

**MEETING MINUTES  
ST. LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL  
SEPTEMBER 20, 2007**

The following members of the St. Luke's Parent Council were present at the meeting: Jill Vassar, Shirley Berdecio, Donna Basse, Cathy Case, Bridget N. Booth, Mindy Daubert, Maribel Salas, Betty Lansdale, April Zgardowski, Paula Scott, Carol Bousquet, Jessica Koontz, Nancy Wright, Lisa Brunsvold, Ruben Silva, Tanya Clark, Betsy Zachry, Kristina Staskawicz, Nicole Pacheco, Julie Perez, Courtney O'Daniel, Sherry Murphy and Janette Prichard.

**WELCOME**

Jill called the meeting to order at 5:38pm. The opening prayers were led by Betty Lansdale.

**DEVOTIONAL**

The devotional was omitted because the Rev. Ray Cole was at a funeral.

**HEAD OF SCHOOL REPORT**

Jill briefly commented about a few Parent Council events before introducing Shirley. So far, we have had Tiger Tracks, two Board of Trustees meetings, a Welcome Back coffee on the first day of school, the Birthday Bash, Leadership Training, PATS Training, and a →Get Connected← Cluster Coffee. She thanked everyone for their involvement and participation in making these events successful.

Shirley reported on a few of the activities that have taken place. The first Coffee and Conversation was held and had a great turnout. They are grade level meetings that discuss issues pertinent to that grade. Each grade will have one and they are held on Tuesdays-watch the calendar for your grade level. The goal is to have one meeting at the beginning of the year, and then another after the school survey results are tallied.

Heading to High School was also held. St. Luke's hosts this event for our graduating class so that they may hear information on the opportunities for high school. This year, St. Luke's invited other schools ending in 8<sup>th</sup> grade to share in this event. Next year, St. Luke's will advertise the event more widely. The first year this was held there were 12 presenting schools. This year there were 20 schools with representatives to talk with parents. In addition to local schools, boarding schools from the east coast were there, as well as Hockaday from Dallas, St. George, and Phillips Exeter. There was also a presentation from an admissions administrator from UTSA that talked about what colleges are looking for in prospective students. The plan is to rotate every year with other colleges and universities to give their perspective. Also, in the past this has been an event mostly for parents, next year students will be invited to attend as well. The parents also receive a booklet filled with information that includes questions to ask, things to look for, the names of schools, who to contact, the tests they require, open house information, etc. The evening was a great success.

Shirley reported on some of the events that occur at school. Every morning Shirley makes announcements over the loudspeaker, starting with the Pledge of Allegiance and then reciting the St. Luke's Way. Each week we focus on a different character trait. For example, one week was citizenship,

another was choices. Each morning, the daily messages correspond to these traits. During the school day, the teachers incorporate that character trait into their lessons or talk about it with the students. Then on Friday at Chapel, Shirley reviews that week's character trait and they discuss how you exemplify it. New this year, Shirley has gathered a group of 8<sup>th</sup> graders to perform a skit during Friday morning Chapel to model the character trait of the week in a real-life situation.

There is also a daily message from the Words of Wisdom program. The messages are quotations from famous people that also promote outstanding character traits.

Shirley reported that all of the Smart Boards have been installed. The representative has been here for three training sessions and one more is scheduled in October. The representative will go classroom to classroom to assist teachers with their individual needs. All of the Smart Boards have been bought with money donated by the Parent Council. They are in classrooms from 2<sup>nd</sup> to 8<sup>th</sup> grade, and the Computer Lab. Both art teachers are buying Smart Boards with money raised from Original Art Works proceeds. Only 1<sup>st</sup> grade and the Library are lacking Smart Boards.

We have a new IT Support system working at St. Luke's. The company has several employees with different areas of expertise. They have reviewed our system and have mapped out a plan for servicing us in the most efficient way possible. They also monitor our system remotely and will know right away if there is a problem. Also, the company set us up to be part of a non-profit buying group so that we can save money when buying software and other computer needs. They are going to install a new server that will cost around \$5000. Normally a server with this super capacity would cost from \$10,000 to \$15,000. Our old server will be used as a back-up.

