

Cathedral School Advisory Council

August 25, 2015

6:30-8:15 PM

Meeting Minutes

A meeting of the Cathedral School Advisory Council (SAC) was held August 25, 2015 at 6:30 p.m. in the Cathedral School library.

Attendees: Council members Kristine Bachand, Nancy Bartow, Annie Carnese, Shaunmarie Gutbezahl, Erin Herrick, Janet Jacobs, David Jess, Marcus Parker, Melissa Rawlinson, and Alan Sanchez were present for the meeting. Also present were Amy Biggs and Monsignor Patrick Brennan.

Agenda:

- I. Opening Prayer
- II. Parent Comments
- III. Approval of Minutes
- IV. Principal Report
- V. Marketing, Web Page Status
- VI. School Advisory Council Primer
- VII. Survey Committee
- VIII. Future Business
 - Budget Report
 - Uniform Committee Update
 - Survey Update
 - Financial Aid Event, Committee Status

Action Items:

- Clarification on the next steps for the Marketing Committee.
- Committee reviewed and approved distribution of the cover letter to the Parent/Student Handbook.

Minutes:

Marcus Parker called the meeting to order at 6:39PM.

I. Prayer

Msgr. Brennan led the council in prayer.

II. Parent Comments

There were no parents to provide comments.

III. Approval of Minutes

The meeting minutes of the June 16, 2015 SAC were read and approved.

IV. Principal Report

New Superintendent

Brother William Dygert, CSC, has been hired as the new Superintendent of Catholic Schools for the Archdiocese of Portland.

Enrollment

2015-2016 – 243 total currently registered.

Openings in Pre-K, K, 4th grade and 8th grade.

School Updates

- School building is clean and ready for students.
- Teacher furniture arrived earlier this month and student furniture on Thursday. Staff is really excited and appreciative!
- We are pleased to announce the hiring of Miss Cynthia Trevino as our art teacher this fall. Miss Trevino comes to us with a lot of classroom experience. Most recently she taught at the OCAC camp this summer. Prior to that she taught art in an elementary school for six years as well as worked with students from age of four to fifteen in outside programs. Beside her experience in drawing, painting ceramics, photography and printmaking, she is also fluent in Spanish. In 2008, she was awarded teacher of the year at Gillette Elementary and has exhibited her artwork publicly.
- We have adopted a new Religion curriculum for student in 1st through 8th grades. The new series, *Alive in Christ*, includes expanded curriculum regarding the Sacraments and Church holidays. Our Pre-K and K began using this *Alive in Christ* curriculum last year, and we are pleased to introduce it to our older students.
- We purchased new iPad Airs for 7th grade, having replaced 8th grade's last year. We will continue to upgrade one class each year, and trickle the older models down.
- The MakerSpace cart has been purchased and equipped. Mrs. Rae has spent the summer familiarizing her with all of the equipment, and is excited to introduce it to the students. She will be working weekly with PK-5th grades to continue to integrate technology and assist with the science labs.
- The entire staff will begin the in-service week on Monday morning at 7:30AM. The staff will be in the building participating in professional development Monday – Thursday. On Friday the staff will take part in a full day retreat at the University of Portland.

Gearing Up for....

- Meet and Greet after 9:00AM mass on Sunday for new families. This is sponsored by the Guardian Angels.
- Meet and Greet for entire community on Thursday from 4:00-6:00PM.
- Kids will have the opportunity to drop off their school supplies and meet their teacher.
- Back to School, School supply drive for our friends at St. Vincent de Paul School in Salem.
- Back to School BBQ on Friday, September 14th, from 6:00-8:00PM

V. Marketing, Web Page Status

- Amy introduced, Wendy Goodwin, who is not only a parent at Cathedral but also a website designer who is helping with the re-design of the website.
- The purpose for this change is multifaceted as it will be a vehicle for current families to access information, a marketing tool for prospective parents and a way for alumnae to connect.
- Msgr. Pat has been working hard on the church website changes and recommended that everyone check it out!

VI. School Advisory Council Primer

- Msgr. Pat walked us through the roles and expectations that are outlined in the Primer and the Bylaws of the SAC. Overall, Msgr. Described that the role of the council is to provide support and advice to the principal. Msgr. Pat stressed that open communication and mutual respect are key to creating an environment of trust and support.

VII. Feedback, Parent Expectations and Letter from the Chair to School

- A discussion started regarding how to garner feedback and participation from our parents. The Survey Committee is working hard to tackle this issue, and council members discussed stressing the parent comment time for all SAC meetings.
- In addition, the council wrote a letter to the community regarding the role of Advisory council and the open door that we have for the meetings.

VIII. Uniform Committee

- Melissa is chairing this committee and will be forming a team that will examine current and potential vendors, and related school policies and provide a recommendation to Amy.
- It was recommended to have the council draft a letter to the community outlining the process and letting the community know that the issue is complex, and being looked at carefully..

IX. Survey Committee

- Alan is the chair for the survey committee and has already begun research into questions that will help improve our school.
- The questions will be formed to encourage our community to provide constructive and meaningful feedback that will ultimately help our school year to year.

X. Future Business

- Budget Report
- Uniform Committee update
- Survey Committee update
- Financial Aid event, committee status
- Marketing committee status