

**MEETING MINUTES
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
EXECUTIVE COMMITTEE
NOVEMBER 7, 2007**

The following members were present at the meeting: Jill Vassar, Cathy Case, Jessica Koontz, Bridget Booth, Betsy Zachry, Donna Basse, Roxana Newsom, Libby Bentley, Dana Hawkes, and Shirley Berdecio. Apologies received from Patricia Temple. Alison Fox, Susan Janes, and Alicia Brusenhan were present representing the Middle School Dance Committee.

OPENING PRAYERS

Roxana led the opening prayers with passages from The Book of Common Prayer.

APPROVAL of the MINUTES

The Executive Committee Meeting minutes of October 3, 2007 were approved.

BUILD COMMUNITY

Alison, Susan and Alicia were present to give an update on the Middle School Dance. They have identified aspects of the dance that worked well and those that didn't. After discussion, the following changes have been agreed upon:

- SLES students will purchase admission wristbands in advance for faster check-in
- Start the carpool drop-off line at Station 1 and have students proceed through check-in
- Set up check-in tables outside in the porte-cochere to alleviate bottlenecks in the lobby
- Have separate tables for each school at check-in to expedite process
- Eliminate the disco ball-it has affected school functions (i.e. volleyball game) when not removed on time
- Dress code enforcement will still be monitored by Shirley and Cindy
- Will hire new DJ-found one that is less expensive and has experience with middle school dances
- Have door prizes-something new and fun
- Use money from the budget to buy the refreshments instead of asking parents for donations
- No slushies (machine can't keep up with demand)-sodas and water instead
- Use Styrofoam cups
- Mark off an area to keep snack area contained-it's easier and safer
- More volunteers to supervise the dance floor to stop any inappropriate behavior or inappropriate dancing
- Indicate on the invitation that inappropriate dancing will not be tolerated-parents will be called and the student will be asked to leave immediately
- **Have a separate dance for the 6th graders**-this would make sense regarding the developmental differences between the grades, and also alleviate overcrowding in the gym
- Tentative date for the 6th grade dance is January 25, 2008
- If SLES students/parents want to invite someone from a public school, they need to request their names for the guest list

- RSVP's will be directed to the Parent Council office voice mailbox, x229-not to the individuals chairing the dances, nor Margay or Becky

Betty gave a →Get Connected← update, reporting that a majority of the fall date gatherings have occurred. There will be evaluation forms sent out soon to get feedback. The attendance has been low at some of the grade-level gatherings, great at others-same with the Cluster Coffees. The Coffee & Conversations held with the Administration have generally been better attended. There may be too many gatherings; we'll consider scaling back on some of the Cluster Coffees. The Board of Trustees has asked the Parent Council to plan a school wide Dutch treat social next fall. The plan is to have it held at a local restaurant, and a percentage of the proceeds will be donated to the school. This will be a →Get Connected← event.

Betsy reported that Ray Wooten has been secured for the first Middle School lecture. He will be here November 13; social from 6:30-7:00, lecture from 7:00-8:00. Bishop Lillibrige is scheduled to be the next speaker in January.

Libby reviewed the Fall Teacher Appreciation Luncheon. The teachers were very happy and appreciative. The event went very smoothly.

Donna suggested recognizing the Papa John's Pizza donor from Dad's Night at Book Fair in some way. In addition to writing a Thank-you note, we should consider doing something more since he has donated half the pizzas for the past three years. We could invite him to the Volunteer Recognition Chapel and/or consider him for a Guardian Angel award. We can also list in-kind donations in the Annual Report. As we work on committees, we need to be aware of those people that need to be recognized and we'll decide how to thank them on a case by case basis.

Jessica reported for PSIA that Barbie and Mrs. Urbanowski have met to put together take-home packets for all those who have signed up. Barbie will meet with Mrs. Urbanowski and Mrs. Glasgow to determine what help is needed from Parent Council. Maribel Salas will be the carpool coordinator again.