Shirley reported that 134 people have applied for background checks. Ninety-one have been returned. The next step is calling to set up an appointment for the fingerprinting.

#### **FOLLOW-UP FROM VOLUNTEER LEADERSHIP TRAINING**

Jill expanded on a portion of her presentation from Volunteer Leadership Training, concerning where money goes that's raised by the Parent Council, and how Annual Giving fits in to this mix. As with any non-profit organization, tuition does not cover the expenses to operate the school. So, every year we have an Annual Giving campaign to try and make up the difference. This year the gap between the budget and what tuition pays for is around \$550,000. It is important that we try to get every family to participate in Annual Giving-at any level. It is important because other funders such as foundations look at the participation rate as an indication of how much support you have internally.

Out of the money that Parent Council nets through our fundraising, \$40,000 is committed to the school's operating budget. So that \$40,000 goes toward the \$550,000 that needs to be raised. Any money raised beyond that goes towards Restricted Giving. Shirley and the Parent Council leadership talk about what the needs of the school are and come up with a wish list. The items on the list are part of Restricted Giving. They are specific items like Smart Boards, continuing education training for Core Knowledge, fixing up the stage in the gym, giving extra funds to the teachers for classroom use, etc. Every year there is a different wish list and there is a different amount of money depending on how much is raised by Parent Council. In the long term, our goal is to be able to give all money raised by Parent Council to the wish list.

#### **UPDATE FROM THE BOARD OF TRUSTEES**

This year the Board of Trustees is going to have a representative attend the Parent Council and Faculty meetings periodically to increase communication and awareness of what the Board is working on. Amy Martin, Chair, could not attend tonight because of an unexpected family obligation. Jill reviewed how the Board of Trustees operates, the various committees and their goals. The attached handouts give the detailed information about the presentation.

Part of the plan of work of the Board of Trustees is the 5-year Strategic Plan. Shirley relayed that this year the plan will be published. Also, there are "cottage meetings" planned to gather Board members and parents, in groups, to discuss the plan to get feedback and foster awareness. Cottage meetings will begin in November.

### **SIXTY SUPER SUPPORTERS**

Libby Bentley, VP of Appreciation, could not attend tonight's meeting because of a scheduling conflict, but Jill presented the first of our Sixty Super Supporters.

1. Carla Canty-Birthday Bash
2. Diane Shaw-Birthday Bash
3. Maribel Salas-Tiger Tracks cupcakes (400!)
4. Tanya Clark-Uniform Exchange
5. Emma Calvert-New Parent Liaison
6. Amanda Rivera-New Parent Liaison
7. Paula Scott-Get Connected

### **FINANCIAL REPORTS**

Bridget reviewed the final 2006-2007 final numbers. She highlighted that the transfer to school last year was \$127,500. All the money raised by Parent Council goes back to the school. Every effort is made to make sure there is no money left over at the end of the year.

The Year-to-Date 2007-2008 numbers were reviewed. So far this year, the only major activity has been Tiger Tracks where money was collected for Classroom Accounts. There is about \$17,300.00 that has been collected.

Shirley expressed that the work that the Parent Council does is so important to the school. It allows so many enhancements that could not be bought with a typical school's budget. All of these contributions make such a difference, and they don't go unnoticed or unappreciated. It all benefits our children.

### **APPROVAL OF THE MINUTES OF APRIL 12, 2007**

The minutes of the last Parent Council meeting were presented, reviewed and approved.

### **ANNOUNCEMENTS**

There is a Middle School Dance coming up on Friday.

The Book Fair starts Sunday. Middle School Book Fair is in Room 201 this year. Rick Riordan will be guest speaker for Dad's Night.

Safeguarding God's Children program will be held October 1 at 8:00am.

**CLOSING PRAYERS AND ADJOURN**

Jill gave the closing prayer and meeting was adjourned at 6:30pm.

Respectfully submitted,  
Cathy Case, VP of Communication