



Cathedral School Advisory Council

April 19, 2016
6:30 – 8:00 p.m.
Meeting Minutes

A meeting of the Cathedral School Advisory Council (SAC) was held April 19, 2016 at 6:30 p.m. in the Cathedral School library.

Attendees: Council members Annie Carnese, Erin Herrick, David Jess, Christy Ragan, Melissa Rawlinson, Marcus Parker, Susie Holman 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 Volgistics Volunteer Database Report
- VII Future Strategy
- IX Future Business

Adjourn

Minutes:

Council Chairperson, Marcus Parker, called the meeting to order at 6:36pm.

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 March 2016, having been circulated to the SAC prior to the meeting, the reading was dispensed of and approved.

IV. Principal Report

Enrollment 2016-2017

- 245 students- registered and registration fee paid
- Seven pending students
 - 1- pre-K
 - 1- Kindergarten
 - 1- First Grade
 - 1- Third Grade
 - 2- Fourth Grade

Volunteer Mass

- First Grade Mass
- Opportunity to honor all Cathedral School volunteers w/Mass and small reception

Early Release

- Teacher Professional Development
- Working on writing instruction and curriculum maps

Spotlight on Service

- 2nd/6th Mac Attack food drive, May 16-27, Competition between west side Catholic schools
- 8th grade Dodgeball fundraiser, proceeds to to Makerspace cart for Randall's Children's Hospital
- Lily Ragan, Oregon Humane Society Service project

Coming up:

- First Communion May 1st
- Apple in Education visit May 5th
- Art Show & Spaghetti Dinner May 5th
- Spring Middle School Musical May 11th & 12th (paid by Run 4 Cathedral)

V. Uniform Committee Report

Assistant Chairperson, Melissa Rawlinson, presented the *free dress policy*. This policy was designed by feedback from Mrs. Biggs, Cathedral School's current policy, and other school's free dress policies.

Mrs. Biggs accepted the uniform committee's recommended changes to the *free dress policy* and the School Advisory Council supported her decision. Changes to the *free dress policy* will be implemented fall 2016. This new policy will be communicated to the community on Friday, April 22, 2016.

VI. Volgistics Volunteer Database report

Mrs. Biggs presented the information on Volgistics, which is a comprehensive online volunteer management system. This system provides ample flexibility in volunteer setup for Cathedral to customize to fit our volunteer needs. Mrs. Hatley and the PA Volunteer Coordinator will manage the system.

The cost is minimal to the school and Mrs. Biggs will be asking PA to pay for half of the yearly cost, as both the school and PA will use Volgistics.

This system will help Cathedral with the following:

- Volunteer Scheduling
- Volunteer Tracking
- Volunteer Portal where volunteers can view and sign-up for all opportunities available to them. This portal is mobile-friendly.
- Volunteer messaging – this system can send reminders by email or text.

Training will begin this summer and the system will be implemented Fall 2016.

VII. Future Strategy

Mrs. Biggs presented a strategy on how to define the role of the School Advisory Council. Looking forward, she discussed 4 broad areas of support where specific expertise is needed from council members:

- Marketing/Advertising
- Communication
- Development
- Finance/ Facilities

These standing committees need School Advisory Council members with relevant experience/expertise and who are willing to devote sufficient time. The keys to a successful committee is to appoint committee members who have the expertise, the committees working together to draw clear distinctions between each committee, and open communication between SAC, principal and committee members. The next steps are to collaborate and assign each SAC member to a specific committee, establish guidelines for committee participation, and have the committees designate a chairperson and meet with principal to define goals.

Adjourn

The next SAC meeting is May 17, 2016. Please send additional agenda items to Marcus Parker. Marcus Parker adjourned the meeting at 8:03 p.m.