike	6,655.14
Gr 5 Sarah	791.71
Gr Kindergarten Mary	5,918.16
Library	6,173.81
MiniGrants	1,131.01
Music Residency	10,717.45
Playground	54,348.96
Principal and Office	37.94
Project Connection	1,130.69
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>193,261.67</b>



APPENDIX IV: PE MINI GRANT

**EXPO Elementary Mini-Grant Application Form**

(Applications reviewed at monthly Board of Directors meetings)

Date of application: 11-19-19 Application submitted to: \_\_\_\_\_

**Applicant Information**

Chris Apps

*Name of contact person regarding this application*

Phy Ed

*Affiliation with Expo Elementary School*

651-290-8384

*Phone*

Christopher.apps@spps.org

*Email*

**Proposal Information**

Please give a 3-5 sentence summary of request:

Population served: 700

How will this benefit the Expo Community?

Gym equipment

**Budget**

Dollar amount requested:

\$ 800

Funds needed by:

Date \_\_\_\_\_

**Authorization**

Name and title board chair:

\_\_\_\_\_

Signature

\_\_\_\_\_

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

# Gopher Sport Phy Ed Equipment

gophersport.com

① - Beach balls - GF11-027 set/6 = \$25

② - Whistles - GF66-682 (12-total) = \$10

③ - Mesh bags XL - GF89-765 set/6 = \$110

④ - <sup>(Whiffle)</sup> Pesis Dent balls - GF42-551 3-sets/6 = \$30

⑤ - Soccer balls - GF71-564 set/6 = \$110

⑥ - Hockey sticks - GF10-812 (7-total) = \$91

⑦ - Obstacle Course GF10-048 = \$250

⑧ - Basketballs - GF62-879 set/6 = \$80

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Total = \$706 + shipping

Chris Apps

~~4-7-2015~~  
9/10/15

APPENDIX V: GT MINI GRANT

**EXPO Elementary Mini-Grant Application Form**

(Applications reviewed at monthly Board of Directors meetings)

Date of application: 11-20-19 Application submitted to: Colleen Gelly

**Applicant Information**

Gail Pierce

*Name of contact person regarding this application*

GT Educator

*Affiliation with Expo Elementary School*

1051-290-8384

*Phone*

gail.pierce@spps.org

*Email*

**Proposal Information**

Please give a 3-5 sentence summary of request:

Population served: K-5 classrooms

How will this benefit the Expo Community?

**Budget**

Dollar amount requested: \$ 947.25

Funds needed by: Date as soon as possible

**Authorization**

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

Signature \_\_\_\_\_

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

## Mini-Grant Gail Pierce

### Lakeshore Catalog:

- Privacy Partitions Storage Rack 1 at \$32.99
- Privacy Partitions - Set of 10 (I would like 3 sets)  
 $29.99 \times 3 = \$89.97$

### Oriental Trading Company:

- Magnifying Glasses #39/701  
Every first grader gets one  
\$5.19 a box (I would like 12 boxes)  
 $5.19 \times 12 = \$62.28$

### Innovative Office Supplies:

- **Creativity Street®** One Pound Felt Sheet Pack,  
Rectangular, 9 x 12, Assorted Colors SKU: CKC3904  
\$9.68 a pack (I would like 4 packs)  
 $9.68 \times 4 = \$38.72$
- **Creativity Street®** Pound of Poms Giant Bonus Pack,  
Assorted Colors, 1 lb/Pack SKU: CKC818001  
\$21.18 a bag (I would like 4 bags)  
 $21.18 \times 4 = \$84.72$
- **Creativity Street®** Pony Beads, Plastic, 6 mm x 9  
mm, Assorted Colors, 1,000/Set SKU: CKC3552  
\$ a bag (I would like 2 bags)

$\$5.17 \times 2 = \$10.34$

- **Creativity Street®** Natural Wood Craft Sticks, Jumbo Size, 6" x 0.75", Wood, Natural, 500/Box  
SKU: CKC377601

\$ a box (I would like 2 boxes)

$\$8.09 \times 2 = \$16.18$

- **Creativity Street®** Natural Wood Craft Sticks, 4.5" x 0.38", Wood, Natural, 1,000/Box SKU: CKC377501

\$ a box (I would like 2 boxes)

$\$8.09 \times 2 = \$16.18$

- **Scotch®** Double-Sided Permanent Tape in Handheld Dispenser, 1" Core, 0.5" x 20.83 ft, Clear, 3/Pack  
SKU: MMM3136

\$ a box (I would like 10 3 packs)

$\$5.45 \times 10 = \$54.50$

- **Elmer's®** Washable School Glue, 4 oz, Dries Clear SKU: EPIE304

\$ a bottle (I would like 20 bottles)

$\$0.66 \times 20 = \$13.20$

#### Amazon

- Skippity Game (Brain game for kids)  
 $\$19.95 \text{ a game} \times 7 = \$139.65$   
7 games allows us to play as an entire class!
- Block Buddies Educational Block Game for Kids  
 $\$24.95 \text{ a game} \times 13 = \$324.35$   
Allow learners to work in groups of two

- Ker Plunk Game for grades K-2  
\$9.95 a game x 7=\$69.65  
7 games allows us to play as an entire class
- Awesome Engineering Activities for Kids: 50+ Exciting STEAM Projects to Design and Build Book  
\$13.69
- Brain Games for Clever Kids: Puzzles to Exercise Your Mind Paperback Book  
\$7.99
- STEAM Lab for Kids: 52 Creative Hands-On Projects for Exploring Science, Technology, Engineering, Art, and Math Book  
\$11.89

## **APPENDIX VI: COMMUNICATION STRATEGY**