

**MEETING MINUTES
ST.LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
EXECUTIVE COMMITTEE
MAY 7, 2008**

The following members were present at the meeting: Jill Vassar, Shirley Berdecio, Betty Lansdale, Libby Bentley, Roxana Newsom, Donna Basse, Cathy Case, Jessica Koontz, Bridget Booth, Paula Scott, Betsy Zachry, Liesl Noble, Rene Euresti, Dana Hawkes, and Patricia Temple.

OPENING PRAYERS

The opening prayers were led by Jill.

THANK YOU

Jill presented each Executive Committee officer with a Thank You card expressing her appreciation for our year of service to the Parent Council. Jill has made a donation to the school's Endowment Fund in honor of each of us.

REVIEW OF RECENT ACTIVITY

Middle School: Betsy reported that there will be a change in the end of the year activity for the 7th and 8th grades. Since there were requests to try something different, the group will be having an outing at Malibu Grand Prix in place of a dance.

Jill reported that the concept of splitting the 6th grade from the 7th and 8th grades for the Fall and Spring Middle School Dances was well received by St. Luke's parents as well as parents from other schools. However, the 6th grade dance did lose money. And although there will be more time for promoting the separate dances and making up funds through increased attendance, there is the possibility that Parent Council will have to underwrite this event again in the future.

Appreciation: Jill relayed that Parent Council has received many letters from Faculty and Staff expressing their thanks for the recent Teacher Appreciation Week. The letters will be transcribed, distributed, and then published on the website. Thank you to Libby and Christy Gulley for their work on this event.

Trade Fair: Jessica reported that Trade Fair was a successful and fun event, bringing in around \$7800.00 in sales. The Parent Council will receive \$450.00 in rent from a percentage of those sales.

Yearbook: Bridget reported that there are around 156 orders to date for the yearbook.

APPROVAL OF THE MINUTES

The Executive Committee Meeting Minutes of April 2, 2008 were approved.

REMAINING EVENTS/COMMITTEE WORK

Volunteer Recognition Chapel: Libby reported that planning is underway for the Volunteer Recognition Chapel on May 16. Liesl Noble and Denise Notzon have been organizing this event that will also feature a breakfast brunch catered by Sage.

Alumni Night: Betsy gave an update on Alumni Night that is scheduled for May 8. St. Luke's graduates from the past four years are invited to bring art for display at Alumni Night which coincides with Spring Arts Fair Week. A light dinner will be served. Thank you to Sylvia Sariñana for her work on this event.

Scholastic Book Fair: Patricia reported that the Scholastic Book Fair is set for May 20-23. Volunteers are still needed to help with this event. Please contact Julie Lang.

JOB DESCRIPTIONS

Jill informed us that the Job Descriptions notebook is very close to completion. When Donna receives the book from Jill, it should have around 90% of the positions detailed. Executive Committee members will be asked to spend an hour reviewing the information.

NOMINATING COMMITTEE

Donna presented the slate of officers for next year.

VP-Appreciation: Cathy Case
VP-Auction Party: Caroline Schupbach
VP-Co-Chair Auction Party: Ashlee Kinsel
VP-Classroom Activities: Rene Euresti
VP-Communications: Beth Reinhardt
VP-Families: Liesl Noble
VP-Middle School: Jessica Koontz
VP-Special Projects: Paula Scott
Treasurer: Bridget Booth

The by-laws change discussed at our last meeting was voted on and passed. It states that: "Each Officer position of the Executive Committee shall hold one vote. In the event that two people share one Officer Position, that position shall still hold one vote."

FINANCIAL UPDATE

Bridget presented the latest Income and Expense report. She noted that the Trade Fair income number will increase, once all of the loose change is counted.

It was noted that the Class Captains should be reminded again to turn in receipts for reimbursement by May 31.

Funds from Original Works and Book Fair have already been transferred to the school. Funds yet to be transferred include Guardian Angel Fund, the \$40,000.00 for the Operating Budget, and the final amount for the Wish List, which should be around \$50,000.00. Jill received Executive Committee approval to work with Bridget to facilitate the final transfer of funds.

Bridget presented information about Auctionpay. This is a web-based software program that automates the Auction Party process. It will streamline the planning and management of the Auction Party by automating the reporting, purchases, payments, credit card processing, catalogs, receipts, and much more. The cost is \$3500 which includes a one year online subscription for maintenance, upgrades, and the ability to utilize the service remotely. The annual expense thereafter will be \$700 for upkeep. Jill reported that Shirley and Amy Martin,

chair of the Board of Trustees, agree that this would be a wise purchase. Jill moved to purchase Auctionpay for \$3500.00 for Auction Party use. The motion passed unanimously.

FINAL PARENT COUNCIL MEETING OF THE YEAR

Jill reviewed the draft agenda for tomorrow's final Parent Council meeting.

HEAD OF SCHOOL REPORT

Shirley reported that the school will return to Parker Uniforms. All the uniforms will stay the same, but some new items have been added. The girls blouses and boys shirts will come with the St.Luke's embroidered emblem. Also there are new optional offerings such as a new blouse for the older girls, a long sleeved polo for boys, and a red or blue unisex v-neck sweater.

Shirley presented her recommendation for the Wish List:

\$8,000.00 for (3) Smart Boards for the 1st grade classes

\$12,000.00 to continue Core Knowledge and Mac training for the Faculty

\$30,000.00 for stage renovation in the gym; there is already \$17,000.00 saved from last year

A motion was made to accept the Wish List recommendations. Motion passed.

GENERAL ANNOUNCEMENTS

Jessica announced that Coach Davenport still needs help for Friday's Field Day. We thank Coach Davenport for all of her work coordinating Field Day for both the younger and older children.

FINAL COMMENTS/CLOSING PRAYER/ADJOURN

Jill led the closing prayer.

Meeting adjourned at 9:25am.

Respectfully submitted,

Cathy Case
VP of Communications