**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

October 24, 2022

Present: Principal Deacon Ott, Brian Schoonover, Patti Schiavo Meridith Beach, Ana Brock, Lesa Manfredo, Ree Carroll, Laura Hemelt, Chris Williams, Ricardo Fernandez, Mary Elizabeth Dunagan, Led Morehead and Erin Dolan

Not in Attendance: Fr. John Tetlow and Fr. Mac

Next meeting: November 28, 2022 @ 5:30

* **Opening Prayer- Deacon Ott & Greeting - Brian Schoonover**
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda
    - Minutes of CPS Advisory Board Meeting September 26, 2022
    - CPS Financial Summary September 2022
    - CPS School Happenings
* **Review of Minutes from September 26, 2022**
  + Approved as written (Ree 1st, Laura 2nd)
* **Review of Financial Report – Patti Schiavo**
  + Another meeting with not much to say at this moment, which is a good thing. Everything is fine now due to our high enrollment; thanks be to God.
  + In September, we received $235K in Step up funds.
  + As of October 14th, we received $29.5K in Legacy funds
  + In the next three to four weeks, Patti will work with Deacon Ott to put things in their right place; change budget categories as needed.
* **Pastor’s Remarks – Fr. John**
  + Fr. John is a few days away from his official return. We have nothing to report in his absence.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + Current enrollment is at 339 students. Circumstances warranted us to add a few students mid semester. We have turned down as many as we have accepted as we continue to be true to the spirit of our culture.
  + Not a whole lot of growth but lots of tours; three to four a week.
  + We will look to add more students in January.
  + We should be able to split two of the three large grades or hopefully split three of three.
  + Space continues to be our greatest concern. We have narrowed down our best, most realistic options and will move forward investing in the best of the realistic.
  + One underlying question lingers – how big of an investment do we make on this land as flooding is always an issue. We need to buy ourselves years to have the time to make the correct decisions. A capital campaign might be our best financing option.
  + Ms. Hill’s office has been a tremendous hire as it connects us to outside resources to provide the best to our students.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + Not much to report.
  + We are still waiting on the insurance paperwork for the four bathrooms. It is moving, but slowly and the pending hurricane has slowed it down even more. We need to certificate then the Bishop’s approval.
  + Our unexpected boy’s bathroom leak has us exploring replacing all the pipes for the four urinals instead of the broken two. If we must repair two, it would be prudent to replace all.
  + Not much to report on Covid. It has been quiet with a few weeks of no cases. No contact tracing has occurred this school year.
  + Our parking lot paving project is moving slowly. Christmas timeframe might be unrealistic, which would have a silver lining in parking fundraising goals.
* **Faculty Report SJA – Chris Williams**
  + Enrollment is currently at 266 students; freshman and sophomore classes are in the low 70s and junior and senior classes are in the low 60s. We hope to be close to 300 in a few years.
  + Our faculty has stabilized and are just missing just a few faculty members to be at full strength.
  + Our support for the college application process is not there and we are looking for support in other places. It has been tough, and it appears this will remain an open position for the remainder of the year.
  + We are amid the accreditation process with interviews scheduled for February and March 2023.
  + Hosted a major retreat for the local elementary schools – CPS, SEAS, Palmer and SJDR. Thank you, Fr. Mac.
  + Drama’s production this fall will be November 4th – 6th.
  + Fall sports are ending and winter sports beginning.
  + Beehives did OK. We lost a major hive however we should still get 20-30 lbs. of honey by the end of November. Our Art department is working on a label for our honey jars; a slight delay as they have had a challenging time manipulating the sticker on to the bottle.
    - The hands-on learning with the beehives is remarkable
  + 20 SJA NHS Science Students are looking forward to coming to CPS Mov 7th for the science fair; the majority are seniors and prior CPS students. The love this event. They wish they could spend more time with the students!
  + January 12, 2023 is our open house.
  + January 21, 2023 is the HSPT day.
* **Faculty Report – Ree Carroll**
  + Highlighted school happenings report
  + Second year in a row CPS has won the Fir Prevention poster contest which is a big deal! The winner gets to ride around in a fire truck!
* **PTO/Legacy Report – Meridith Beach** 
  + Fall festival is upon us and we have many SJA students helping. We have had to pivot with some challenges with our scheduled food trucks, but we now seem to be in good shape.
  + First middle dance is right around the corner.
  + Nights of Lights will be here soon. We need help with parking and the event in the courtyard.
  + For students helping at events, we ask that they bring the volunteer form to the event for Meridith to sign off that day/night.
* **I-Ready – Lesa Manfredo**
  + No updates but in motion.
  + Pullout support has been amazing.
* **Other Issues/Concerns**
  + Ree distributed forms for each school board member to complete and return as part of the continued accreditation process.
  + We need to revisit the by-laws and present changes for a vote. Laura, Ricardo and Ree will review the current by-laws and recommend any changes to the board.
  + How often does the advisory board need to meet? It was raised that we review and vote. The finance council meets six times a year as a point of reference.
  + After six wonderful years of service, Brian Schoonover is stepping down from the advisory board effective immediately. Thank you for all that you have done for CPS. We appreciate you.
  + Vice Chair, Ana Brock, will step up and assume the position of Chair of the Advisory board effective immediately.
* **Closing Prayer – Deacon Ott**

**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.***