

**MEETING MINUTES  
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL  
EXECUTIVE COMMITTEE  
MAY 17, 2007**

The following members of the St. Luke's Parent Council Executive Committee were present at the meeting: Shirley Berdecio, Frankie Schmiz, Jill Vassar, Cathy Case, Jessica Koontz, Bridget Booth, Betsy Zachry, Patricia Temple, Libby Bentley, Roxana Newsom, and Donna Basse.

-Apologies received from Betty Lansdale.

**WELCOME**

Jill called the meeting to order at 8:10 am.

**DEVOTIONAL**

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

**PURPOSE OF THE PARENT COUNCIL**

Jill reviewed the overall purpose of the Parent Council, as stated from the by-laws. This includes promoting the best interests of St. Luke's and its pupils; organizing functions to benefit St. Luke's; and raising money to benefit St. Luke's.

**GOALS FOR 2007-2008**

There are five overall goals for the Parent Council for the coming year:

**Build Community:** Our goal is to strengthen and build upon the amazing school community we have at St. Luke's. We want to build relationships with families to foster loyalty. We will strengthen our community by:

- The example set by the Executive Committee. We are partners and our intentional activities will filter down in all that we do.
- The Back to School Birthday Bash (which was always known as the Back to School BBQ) will be the first week of school and will be our first big opportunity of the year to build community.
- The Get Connected program will be intensified and overhauled. Paula Scott has been selected as Committee Chair. The goal is to increase participation in the program for each grade level. The aim is to get people together at least once a semester to socialize and connect.
- The work we do as the Executive Committee will represent how we would want everyone in the various committees to operate.

**Celebrate Sixty:** The Parent Council will joyfully celebrate the school's 60<sup>th</sup> anniversary this year.

A logo has been designed for the 60<sup>th</sup> anniversary that will be used on all communications to identify the celebration. The Parent Council will incorporate the 60th anniversary theme around all we do this year.

Jill and Libby will work on identifying **Sixty Super Supporters** this year. We will recognize parent volunteers who do exceptional things for the school. The process is still to be determined, but there will probably be nominations taken for candidates. There will be around 7 or 8 people per

month recognized throughout the school year.

The 60<sup>th</sup> anniversary logo will infuse all our activities and communications. The logo will be used for written communications, web page, bumper stickers, fiesta medals, Auction Party, Original Artworks, Back to School BBQ, etc.

We will endeavor to work with corporate entities also celebrating a 60<sup>th</sup> anniversary. Luby's, Pace Foods, Talbot's, Mission Road Ministries, Poteet Strawberry Festival, and Dairy Queen are some of the companies also reaching this 60<sup>th</sup> milestone. A few of the companies have said they will work with us to celebrate in some way this year. For example, we are having our second Parent Council Meeting at Talbot's at North Star Mall. Pace is considering throwing a chuck wagon breakfast. Luby's is sending 60<sup>th</sup> anniversary glasses and cookbooks.

**Act Like a Non-Profit:** We will strive to raise our level of professionalism considering the budget (\$250,000) we are operating under.

We will hire an Administrative Assistant to work an average of 10 hours per week doing various clerical jobs such as data entry, making copies, Auction Party work, etc. The candidate should possess software skills, people skills, and not be a parent at St. Luke's. The interviewing committee will consist of Jill, Donna, Frankie and Bridget. The job will pay \$10 per hour.

Bridget has been asked to develop the bare bones structure of a budget for Parent Council. (The \$10,000 has been set aside to pay the Administrative Assistant). The purpose is to get an idea, based on past years, of what each project typically brings in revenue. This is not a set of expectations for each project. We strive to get an idea of how we are progressing as an organization and thus being good stewards of what we do.

We will also strive to more clearly define the committee structure. Donna and Jill will develop a **Parent Council Manual** that will include policies, procedures, job assignments, etc. Donna will work on the job descriptions for all the positions. She is asking for all those who had a committee position last year to compile a bullet point synopsis of their job. All this information will be included in the PC Manual as a reference and will be modified as needed.

Jill and I will work together with Carol Drought to develop the Web Page for the Parent Council. Our goal is to direct all communication to the web page. Shirley relayed that the school has hired John Graphia, formerly of Apple Computers, as full-time Tech Administrator. He was at St. Luke's when the system was set up and is familiar with our needs and also has a tremendous network of contacts for support.

**Leadership Development:** Our goal is to harness talents from the school community for the good of the Parent Council, therefore benefiting the school.

Encourage Committee Chairs to utilize and contact those who volunteer, especially those that use the sign-up sheets.

Keep an eye out for those with a certain skills set to draw upon for the betterment of our school.

Jill would like to implement a **Leadership Training Program** to instruct volunteers on the ins and outs of how things work in the Parent Council. There will be a class on September 7, 2007. The idea is to get anyone who does any volunteer work at all to attend. The thought is that there will be instruction and guidance for those volunteering to work on the various committees and those who signed up as Room Parents.

Accountability is also a characteristic we want to uphold. We want to recognize accountability within our volunteers to identify new talent for the organization.

**Raise Money:** We are changing how we raise money this year. We are going to support the school's focus on Annual Giving and the Parent Council's focus on the Auction Party. The Annual Giving campaign and the Auction Party should infuse everything we do this year.

Sally Foster will be offered on-line this year. Parents will not be hit with a Sally Foster packet first-thing as school starts. We are not selling Entertainment Books.

Uniform Exchange, Book Fair and Original Works will remain intact, as they are not perceived the same way as Sally Foster.

Again, the focus for our fundraising will be the Annual Giving campaign and the Auction Party. This message will be relayed to the school community consistently.

### **EXPECTATIONS AND ACCOUNTABILITY**

Our goal is to continue to build a strong foundation for the Parent Council. Jill's expectations of us include working together as a team; come prepared; know what is going on within your committee and with all your committee chairs; make sure you know what they're working on - push them along if needed. Communication up and down within your committee is crucial. Talk about and model these goals.

We also wrote down our expectations of Jill on index cards. She will go over these and address them in the future.

### **ORGANIZATIONAL CHARTS**

Jill presented the organizational chart for the Parent Council. The only spots to be filled are hiring the Administrative Assistant and finding co-chairs for two committees. Jill reported that all those who have agreed to serve on committees have been gracious and glad to be asked. She put much thought into getting the right person for each job.

The Auction Party organizational chart was presented as well. The committee chairs have all been filled and everyone is excited about the great talent lined up for this project. Also, the chairs for next year have already committed. Again, everyone was very glad to be asked to help. The Auction Party is set for March 7, 2008.

### **OVER THE SUMMER**

Please review the summer mailing packet sample from last year and note anything that can be changed, improved, updated, etc. Turn in to Donna as soon as possible, as the revised packet will be mailed out at the end of June. Also added to the summer mailing will be a skills inventory handout to identify parents with specific skills. We want to identify those with skills that we may draw upon during the year for various projects (graphic designer or carpenter for example). Also, dates will be relayed for the important events like the Leadership Training, Back to School BBQ, Auction Party, etc.

The Administrative Assistant will be hired over the summer.

Tiger Tracks planning will take place August 7, 2007. Please come to this meeting if you are in town. Ideas for improving the Tiger Tracks experience will be discussed.

The Leadership Development Training will be produced over the summer. Donna and Jill will work on this and may ask for help or feedback from the Executive Committee.

Jill will be having pool parties over the summer for us and our children! On August 25, 2007 there will be a grown-up party as well.

### **MISCELLANEOUS**

The tuition drawing at Auction Party has been cancelled. People may now be directed to buy Raffle Tickets or contribute to Auction Underwriting.

Tiger Brigade is a new committee that is a resource for collecting names of people who are willing to volunteer and help with labor intensive projects when needed. For example, making buttons for Grandparent's Day, stuffing envelopes for Auction Party, and various other tasks that will allow people to help but not have to make a great or ongoing commitment of time.

The calendar for next school year was reviewed with Frankie Schmiz.

The meeting was adjourned with a closing prayer.

Respectfully submitted,  
Cathy Case, Parent Council VP Communications