

## Washburn Parent Council Meeting Notes

October 11, 2018 6:30pm

Attendees: Diana Curtis, Erica Lebens-Englund, Michelle Terpening, Heidi Knaus, Charles Spolyar, Jennifer Mortensen, Melissa Harritt, Karen Stremick.

Parent Council Mission statement:

1. Build positive and welcoming relationship between parents & school community
2. Support school initiatives & goals:
  - a. Communication (spread the word among families)
  - b. Financial support (fundraisers)
  - c. Service support (volunteers)
  - d. Educational resources (bring in guest speakers on important topics of interest to parents)

[http://washburn.mpls.k12.mn.us/parent\\_council](http://washburn.mpls.k12.mn.us/parent_council)

Agenda:	Owner	Time
Welcome & Introductions (meeting protocol and introduce yourself)	Diana Curtis	6:30-6:35
Administration Report	Michelle Terpening	6:35-6:45
Parent Council Organization business status	Diana Curtis	6:45-6:50
Parent Liaison Report	Erica Lebens-Englund	6:50-7:00
Committee Updates and Volunteer Needs	Diana Curtis	7:00-7:20
Open Forum on Ideas	Diana Curtis	7:20-7:30
Adjournment		7:30

### Welcome & Introductions

Administrative update: Michelle Terpening covered some of the items that were discussed during the Site Council meeting (budget process overview, SIP/FIP & Site Council goals).

Parent Liaison Update: Erica Lebens-Englund is the Washburn Parent Liaison and the Family Outreach Coordinator. The school has a big push to get as many families as possible to complete the Application for Education Benefits (also known as the free and reduced lunch application). All families can complete it even if they don't think they qualify. At conferences next week, parents will receive their child(s) progress report including their schedule.

Open Discussion: Parents asked to have explanation of various roles within the school such as the vice principals, deans, and counselors. Michelle mentioned that the roles are stated in the student handbook. This handbook is online at [http://washburn.mpls.k12.mn.us/whs\\_student\\_handbook](http://washburn.mpls.k12.mn.us/whs_student_handbook). Parents also brought up that they would like to have some "middle ground" classes available as their child found some classes as either too hard or too easy. The home economics room is still in discussion. Community education is still interested in pursuing this but it has not been as high as a priority as it was last year.

Next meeting is Thursday November 8<sup>th</sup> 6:30pm-7:30pm

## Washburn Parent Council Meeting Updates

October 11, 2018 6:30pm

Business status notes – Washburn Parent Council uses Parent Booster USA (PBUSA) to help with managing the legal and tax requirements of being a non-profit. During SY 17-18, it was voted to set up the parent council as a non-profit. The annual fees are \$345 per year. The organization monitors our account and reaches out to [washburnparentcouncil@gmail.com](mailto:washburnparentcouncil@gmail.com) on any legal or tax requirements we need to complete. The fee also includes filing the 990N tax form that is due December 15<sup>th</sup> of each year. Their website also stores our legal documents such as articles of incorporation, bylaws, state registration documents and tax returns. We use Quickbooks online to keep track of our financials. Because we are a non-profit through PBUSA, our annual fee is only \$50. The normal fee is \$50 per month. We have one bank account with 3 signers. The bank accounts are reconciled between the bank and Quickbooks. PBUSA has prepared all the paperwork for us to also get sales tax exemption in MN. In order to complete the filing, a letter from our principal is needed to confirm our affiliation with the school. This is currently in process.

If we renew our membership with Parent Booster USA before Dec 31, 2018, our \$345 annual fee is only \$270 plus we get included in a drawing for waiving the 2019 fee. Following are benefits for using Parent Booster USA:

- Continued 501(c)(3) tax exemption under PBUSA's group exemption
- myRENOSI™ online filing system
- Form 990 reminder notices
- Cloud Storage
- Access to financial software
- Filing IRS Form 990N
- Filing state corporate annual report
- Filing state fundraising registration report
- Filing state sales tax exemption
- Member resources and videos
- Full access to our booster club support center

There was a vote made during the meeting and it was unanimous to continue on as a non-profit and to take advantage of the early pay discount of \$270 for next year.

Financial receipts last year covered the spend of \$14k. Senior Party expense \$8.8k, Washburn Cares \$2k, Teacher appreciation meals \$0.8k, speakers \$0.5, plant sale ecommerce website & transaction fees \$0.7k, legal support for incorporation and filings \$.6k, online directory \$0.3k, and \$0.3k other

General direction on the budget for SY 18-19 was discussed. Very similar expectation as last year. A budget for the year will be presented at the next meeting.

### General meeting notes:

Last year during a site council meeting, it was discussed to have a way to communicate to families to be able to reach out to seasoned Washburn parents to help the parents navigate high school. We discussed ways to flag these parents in the online family directory. In order to make this successful, more families should sign up. It is also good to be signed in the directory as there are occasional parent council communications that are not sent through the school email distribution.

**Online Family Directory:** Online directory is open all year to add family information. Sign up at <http://join.myschoolanywhere.com> and use the code **WashburnMpls**. Spread the word so more families sign up! Emails are sent out about our various events to the people who are signed up.

## Committee Updates

**Teacher Appreciation Meals** – There are Fall and Spring teacher appreciation meals that happen during conferences. The next opportunity is coming up next week. A sign up has been sent out by Erica. Please consider donating some food to help feed our staff on their long day! And be sure to visit those teachers. Students are welcome to meet with the teachers too.

