

CAPE MEETING MINUTES
September 11, 2007

Attendees: Janet Zegarelli, Mark Simpson, Sharon Wagner, Angela Fatica, Anne Rahner, Dick Reichel, Katy Tullio, Tim Brown, Kathy Roach, Karen Hund, Kelly Titus, Alexis Bailey-Garcia, Courtney Perschka, Joe Perschka, Fr. Shawn Clerkin, Marilyn Gebhardt, Christine Stewart, Chris Crabb, Kathleen Lane, and Tessie Staaf

Call to Order: 7:03pm

Welcome and Prayer:

- *Janet Zegarelli welcomed everyone and introduced the Executive Board
- *Msgr. Biebel led the opening prayer

Msgr. Biebel began the meeting by introducing the Diocesan plan to create Advancement Counsels for each parochial school. It is designed to preserve our schools through funding, not fund-raising. There are 8 meetings/workshops scheduled over the next 8 months, focusing on different topics. He expressed a great need for our parents to participate and support these efforts. More information on the upcoming workshops is posted on the school and the church websites.

Treasurer's Report

- *Mark Simpson passed out copies and reviewed the proposed budget.
 - Revenue from CAPE dues is yet to be determined as bills were recently sent out.
 - PJAS was cancelled at the state level so the \$500.00's budgeted for this is no longer necessary
 - There is an excess of funds available for a long term project (ex. playground upgrades)
 - The Teacher Birthday line item budget that was cut from the budget this year was discussed. Mrs. Lane expressed her concern over eliminating the teacher recognition program. It was explained that the item was cut due to the increase need for educational enhancement (LEGO League, increasing athletic costs, technology needs, literature enhancement program etc.), the ultimate purpose of CAPE. One suggested solution was to eliminate the eighth grade graduation gifts and allocate those funds for teacher gifts.

Secretary's Report

- *Sharon Wagner reported that Room Parents are in place for each grade/classroom. Each Head Room Parent was sent a list of willing assistants as well as a rough list of their duties for the year. The teachers were also made aware of this year's Room Parents for each grade.

Principal's Report

- *Mrs. Lane announced the names of the new staff/teachers at Cathedral Center as well as the plans to hire a part time second grade teacher's aide.
- Teacher Representatives will be attending each CAPE monthly meeting this year and reporting back to the entire staff.
- Kelly Titus suggested formulating a list of parents willing to help teachers with special projects, etc. when needed. The list would be posted in the office and on the website.
- Mrs. Lane explained the Middle States Accreditation process, being performed at Cathedral Center this year. An 18 person committee has been formed to address three goals over the next seven years: technology, enrollment, and academic enhancement. A team will be visiting Cathedral Center for evaluation on December 4, 5, 6 and 7. A reception is being planned.
- Mrs. Lane announced this year's thematic unit as Manners.

Ice Cream Social

- *Anne Rahner indicated that ice cream slices, pizza and drink will be served this year and pricing will stay the same as last year. Kathy Roach reported that she is in the process of forming a team of parents to "head up" the games and activities end of the event. Patty Bloomstine and Laurie Bretz are chairing the silent auction portion of the evening. More volunteers are needed.

Athletics

- *Katy Tullio reported that a tent with the DUKES logo on it was purchased to be used at cross-country and other athletic events. Monies earned from passed Bingo nights were utilized.
- Mrs. Tullio also indicated that an athletic fundraiser involving selling water bottles with the DUKES logo and school mission statement on them is being proposed by the athletic boosters. A request was made for \$1000 to purchase 2000 water bottles to be sold for a profit. It was determined that Bill Henry needs to supply a total number of monies needed for athletics before more funds can be released.
- Football fees are apparently not going to increase this year as originally thought. More information needs to be supplied by Bill Henry. If possible, original funding allotted for this increase will be given to the water bottle fund raiser.
- The lack of cleanliness of the gym/gym floor was discussed. Mrs. Lane reported that it was thoroughly cleaned over the weekend of September 8 and a schedule will be set up for regular upkeep and general cleaning.

Youth Ministry

- *Miss Hund announced Eucharistic Day on October 21st. First Communion and Confirmation students will be involved.
- More families are needed to participate in the Elijah Cup. Currently, 25 school families have signed up to take the Elijah Cup home.

-The first grade level lunch is set for September 12. Manners and dressing up are the focus. There will be assigned seats for each family (to mingle more effectively with new families) and students will escort their parents/guests to their tables.

-Miss Hund requested \$1000 for self-esteem speakers scheduled for this year and another \$1000 for grade level retreats. More money is needed to fund the grade level lunch program. Miss Hund estimated a \$500 total need for milk, water, tablecloths. It was determined that the tablecloths purchased for the Spring into Technology fundraiser would be used and Dick Reichel would look into Chido's to launder them at no charge.

-Miss Hund also announced the need for more parents to sign up for Children's Liturgy at Saturday and Sunday Masses. Only three are signed up to date. If no more step forward, the program may be cancelled.

-Miss Hund also expressed Msgr. Biebel's concerns regarding the lack of attendance at Sunday Mass by the children receiving the Sacraments this upcoming year. He plans to reiterate the importance of taking our children to Mass every Sunday.

CAPE Store

*Tessie Staff suggested that a magnet be available for the OUTSIDE of automobiles as opposed to the current choice (only adheres inside the vehicle). Ideas were discussed as to the design. The athletic logo (DUKES shield) or the school logo (steeple) were debated as to which would be better advertising. Mrs. Staaf is to get more information, ie. pricing, etc. and report back to CAPE.

Literature Enrichment Program

*Janet Zegarelli reported that a purchase was made at the Erie Bookstore and more will be ordered in the future, as per the teacher orders.

LEGO League

*Tim Brown announced a second team has been formulated for this year's LEGO League. Greg Helminski is Team Leader for the second team. An additional \$500 was requested to fund the needs of the second team. If funds are not allocated, Mr. Brown stated that each team member will be assessed \$25.00 to participate. The first competition is set for early November.

Technology

*Kathy Roach announced the need for software for the computer lab. She has none to date and various software choices were discussed. Mark Simpson asked for a "wish list" to evaluate for budgeting.

Christmas Event

*Janet Zegarelli provided a report written by this year's chairperson, Nancy Bird. The evening will consist of a music program, gingerbread house contest,

visit/photos with Santa, Peter's presents (parish Christmas philanthropy) and snacks. More information to come.

Website

*All agree the web site is very well done and a wealth of information.

-Some expressed concern about accessing some sites/links. Kelly Titus indicated she will look into any updates/errors that need to be addressed. It was also requested that coaches names and contact information for each sport be identified on the Athletic page.

-A request was made to expand the Clubs and Activities page on the website to include what each activity is and entails. Sharon Wagner asked about the cheerleading program. Kelly Titus indicated that she will ask Bill Henry about any interest in the program and post the results on the web site.

-Tim Brown asked about the policy for photographs on the website. Mrs. Lane stated that a signed release form is needed for EACH instance a child's photo is being used. These forms will be available through the office only.

Spring into Technology Fundraiser

*New implementation dates have been set by Kathy Roach and her committee. Please see the update on the web site for details. The revised target date for installation completion is October 30, 2007

Meeting adjourned at 9:23pm

Respectfully submitted,

Sharon Wagner
CAPE Secretary