

**MEETING MINUTES  
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL  
EXECUTIVE COMMITTEE  
OCTOBER 3, 2007**

The following members were present at the meeting: Jill Vassar, Cathy Case, Bridget Booth, Donna Base, Dana Hawkes, Libby Bentley, Jessica Koontz, Betty Lansdale and Shirley Berdecio. Apologies received from Patricia Temple and Roxana Newsom. Representing Roxana Newsom was Caroline Schupbach, Celebrate St. Luke's Chair-elect.

**OPENING PRAYERS**

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

**APPROVAL of the MINUTES**

The Executive Committee minutes of September 5, 2007 were approved.

**GENERAL ANNOUNCEMENTS**

Jill reminded us to be sure our Committee Chairs write Thank You notes to committee members and volunteers after an event has happened.

**UPDATE FROM HEAD OF SCHOOL**

Shirley reported that fifty-four people attended Safeguarding God's Children on Monday, October 1, 2007. Seventeen people have completed the entire process including Background Checks and fingerprinting. There will be a distinct badge designating a certified volunteer. In order to distinguish it from the other name badges, it will have a red background and be orientated vertically instead of horizontally.

There have been two Coffee and Conversation meetings held so far. For 1<sup>st</sup>-8<sup>th</sup> grades, the parents will join their child in Chapel after the meeting. Invitations are being sent home to remind parents of this event. Donna suggested that maybe the CommCAPS could send a reminder to parents when their grade's Coffee & Conversation will be held.

Shirley reported that Carol Drought is still working on developing the Parent Council section on the St. Luke's web site. Also, the new IT support is working fabulously. The company is Alamo Tech.

**LEADERSHIP DEVELOPMENT**

Jill reported that there was a great turnout of about fifty or sixty people at PATS Training.

Jessica gave a Class Captains update. There have not been any events that have taken place yet. All the Room Captains and Communication Captains have been assigned. We want to make sure to utilize the CommCAPS to distribute information to parents regarding their child's class (i.e. party times, teacher birthdays).

Donna gave a Job Descriptions update. She is working on descriptions for every event that is sponsored by Parent Council. These will be kept in a master notebook so that potential volunteers can see what the job entails. After an event has taken place, the Committee Chairs are asked to provide comments, suggestions, review procedures, and provide a timeline for keeping the job description current. There will be a Master Manual that will always stay in the Parent Council office.

A Tiger Brigade list has been assembled. There are twenty-nine volunteers in the pool. Christina Gutierrez is the Chair. She will be ready to send out a blanket e-mail whenever there is a need for volunteers. Assembling Grandparent's Day buttons will probably be the first call. If you have a need for Tiger Brigade, you may e-mail Christina with all the details and she will send the e-mail looking for those in the pool that may be able to help.

### **BUILD COMMUNITY**

Betty reported that the →Get Connected← program has had a couple of successful get-togethers. There is a list of coordinators and events scheduled to date for each grade level. We are still looking for eighth grade parent coordinators. There has been one Cluster Coffee held so far and there has been positive feedback.

Libby opened discussion on possible changes for Volunteer Appreciation procedures. In the past, Committee Chairs have been recognized by having a book donated to the library in their name. This year, we are considering honoring all volunteers by throwing an end of the year party. This will take the place of the book donations and the two separate parties that were previously held (one in the fall and one in the spring). After open discussion, it was decided that instead of a party, we will hold a Volunteer Recognition Chapel on May 14. We will have a coffee reception before, and then the volunteers will join their child in Chapel.

Betsy updated Middle School activities to date. The Middle School lecture series is trying to book a couple of speakers. They are waiting to hear back from them, no dates have been set yet. The Middle School Dance was held and was very popular. Admission was capped at 400 students. There will be a recap from the Middle School Dance Chairs at November's meeting.

### **CELEBRATESIXTY**

Jill asked for feedback regarding the upcoming Parent Council meeting to be held at Talbot's in November. There were logistics questions that had to be worked out regarding seating, etc. Talbot's is also donating some items that we may use as door prizes for the meeting, or save them for the Auction Party.

Libby relayed that she would like us to submit more candidates for Super Sixty Supporters. Please e-mail her with anyone you would like to nominate.

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

Bridget reported that there have been very few changes in the budget since the last report was issued for the September Parent Council meeting. The only event that has taken place since then was the Middle School Dance.

Bridget reminded us to be sure our chairs produce spending plans for each event so that we may be good stewards of our budgets.

Jill requested our feedback on how the Parent Council Office is operating. Everyone is very pleased with the arrangement with Dana as the Administrative Assistant. Also, the Parent Council President will do a Performance Review every three months.

### **RAISE MONEY**

Donna reported for Patricia Temple regarding Book Fair, Sally Foster and Original Works. There will be a more comprehensive update at a later meeting regarding Book Fair.

Sally Foster can still be ordered online until January. There was a miscommunication regarding catalogs-there won't be any available for distribution. But all items are available to view online. There are a handful of Entertainment Books left in the office.

Caroline Schupbach gave an update on the Auction Party for Roxana. The date is set for March 7, 2008 at the Pearl Stable. Don Strange is catering the event and the band is Blind Date Austin. Soliciting underwriters will not take place until January, due to the Annual Giving drive that starts in October. This year, the money generated from the class projects will be put into a "Guardian Angel" fund which will be used to help needy St. Luke's families pay for extra expenses such as the 8<sup>th</sup> grade trip to Washington, D.C. or Outdoor School. The goal is to build up this fund because there is a need every year for help with some extra expenses that are hardships for some families. All will be confidential. Also, Teacher Lunches will be auctioned this year which should prove to be popular. And, the Pearl Stable has booked a luncheon on the same day as our event, so we will need extra organization and help that day to get things set up in a timely matter.

Donna reported that Original Works magnets should be here within the next two weeks. The art teachers let the children produce their own original art instead of trying to get everyone to draw something relating to the 60<sup>th</sup> Birthday theme, as was previously thought.

### **OLD BUSINESS/NEW BUSINESS**

Jill was asked by Rick Whittlesey, a local gallery owner, to consider having an art sale with part of the proceeds going to St. Luke's. It was voted down, since our focus is being aimed toward Annual Giving and the Auction Party.

Betty raised a question concerning the new St. Luke's football team, about game times and schedule. Shirley said that the information is on the calendar on the school's web site. The football team is new this year-started by St. Luke's parent Derrick Fox. Discussion started about sports at St. Luke's. There are many teams-YMCA teams in the Elementary School and several teams in the Middle School (soccer, volleyball, basketball, cross-country, etc.). One goal we should try to focus on is advertising these activities more to get more people interested in attending these events. This is important because it is a great way to build community, cohesion and school spirit. The question was raised concerning the Athletic Association-it is a separate entity from the Parent Council. As of now, the Athletic Association has essentially dissolved and needs to be resurrected-in some form. Shirley will be working on renewing this organization.

### **CLOSING PRAYER/ADJOURN**

Jill led the closing prayer.

The meeting was adjourned at 9:30am.

Respectfully submitted,

Cathy Case  
VP of Communications