

Washburn Parent Council Leadership Team meeting

November 5, 2017 meeting 3-4:15pm at Turtle Bread

Attendees: Missy Line, Diana Curtis, Erica Lebens-Englund, Heidi Knaus, Deanna Diebold, Jen Buss, Denise Dieffenbach, Tina Ham Peterson, Charles Spolyar

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

Meeting Formats:

Topic Meetings at the school 6:30-7:30pm (following Site Council)–

Nov 9 2017, Jan 11 2018, Mar 8 2018, May 10 2018

- 15 minute update on the school from administration or Site Council update
- Speaker (school hot topic or outside speaker)
- Potential post admin meeting

Ideas include teachers/counselors, advanced academics, sexual health, mental health (social and emotional needs of teens), drugs/alcohol, second harvest volunteering, self defense, Chat with the Principal.

November 9th will be redirected to support the Hale/Field Partnership held at Field school Nov 9th from 6-8pm. The January 11th meeting is tentatively planned for a **Girls in Science** with 2 Washburn female science teachers. This would be a great meeting to invite the feeder schools.

The school administration team had requested that the Parent Council have a speaker on social and emotional well being of teenage students. This would likely be in December. Erica commented that it would be most effective if the students are covering the similar topic during the school day so the speaker can reinforce the topic with the parents with the speaker. Erica will follow up with administration. Other topics could be substance abuse, mental health, etc. Last year there was a speaker on substance abuse associated with Teen Challenge and there were many resource tables available on other topics. It would be great to repeat it this year as well. Another suggestion is to also have a speaker set up for the beginning of next year prior to MEA to help the students/parents cope with the changing seasons and pressures in school and home.

Social Gatherings 6:30-8:00pm –

Oct 4 2017 at Wild Mind Artisan Ales, Dec 13 2017 at Carbones, Feb 2018, Apr 2018, June 2018

Socialize with other Washburn parents. Chat about ways to get involved or just meet other parents. A good way for school community building and build school spirit.

Consider promoting “Bring a Friend”. Could also have a drawing for some items just for attending.

Executive Board/Administrative meetings Sundays 3pm-4pm Turtle Bread–

Oct 3rd, Nov 5th, Dec 3rd.

Parent Council Washburn web page is updated with last year notes. The page also has the upcoming event calendar and a volunteer page with Sign Up Genius links.

Leadership Team

Co-Chair Diana Curtis (9th & 10th)

Co-Chair Missy Line (11th)

Parent Liaison – Erica Lebens-Englund (11th)

Treasurer – Charles Spolyar (11th)

Tina Ham Peterson (10th)

Parents from each grade –

Deanna Diebold – 9th & 11th

Jen Buss – 10th

Heidi Knaus– 10th

Denise Dieffenbach– 11th

Potential Middle School Feeder Leaders (communication link between Washburn & feeder school):

Field Middle School – Melanie Faulhaber (request extended Nov 5 & accepted)

Justice Page Middle School – Kelly Taschler (request extended Nov 5)

Barton – Erica to ask around for recommendations – 1 recommendation is Julia Mullen

Annunciation – Tina Ham-Peterson (Tina agreed on Nov 5)

Committee notes:

Briefly reviewed the volunteer teams. Steph Smith is not on Washburn Cares. Meighan Middleton has agreed to take over the Poinsettia sale with proceeds going to Washburn Cares.

- **Give to the Max Day** (Nov 16, 2017) – Erica said calculators and 9th grade novels to increase a diverse library. She will reconfirm with the school. Melanie Faulhaber and Jenn Buss are assisting with communication.
- **Washburn Cares** – Gift card drive is very successful and great for the families. Looking for Walmart, Cub, Walgreens and Target gift cards. An idea was proposed to promote the gift card drive to the students. Jenn Buss will have her son Ethan bring it up at the next student council meeting. Washburn Cares identified more areas they support. They work closely

with the school social worker. Support areas: Thanksgiving bags of food, senior pictures, reduced price tickets to prom, snacks for school for kids needing transition, gift card drive.

- **Poinsettia Sale** – Terri Nelson is running it this year with Meighan Middleton shadowing. The proceeds (@\$500/year) will be allocated to support Washburn Cares.
- **Barnes & Noble Book Fair** – Dec 2, 2017 – Money raised is given to media center in the form of B&N gift cards to purchase needed books. Families can also purchase books that are on teachers' wish lists. NHS will provide wrapping. Music (choir & band) perform. Robotics will be there. Need to continue to advertise for the event.
- **Plant Sale** – a committee meeting will be held on Dec 4, 2017. Tangletown Gardens will give us a coupon to hand out during plant sale where 10% of purchases with the coupon will go back to Washburn.
- **Prospective Student Tours** – There are 5 dates for tours: Friday 12/8/17, Tuesday 12/12/17, Thursday 1/11/18, Tuesday 1/30/18, Friday 2/2/18. The tours are 9:15am-10:45am. SignUp Genius Link for incoming families
<http://www.signupgenius.com/go/30e0c4ea9a62ca3f94-prospective1>
There will be a parent training session on Nov 16th at 2:45pm
Missy is requesting at Site Council to have a half sheet promotional material for Parent Council in the incoming 9th grade folders. The other half sheet could be for Site Council.
- **Egyptian Dinner** – scheduled for Sat Feb 10th.
- **Senior Party** - location has been reserved. Looking to book talent. Erica will send out an email to Senior parents to create a planning committee for the party. They won't need to volunteer the night of the event but their input for planning would be great. Will need to set up a SignUp Genius and link it to the Parent Council volunteer page.

