



## Cathedral School Advisory Council

September 15, 2015

6:30 – 8:00 p.m.

Meeting Minutes

A meeting of the Cathedral School Advisory Council (SAC) was held September 15, 2015 at 6:30 p.m. in the Cathedral School library.

**Attendees:** Council members Kristine Bachand, Nancy Bartow, Shaunmarie Gutzebahl, Erin Herrick, Janet Jacobs, David Jess, Marcus Parker, Christy Ragan, Melissa Rawlinson and Alan Sanchez were present for the meeting. Also present was Amy Biggs.

### **Agenda:**

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

### **Minutes:**

Marcus Parker called the meeting to order at 6:34pm.

#### ***I. Prayer***

Marcus Parker led council in prayer.

## ***II. Parent Comments***

There were no parents to provide comments.

## ***III. Approval of Minutes***

The meeting minutes of the August 25, 2015 SAC were read and approved.

## ***IV. Principal Report***

Please see attached report.

## ***V. Budget Report***

David Jess provided the current budget report. Enrollment is down 19 children, which is affecting the budget. Some of the reasons that enrollment is down can be attributed to marketing, low birth rate year, and public schools announcing a full day Kindergarten that is free to all families in the Portland Public schools. The school is focusing on marketing to help increase enrollment going forward.

## ***VI. Uniform Committee Report***

Melissa Rawlinson provided an update on the uniform committee. The uniform committee met and went through the goals that were set by Marcus Parker and Amy Biggs. In addition, the committee created a timeline, process, assigned tasks and is set to give a final recommendation to the Advisory Council in March 2016.

## ***VII. Survey Committee Report***

Alan Sanchez provided an update on the survey committee. As a group, we discussed the timing of the survey being submitted to the community, advertising in the newsletter and the benefit of an annual survey. The committee is planning on having the survey ready for review by the Advisory Council at the October 2015 meeting.

## ***IX. Future Business***

Financial Aid Event

## ***Adjourn***

The next SAC meeting is October 20, 2015. Please send additional agenda items to Melissa Rawlinson as Marcus Parker will be recovering from surgery.

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