**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

November 28, 2022

Present: Fr. John Tetlow, Principal Deacon Ott, 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. Mac

Next meeting: January 23, 2023 @ 5:30

* **Opening Prayer- Fr. John Tetlow**
* **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 October 24, 2022
    - CPS Financial Summary October 2022
    - CPS School Happenings
    - Bylaws of the Cathedral Parish School Advisory Board
* **Review of Minutes from October 24, 2022**
  + Approved as written (Lesa 1st, Ree 2nd)
* **Review of Financial Report – Patti Schiavo**
  + Our enrollment is up 71 students from November 17, 2021. Just one year ago which is outstanding.
  + Sound like a good broken record that all is well financially.
  + PTO has recorded $32,500 in Legacy funds, $861 from Trunk or Treat and while Nights of Lights is not confirmed, it should record close to $5,000.
* **Pastor’s Remarks – Fr. John**
  + A big welcome back to Fr. Grateful for most of his energy back and ready to move forward full steam ahead.
  + Nights of Lights gathering went well. There were so many happy people. We need to wrap the Cathedral trees in lights. It looks like we are not into it. We need a team of volunteers to take this on as a project for next year.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + Current enrollment is at 338 students (we lost two students and added one student)
  + We have continued to give many tours this fall. Most are looking for enrollment for next year and some for this year.
  + We have a several students enrolled to start in January including a returning family.
    - We continue to protect the CPS culture.
  + CPS has continued to market to the younger grades to build from the ground up. We have not really marketed for incoming 6th graders.
    - There is buzz from Island Prep and even bigger buzz from RB Hunt of interest in middle school at CPS.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + There is finally movement on the bathroom project. We have overcome the insurance hurdle and are currently in the permitting phase. Our goal is to have the four bathrooms completed over Christmas break.
    - 100% of this cost is covered by a generous donor.
  + No movement on the parking lot, which is good for Nights of Lights parking.
  + VPK has new playground equipment.
  + Our beautiful new canopy tore during the hurricane. Kevin Partel is not giving up.
  + Front gates have been magnetized and now LOCK. They cannot be pushed open. It is more secure, and it is a big deal.
  + Nothing to report on Covid.
  + Our plan for classrooms for the 2023-2024 school year are progressing. We have two new spaces for next year and a third one being worked on. This planning would allow every grade to split.
  + Repurposing our existing space and future builds are inevitable.
  + We have adequate space for our students.
  + We are working on staffing for next year now. We have been talking to some great people. There is nothing to announce currently.
  + There will be some changes to the tuition structure to cushion us against future expenses.

**Faculty Report SJA – Chris Williams**

* + We are in accreditation mode (early March 2023).
  + Before Thanksgiving, 18 NHS students helped with the CPS Science Fair. They love coming here for this event.
  + DE exams start next week with the rest of the exams the following week.
  + DE ASL students will sign for the national anthem at the FSDB basketball game tomorrow night.
  + Our Friday night basketball game vs. Oak Hall (December 2nd), we are inviting CPS boys and girls to come watch and cheer our team on, free of charge. CPS night at SJA!
  + Drum Line started by Mr. Bates is gaining momentum. Music is coming in and it is getting loud
  + Enrollment is currently at 237 students.
  + We conducted a tour of SJA for the Palmer students.
  + Nothing to report on Covid.
  + Fr. Tetlow saw the Drama production of the Wizard and commented that the students did a great job.
  + We are still planning on a science day and Chris is working with Ms. George to schedule for late January/early February 2023.
* **Faculty Report – Ree Carroll**
  + Highlighted school happenings report.
* **PTO/Legacy Report – Meridith Beach** 
  + Fall festival, food trucks were a huge hit and we made a little money as well.
  + Night of Lights has made $5k with no expenses. The students made signs and the parking has been insane.
  + Chili cookoff is scheduled for January 20th.
  + The Gala is planned for March 11th at Art in Motion on San Marco – the $1500 fee has been donated so that expense is covered. We are still working on the details for a theme. Food is our main expense.
  + Burkhardt has sold their distribution to new owners.
  + Deacon Ott thanked Meridith and her team for all that they do to raise funds for our CPS community. Fr. Tetlow added that he has never seen anything like the way this PTO runs. Well done!
* **I-Ready – Lesa Manfredo**
  + Preparing for mid-terms and focus is on studying!
* **Other Issues/Concerns**
  + Discussion on posting vs. no posting the School Advisory Board minutes.
    - We will work to post redacting any piece that poses a risk to confidentiality.
    - Keep the posting of the minutes in the spirit of transparency while maintaining confidentiality.
  + When new advisory board members are appointed, please keep initiation dates recorded so we know when it is time to bring in new members.
  + We would recommend establishing short- and long-term goals for the advisory board going forward.
  + Laura and Ricardo worked hard to update the bylaws – thank you.
    - Committees per the bylaws are led by a board member however, not all committees have a board member lead. Committees have also not been continually active in recent years.
    - Mark Bailey Jr., CPS Alum, has accepted a position on the board. He could not be here tonight but will be at our next meeting.
    - Lee Morehard has agreed to take the Vice Chair position of the Advisory Board.
    - We need all members to sign the bylaws.
  + We need to establish a dress code committee to review the dress code considering the recent middle school dance. It was a hot topic before and after the dance. There appears to be lots of angst among students, primarily among female students. Let us look at the code.
    - Dress code committee should have a Middle School Teacher as well as a middle school parent.
    - Ree, Lesa, Laura and Erin have volunteered. They will review and make recommendations for updates/revisions to the policy at the next board meeting.
  + In two weeks, December 10th, there will be a community sale in the courtyard at the Cathedral from 11 am – 7 pm to raise funds to support the youth group ski trip.
* **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.***