Legal and Accounting:

One checking account now manages the general funds, plant sale and senior party.

Non profit status: It was a unanimous decision to set up a 501(c)3 for the Parent Council to be a non-profit organization. Diana will look further into using a booster club organization as the shell and look into what other options we have.

Prior year financial activity in general account: General account funding last year was \$2,385 from Battle of the Bands and the Egyptian Dinner. The expenses for the year were \$1,841. There are funds available from the general funds. There are available funds from the plant sale and

senior party that were transferred into the general fund. A cash flow will need to be generated to see when deposits will need to be made for the plant sale and senior party.

Washburn Cares: Erica and Heidi would like to have funds for Washburn Cares. The committee is looking to provide Thanksgiving food bags for some families. They are also looking at subsidizing senior pictures and/or yearbooks, reduced price tickets to prom, funding to the school for snacks for kids who are in transition during the day. The first year request is to have \$1,000 available plus the proceeds from the poinsettia sale.

Landscape costs: Beth Forsline requested \$500 for this year. This is a reasonable request as compared to prior years.

Directory: Online directory will need to be paid in November for the next year. Cost is \$298 annually.

Teacher Appreciation food: Sign Up Genius will be used to coordinate donations for the Teacher Appreciation lunches/dinners for fall & spring. Parent Council may need to fill in for items not provided. It is requested that the Parent Council provide funding for Teacher Breakfasts (start of the school year and end of the school year). Cost is estimated to be \$300 per time or \$600 for the year.

Speakers: It is requested for the budget to include \$1,000 for speakers/presenters. Ideally would have a speaker in the fall and one in the spring.

Senior Party - Senior Party has received \$2,500 per year from the plant sale in past years. Recommendation is to give Senior Party an additional \$1,000 for a total of \$3,500 funding for SY 2017-2018. One of the suggestions was to reduce the ticket price to \$25 from \$30. It is not known if the reduction of \$5 for the senior party would result in a higher turnout or not. Getting the senior parents involved with planning may help to increase the attendance.

Square account for Miller Mart/Spirit Wear: Miller Mart would like a Square account set up to collect funds for spirit wear and turn the funds over to the school. Once the Parent Council is a non-profit, this could be set up with funds to flow through the school. An estimate of the amount of funds expected to be collected would be good to know to determine if the annual gross receipts would stay less than \$50,000 each year. Receipts less than \$50,000 each year allows for a postcard filing. Receipts higher than \$50,000 will result in completing 990EZ.

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

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

Preliminary Recap of prior year financials

Financials

Washburn Parent Council Recap

Parent Council General Account	2013-2014				
	2012-2013 School year	School year	2014-2015 School year	2015-2016 School Year	2016-2017 School Year
Program Inflow	1,197	754	814	1,308	2,385
Garden	281	-	(126)	-	(922)
Food	(195)	(504)	(790)	(206)	(622)
Directory	(475)	(174)	-	(45)	(298)
Misc	(37)	(127)	(297)	(300)	-
Unidentified	-	101	-	(1,514)	-
Expenses	(427)	(703)	(1,212)	(2,065)	(1,841)
	771	50	(398)	(757)	544

Plant Sale Bal Trnfr					7,903
Sr. Party Bal Trnfr					2,993
	771	50	(398)	(757)	11,439

Programs	2013-2014				
	2012-2013 School year	School year	2014-2015 School year	2015-2016 School Year	2016-2017 School Year
Fall Fest In	1,696	1,413	1,354		
Fall Fest Out	(499)	(659)	(540)		
Net Fall Fest	1,197	754	814	-	-
Battle of the Bands				1,308	1,233
Egyptian Dinner					1,152
Net Programs	1,197	754	814	1,308	2,385

Majority of plant sale expense paid AFTER product is delivered.
 @\$1200 in advance @ \$600 promotion, \$600 other
 \$7,000 paid after delivery

Might need around \$7k for Senior Party paid in advance of collecting funds

	General	Plant Sale	Sr Party	Total
Ending Cash	3,861	7,903	2,993	14,757

Plants	2013-2014				
	2012-2013 School year	School year	2014-2015 School year	2015-2016 School Year	2016-2017 School Year
Plant Sale In			12,649	12,590	8,694
Plant Sale Out			(8,853)	(8,057)	(6,011)
Net Plant Sale			3,796	4,532	2,683
Poinsettia Sale In				2,195	1,736
Poinsettia Sale Out				(1,591)	(1,198)
Net Poinsettia Sale				604	537
Net Plant Sale Income			3,796	5,137	3,220
Transfer to Sr Party			(2,500)	(2,500)	(2,500)
Net Plant Sale			1,296	2,637	720

Senior Party	2013-2014				
	2012-2013 School year	School year	2014-2015 School year	2015-2016 School Year	2016-2017 School Year
Inflow	515	6,512	8,020	11,534	9,514
Location	(940)	(1,181)	(1,240)	(1,337)	(1,272)
Entertainment	(518)	(2,809)	(3,780)	(3,911)	(4,598)
Transportation	-	(98)	(1,356)	(1,596)	(1,248)
Prizes/Gift	(1,642)	(680)	(1,957)	(2,821)	(1,267)
Food	(583)	(779)	(1,279)	(881)	(404)
Expenses	(3,683)	(5,547)	(9,612)	(10,545)	(8,789)
Net Senior Party	(3,168)	965	(1,592)	989	725