

**SLES Parent Council
Executive Council Meeting Minutes
Wednesday, January 7, 2009**

The following members of the St. Luke's Parent Council Executive Council were present:

Donna Basse, Bridget Booth, Beth Reinhardt, Liesl Noble, Cathy Case, Rene Euresti, Shirley Berdecio and Paula Scott.

I. **Welcome** by Donna Basse.

II. **Opening Prayers** led by Liesl Noble

III. **Classroom** — Trade fair planning is underway. Spoke to Alison Urbanowski, Allyson Hayne and Roxana Newsom and guidelines and packets for review should be available soon. Shirley Berdecio agreed to enforce the trade fair rules and suggested a "Certificate of Occupancy" be given to trade fair participants who have had their booths and merchandise verified. A parent meeting was suggested to teach parents how to run a trade fair booth. Information may go out prior to Spring Break.

PSIA –no updates.

Room Captains –Email was sent out to remind parents to submit receipts for reimbursable.

IV. **Teacher Appreciation** – Cathy Case reported that the **Christmas** teacher appreciation luncheon was well received. Margie Travis purchased the gift cards for the staff and no homeroom teachers. Gift cards were given to the teachers. In the future, Bridget can issue a check (with proper documentation) prior to the gift cards being purchased due to the high cost. Teacher appreciation week is approaching and Christie Gulley is working on this project.

V. **VP Families** –Lisel Nobel asked if space was available for a lower school uniform exchange to separate the middle school and elementary school uniforms in the exchange closet. This would eliminate a lot of the overcrowding problem. The uniform closet was re-organized and cleaned out. She noted that limited space is a problem.

VI. **Book Fair/Sally Foster/Entertainment Books/Original Art Work** – Paula Scott reported that the sales for Sally Foster were at \$2,531.00. The school will receive one-half of this money. The Spring Book Fair will include a PK3 & PK4 event and details are still being worked out. Favorite book characters (costumed volunteers) may be present at carpool line to promote the book fair. A Save the Date will be sent out.

- VII. **Financial Update**—Bridget Booth presented current financial information. The Income/Expense Report will have a number reflected against the budget. As of January 6, 2009, the income received is \$14, 263.35
- VIII. Auction – Caroline and Ashlee were absent due to previously scheduled auction meeting.
- IX. **Head of School Report** –Shirley Berdecio reported that she has started researching items for the wish list.
- X. **Final Comments/Closing Prayer**
- XI. **Adjournment at 8:50 am.**

Respectfully submitted,

Beth Reinhardt
V.P. of Communications