**Washburn Cares** – The Washburn Cares Committee helps meet the basic needs of our students, with a particular focus on our homeless and highly mobile population. The committee has met a few times this year. Photographers have been coordinated to take senior pictures for some students who would otherwise not be able to afford professional photos. The group is discussing providing education to the Washburn families and community about the homeless and highly mobile families. Many people don't think we have any at Washburn and we do. The gift card drive was very successful, so it will continue this year. The gift cards are given to the social workers to provide some financial assistance to those in need. There will also be a winter gear drive. Poinsettia sale planning is underway (all proceeds of the poinsettia sale go to Washburn Cares). The website is active right now but communication will go out soon. We will get orders through [washburnplantsale.com](http://washburnplantsale.com) and then tally the final number to provide to Wagners by **Monday October 29th**. We are offering delivery this year within a 2 mile radius of Washburn for only a \$5 fee. The website is hosted on Squarespace and is very mobile friendly. Be sure to order your poinsettias!

**Give to the Max Day** – The MN day of giving is scheduled for **Thursday, November 15th**. This is setup directly with the school and the funds raised go towards academic needs.

**Barnes & Noble Book Fair** - Co-chaired by Deanna Diebold & Lynn Henschel. Money raised is given to media center in the form of B&N gift cards to purchase needed books. Activities include publicizing the event via social media & to feeder schools and coordinating student performers the day of the event. National Honor Society students assist with gift wrap and the book table but to need parents for supervision. The event is scheduled for **Saturday December 1<sup>st</sup>**.

**Landscape committee** – Volunteers are needed to help and we are looking for someone to lead the group. The committee handles general maintenance of the school grounds including planting/replacing perennials, weeding, trimming plants, shrubs & trees, watering plants throughout the year, mulching planting areas, raking leaves, picking up sticks, sweeping front steps, sidewalks and bike areas, picking up garbage, cleaning up the curb areas of the parking lot, planting front urns & changing arrangements each season, etc. \*Also, with the addition of 200+ new shrubs and trees planted by the district, those will be needing care since the district doesn't have a crew to maintain them!

Beth Forsline and Tina Ham Peterson met and would like to set up regular times to do landscape work. First, we would like to do Washburn Wednesdays from 9-11 starting October 24th. Beth or Tina will be there to help direct. Then we will schedule some random evening or weekend times. They have recruited a few people to help, but we need more.

**Senior Party** – The party is an overnight party after the senior graduation. We **need a co-chair** for the event to learn the ropes as well as volunteers for the event. It's not a lot of pre-work. Most of it is just that night. Any takers?

**Prospective Student Tours** – school tours will be happening before we know it. Being a parent tour guide has been a great opportunity to learn more about the school from a student perspective. Erica prepares new guides with a brief training. The tours are led by the students. The parents can help answer some parent questions but

if you don't know the answers, you can direct them to Erica to find the right contact person for them. Any takers?

**Egyptian Dinner** – have not had discussions with Ms. Abir Ismail yet this year so no date has been set. It worked well to be prior to the play so we could advertise “Dinner and a Play”. Abir does all of the work for the night but we need people to work on communication and managing the Eventbrite tickets. Any takers?

**Battle of the Bands** – scheduled for Sunday April 14, 2019 from 3-6pm.

**Plant Sale** - Online ordering for the plant sale will start in March with delivery in May. The new website has helped tremendously and has great order tracking. The team has one year under their belt and has some good learnings from last year to make changes for this year. Some of the team had graduating seniors so if you are interested, please let us know.

**Outreach and Speaker Coordinator** - The parent council is very interested in setting up some evening speakers on various topics but we don't have anyone to help coordinate this. Last year, there was a focus on social and emotional learning. We had some great speakers on teenagers and their anxiety. It would be great to have a schedule for more this year.

#### **Volunteer Opportunities:**

Sign up Genius Coordinator – this role would work with Erica Lebens-Englund to setup and monitor the various sign up geniuses that are sent out. Examples are the fall and spring teacher appreciation meals during conferences, homecoming decorating and chaperoning, picture day, and parent tour guides. This is a great role that doesn't require a lot of time.

Landscape Committee Coordinator – this role would coordinate with the current volunteers on the landscape team. There is discussion of having Washburn Wednesdays from 9-11 starting October 24<sup>th</sup> to do cleanup and fall preparation around the school. Some random evening or weekend times are also being discussed.

Landscape Committee Volunteer – this role would help others on the team to maintain the grounds around the school. The more people on the team, the less work per person.

Senior Party Leader – this role would oversee the activities of the Senior Party. It's not a lot of pre-work. Most of it is just that night.

Senior Party Volunteer – volunteers for Senior Party will be chaperones at the event. The event starts after the graduation ceremony and goes into the early morning hours. The senior party is a great event as it allows the seniors to celebrate their accomplishment in a safe environment.

Egyptian Dinner Communication Volunteer – this role will coordinate the communication and notification about the event as well as manage the EventBrite tickets for the Parent Council.

Outreach and Speaker Coordinator – this role would help to coordinate some evening speakers on various topics.

Please send an email to [washburnparentcouncil@gmail.com](mailto:washburnparentcouncil@gmail.com) if you are interested in filling any of these roles. We would love to have you join us!