



CATHEDRAL SCHOOL

Cathedral School Advisory Council

Feb 27, 2018

4:30-6:00 pm

Meeting Minutes

A meeting of The Cathedral School Advisory Council (SAC) was held February 27, 2018 at 4:30pm in the Cathedral School Library. This meeting was rescheduled from February 20, 2018 due to inclement weather.

Attendees: Council members Katy Daughn, Rhiana Kehrli, Joanie Bayne, Casey Boggs, Susie Holman, Helen Heller, Thomas Nebel, Christy Ragan, Kacey Baxter, Kiki Hanover, Kara Fioravanti-Vargo, and Gretchen Sturm; Monsignor Pat Brennan and School Principal Amy Biggs

Absent: Council members Sara Clark and Shaunmarie Gutbezahl

Agenda

1. Opening prayer
2. Parent Comments
3. Minutes
4. Principal Report
5. Committee Reports
 - a. Budget Committee
 - b. Development Committee
 - c. Communication Committee
 - d. Marketing Committee
6. Future Business

Minutes

Susie Holman called the meeting to order at 4:30

I. Opening Prayer- Monsignor Pat led the council in prayer

II. Parent Comments -Parents attended the SAC meeting in February 2018. The following topics were shared by parents:

- Middle School Curriculum and Instruction
- Community engagement
- Importance of community events
- Cathedral Annual Report

III. Approval of Minutes- The November minutes were distributed prior to the meeting for approval. Christy Ragan motioned to approve minutes and Kacey Baxter seconded the motion. The November minutes were approved.

IV. Principal's Report

Data for second trimester STAR assessment results are now available. 95% of Cathedral students are meeting/exceeding standard in math (1st-8th grade) vs. 82% for the archdiocese. Reading results had 84% of students meeting/exceeding vs. 76% in the archdiocese. Staff will use this assessment to identify strengths and weaknesses and work on next steps.

The Knights of Columbus baby bottle project has already raised over \$1,800, the school expects more than \$2,000 total will be raised once the fundraiser is completed. The 8th grade book drive starts next week.

The school is using federal Title II funds to provide instructional coaching to the staff. Mrs. Ficklin is working 13 hours per week through Memorial Day, providing each teacher with a 6 week cycle of individualized coaching.

At a future advisory council meeting, Mrs. Biggs will share a revised Parent Handbook that updates the truancy policy to match state law.

Joanie Bayne and Mrs. Biggs are working on a survey for parent volunteering. The results of this survey will also be covered in the next meeting.

V. Committee Reports

- **Finance & Budgeting:** The 2018-2019 budget summary was presented, covering budgeting goals, challenges, sources of income, uses of cash, and general budget assumptions. The Finance Committee presented two potential scenarios to the Council for discussion: 1) providing for a 3.5% tuition increase for all classes and 2) providing for a 3.5% tuition increase for all classes and the addition of a part-time (0.7 FTE) to the middle school faculty, combined with \$750 of additional tuition per student in middle school to pay for this added employee. The addition of this faculty member would ease scheduling difficulties and allow for smaller groups while teaching. The Council discussed the two scenarios and voted to support the Finance Committee's

recommendation to take the second scenario to the Parish Administrative Council for final approval.

- **Development Committee:** Susie Holman provided an update from the Development Committee. The Committee is working on the April in Paris(h) event, with the goal of the event being to connect community from both the school and the parish. The Paris theme will turn the gym into Louvre, the courtyard into Musee d'Orsay, and provide an opportunity to display kids' art from the students, class projects, and art contributed by the community. An app will soon be deployed to enable bidding on various items leading up to, during and after the April in Paris(h) event, including the popular items from previous auctions (Easter pew, etc.). In April, Cans 4 Cathedral will also start, with the goal to collect cans to raise money for the school.
- **Communications:** Casey Boggs provided an update on the communication calendar. The latest update distributed focused on the financials of the school, the next update will be in March highlighting test results and focusing on curriculum. In June, a reflection on the year and a look forward to next year will be sent. The goal is to standardize the communications calendar and provide a consistent cadence of communication. The Communication Committee is also exploring potential avenues for becoming an active participant in local media/editorial content to position Cathedral as leading the charge on school development.
- **Marketing-** Kacey Baxter provided a marketing update. The Marketing Committee has finished a beautiful 'tour kit' for people visiting the school, which provides details on the school as well as (and most importantly) an application at the back of the booklet. Cathedral has placed ads in Northwest Kids Magazine and sent a mailing to 15,000 households prior to school open house. The school has also advertised in Red Tricycle as a feeder to Pre-K, K, and 1st Grade and attended local school fairs (Nike, Villa Sport, etc.). All of this resulted in a very successful school open house, with 30 attendees.

VII 2018 Remaining SAC Dates

- Next meeting is April 17th

VIII Future Business

- Barrier to Volunteering

Adjourned at 6:04 pm- Please send agenda items to Susie Holman.