

## Cathedral School Advisory Council

May 17, 2016  
6:30 – 8:00 p.m.  
Meeting Minutes

A meeting of the Cathedral School Advisory Council (SAC) was held May 17, 2016 at 6:30 p.m. in the Cathedral School library.

**Attendees:** Council members Annie Carnese, Erin Herrick, Christy Ragan, Melissa Rawlinson, Marcus Parker, Susie Holman, Kristine Bachand, Shaunmarie Gutbezahl 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 Hot Lunch Report
- VI New Council Member Update
- VII Strategy/Committee Update
- IX Future Business

New School Advisory Members in attendance next meeting  
Selection of Chair, Vice Chair and Secretary for 16-17 council  
August Meeting Plan

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

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

### **Enrollment 2016-2017**

251 students- registered and registration fee paid

### **Early Release tomorrow**

Teacher Professional Development  
Focusing on Science alignment

### **Mass tomorrow**

Led by 2<sup>nd</sup> grade  
Celebrating 1<sup>st</sup> Communion with school

### **Spotlight on Service**

2<sup>nd</sup>/6<sup>th</sup> Mac Attack food drive  
May 16-27  
Competition between west side Catholic schools

### **New Parent Orientation**

May 31<sup>st</sup>  
Amy, Liesl Nebel and Amy Carnahan meeting with new parents  
Information about uniforms, calendars, Guardian Angels, etc.

### **The Bells of St. Mary's**

The bells are being returned to SMC June 15<sup>th</sup>  
Davis Street will be blocked off in am, hampering drop-off  
Msgr. Brennan wants to involve the students: see, touch, and/or sign the bells  
before they are blessed and lifted in place

### **Coming up:**

8<sup>th</sup> grade retreat at Griffin Retreat Center May 24<sup>th</sup>  
All grades visiting Portland Art Museum June 1<sup>st</sup> & 2<sup>nd</sup>  
Assembly June 3<sup>rd</sup>: PBS, Student of the Month (April & May), CYO athlete of the Year

## ***V. Hot Lunch Report***

### **Fresh N' Local Foods**

After researching different hot lunch options, Mrs. Biggs presented the option, Fresh N' Local Foods, that was chosen for the 2016-2017 school year. Fresh N' Local Foods was chosen because

Lunches are made with fresh, local, natural and organic ingredients. All lunches include fresh fruits and vegetables.

School lunches follow both the National School Lunch program guidelines and nutritional recommendations for children set out by the USDA.

Other schools within the Portland archdiocese currently use Fresh N' Local Foods

The lunches will be delivered to Cathedral with an amount consistent with the number of children who have pre-ordered a lunch

Hot lunch volunteers will serve lunch using preset, controlled measurements

Fresh N' Local Foods will also deliver cold sack lunches on Tuesdays, Wednesdays and Thursdays, if requested

Fee is \$4 for both the hot lunch and cold sack lunch options. This is a small increase from the current \$3.50 but cheaper than the My Lunchbox fee.

### **Ordering Lunches/Current Lunches provided by Families**

Along with Fresh n' Local Foods, Cathedral will implement an online service called HYPERLINK "<http://orderlunches.com/>" \t "\_blank" [orderlunches.com](http://orderlunches.com/) to handle the ordering, payment, and tracking of hot lunch. Through HYPERLINK "<http://orderlunches.com/>" \t "\_blank" [orderlunches.com](http://orderlunches.com/), the front office will input the Fresh n' Local Foods menu for the month. Parents will log on, order, and prepay for their child's lunch (for the whole month). Orderlunches.com will send a report to our office so we know how many Cathedral students will be taking lunch on any day and we will order lunches from Fresh N' Local Foods based on the report. With this list, the teachers can line the students up for the cafeteria in an organized fashion.

For our current families who cook hot lunches, the only change is that they will now serve their lunch on Tuesdays, Wednesdays or Thursdays.

### **Hot Lunch Volunteer**

Lastly, Mrs. Biggs is looking for a volunteer that will help with getting the lunches prepared on Mondays/Fridays. Cathedral will provide a one-half tuition stipend for the volunteer willing to take on this task. And, the twenty-hour annual volunteer commitment would be fulfilled in total by running the program.

#### ***VI. New Council Member Update***

There were only three candidates for the Advisory council; therefore an election is not needed. Please welcome Casey Boggs, Kacey Baxter and Thomas Nebel to the 2016-2017 Advisory Council.

#### ***VII. Strategy/Committee update***

Mrs. Biggs presented the primary goals and specific focus areas for the four Advisory council committees. In addition, Mrs. Biggs collaborated with the Advisory chair and assigned members and a chair to one of the following committees:

Marketing/Advertising  
Communication  
Development  
Finance/ Facilities

Advisory council member, Mrs. Ragan, has concerns regarding  
How committee members were assigned;

How ad hoc members were chosen for the committees;

Additional questions regarding the financial committee.

Mrs. Biggs and Mrs. Ragan agreed to discuss all of the above topics in more detail at a later date.

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

New School Advisory Members will be invited to the June meeting.

There will be a vote for the selection of the chair, vice chair and secretary for the 2016-2017 council.

Vice Chairperson, Mrs. Rawlinson, recommended that the council hold a planning session in August. This will provide an opportunity to reflect on the past year, team building, discuss committee goals/strategy/development for current year and overall chance to get to know the other members.

#### ***Adjourn***

The next SAC meeting is June 21, 2016. Please send additional agenda items to Marcus Parker. Marcus Parker adjourned the meeting at 8:00 p.m.