

**MEETING MINUTES
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
FEBRUARY 21, 2008**

The following members were present: Ashlee Kinsel, Donna Basse, Roxana Newsom, Lisa Brunsvold, Bridget N. Booth, Janette Prichard, Amy R. Martin, Nancy C. Harwell, Beth Garza, Michael Kiobassa, Paula Scott, Cathy Case, Libby Bentley, Nancy Fonseca, Betty Lansdale, Amanda Rivera, Salene Ali, Nancy Wright, Christina Carr-Henney, Mari Tamez, Kristina Staskawicz, Marc A. Notzon, Denice G. Notzon, April Zgardowski, Jill Vassar, and Shirley Berdecio.

OPENING PRAYERS

The opening prayers were led by Donna Basse.

DEVOTIONAL

The Rev. Ray Cole gave the devotional, reminding us that one of the greatest responsibilities we have as parents is to raise our children to know God. Reading from the book of Joshua, Chapter 4 and Psalm 78, these exemplify the important challenges we have as parents.

HEAD OF SCHOOL

Jill asked Shirley to present a whole-school summary of the Parent Survey results. Online surveys will continue in the future (except for those that request a hard copy through regular mail), since it is much faster and easier to tabulate the results. The participation rate this year was 41% (147 responses out of a potential of 358), whereas typical participation in the past is 48%. The following results were reported as the most recurring topics.

Areas of Strength

- Teachers-46 people
- Curriculum-45 people
- Christian based-42 people
- Class size-31 people
- Community, Enrichment opportunities, administration, Character development, and staff were mentioned as well

Areas of Focus

- Lunch-11 people. Response: Children will be asked for pointed comments, i.e. top 3 favorite meals, least favorite meals, specific feedback
- Communication-10 people. Response: This is always one of the foremost concerns we strive to address. We have many modes of communication in place now, including the weekly News Sheet, the automated robocalls, and teacher pages on the school website.

Administration would like communication from parents to know if these modes are the most effective and if timeliness and frequency should be adjusted. One goal of our new Strategic Plan is improving communication, thereby building community.

- Curriculum-10 people. Response: This is one area that the school is constantly striving to improve since it is essentially the core of our existence. We need more specific comments in order to address any issues that may be of concern.
- Faculty-9 people. Response: Some specific comments are to continue to recruit and retain good faculty members. The new Strategic Plan calls for continuous recruitment of teachers, rather than waiting until a position is open. This plan will involve ongoing interviewing and selecting candidates that meet all requirements. This continuing process will ensure that we are cultivating people that will further the school's mission when an opening arises.
- Writing-6 people. Response: This is an area that we are continually working on. The point should be made that we are emphasizing developing writing skills and the quality of writing rather than the quantity. Also, Nancy Harwell is working on developing a hard card system that will track each child and their writing and grammar progress specific to their grade level.
- Attracting boys-6 people. Response: We're always making an effort in this area. Although, it should be noted that the school does not accept every applicant-girl or boy. Prospective students must be average to above average students who are well-behaved.
- Science-6 people. Response: This is another area of curriculum that we are always working to improve.

There is a publication forthcoming that will summarize the survey results. Also, the Board of Trustees looks at surveys carefully and works closely with administration to address any concerns.

ATHLETIC PROGRAM

Robin Davenport, Athletic Director, was invited to give an overview of the status of the Athletic Program. The following are major topics of focus:

- Instill character- teach sports and physical education, but also teach good sportsmanship and teamwork to promote life-long success
- Begin with the Pre-K 3 students and continue into Middle School, to prepare our students for high school
- Communication with parents is vital
- Reviving the Athletic Association- please contact Coach Davenport if you can help
- Observing the younger children for properly developing locomotor skills
- Sports Banquet is scheduled for May 12
- Field Day for PK3-2nd is April 18, 3rd-7th is May 9

- Start assembling St. Luke's teams and coaches before the season starts for participation in outside leagues (i.e. YMCA, Ft. Sam)
- Hiring an Elementary PE teacher who will also teach Middle School Girls Basketball and Volleyball

LEADERSHIP DEVELOPMENT

Jill reviewed a brief history of the Parent Council, highlighting all the advancements we've made and how we are proactive in developing future leaders. The Parent Council is an important part of the St. Luke's community and committed to carrying out the school's mission. The President of the Parent Council automatically serves on the Board of Trustees, therefore it is important to have leadership in place that will be able to fulfill the commitment to the Board. We need to be mindful that those that are called forth for leadership positions should possess the qualities needed to potentially fill the role of Parent Council President and Board of Trustee member.

