**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

December 6, 2021

Present: Fr. John, Principal Deacon Ott, Brian Schoonover, Meridith Beach, Ree Carroll, Ricardo Fernandez, Patti Schiavo, Ana Brock, Fr. Mac, Laura Hemelt, Mary Elizabeth Dunagan and Erin Dolan

Next meeting: January 24, 2022 @ 5:30

* **Welcome & Greeting – Brian Schoonover & Deacon Ott**
  + Fr. Mac joined us for his first school board meeting. It has been six months already since his assignment to the Cathedral Parish and he loves being a priest.
  + Dr. