

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

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

**OPENING PRAYERS**

Jill led the opening prayers with passages from The Book of Common Prayer. There are three prayers; one *For the Children*, one *For the School*, and one *For Guidance*, that will be prayed at each meeting.

**APPROVAL of the MINUTES**

The Executive Committee minutes from May 17, 2007 were approved.

**GENERAL ANNOUNCEMENTS**

Jill officially welcomed Dana Hawkes. She is the Parent Council's Administrative Assistant.

There has been some interest expressed by St. Luke's parent Shannon Wingrove to start a Prayer Group at St. Luke's. Jill directed her to Mary Ann Randolph and Amy Martin, since they have experience organizing prayer groups. Please let them know if anyone is interested in participating.

Safeguarding God's Children will be presented again soon. Watch for announcement on time and place. Not only does everyone need to see this presentation because of our volunteer status, but it is invaluable information about predators for every parent.

**ACCOUNTABILITY**

During the last Executive Committee meeting, Jill asked for feedback regarding her role as Parent Council President. She asked the committee to write down our expectations of her. She reviewed them and found that most of us asked for communication to be the primary goal. Other responses were to continue to provide support to each committee, delegate responsibility, and also to have fun! She is appreciative of all our feedback.

## **UPDATE FROM HEAD OF SCHOOL**

Shirley gave an explanation about some of the issues that have surfaced with the new uniform supplier. There had been negative comments about Parker Uniforms in the past couple of years, including the fact that they were having trouble keeping St. Luke's uniforms in stock, among other factors. They were just not servicing us well. So, about a year ago, St. Luke's began talking with Uniforms Plus, a smaller, family-run company. There were other schools using them with good results, so the thought was that our school might have better service with them. Shirley worked with Uniforms Plus extensively for about a year to give them background information about our families and our uniform needs. Primarily, that our families tend to buy lots of uniforms, so they should have a huge stock available, and above all else, to have all the uniforms available on time. But, problems arose. First, they sewed the patch on the wrong side of some of the shirts. Instead of re-doing the patches and delaying the order, they decided to sell the shirts as is and replace them at a later date at no extra charge. Then, a huge shipment that included our shirts was delayed at customs. Other comments have surfaced regarding the sizing of the skirts, the material used, and the fact that some of the items are not U.S. made. Truthfully, it is extremely difficult to find any more companies making these clothes, most are imports. As for the fabric, the skirts are now made out of a cotton blend, so they may feel different, but they will be more comfortable and breathable to wear. Also, there have been questions about the plaid blouses. They will be phased out gradually. If you have to buy a new dress uniform blouse, buy the white blouse. If you still have the plaid and it fits, it may be worn. As is customary, the school had to sign a contract with Uniforms Plus. But Shirley did stipulate that if there were problems, she would want the school to be able to opt out of the contract. She realizes that there have been many problems, but the company has been painstakingly working with her to right these problems. The school wants to give Uniforms Plus the opportunity to correct these issues, but if they cannot, then the school will pull the contract with them. Shirley and Nancy Harwell are aware of all of these concerns and are diligently working with the company to resolve the situation.

Shirley also relayed that several new students are joining the school. There are three prospective students that are visiting.

## **LEADERSHIP DEVELOPMENT**

Jill briefly reviewed the agenda for the upcoming Leadership Development Training. Jill relayed how important this meeting is for everyone to attend, there will be new and important information to share with all volunteers.

Jessica Koontz reviewed the new Class Captains program. This year the structure will be slightly different. There will be one Room Captain and one Communication Captain for each classroom. This new system is intended to streamline the job. The Room Captain will recruit helpers and delegate as needed. The Room Captain will plan parties for the class (working with the teacher), plan purchasing the gift(s) for the teacher and also maintain the classroom accounts. The Communication Captain will take care of communicating all pertinent information to parents.

Jessica also reviewed the upcoming PATS Training meeting. There are new requirements this year pertaining to volunteers. The Diocese requires all volunteers attend Safeguarding God's Children. Shirley explained the new state law requiring background checks for anyone volunteering at any school, public or private. The background check also requires fingerprinting. The cost rose from \$2 to \$48. The reason for the increase in cost is because the registry will check for predators across the entire country, not just Texas, It is important to note that these are new Diocesan and State law requirements and also that all information obtained is strictly confidential. Shirley is notified only if any criminal history that would endanger children appears. Also, there will be a log book at Heather's desk for all volunteers to sign in and out every time they are at school. Each volunteer will have his or her own dedicated page. Each volunteer will have an identifying badge.

Donna Basse reported that she is working on all of the Job Descriptions for Parent Council positions. She is currently working on the Auction Party notebook and will work on PATS and the BBQ. The process is that Donna will draft the job descriptions, Jill will review them, and Dana will keep them in a notebook. As an event occurs, the Chair will review the notebook, make sure it's accurate, note any changes need to be made, and Dana will make the updates. Donna noted that an important component in ensuring accuracy for the job descriptions and notebooks is clearly defined timelines for each job.

## **BUILD COMMUNITY**

Jill evaluated Tiger Tracks and Birthday Bash and has heard positive comments on both events. It was noted that, as VP of your committees, to be sure to send a thank you note to your Chair after an event has taken place.

Betty Lansdale updated the Get Connected program. Paula Scott is doing a wonderful job. There are grade specific invitations in the Parent Council office that can be used. There have been a couple of gatherings so far, and more are planned. Paula has enlisted one boy parent and one girl parent for each grade from PK3 to 5<sup>th</sup> grade. Also there are Cluster Coffees (usually combining parents from three grades) scheduled throughout the year. This is a chance to meet new parents and exchange ideas, advice, etc. There was a discussion about including the Middle School in the Get Connected program as well. Those grades were not included initially because of the activities that occur in Middle Schools such as dances, etc. There was interest expressed in pursuing the addition of Middle School. Shirley added that in the past, parents have had informal dinner get-togethers during events like Outdoor School. Now, the Get Connected program may capitalize on these types of events and make them formal gatherings. Jill emphasized the importance of the logo (→Get Connected←), as it is an important marketing piece that brands the Get Connected events.

Shirley noted that there is a new program called Coffee and Conversation. There will be one for each grade level. Discussion will include various topics, such as curriculum, development issues for preschoolers, etc. They will take place in the morning, after drop-off, and will conclude with joining your child at chapel. These are administration-led gatherings.

## **CELEBRATE SIXTY**

The November Parent Council meeting will be held on November 29, 2007 at 8:30am at Talbot's at North Star Mall. Talbot's is also celebrating their 60<sup>th</sup> anniversary. Talbot's is working on providing refreshments for us and they will also present a fashion show if we provide the models. It was decided that everyone on the Executive Committee find one model each to participate in the fashion show. Let Jill know who you choose by the next Executive Committee meeting (October 3). Each model will be offered a discount to purchase the clothes they wear.

Libby updated the Sixty Super Supporters program. As part of our 60<sup>th</sup> Anniversary celebration, this program is looking for St. Luke's parents who exemplify the spirit of our school. Please nominate those who you feel should be recognized for the work they for our school. We will recognize an average of 6-7 people per month. Please include a brief note explaining why they are being nominated. Anyone in the St. Luke's community can nominate, but the nominee must be a St. Luke's parent. You may send your nominations to Libby at [parentcouncil@saintlukes.net](mailto:parentcouncil@saintlukes.net).

### **ACT LIKE A NON PROFIT**

Bridget presented the proposed 07-08 Parent Council Budget. This is a working document that Bridget has composed. She reviewed the financial history of events for the past couple of years and took an average to produce these projected numbers. Also, there are some notable changes like Sally Foster, since that program is being scaled down this year. Also, concerning the Classroom Accounts-please let parents know how they work and especially how vital it is to capture all information regarding expenses and how much is spent for each event. There will be a second ask for those who haven't contributed to the Classroom Accounts and still wish to do so.

Jill reviewed Dana's role as the Administrative Assistant. Her job is to run the Parent Council office which includes: checking e-mail, making copies, support committee work, checking voice mail, maintain notebook, maintain job descriptions, helping Bridget with database management, and Auction Party work. She reports directly to Parent Council President. She is not here to do our job for us, nor any committee chair's job. Her hours are generally from 10am-2:45pm, which varies depending on the workload. She is paid through the St. Luke's payroll, and then we reimburse the school and also pay payroll taxes.

### **RAISE MONEY**

Patricia updated progress on Book Fair. Kristina Staskawicz and Mindy Daubert are chairing and things are up and running. They have redesigned the newsletter and are working with The Twig to finalize details. The visiting author order forms are being updated. Everything is on schedule.

There will be a Sally Foster catalog available soon. Items will be sold exclusively online this year. This is due in part to many parent survey requests to do away with Sally Foster. To reiterate, we are streamlining some areas of fundraising this year, which includes Sally Foster so that financially we may focus on Annual Giving and the Auction Party. If you felt your contribution was selling Sally Foster to your family, friends and neighbors, then we ask that this year you focus on selling raffle tickets for the Auction Party. Also, there will be a limited number of Entertainment Books for sale as well.

Roxana reported that Auction Party work is well under way. The venue will be the Pearl Stable and catering will be by Don Strange. Talks are underway for an auctioneer and a band for the event. Our goal is to make this annual event known as Celebrate St. Luke's and keep it on the first Friday in March. This year's event will be held on March 7, 2008.

#### **FINAL COMMENTS**

The calendar was reviewed for upcoming events.

The meeting was adjourned at 9:20am.

Respectfully submitted,

Cathy Case, Parent Council VP Communications