

Cathedral School Advisory Council  
April 18, 2017  
Meeting Minutes

The April Meeting of the Cathedral School Advisory Council was called to order at 5:40pm by Chairperson Marcus Parker, in the library of Cathedral School.

In attendance: Monsignor Brennan, Amy Biggs, Kacey Baxter, Susie Holman, Tom Nebel, Christy Ragan, Melissa Rawlinson, Alan Sanchez, Helen Heller and Marcus Parker.

Absent: Shaunmarie Gutbezahl, Casey Boggs

**Opening Prayer**

Monsignor Brennan led the Council in an opening prayer.

**Parent Comments**

No parents present to give comment to the Council

**Minutes**

Alan Sanchez motioned to approve the March 2017 minutes. Seconded by Melissa Rawlinson. The minutes were unanimously approved.

**Principal Report**

Sixth grade just completed a week at Outdoor School and it was a great success. The students had a wonderful time and enjoyed sending home photos. When at a place like Outdoor School we are reminded how respectful and wonderful our kids are. They had a great week, no problems, lots of fun. The teachers mentioned repeatedly how disrespectful other students were.

Cool to be Kind day was April 18. It was a family group activity that started with a quick assembly and students were given a challenge for the day. Family Group activities were focused on kindness. The teachers did an excellent job planning.

April 21 is dodge ball day. It is a charitable event and this year they are playing for the Special Olympics of Oregon.

Susie Holman's committee held three focus groups last week. It was a small turn out, but good information.

Susan Hatley put together a hot lunch survey to see what is working and what is not. Results were not conclusive, but the biggest barrier is getting help for the hot lunch program. It is a time consuming commitment and with two working families, many are finding it difficult to volunteer.

We are continuing to give tours and have visits. The barrier this week is multi-kid families who cannot get both kids enrolled due to full classrooms. Increasing class size is not an option.

April 28 development day focus is religion. It takes time to create instruction around standards, typically about a year. US Conference of Catholic Bishops creates the standards. Our standards are also aligned with testing that 5<sup>th</sup> and 8<sup>th</sup> grade students take. With these test results, we can look at strengths and weaknesses and then determine next steps. We are right in with the national average.

### **Parent Association**

Christy Ragen reported that there are three meetings left in the school year. The Parent Association members are working to fill spots for next year's committee leadership.

### **Marketing Committee**

Kacey Baxter reported that a direct mail piece went out before spring break to over 15,000 households in carefully selected Zip Codes. As a result, at least two tours this week were attributed to the direct mail piece.

Kacey Baxter and Amy Biggs have been working on a tour kit brochure for the school. It is close to completion and will be used during tours and education fairs. It may also be sent to HR recruiters at larger companies, realtors, etc.

### **Bylaws Committee**

Melissa Rawlinson reported that the committee has met. Melissa Rawlinson has been able to meet with Amy Biggs to talk about the revisions to the Bylaws. We had an old Primer that has been used for years. When the new Superintendent revised the Primer, we adopted as is. However, as it turns out the rewrite of the Primer required an update of our Bylaws and Constitution.

Monsignor Brennan and Superintendent Brother William are working through Canon law interpretation. Monsignor Brennan gave a recap of his discussion with Brother William.

Melissa Rawlinson reported that the committee recommends making amendments to the Bylaws and Constitution, but not go into a full rewrite as of yet.

Melissa Rawlinson motioned to remove the 2-week notice in order to discuss the Bylaws and the proposed amendments. Marcus Parker seconded. Approved unanimously.

Melissa Rawlinson presented a redlined copy of the proposed changes and amendment for consideration. Vote to be scheduled for a future date.

There was discussion around the approval process of amendments and procedure changes.

Discussion regarding the details of the proposed changes was opened by Marcus Parker. The first point of discussion regarding the number of appointed representatives on the council. The second point of discussion was regarding Article IV. The third point of discussion was around the ex officio Parent Association President position. The only other discussion was around the frequency of meeting and the length of duration.

Melissa Rawlinson gave more color around the Nominations Committee procedure proposal. She recommended a brief discussion on upcoming open seats and what skillset we need for those positions.

Melissa Rawlinson's seat on the communications committee is opening after this school year. Alan Sanchez's term will also be completing. Marcus Parker's position will also be opening.

Amy Biggs expressed that the immediate needs are marketing, development and communication. She also commented that we may need more than 10 members to make sure we get the adequate help that is required for the school's needs.

The task for the Council is to keep a look out across the classes who would be an asset to our team.

If there are suggestions or changes to the Bylaws proposals, please contact Melissa Rawlinson.

### **Development Committee**

Susie Holman reported that she is excited about the shift and lift of our committee. She appreciates being a part of this committee and what is accomplishing.

The development committee decided to do focus groups over a survey. They wanted to hear what people had to say versus just a written survey. The discussion with participating parents was larger than just the auction. The approach was much bigger than just one event. Susie Holman also looked at research and studies regarding how to build and maintain a community.

She explained why the conversation was being opened and the difference between development and fund raising. The questions she opened to the groups were very open ended.

The focus was on four areas:

Embrace

Evolve

Efficient processes

Effective

There was then an auction subset of the discussion. Mixed results and feedback came from the panel. No super strong feelings on any of the topics opened. The most discussion came around the format of the auction event.

Focus group discussion about sustainability and scalability was also opened. There was discussion about how families could contribute/volunteer to the school in ways that better reflect skill sets.

A recurring theme was smaller events. Taco trucks also came up in multiple discussions.

Next step is to look at a fall streamlined event and adding \$400 contribution to tuition contract.

### **Future Business**

Volunteer Hours

Continued Development Discussion

The meeting was adjourned at 7:18pm.

Minutes respectfully submitted by Kacey Baxter