

Washburn Parent Council Leadership Team meeting

December 3, 2017 meeting 3-4:00pm at Turtle Bread

Attendees: Missy Line, Diana Curtis, Erica Lebens-Englund, Heidi Knaus, Deanna Diebold, Tina Ham Peterson,

Not in Attendance: Jen Buss, Charles Spolyar, 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

Social Gatherings 6:30-8:00pm – Next gathering is at Carbones December 13 2017. There will be live music.

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”.

Social Emotional Needs of students:

Administration hasn't determined the plan yet for the student social/emotional conversation. The goal is to have the students get similar information as the parents. The planning for the students was turned over to Student Council. The event for the students may happen closer to the Winter dance @ February 2018.

Justice Page PTA reached out to Erica to partner with screening the movie “Angst”. She asked us to take a peek at it. If we can incorporate it into the message for the students, it may be a good option to partner on.

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 & accepted)

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

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

Committee notes:

- **Give to the Max Day** (Nov 16, 2017) – This went well. The school received around \$10k including the \$500 matching grant. Daily email blasts the week of GTMD and a followp thank you voicemail from Principal Dean. Thanks to Jenn Buss and Melanie Faulhaber for helping with the email blasts and recommendations for the website updates.
- **Washburn Cares** – Thanksgiving bags were great - 12 bags were distributed at a cost of \$300. Gift card drive is going well. Looking for Walmart, Cub, Walgreens and Target gift cards. Support areas: Thanksgiving bags of food, senior pictures, reduced price tickets to prom, snacks for school for kids needing transition, gift card drive. Tina Ham Peterson received \$\$250 from Thrivent to help cover costs for printing student designed t-shirts to raise money for awareness of homelessness.
- **Poinsettia Sale** – No update on the figures. Will know for next meeting. Pickup is Dec 7th 4-6pm. The proceeds (@\$500/year) will be allocated to support Washburn Cares.
- **Barnes & Noble Book Fair** – Dec 2, 2017 – Went well. John in the Media Center sent an email to staff about the staff discount day at BN. John does have access to the website so he can help with updates to the website next year. Money raised is given to media center in the form of B&N gift cards to purchase needed books. Cash received for gift wrapping goes to the media center.
- **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 6 dates for tours: Friday 12/8/17, Tuesday 12/12/17, Friday 21/22/17, 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 was a parent training session on Nov 16th at 2:45pm – Tina Ham Peterson & Shari Anderson attended.
Sign Up Genius for Tour Leaders:
<http://www.signupgenius.com/go/30e0c4ea9a62ca3f94-tour2>
Promotional material for Site Council/Parent Council didn't make it into the folders for the Open House. Erica has bullet points for each that were put in signs for the table for the Open House. Could use those for the tours.

- **Egyptian Dinner** – scheduled for Sat Feb 10th 6-8pm. Missy to follow up with Abir to make sure everything is on track. Feedback last year was to learn more about Egypt and to have Egyptian music. Tickets are \$15 per person. Processing fees will be absorbed by Parent Council since the event was set up on EventBrite - <https://tinyurl.com/WHSEgyptianDinner>. Final menu will need to be updated on the EventBrite site.
- **Battle of the Bands** – date is April 15, 2018
- **Senior Party** - Location has been reserved. Talent has been booked – 2 henna tattoo artists, 1 roaming magician and a hypnotist (from 3-4am). Consider reserving the auditorium at the location for the hypnotist. Erica sent 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. It was also unanimous as of today's meeting to use the ParentBooster.org - Parent Booster USA organization to get us set up. May need communication amongst the team for by-laws. It will cost \$500 the first year and @\$300 annually for renewals. A discount is provided for QuickBooks Online. Tina said she has a link to a non-profit QuickBooks Online discount for \$50. Will look into that. Diana will reach out to her tax accountant to determine how to handle funds received prior to setting up as a non profit.

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

A current financial wasn't presented at the meeting but the above items were approved for the budget for 2017-2018.