

Washburn Parent Council Leadership Team meeting

January 14, 2018 meeting 3-4:00pm at Turtle Bread

Attendees: Missy Line, Diana Curtis, Heidi Knaus, Deanna Diebold, Tina Ham Peterson, Jen Buss, Charles Spolyar

Not in Attendance: Erica Lebens-Englund, Denise Dieffenbach

The expanded leadership group was assembled to provide more guidance and insight to the Parent Council and have more contact points for parents.

Parent Council page on Washburn site: http://washburn.mpls.k12.mn.us/parent_council

Volunteer Opportunity page on Washburn site:

http://washburn.mpls.k12.mn.us/volunteer_opportunities_pc

4 ways for parents to be involved at Washburn:

Volunteer (Sign Up Genius by event or on a committee)

Topic meetings

Social gatherings

Executive Board / Administrative meetings

Organizational Items:

Approve Bylaws & Financial Review (see YTD financials and budget at end of document)

Bylaws were reviewed and approved and accepted unanimously.

Bank resolution was drafted and signed.

Site Council / Administration:

Social & Emotional Needs – no update

Winter Dance – dance will be at Muse Event Center downtown Mpls on February 9th.

Advisory will cover off appropriate behavior the week prior.

Transition to High School – no update

Committee notes:

- **Washburn Cares** – The committee works closely with the social workers at school. Tshirt sales were around \$350 (cost of tshirts were covered by Thrivent funds Tina Ham Peterson was able to get) + about \$500 in donations. Received about \$3000 for the giftcard drive. Toiletries drive is ongoing. The coat closet received about 17 coats plus hats and gloves. A parent volunteer took senior pictures for 12 kids. The committee is also helping families transition to permanent housing.
- **Plant Sale** – a committee meeting was held on Dec 4, 2017. Missy to look into someone to help with a website. Charles to look at Squarespace. Diana to look at options through the online directory. Date was changed for pickup to be May 5th. **Update** – Diana did set up a Store within the online directory for Washburn. It looks like it would work well and it does have inventory. There may be a challenge to on guest registrations (people who aren't in our directory). Other schools have gotten around this with a guest login. But we want to make sure we can capture their email. Diana ran a \$2 transaction through PayPal and we need to confirm that it worked. A link to the sample store was sent out to the Plant sale committee but no responses from those managing the site.
- **Prospective Student Tours** – Jan 19, Feb 2, and Feb 6 dates are still in need of parent tour leaders (Jan 30 is filled). The tours are 9:15am-10:45am. Sign Up Genius Link for incoming families <http://www.signupgenius.com/go/30e0c4ea9a62ca3f94-prospective1>
Sign Up Genius for Tour Leaders:
<http://www.signupgenius.com/go/30e0c4ea9a62ca3f94-tour2>
- **Egyptian Dinner** – date will need to change from Feb 10th and move to March 10th. Only 10 tickets sold to 3 families at this point. Ms. Abir Ismail will notify us when to start advertising (after cateteria is approved as reserved by the school). Tickets are \$15 per person. Processing fees will be absorbed by Parent Council since the tickets are Event was set up on EventBrite - <https://tinyurl.com/WHSEgyptianDinner2018>.
- **Teacher Appreciation Dinner** - Feb 15th -- Sign Up Genius is updated.
<http://www.signupgenius.com/go/30e0c4ea9a62ca3f94-teacher1>
- **Battle of the Bands** – date is April 15, 2018 at the Uptown VFW from 3-6pm
- **Incoming Freshman Registration Night** – Apr 26th
- **Senior Party** - June 7th – a recruitment email went out to the Junior parents to help plan the party. A planning meeting will be Sunday January 21st.

- **Test Proctoring** – 3 weeks in May. Start recruiting in March

Upcoming Meetings:

Next Social Gathering? Missy will look into some options for February

Next General Meeting? The date on the calendar is March 8th. Diana to reach out to the Science teachers to see if they are willing to do Girls in Science.

Next Executive Board meeting will be on Sunday March 4th at 3pm at Turtle Bread.

