



Cathedral School Parents' Association Meeting Minutes

19 November 2015

Attendees: Janet Jacobs, Dee Kurilo, Lisa Ryan, Nancy Bartow, Helen Heller, Christy Ragan, Fergie Bush, Melinda O'Scannlain, Christine Solomon, Jennifer Moody, and Erin Herrick

Next Meeting: 21 January 2015

Officer Reports:

President's Report– Janet Jacobs

Janet, on behalf of the PA and school, sent flowers and card to the Hall family. Dee Kurilo will be working on setting up a GoFundMe account for the Hall family. 8th Grade is working on getting a memorial bench in Conner's name.

Mrs. Biggs contacted Janet regarding contributing to the purchase of classroom emergency kits for the school that has a total cost of about \$3,000. Janet will be following up with Amy with additional questions.

Thank you cards from Monsignor Brennan and the staff were shared with the PA in response to cards/flowers sent to Monsignor and the staff luncheon.

Treasurers Report: Dee Kurilo

Dee reported that the operating budget each year is around \$6,000. The PA keeps budget plus 1-year reserve in the bank and right now the balance is \$13,000. If funds are 20% above this number, then the PA will donate to the school.

Please remember to submit receipts for anything that is bought, including in-kind donations. The board wants to accurately reflect the amount of money being spent. If

you choose to use the PA debit card, please complete the form at the front desk.

Principal's Report: Amy Biggs

Amy was absent due to illness. No report given.

Committee Reports:

Special Events: Lisa Ryan

Gearing up for the Special Friends' Breakfast in February.

Faculty Hospitality: Andrea Molloy

Team is getting ready for the Christmas staff luncheon.

Room Parent Coordinator: Sarah Havlik

No report given.

Hot Lunch: Dee Kurilo

No report given.

New Families – Liesel Nebel and Amy Carnahan

No report given.

Parish Liaison - Helen Heller

Helen Heller and her team, Christine Solomon and Mary Okon, have been working hard and solidified a relationship between Cathedral and St. Patrick church.

If anyone would like to add info to the church bulletin, please submit info to Helen Heller and she will work with Amy Biggs and the parish to get this completed. Please submit info on Monday because the deadline is Tuesday morning for it to be included in the current weekend's bulletin.

Volunteers are needed for Christmas Even mass.

Information will be going home for children to create a Christmas card for church.

The goal is to bridge the school and parish. There is a need for ministry volunteers, altar servers and members of the Knights of Columbus. The school is always so generous to the school, let's try and show our appreciation by helping at the church.

School Supplies – Christian Buchholz

No report given.

Book Fair – Christy Ragan

The Book Fair was a success. Over \$10,000 was raised. Sarah Havlik will be chairing the Book Fair next year with Angie Cunningham shadowing her for the 2017 Book Fair.

Christy thanked the PA for donating \$200 to the event but only \$34 was used and suggested a budget of \$50 for next year.

Volunteer Coordinator – Dee Kurilo

We need to solve the issue with background checks requiring SSN. This is causing issues/strains in getting people to volunteer. Janet has made Amy aware of the concern and will follow up with this issue.

CYO currently has a system that doesn't require a SSN; maybe we can encourage the Archdiocese of Portland to look into that system.

Wreath Sale Coordinator – Erin Herrick and Andrea Molloy

Wreath sale is going well. We deposited around \$17,400 for wreaths and poinsettias. We are still waiting for the final bill to see what the net back to PA is for the year. The sales of the University of Oregon wreath were great, so we were happy that the community embraced the new wreath. The only frustration was with getting the K and 8th grade families committed to volunteering for this event. We had a total of 4 people help with sales and we currently have 6 people signed up for the pickup day.

School Committee Reports

Auction - Christy Ragan

Christy reported that all four faculty tables are now purchased and asked if the PA would like to donate a basket of wine to the auction. Christy asked for support during the auction planning and is busy planning the big event for our school.

CYO - Kristine Bachand

No report given.

Run4Cathedral – Jennifer Moody

Jennifer reported that the event was a success, bringing in around \$48,000.

She recommended the following for next year's Run4Cathedral:

- ~ More corporate sponsors
- ~ Reach out to families living outside of Oregon; ability to take credit card transactions online
- ~ More documentation passed down each year between chairs
- ~ More emphasis on a community building event

Jennifer complimented the teachers and our new families for going above and beyond to make this a truly special event for the kids.

Other Business

There was a discussion regarding communication between school committees and administration. There was a decision that a small group will attend the next Advisory Council Meeting for further discussion.