

**MEETING MINUTES
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
EXECUTIVE COMMITTEE
DECEMBER 5, 2007**

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

OPENING PRAYERS

The opening prayers were led by Donna, reciting passages from The Book of Common Prayer.

APPROVAL OF THE MINUTES

The Executive Committee Meeting Minutes of November 7, 2007 were approved.

GENERAL ANNOUNCEMENTS

Jill reported that the feedback on the Parent Council meeting at Talbot's was very good; everyone present had a fun time. There were many requests to have more off-school campus meetings in the future.

FINANCIAL UPDATE

Jill reported for Bridget that there has been no change in the income report since the last Parent Council meeting that was held on November 29, 2007.

HEAD OF SCHOOL

Shirley made some brief comments about recent activities at the school: the 60th Birthday Party on the front lawn, and Tiger Idol. She wanted to relay that all the children, K-8th grade, were very uplifting, supportive and well-behaved.

In January, there will be a series of meetings to unveil the five-year Strategic Plan and the new Mission Statement. These meetings will be held at the homes of different board members, and will be divided into groups by grade levels. We encourage all parents to attend these informative meetings.

Shirley reported that Keystone School has invited St.Luke's and other schools to listen to a speech by the author that wrote the book Odd Girl Out. The author has a substantial fee and Keystone would like to partner with other schools to share the expense. There will be more information forthcoming; the speech is scheduled for the end of January.

REVIEW OF 07-08 ORG CHART

Jill led a discussion reviewing the Parent Council Committee work that has been completed and that which is pending.

Classroom Activities: Jessica reported that many of the PATS volunteers have completed the new state requirements for background checks. There have been very few requests by teachers for help from PATS. But when there was a need recently, it was very difficult to find volunteers willing to help. PSIA is just getting underway. Mrs. Urbanowski and Mrs. Glasgow will let Barbie know when help is needed. There will be a January meeting for Class Captains,

date to be announced. We need to make sure communication is flowing-that we are utilizing our RoomCaps and CommCaps fully. Shirley is going to check in with teachers about this. Trade Fair is scheduled for the spring.

Appreciation: The only activity pending is Teacher Appreciation Week. Libby and Christy are working on finalizing the details. The Volunteer Recognition Chapel is on May 16.

Families: Betty reported that almost all of the events have occurred. Uniform Exchange is ongoing. We will publicize the hours of operation. →Get Connected← Cluster Coffees have been cancelled for the spring, but grade level get togethers are still planned.

Middle School: Betsy commented that we should make sure that the Middle School Lecture Series speakers are booked well in advance. The Middle School dances are being divided-7th and 8th grade together, and 6th grade will have a separate dance. Spring Arts Fair/Alumni Night is pending. Paige Wilson has volunteered to help. Eighth Grade Activities are upcoming-most happen in the spring.

Communications: There have not been many calls for Tiger Brigade help. Next time there is a need, we will include PATS and CommCaps in the call. In the future, we may think about combining PATS and Tiger Brigade. Next year, Mari will need a co-chair for Yearbook.

Special Projects: Sally Foster items can be bought online all year long. We need a reminder in the newsletter along with the online code for ordering. Original Works is ready for distributing. Book Fair planning is underway.

Auction Party: Many auction items are coming in. Underwriting letters are going out in January. We need lots of help setting up the day of the party, as we can't get in to the venue until 2:00pm. Information on the Guardian Angel Fund will be distributed soon.

REVIEW OF 07-08 GOALS

Parent Council's goals set forth at the beginning of the year were: Build Community, Leadership Development, Act Like a Non-Profit, Celebrate Sixty and Raise Money. We are on track with all of these goals.

PREVIEW OF JANUARY MEETING

Jill is working on a presentation of the history of the Parent Council, and how important it is to cultivate leadership development. We need to be mindful of the importance of the dual role of President/Board of Trustee member. Therefore, it is essential to have the right people in line for these positions.

JOB DESCRIPTIONS

Donna and Dana are working on drafting job descriptions for every committee position in Parent Council. We need to draft our VP job descriptions and turn them in to Jill by January 18. Donna or Jill will e-mail a format to follow, i.e. essential duties, who you work with, timelines, etc.

OLD BUSINESS/NEW BUSINESS

Libby asked for more nominees for Sixty Super Supporters.

FINAL COMMENTS/CLOSING PRAYER/ADJOURN

Jill led the closing prayer. Meeting was adjourned at 9:25am.

Respectfully Submitted,

Cathy Case
VP of Communications