



Cathedral School Advisory Council

October 20, 2015

6:30 – 8:00 p.m.

Meeting Minutes

A meeting of the Cathedral School Advisory Council (SAC) was held October 20, 2015 at 6:30 p.m. in the Cathedral School library.

Attendees: Council members Kristine Bachand, Nancy Bartow, Erin Herrick, Janet Jacobs, David Jess, Christy Ragan, Melissa Rawlinson and Alan Sanchez were present for the meeting. Also present were Monsignor Pat Brennan and Amy Biggs.

Agenda:

- I Opening Prayer
 - II Parent Comments
 - III Approval of Minutes
 - IV Principal Report
 - V Uniform Committee Report
 - VI Survey Committee Report
 - VII Future Business
 - Financial Aid Event
- Adjourn

Minutes:

Council Assistant Chairperson, Melissa Rawlinson, called the meeting to order at 6:33pm. Chairperson Marcus Parker was not in attendance due to back surgery.

I. Prayer

Monsignor Brennan led council in prayer.

II. Parent Comments

There were no parents to provide comments.

III. Approval of Minutes

The proposed meeting minutes of the October 20, 2015 having been circulated to the SAC prior to the meeting, the reading was dispensed of and approved.

Assistant chairperson, Melissa Rawlinson, provided a process for how to submit feedback about the meeting minutes. The process is to send an email to the chair and secretary so that minutes can be amended and the council can vote to approve at the next meeting.

IV. Principal Report

All School Rosary

October is the month of the Rosary. To commemorate this, we held an all-school rosary Wednesday, October 7th in the gym. Parker Heydet, Cade Cunningham, Jimmy Mercado, Reif Larsen, Ben Lewis, and Charlie Sturm led the school in the prayers.

World Hunger Day

October 16th was designated World Hunger Day. The Student Council organized an assembly to teach the school about the issue of hunger, and to introduce Cross Catholic Outreach, an organization working to end world hunger. Students were able to wear jeans or sweats with their uniform shirt for a \$1 donation. A simple lunch of chicken noodle soup was served, and all lunch money collected for lunch, in addition to the Dollars for Denim proceeds, was donated to Cross Catholic Outreach. Our \$783.10 donation will provide over 3,000 meals for the hungry.

Spotlight on Service

The 4th grade began their visits to the Oregon Food Bank this month. At OFB they help by repackaging donated food into family-sized portions for distribution to needy families. They will visit the Food Bank two more times this year.

All Saints Mass and Saints Museum

Our October 28th Mass will be our celebration of the Feast of All Saints (November 1st). The 4th grade will lead the Mass. All 4th and 5th grade students have been researching a saint, and will demonstrate their knowledge of their chosen saint at the Saints Museum following Mass. All are invited to join us for both the Mass and Saints Museum.

Run 4 Cathedral

We had another very successful Run 4 Cathedral. A huge thank you is due to our co-chairs Jennifer Moody and Joe Nadalsky, as well as the entire Run 4 Cathedral committee. To date, we have collected \$41,905.57, with money continuing to come in.

Auction Kick Off

Thursday, October 8th was chosen as the official kick-off for the 2016 auction. The auction committee handed out cookies and procurement packets. They also announced a challenge to the school, wherein the first class with ten procurement forms turned in will receive a pizza party. No winner yet. Five sponsor tables have already been reserved.

Wine Tasting

The Wine Tasting Event is scheduled for Saturday, November 7th from 6:00pm-10:00pm. There are six different wineries as well as a chocolatier and food vendor participating. All vendors will donate a portion of their proceeds to the school. We hope to draw in outside

guests via our advertising in parish bulletins, the NW Examiner, and the Catholic Sentinel.

Parent Association Wreath Sale

The Parents' Association wreath and poinsettia sale is now underway. All orders must be submitted by October 28th, with pick-up set for December 2nd. The proceeds support Parents' Association programs.

Book Fair

The Cathedral School book fair exceeded the \$10,000 goal. Our sales totaled more than \$10,100! Our profit from the book fair is 50% of the total in books for our library. Thank you to our Cathedral School community for helping make our Scholastic Book Fair a big success! This year was the first year that we asked all families to work one 2-hour shift. This worked really well and was a great way for parents to meet one another as well. Thank you to Christy Ragan and Sarah Havlik for working with Mrs. Glenn in heading up the book fair. They went above and beyond, to coordinate the event.

Apple Distinguished School

Cathedral School has been selected as an Apple Distinguished School for 2015–2017, a two-year designation. Apple congratulated Cathedral School on being recognized as an exemplary learning environment for innovation, leadership, and educational excellence. We will host two Apple visits this school year in which teachers and administrators from other schools and districts come to Cathedral School to see how we are integrating technology into daily instruction. Our first visit will be December 9th.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled for November 3rd-6th. We will dismiss at 11:30 all four days, and conferences will be from 12:30-4:30 Tuesday, Wednesday, and Friday, and from 4:00-7:00 Thursday. Pre-K to 5th grade parents can sign up for a conference time with their student's teacher. Middle school parents will be able to conference with their student's teachers without an appointment in the gym.

STAR Assessments

Math:

91.3 percent of Cathedral School K-8 students at or above grade level standard.

Reading:

81.1 percent of Cathedral School K-8 student at or above grade level standard.

V. Uniform Committee Report

Assistant Chairperson, Melissa Rawlinson, provided an update regarding the uniform committee's process. The committee is moving into the information gathering stage. Parent forum dates have been set for November 17 after drop-off and November 18th before pickup. These informal and casual forums will be called "Coffee Klatch and Coffee Break." Questions have been drafted but the committee's goal is to listen to feedback and then work with administration. The committee is also conducting a forum with the middle school students on October 28th and with the faculty on November 10th. In addition to these forums, the committee has been working hard on researching vendors, other school policies and the overall history of Cathedral's uniform. The uniform committee will present all the research at the March meeting.

VI. Survey Committee Report

Council member, Nancy Bartow, updated the Advisory Council on survey progress up to date and collected feedback to gain buy-in on proceeding with the next steps. She outlined that the purpose of the Cathedral School survey is to collect data and information pertinent to general areas of interest as determined by Mrs. Biggs, Msgr. Brennan, the survey committee, and with consideration of generalized community comments and thoughts. The committee recommends an annual survey to examine deeper, different or more varied subject matter. The data will be collected using quantified and qualified techniques. The data collected will be gathered, analyzed and catalogued. Survey results will be shared with the Advisory council and the community at large. This information could be used in marketing strategies, community building and innovations/enhancements.

The council discussed having the option to submitting the survey anonymously. It was recommended that parents should have the option to include their name before submitting the survey.

The council discussed including the extended care on the survey. The consensus was to keep the survey as is because the extended care families will be able to provide feedback at the end of the year.

Amy Biggs reminded the council that the goal of the survey is for future improvement to the school.

The council discussed sending survey to all email addresses in the school directory.

The council discussed and recommended that the survey be open for 10 days.

Timeline for survey is to send it to the community on November 10th. Share progress with the Advisory Council on November 17th and share overall data with the community in January.

Council member, Christy Ragan, started a conversation regarding the survey that was sent at the beginning of the school year without approval from the school. It was recommended that Monsignor Brennan and Amy Biggs would consider preparing some communication to the community that will hopefully provide closure to this sensitive topic. It was recommended that this would be sent a couple days or in conjunction with the school survey.

IX. Future Business

Financial Aid Event

Adjourn

The next SAC meeting is November 17, 2015. Please send additional agenda items to Marcus Parker.

There being no further business, the meeting was adjourned at 8:00 p.m. by Melissa Rawlinson.