Jill identified the following as essential elements for cultivating leadership:

- Prayer
- Identifying needs and required skills of the job; matching God-given talents to those needs and calling forth those people with the talents
- Extending invitations to those exhibiting identified skills: The power of invitation and the ministries of hospitality and affirmation
- Being intentional. Being observant. Being strategic. Thinking long term. Looking past the obvious. Searching. Nominating Committee records
- Enough support to avoid burnout.

CELEBRATE ST. LUKE'S AUCTION PARTY

Roxana gave an update on the Auction Party. The date is March 7th, with lots of fun planned including a great band from Austin called Blind Date, fabulous food from Don Strange Catering, exciting auction items and a chance to come together and support our school. We are currently standing at \$50,000.00 in underwriting. Also, there are two new items new this year-the Guardian Angel Fund, and Teacher Lunches. The proceeds from the Class Projects sold at the Auction Party will be funneled into the Guardian Angel Fund. This fund will be used to help St. Luke's families that need help paying for extra expenses such as the 8th grade Washington D.C. trip or Outdoor School. There are 35 teachers signed up to participate in the Teacher Lunches auction. The winning bidder will get lunch with the teacher, your child, and a friend at an off-campus location. All the lunches have been donated. There are some wonderful live and silent auction items including: trips to Ixtapa and Jackson Hole, a beautiful painting, a chance to shadow Official Rodeo Veterinarian Ben Espy for a day, a fun playscape, a sporty Vespa, and many, many more items. We hope everyone will be there!

FINANCIAL UPDATE

Bridget reviewed the latest Income/Expense report. She noted that it does not show the most recent underwriting activity, since that has not been transferred from the school yet. Most of the expenses paid out so far are for Auction Party and Classroom Accounts. Bridget reminded us to turn in classroom account expenses as they are incurred, rather than waiting until the end of the year. Also, in the future, she will prepare reports showing Budget vs. Actual Expense. In order to prepare a budget, Bridget reviewed Parent Council activities over the past few years, averaging income and expenses. With the creation of this structure, we will have a system in place that ensures we are budget-conscious and accountable for the money we are responsible for.

VOLUNTEER APPRECIATION

In celebration of our 60th Anniversary, Libby made presentations to the following Sixty Super Supporters, in appreciation of the work they do for the school:

21. Mike Kiobassa-Auction Party, BBQ, Board member
22. Nita Kiobassa-Auction Party, BBQ
23. Susan Heinemeyer-Auction Party
24. Christina Carr-Henney-PATS
25. Ashlee Kinsel-Auction Party
26. Julie Quick-Sally Foster
27. Missy Walters-Teacher Appreciation
28. Lorrie Uhl-Middle School Lecture Series
29. Mari Tamez-Auction Party
30. Julie Perez-helping with teacher copies and Carpool, Board member
31. Beth Garza-helping in the classroom
32. Nancy Wright-helping in the classroom
33. Elisea Floyd-helping in the classroom
34. Alicia Brusenhan-Middle School Dances
35. Alison Fox-Middle School Dances
36. Susan Janes-Middle School Dances
37. Ben Espy-wonderful behind the scenes work

38. Derrick Fox-forming football team

39. Melinda Hart-Auction Party

Libby announced that there will be a Volunteer Appreciation Chapel on May 16, 2008 that will acknowledge our wonderful volunteers. This will replace the Volunteer Appreciation party that was traditionally held, and in doing so will save money, therefore making us better stewards of our money.

APPROVAL OF THE MINUTES

The minutes from the November 29, 2007 meeting were approved.

ANNOUNCEMENTS

Betsy Zachry, VP of Middle School Activities, had car trouble and could not join us, but she wanted to relay some information. The 7th/8th grade dance was held last Friday with about 200 attendees. This was the first dance held since the decision was made to have a separate 6th grade dance. The 6th grade dance will be on April 4th, 2008.

There was a fun door prize supplied by the Poteet Strawberry Festival, who is also celebrating their 60th anniversary, won by...Shirley Berdecio.

CLOSING PRAYERS/ADJOURNMENT

Jill led the Closing Prayers, and the meeting was adjourned at 9:25am.

Respectfully submitted,

Cathy Case,

VP of Communications