

**MEETING MINUTES  
ST. LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL  
EXECUTIVE COMMITTEE  
APRIL 2, 2008**

The following were present at the meeting: Jill Vassar, Libby Bentley, Cathy Case, Bridget Booth, Donna Basse, Patricia Temple, Betsy Zachry, Jessica Koontz, Betty Lansdale, Dana Hawkes, Ashlee Kinsel, Roxana Newsom, and Caroline Schupbach. Deb Isabelle sat in for Shirley Berdecio, who was attending a conference.

**OPENING PRAYERS**

Jill led the opening prayers.

**APPROVAL OF THE MINUTES**

The Executive Committee Meeting Minutes of March 6, 2008 were approved.

**COMMITTEE WORK/REMAINING EVENTS**

**Appreciation:** Libby reported that Teacher and Staff Appreciation Week will be April 14-18. There are many wonderful events planned for each day that week to show our appreciation for our Teachers and Staff. There will be a flyer detailing all the information to parents, but a sample of some of the treats are: gift certificates for car wash and gas card, a special luncheon, in-house chair massage, gifts from Bejewel by Carroll Dorsey Walker, a taco and fruit breakfast, and 3 special raffles-a \$500 Lancôme Basket, Bejewel Jewelry and a Body Treatment Basket from Bejewel. Thank you to Christy Gulley for all her work in organizing this fabulous week. Also, Volunteer Recognition Chapel is Friday May 16 at 8:15am.

**Middle School:** Betsy reported that the dates have been set for next year's Middle School Dances. The first 7<sup>th</sup> and 8<sup>th</sup> grade dance will be September 5, 2008 and September 6, 2008 for the 6<sup>th</sup> grade. The second dance will be January 9, 2009 for the 7<sup>th</sup> and 8<sup>th</sup> grades and January 10, 2009 for the 6<sup>th</sup> grade. Having the dances one after the other will allow us to use the same balloon decorations. Also, the sixth grade dance that was held last Saturday was a real success, attendance was around 130 people. We had many positive comments regarding the new format. Thank you to Susan Janes, Alicia Brusenhan and Alison Fox for all their work in coordinating these dances. Also, in coordination with Spring Arts Fair Week, there will be an Alumni Night on May 8, 2008. Alumni graduated from the past four years will be invited to a reception. The long term vision is to create an Alumni Association, which will be run through the Development Office. Also, the 8<sup>th</sup> Grade Activities planning is underway.

**Special Projects:** Patricia reported that the Scholastic Book Fair is scheduled for May 19-23. At least two volunteers per day will be needed, one in the morning and one in the afternoon.

**Classroom Activities:** Jessica gave an update on Trade Fair. There are 40 different businesses with 148 students signed up, with a good variety of toys, games, food and crafts. There will be a Business Symposium on April 8 given by Carroll Dorsey Walker.

**Communications:** Cathy reported that Rene and Mari are working on the Yearbook. They have attended many school functions to take pictures. Rene does much of the layout work himself, which saves the school on that expense. Information on sales will be forthcoming.

## **CELEBRATE ST. LUKE'S AUCTION PARTY**

Roxana thanked everyone for all their work in making the Auction Party a great success. She thanked her committee for working diligently and said it was a great group effort. With a Wrap-up report provided by Bridget, the total income minus expenses is \$114,036.25.

Jill initiated a conversation concerning tax issues on contributions and purchases related to the Auction Party. The Parent Council must begin to substantiate the Fair Market Value of every auction party item/donation for donor and purchaser for tax reporting purposes. A possible solution is the software program Auction Pay, which can print all of this information on a receipt and on bid sheets at the Auction Party. Further discussion on this topic is necessary.

## **NOMINATING COMMITTEE**

Donna reported that the Nominating Committee has met and that the proposed slate of officers for the coming year is about 90% set. The proposed slate will be sent out a week before the next Parent Council Meeting.

Jill began a discussion regarding a Parent Council By-Laws question. The issue concerns the possibility of having Co-Vice Presidents to share the responsibility of a role, namely for the Auction Party. After discussion, it was determined that having two people serve in that role is viable, but for Quorum purposes, there would only be one voting right in that position. Jill will work on the language to amend the By-Laws and then it will be put to a vote.

There was a brief discussion regarding Term Limits for Parent Council Executive Committee members. The initial question concerned the possibility of consecutive terms for a position. For example, for the office of Treasurer, we want to be certain it is prudent from a fiduciary responsibility perspective, to serve consecutive terms. Since there are auditors that review our books every year, both the school and the person in the Treasurer's role are protected. It was determined that there is no need to modify the By-Laws regarding extended terms, if there is a question, it will be dealt with on a case-by-case basis.

Jill and Donna met with the Faculty and got positive feedback on the Class Captains and PATS programs. They did ask for more copying and laminating help-which can be achieved through PATS. The future of Tiger Brigade is still under question. The current thought is that the Tiger Brigade might be eliminated and that requests for assistance would be run through Communication Captains.

## **FINANCIAL UPDATE**

Bridget presented the latest Budget Report. The \$40,000.00 transfer to the school was included as a budget amount in the Expenses category. Also, not all of the Auction Party income is reflected in the Income category. Payments are still coming in and are expected to be deposited by the end of this week. When the final numbers are calculated, we expect to have around \$60,000.00 for the Wish List, which is about the same as last year. This is particularly exciting, since the fundraising goal for this year-to focus on Auction Party and Annual Giving-has worked. The Annual Giving numbers are up around \$25,000.00 higher as well.

## **JOB DESCRIPTIONS**

Donna relayed that the Job Descriptions Notebook has been useful in recruiting for positions for next year. Jill will let the Executive Committee know when the notebook is ready for our review.

We will then be asked to go in the Parent Council Office and review the notebook and make any suggested changes.

### **FINAL PARENT COUNCIL MEETING OF THE YEAR**

Jill reviewed the topics that will be covered at the last Parent Council meeting of the year, which is Thursday, May 8. The agenda thus far includes: summarizing goals for the year, Wish List, Super 60 Supporters, Auction Party results, Nominating Committee report with slate, Shirley's preview of the summer and next year, and By-Laws.

### **GENERAL ANNOUNCEMENTS**

There will be a New Parent Reception at school on April 29, 2008 at 6:30pm for incoming parents. We are all invited to attend.

### **CLOSING PRAYER/ADJOURN**

Jill led the closing prayer. Meeting was adjourned at 9:20am.

Respectfully submitted,

Cathy Case  
VP of Communications