



# CATHEDRAL SCHOOL

## Cathedral School Advisory Council

**Nov. 21, 2017**

**5:30-7:00 pm**

### **Meeting Minutes**

A meeting of The Cathedral School Advisory Council (SAC) was held November 21, 2017 at 5:30pm in the Cathedral School Library.

**Attendees:** Council members **Present:** Katy Daughn, Rhiana Kehrli, Sara Clark, Joanie Bayne, Casey Boggs, Susie Holman, Helen Heller, Thomas Nebel, Christy Ragan, Shaunmarie Gutbezahl. Also present; Monsignor Pat Brennan, and Amy Biggs **Absent:** Kacey Baxter, Kiki Hanover, Kara Fioravanti-Vargo, Gretchen Sturm

### **Agenda**

- i. Opening prayer
- ii. Parent Comments
- iii. Minutes
- iv. Principal Report
- v. Committee Reports
  - Development
  - Advertising and marketing
  - Finance
  - Communication

### **Minutes**

Susie Holman called the meeting to order at 5:34

**Opening Prayer-** Monsignor Pat led the council in prayer

**II. Parent Comments** –Approximately eight parents attended the SAC meeting in Nov. 2017. The following topics were shared by parents:

- Student testing
- Results from grammar tests
- Need for a Cathedral annual report

- More community inclusion
- Competitive analysis (vs. other local Catholic schools)

Following the Parents comments, the SAC discussed the following topics, with no motions to move any forward:

- Include SAC meeting rules on Cathedral's website
- Include descriptions of what each SAC committee does specifically and dates for upcoming committee meetings.
- Include any outstanding items from the last SAC meeting can be included on the next agenda

**III Approval of Minutes-** The November minutes were distributed prior to the meeting for approval. Susie Holman motioned to approve minutes and Tom Nebel seconded the motion. The November minutes were approved.

**IV. Principal's Report** Amy Biggs underscored the success of Celebrate Cathedral and outlined several examples of compliments and positive feedback about the inaugural event. Other school related successful events Mrs. Biggs discussed were Halloween, All Saints and Sock Drive. Upcoming events includes 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade author visits (Dec. 7)—Ms. Glenn and Mr. Overly working on details—, Friday mass and feast of Immaculate conception, Los Posadas (Dec. 15) and Spanish holy days.

Mrs. Biggs also reported the Mrs. Wellnitz will be back after the holiday break and what the transition means. There will also be instructional coaching costs (Title II dollars) to be used for instructional trainer in the second trimester.

## **V. Committee Reports**

- **Marketing-** Mrs. Biggs reported. There is a scheduled meeting after Thanksgiving for the marketing committee. Upcoming marketing initiatives include meeting at Nike (preschool fair), Mass Mailing in Q1 2018, and *Red Tricycle* advertising.
- **Communication-** Casey Boggs and Rhiana will be developing a quarterly communications calendar for Mrs. Biggs to offer insights and transparency on an ongoing basis. Upcoming communication editions include:
  - **Winter Return (a look back in 2017 and a look ahead in 2018)**
  - Finance edition (an overview of Cathedral's yearly income and expenses)
  - Spring Break Return (welcome back and test score reporting)
  - End of year (Overview of curriculum and a look ahead for school year 2018/2019)

- Finance. Committee (Tom Nebel led) provided YTD updates, reporting on enrollment--240 students target (currently 244). Discussed online tuition agreement/application, as well as looked at registration materials from others schools (to compare and contrast for best practices). Committee reviewed and solicited feedback for the registration agreement (2018/2019), as well as explored tuition payment options. Other improvement areas the committee was exploring was terms and conditions, payment process, withdrawals, prorating tuition in case of late admission, fundraising fees and family volunteer requirements. Committee also discussed a Tuition Assistance Program.
- **Development-** Susie Holman provided summary of the Celebrate Cathedral (newsletter reported summary, too). Offered details of suggested improvement and necessary changes. Having Celebrate Cathedral in the fall season is a seemingly good time of year. Committee discussed the multicultural event, Cathedral "April in Paris(h)" to bring the school and community together. It's an event to pick up elements of the auction and include them into another Cathedral community-based event.

#### **VII 2018 Remaining SAC Dates**

- Remaining meetings Feb. 20<sup>th</sup> and April 17<sup>th</sup>

#### **VIII Future Business**

- Expect a budget report at the next meeting.

**Adjourn-** The next meeting is February 20, 2018. Please send agenda items to Susie Holman.