

**SLES Parent Council  
Executive Council Meeting Minutes  
Wednesday, February 4, 2009**

The following members of the St. Luke's Parent Council Executive Council were present: Donna Basse, Caroline Schupbach, Jessica Koontz, Molly Salmon, Beth Reinhardt, Liesl Noble, Cathy Case, Rene Euresti, Shirley Berdecio, Paula Scott., Roxana Newsom, and Allison Hayne

- I. **Welcome** by Donna Basse.
- II. **Opening Prayers** - Cathy Case
- III. **Approval of Minutes:** Minutes from the December and January executive minutes were presented by Beth Reinhardt and unanimously approved.
- IV. **VP-Classroom – Rene Euresti** —Email was sent out to remind parents to submit receipts/expenses to Bridget for reimbursement. Bridget reported that these are coming in for payment.

**Trade Fair** –Roxana Newsom and Allison Hayne presented a Trade Fair timeline and guidelines. Participation will be by 3<sup>rd</sup> and 8<sup>th</sup> grades. Date is scheduled for May 1, 2009. In-Class training will start the week of March 16<sup>th</sup>. A parent meeting will be held on March 18<sup>th</sup>. Business proposals will be due on April 1<sup>st</sup>. Proposals will be time stamped to alleviate multiple booths selling the same item. Business proposals will be returned by April 6<sup>th</sup>. Roxana also suggested ways to get the students excited about Trade Fair including an on-line Trade Fair Game to teach the correct terminology and rules. Bank will be set-up in the middle of the gym. 8<sup>th</sup> graders who do not wish to participate may be used as mentors/assistants for the 4<sup>th</sup> and 5<sup>th</sup> grade students. Roxanna and Allison expressed their need to have the teachers on-board with the projects and their help is needed. Shirley Berdecio would like Trade Fair to become a part of the curriculum and will talk with the teachers. Charities to receive funds are SNIPSA, The Children Shelter and The Food Bank.

**PSIA** –Rene spoke with Barbie Gonzalez and Allison Urbanowski. Volunteers are needed to help with PSIA. A blurb will be placed in the newsletter. Also the chairs be sending out a message for volunteers. The message will be “Can you spare 15 minutes?” about to encourage volunteer sign-up. There are many date conflicts with PSIA including the Latin Conference and Science Fair.

- V. **Uniform Exchange** –Liesl is still looking for additional space to separate the lower school uniforms into a separate area.

VI. **Middle School report** – Jessica Koontz reported that the middle school lecture is set for the Spring. The speaker is Connie Wooten., SW Director of Episcopal Schools on March 3, 2009. The meeting will be held on March 3<sup>rd</sup> and tentative topic is “Understanding a Child’s Temperament.”

**Middle School Dances** –The January dance was well-received and well attended. Jessica suggested that next year, the dance be scheduled the 2<sup>nd</sup> week of January to avoid the post Holiday rush to plan a good event.

**Alumni Art Sale** –Donna Basse spoke to Sylvia and Lourdes regarding the art week. Students’ art will be displayed in the hallway. On May 14<sup>th</sup>, the alumni will be invited to display their art and a reception will be held in the Narthex. Carroll Dorsey-Walker is co-chairing the event.

VII. **Spring Book Fair** –May 7<sup>th</sup> will be the Spring Book Fair at Barnes and Noble. Julie Lang, Patricia Temple and Mary Milligan have been working to bring together this event. St. Luke’s School will receive 20% of all sales. An ID number will be given to the students and parents. An agenda has been planned. Events will begin at 10:15 am and run through 8 pm. A special event will be held for the PK3 and PK4 students. A PB & J lunch will be held at school and then preschoolers will go over to Barnes and Nobel for story time. Other activities include a book club meeting for adults. The summer list will be displayed and these books will be set out on a table. The evening events are still being planned. There will be costumed story-time characters in the carpool line on the day of the book fair. Other incentives such as homework passes or community service hours are being considered for those who attend.

VIII. **Auction Party** –Caroline Schupbach reported that the silent auction is going great. There will be less items this year but the items currently donated are quality items. A “PICK ‘N PULL” game is being planned for the auction. It will feature smaller donations as well as homemade specialty items. The gun raffle will return. Tickets and participation are needed. The current underwriting goal is \$50,000 and proceeds to date are at \$26,000. Raffle tickets for the students will go out on Monday, February 9<sup>th</sup>. The popular teacher’s luncheon’s in the silent auction is back with Freddy’s Restaurant underwriting the cost of 20 adult and 40 children’s lunches. Some teachers would like to take their auction winners to the Magik Theater. The 8<sup>th</sup> grade picture will be presented differently to allow more parents to purchase a copy. Instead of Class Projects/Art for the silent auction, bidders will be encouraged to donate to a fund to allow a free dress day for the students. Current RSVPs are at 83 and 14 staff attending. Rene will send E-blasts to the Communication Captains for send out to parents about the raffle, auction event, silent and auction lists.

IX. **Financials** –Bridget Booth reported that the current balance is \$73,966. Sally Foster brought in \$1,765.50. Auction party has deposited \$27,175. The charges for Grandparent’s Day were reversed. The Middle School dances are \$500 over-budget for the year.

**X. Head of School report** –Shirley Berdecio reminded parents to fill out the on-line survey form. The survey is helpful in guiding next year’s staff in curriculum development and administration leadership. Currently, 30% of the families at St. Luke’s have responded. Shirley encourages all parents to fill out the survey even if they think St. Luke’s is perfect.

Drew Fox received the Alkek award and will be awarded a 4-year scholarship to TMI. St. Luke’s had two students as semi-finalists.

Shirley discussed the alumni of St. Luke’s and pointed out that several St. Luke’s students were either in the top 10 of their high schools or have moved on to Harvard, MIT and other prestigious schools.

**XI. Adjournment at 9:40 am.**

Respectfully submitted,

Beth Reinhardt  
V.P. of Communications