**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

August 22, 2022

Present: Fr. Mac, Principal Deacon Ott, Brian Schoonover, Ph.D., Meridith Beach, Ana Brock, Chris Williams, Ph.D., Ricardo Fernandez, Led Morehead, Lesa Manfredo, Laura Hemelt, DPT, Dawn Liberatore

Via Zoom: Erin Dolan, Mary Elizabeth Dunagan

Not in Attendance: Fr. John Tetlow, Patti Schiavo, Ree Carroll

Next meeting: September 26, 2022 @ 5:30pm in the 2nd Floor Library

* **Opening Prayer- Fr. Mac & Greeting - Brian Schoonover, Ph.D.** 
  + Fr. John Tetlow is in our thoughts and prayers as he prepares for his upcoming surgery. The next few months will have Fr. John working at a slower pace.
  + Debbie Yelton will send Fr. John’s remarks via email and we will bless them.
  + Fr. Igantius has been a great addition to the Cathedral so far. He is social, prayerful, and joyful. He loves the kids and they love him.
  + We have a few changes to the CPS School Advisory Board Members
    - Ana Brock will be the Parent Rep (Middle School).
    - Ricardo Fernandez will remain on the board for an additional one year as a Member-At-Large.
    - We have one vacancy to fill which is the Member-At-Large (Alumni). Please submit any recommendations to Fr. John and Deacon Ott.
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda
    - CPS School Calendar 2022-2023
    - Minutes of CPS Advisory Board Meeting May 23, 2022
    - CPS Financial Summary June 2022
    - CPS School Advisory Board Members
    - Student Parent Handbook
* **Review of Minutes from May 23, 2022**
  + Approved as written (Ricardo 1st, Dawn 2nd)
* **Review of Financial Report – Deacon Ott**
  + Ended the 2021-2022 school year with a $62k surplus. A surplus is comforting to know we have funds to withstand a rocky patch.
  + Kathy and Fr. Tom replenished the reserve funds that had been depleted under Todd DeClemente. We will continue to build the reserves.
  + We have budgeted the 2022-2023 school year in the black.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + Current enrollment is 335 students. We ended last school year with 267 students.
  + With solid enrollment, we continue to protect our culture and are selective with who we admit for enrollment.
  + We spilt five classes to start this year.
  + Three grades remain with one class: 2nd, 4th, and 5th. The enrollment in these classes are 29, 29 and 30. We will split the class when we can have two classes of 18.
    - Will split two, if not three, for next school year.
  + Our current greatest challenge is classroom space.
    - We are looking at options now on how to add classroom space.
  + We hired six new teachers and eight support staff
  + There is fantastic energy at CPS. The new staff has brought a breath of fresh air. It has been a smooth beginning.
  + Diocese is making effort in the teacher salary bump. We are trying to get to 90% of what the public-school teachers earn and possibly raise the bar even higher.
  + We continue to propose ideas to increase our offerings to our students.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + The installation and initial training for the new Promethean board is just the beginning of what we can do! The best word to describe this is “engaging.”
  + Thanks to the Matthews family, we have installed pull down shades in the Cafeteria, which is great for safety, our electric bill and to remove the need to cover the windows in plastic covering for school dances.
  + Thanks to the Partel family, the playground has been Deacon Ott’s favorite summer project!
    - Shade screen has been installed.
    - The basketball court has been resurfaced with a safer double coat of non-slip paint.
    - We painted actual basketball lines including the arcs.
    - We bought regular size backboards but need the correct brackets to install.
  + We are working on how to be most efficient with student drop offs/pick-ups.
    - We may need to consider using Bridge Street.
  + The parking lot was not completed over the summer. We are still working on this and hope to complete over Christmas break, if not sooner if we can.
    - We are doing this with drainage in mind.
    - At the May HARB, a woman was so excited about this project that she spoke on our behalf.
    - Deacon Ott is being a good neighbor and made a nice effort and went to a neighbor’s house to address any concerns.
  + We installed windows in the gym doors which is a safety protocol to be able to see outside.
    - We must complete the same for the library doors.
  + We have at least one other safety measure to tackle soon. More to come on this issue.
  + Our flower beds have new mulch as does the newly expanded Pre-K playground.
  + Adding two new bathrooms has been painstakingly slow. We are working with the Diocese as we get quotes as there are insurance issues with permitting.
* **Updates on COVID – Deacon Ott**
  + There is nothing new re: Covid. We are moving from a pandemic to an endemic.
  + We currently have high community risk level, with low vulnerability and hospital levels.
    - 25% positivity rate currently. Last year, this percentage would have had us back with a mask mandate.
  + We have only had two positive cases so far this year. We are not required to do contract tracing.
    - We are required to report outbreaks.
  + We have parents back at mass for grades 1-8 and they can volunteer on campus.

* **Faculty Report SJA – Chris Williams, Ph.D.**
  + Enrollment is up from last year. We have 260-265 students enrolled this year.
  + We need to create a pattern and continue to retain students and our growth.
  + Our biggest issue is staff retention. We cannot retain teachers.
    - Science and Math are solid.
      * We are adding DE math for college credit.
    - Stability in keeping faculty in our English Dept. is our weakest link.
    - We currently have no assistant principal.
    - Our guidance counselor just resigned for family concerns last week. The principal is taking over all responsibility.
      * There is not a lack of candidates for this position, but Principal DeClemente has not been excited about anyone yet. Looking for a good candidate with experience. It is currently vacant by choice. Todd has reached out to Melody Ott for assistance.
  + Mr. Bates, Music, has created a drum line with 5-7 kids banging on drums. Awesome vibe at sporting events.
  + Chris Williams with work with Rita George to have science day at SJA with CPS and SEAS students in late September or early October.
  + We harvested 40 pounds of honey! We have two full hives and hope to extract more honey in November.
    - We have bottled the honey in bears and offered to our families for a donation. We will put the donated money back into the Bee project.
    - We do not have a huge quantity to do more than offer to families currently (response when someone asked about farmer’s market)
  + Deacon Ott and Todd DeClemente must work together to best promote SJA and Build the relationships.
* **Faculty Report – Lesa Manfredo**
  + New faculty and support have been energetic.
  + Everyone, students included, is excited.
* **PTO/Legacy Report – Meridith Beach** 
  + We had our first meeting last week.
  + Fall festival is October 28th
  + Planning a revitalized Oyster Roast like we used to host – hoping for January.
  + Working to set up Restaurant nights.
* **I-Ready – Lesa Manfredo**
  + Dawn is no longer able to participate with her current responsibilities.
  + Assessments are being done now, slowly, to see where we are all at.
  + Working to challenge those that need to be challenged.
* **Other Issues/Concerns**
  + There is a perception out there that CPS does nothing for the gifted students. We need to showcase what we do. The rising tide raises all ships.
    - We all need to be able to answer and defend our position.
      * Gifted students may be gifted in one or more areas but not necessarily gifted across all subject areas.
      * We have three levels of math
      * Deacon Ott communicates this during every CPS tour.
      * CPS teachers tailor projects based on individual learning currently.
      * 85% of CPS students who go onto SJA are in honors classes.
* **Closing Prayer – Fr. Mac**

**Mission Statement**

***We the Catholic Community of Cathedral Parish School,***

***will be examples of Christian teaching and treat others as Jesus would.***

***will achieve academic excellence and***

***put Christ first in all we do.***