

**MEETING MINUTES
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
EXECUTIVE COMMITTEE
FEBRUARY 7, 2008**

The following were present at the meeting: Jill Vassar, Betty Lansdale, Jessica Koontz, Betsy Zachry, Libby Bentley, Roxana Newsom, Patricia Temple, Donna Basse, Dana Hawkes, Cathy Case, Bridget Booth, Shirley Berdecio and Robin Davenport.

OPENING PRAYERS

The Opening Prayers were led by Robin Davenport.

APPROVAL OF THE MINUTES

The Executive Committee Minutes of January 9, 2008 were approved.

ACCOUNTABILITY INSTRUMENT

Jill designed an evaluation form to rate her and us in our roles on the Parent Council. These self-evaluation forms are a benchmark to make sure we are satisfying our accountability goals for the year.

ATHLETIC DIRECTOR

Robin Davenport joined us to talk about her new role as Athletic Director and what her vision is for the athletic program. She emphasizes that the program encompasses all grades, Pk3-8th. Also, a key goal is not only teach sports, but to build character, and be successful for lifelong learning. There are three key areas where she needs help from parents-reviving the Athletic Association, organizing Field Day, and the Sports Banquet. Also, there has been discussion about the process for forming St. Luke's teams for various sports. The goal is to streamline the process and recruit coaches and form teams earlier. Robin will also be speaking at the Parent Council Meeting on February 21.

HEAD OF SCHOOL

Shirley reported that the Strategic Plan Unveiling Meetings wonderfully. Also, re-enrollment is underway and going strong.

As an accountability tool, Rosa Baker was asked to generate a Wish List Report outlining total funds spent for the past two years. Jill reminded the Executive Committee that the Wish List is funded AFTER the Parent Council contributes \$40,000 to the school's Operating Budget. Any monies raised after the initial \$40,000 goes towards the Wish List. The total amount transferred to the school in 2006-2007 for the Wish List was an additional \$40,000.00. The total transferred to the school in 2007-2008 for the Wish List was \$76,106.00. Some of the items purchased from the funds received from Parent Council include: 1 Macs for the Library and Computer Lab, Smart Boards, Smart Board training and installation, Software Library, Speaker funds for Book Fair, Core Knowledge Training, copier for Middle School, additional teacher classroom funds, Science Lab equipment, and a die-cut machine. There is \$15,856.00 that will be spent toward updating the stage in the gym. There is no final cost on the project, but there are bids forthcoming.

Shirley and Jill reviewed the process for creating a Wish List. Parent Council Executive Committee members and other parents should not solicit ideas directly from the Faculty. Shirley will solicit ideas during Faculty meetings. The Faculty will be asked for suggestions, bearing in mind that these items should be whole-school, large impact items, benefitting the largest number of students possible. Shirley and the Parent Council Executive Committee will consider the final amount of money available for the Wish List in May, and will jointly decide how to allocate the funds.

FINANCIAL UPDATE

Bridget presented the Income/Expense report along with detailed reports for each category, comparing the actual to the budget. The checking account balance as of 2/6/08 is \$42,693.98.

JOB DESCRIPTIONS

Donna and Dana are working on the Parent Council Job Descriptions Notebook. In addition to the notebook, all of the descriptions will be kept on the Parent Council computer. The goal is to have the notebook ready by Spring Break, so that the Nominating Committee will have it as a resource.

CELEBRATE ST. LUKE'S

Roxana reported that the underwriting total as of today is \$43,750.00, with 57 donors. She will let the Executive Committee know what she needs from it as a donation to the Live or Silent Auction as the auction items are confirmed. Set-up for the party will begin at 2:00pm on March 7 at Pearl Stable. After-school care until 5:45pm on that day will be provided for St. Luke's students who have a parent helping with set-up. Please let Roxana know by February 20 if your child will be there.

GENERAL ANNOUNCEMENTS

Jill reviewed what will be covered at the February 21 Parent Council Meeting: Celebrate St. Luke's, Athletic Director, brief History of Parent Council, Survey Meetings recap and reorganization.

NEW BUSINESS

Jill and Donna will have more information about the Nominating Committee at the March Executive Committee Meeting.

CLOSING PRAYER/ADJOURN

Jill led the closing prayer. Meeting was adjourned at 9:30am.

Respectfully submitted,

Cathy Case
VP of Communications