**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

November 27, 2023

Present: Principal Deacon Ott, Fr. John Tetlow, Patti Schiavo, Ana Brock, Ree Carroll, Meridith Beach, Laura Hemelt, Mary Elizabeth Dunagan, Laura Hinds, Erin Dolan, Fr. Mac, Led Morehead, Mark Bailey Jr., Lesa Manfredo and Chris Williams

Not in Attendance:

Next meeting: January 22, 2024 @ 5:30 p.m.

* **Opening prayer and opening remarks - Fr. John Tetlow**
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda November 27, 2023
    - Minutes of CPS Advisory Board Meeting September 25, 2023
    - CPS Financial Summary October 2023
* **Review of Minutes from September 25, 2023**
  + Approved as written (Laura Hemelt 1st, Mary Elizabeth 2nd)
* **Review of Financial Report – Patti Schiavo**
  + We are blessed. I feel like a broken record, but we are in good shape financially.
  + Still trying to figure out Step Up Scholarships and exactly how much per student and when the funds are coming in. We are grateful for the scholarships and we will have a positive budget.
  + There is an increase in expenses due to the increase in health coverage and property costs, but overall, finances look good for the school year.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + There are no changes in enrollment and our current enrollment holds at 388 students. We have been at that number for months.
  + We have a wait list for all grades except Pre-K.
  + We like where we are now and not a huge fan of mid-year enrollment.
    - Most midyear enrollments will be due to students moving to the area.
  + We are ready for re-enrollment for next school year and have sent communication to current parents about their intent to re-enroll.
  + There is great buzz in the community about CPS and you need to apply early if you want to attend CPS!
  + Deacon Ott is giving three to five tours a week. He has placed a two tour a day limit.
  + The goal is to enroll between 390 -414 students for the 2024-2025 school year.
  + Our five-year projection is to not enroll over 415 students per school year.
  + Tuition for the 2024-2025 school year has been approved by the Finance Council. It was a modest increase which was unavoidable.
  + The downsize of growth, is we must host two Christmas productions for everyone to be comfortable!
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + We are still waiting for quotes for the parking lot – no one wants this job! The good news is that PTO can host Nights of Lights fundraiser parking all season!
  + We are finally fixing the stage lights. Currently about three work out of 25 lights. We had deferred some maintenance and are now able to address.
  + On a small scale, but important, we have added more hooks in the hallway for backpacks. Keep the clutter off the ground.
  + We are excited to do more with our grant and legacy funds.
  + We have nothing to report on Covid – we are surviving it.
  + Our three-year re accreditation review is this Thursday. It is not the big seven-year one, but it is still important. It is a halfway point temperature check for CPS.
    - We do not anticipate any large issues. Just people who care about CPS and believe in improving out process. Other sets of eyes to check in and see where we can be better.
  + We are replacing our server. Time for a new one as the existing one is becoming less reliable and more of a risk. We have had tech upgrades over the past few years but now is the time to put in the new server. We will tackle this over Christmas break as we cannot wait until the summer. We have funds to support this upgrade and do not need to dip into legacy funds nor have a fundraiser.
  + Thank you to Fr. Mac for being the driving force to make Jesus the center of our school, our lives, and our heart. Keep Jesus at the forefront. It was a wonderful idea and a wonderful experience.
    - Sacred Heart Enthronement
      * Prayers at mass
      * Families have packets at home
      * Each classroom has an 8x10 image – a picture says a thousand words.
* **Faculty Report - Ree Carroll**
  + School happenings report was not provided as there were technical issues. She will email after the meeting.
* **SJA Report – Chris Williams**
  + Current SJA enrollment is 290 students. Bumping up the numbers one child at a time.
    - Freshman class is small with 68 students.
  + Open House is tomorrow, and 32 families have pre-registered.
  + 26 students have signed up to take the High School placement test.
  + SJA students assisted with the CPS science fair.
  + Raised $500 in honey sales which will go back into making more honey.
  + SJA released 75-80 butterflies.
  + Researching making the SJA fountain a Koi pond that the students would be responsible for maintaining.
  + The winter drama productions, Jumping Jupiter, received rave reviews.
  + A mission trip to St. Croix will happen this Spring! Mission work will occur locally, (simultaneously) as well.
  + Fr. Mac was at SJA prior to Thanksgiving for the Sacred Heart Enthronement.
  + It is with sadness and excitement the Chris Williams will be leaving SJA at the end of the semester to take a position at a small Catholic college to start an undergraduate research/Marine Biology program.
* **PTO/Legacy Report – Meridith Beach** 
  + Trunk or Treat was a huge success.
  + Nights of Lights has been hectic yet particularly good. The parking lot fills up very quickly every weekend.
  + The Chowder Fest for January 21st is a go!
  + We have received $30k in legacy funds to date.
  + CPS Festival is February 23rd, 24th, and 25th
* **I-Ready – Lesa Manfredo**
  + All focus is on mid-terms, who is doing what and where.
* **AP Report – Laura Hinds**
  + Instructional update – needs assessment with teachers. Where would they like to learn and grow? Work together on professional development and develop individual plans.
  + PLC – Professional Learning Committee will form in the next month or so to work on vertical and professional planning.
  + We have different students; some struggling and some gifted. Dive into next phase to support.
  + Researching grading best practices. Bringing in Mark McKnight to get the ball rolling.
  + STAR testing – reading and math assessments and identifying gaps to target students to meet their vulnerability.
    - This year assessments are in January and May
    - 2024-2025 school year with will have three assessments points – beginning middle and end.
* **Other Issues/Concerns**
  + Discussion on discretionary days and how best to adjust for the 2024-2025 school year. Which days are most important to keep discretionary?
    - President’s day
    - Monday after festival
    - Wednesday before Easter
    - Monday & Tuesday before Thanksgiving
* **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.***