Financial Review:

Washburn Parent Council, Inc.
Profit and Loss Comparison
 August 1, 2017 - January 13, 2018

	General	Washburn Cares	Senior Party	Aug 1, 2017 - Jan 13, 2018	Aug 1, 2016 - Jan 13, 2017 (PY)
Income	-	-	-	-	-
Total Income					
Expenses					
Landscape Expenses	87.46			87.46	703.42
Legal & Professional Services	585.00			585.00	
Online Directory Expense	298.00			298.00	298.00
Teacher Appreciation Meals	220.22			220.22	522.66
Uncategorized Expense	14.97			14.97	
Washburn Cares Expense		648.46		648.46	
Senior Party Expense					
Senior Party - Entertainment			1,697.50	1,697.50	
Total Senior Party Expense	\$ -	\$ -	\$ 1,697.50	\$ 1,697.50	\$ -
Total Expenses	\$ 1,205.65	\$ 648.46	\$ 1,697.50	\$ 3,551.61	\$ 1,524.08
Net Income	\$(1,205.65)	\$ (648.46)	\$ (1,697.50)	\$ (3,551.61)	\$ (1,524.08)
Beginning Cash Balance 8/1/17				14,756.58	
Activity				(3,551.61)	
Ending Balance 1/13/18				<u>11,204.97</u>	

Saturday, Jan 13, 2018 01:50:47 PM GMT-8 - Cash Basis

Budget for SY 17-18:

Washburn Parent Council, Inc.
Budget Overview: WHS SY 17-18 - FY18 P&L Classes
 August 2017 - July 2018

	General	Program	Washburn Cares	Poinsettia Sale	Plant Sale	Senior Party	TOTAL
Income							
Program Income							0.00
Battle of the Bands Income		1,200.00					1,200.00
Egyptian Dinner Income		1,200.00					1,200.00
Income				1,700.00	8,500.00	7,500.00	17,700.00
Total Income	\$ -	\$ 2,400.00	\$ -	\$ 1,700.00	\$ 8,500.00	\$ 7,500.00	\$ 20,100.00
Expenses							
Landscape Expenses	500.00						500.00
Legal & Professional Services	585.00						585.00
Online Directory Expense	298.00						298.00
Software Subscription	50.00						50.00
Speakers/Meeting Expenses		1,000.00					1,000.00
Teacher Appreciation Meals	600.00						600.00
Washburn Cares Expense			1,000.00				1,000.00
Poinsettia Expense				1,200.00			1,200.00
Plant Sale Expense					6,000.00		6,000.00
Senior Party Expense						10,994.00	10,994.00
Senior Party - Entertainment						1.00	1.00
Senior Party - Food						1.00	1.00
Senior Party - Location						1.00	1.00
Senior Party - Other						1.00	1.00
Senior Party - Prizes/Gifts						1.00	1.00
Senior Party - Transportation						1.00	1.00
Total Senior Party Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00
Total Expenses	\$ 2,033.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 6,000.00	\$ 11,000.00	\$ 22,233.00
Net Income	\$(2,033.00)	\$ 1,400.00	\$(1,000.00)	\$ 500.00	\$ 2,500.00	\$ (3,500.00)	\$ (2,133.00)
Beginning Cash Balance							14,756.58
Activity							(2,133.00)
Expected Ending Cash Balance							12,623.58

Here are notes from what we agreed to:

Expected receipts: Egyptian Dinner \$1,200, Battle of the Bands \$1,200, Poinsettia Sale \$500, Plant Sale \$2,500, Senior Party \$7,500. = \$12,900
 SY 2017-2018 use of prior cash balance = \$2,000

Recap of expenditures: Washburn Cares \$1,000 + estimated \$500 from Poinsettia sale, Landscaping \$500, Directory \$300, Teacher breakfasts \$600, Speakers/presenters \$1,000, Senior Party \$3,500 from plant sale + general funds, Senior Party addtl costs covered by funds brought in \$7,500= Total net expenditure: \$14,900

We will also need \$300 for the annual renewal with Parent Booster USA and \$50 for QuickBooks online