GENERAL ANNOUNCEMENTS

Jill reported that Dana worked 25 hours getting the buttons ready for Grandparent's Day. There was no response from the Tiger Brigade volunteers. This event needs to be reviewed with the administration for next year to see how it should be completed.

UPDATE FROM HEAD OF SCHOOL

With an update on the Certified Volunteers/PATS, Jessica reported that 26 people have completed the entire process of background checks and fingerprinting. The Certified Volunteers will have their picture ID card on a lanyard that will stay at school. The volunteer sign-in book and the ID cards will stay in the office-probably on the cabinet by the student sign-in/out book.

Shirley spoke about Coffee & Conversation meetings, indicating that next year, in addition to meeting with the heads of school, there will be an emphasis on joining your child for Chapel on that appointed date. So for instance, the second grade would have Second Grade Chapel day

and parents would be invited first to a coffee to discuss grade level topics, and then join their child for Chapel. She has been pleased with the forum and what has been accomplished. The School Surveys will be completed through a service called Survey Monkey. This is an online service that enables you to create a survey and also tabulates the results for you. There is a fee of only around \$300 per year. It will be much more efficient, since the school used to spend hours tabulating the results from the paper surveys.

RAISE MONEY

Donna reported on Book Fair for Patricia. We do not have an exact dollar amount on sales, since there are some outstanding checks and credit card issues to settle. Early indication is that there was a gross total of \$20,000.00 and a net total of \$5,000.00. The Book Fair Committee will have a formal meeting soon and will report on their recommendations for adjustments for next year.

Donna also reported on Sally Foster. So far, sales have been around \$1360.00, and the school will receive fifty percent of sales. Anyone can order online, at any time.

Roxana updated progress on the Auction Party. The party venue, band, logo, and auctioneer have all been finalized. They are working on the invitation now. The Silent Auction solicitation letters are ready to be sent out. This year, the proceeds from the Class Projects will be earmarked for the "Guardian Angel" fund to help St. Luke's students who need help paying for extracurricular activities (i.e., the 8th grade Washington, D.C. trip or Outdoor School). Shirley commented that this fund will help the school, because anytime there is a student in need, the school will pay for it out of operating expenses-they will not allow a child to be left behind. Shirley is also looking into securing help from a foundation that matches funds for projects like this.

Shirley suggested that this year's Wish List items focus on those things that are basics that the school needs, like tables, chairs, and linens. Every time we have an event, those items have to be rented. This will allow us to save a lot of money in the long run.

LEADERSHIP DEVELOPMENT

Jessica reported that things are running smoothly with the RoomCAPS and CommCAPS. If someone needs information sent out at a school-wide level, they should compose whatever message needs to be sent out, send it to Catherine Spezia, and then Catherine will forward it to the CommCAPS for distribution to their class/grade.

Donna gave us draft copies of Job Descriptions for Birthday Bash and Tiger Tracks Luncheon. She has also worked on Uniform Exchange and Dad's Night at Book Fair. We'll look over and add any comments/changes.

Tiger Brigade is working well, as far as getting the e-mails sent to those on the Tiger Brigade list. The problem is that there is a small pool of names on that list, so the responses for volunteers have been low. Next year, we may consider adding every e-mail address we get and add it to the Tiger Brigade list. Also, the Tiger Brigade coordinator can ask for help through PATS and the CommCAPS. All CommCAPS requests for help must be sent to Catherine, and then she will forward them to the CommCAPS.

CELEBRATE SIXTY

Jill has a list of names of the models for our Parent Council Meeting at Talbot's. She is going to send them the information on getting fitted for the fashion show.

Libby reminded us to send her our requests for Sixty Super Supporters.

ACT LIKE A NON PROFIT

Bridget presented the latest Parent Council Budget. There has been money coming in for the Classroom Accounts. She generated updated classroom account reports.

NEW BUSINESS

Jill was asked to consider having Parent Council donate cash prizes for the Tiger Idol contest. The committee decided against it.

CLOSING PRAYER/ADJOURN

Jill led the closing prayer.

The meeting was adjourned at 9:45am.

Respectfully submitted,

Cathy Case
VP of Communications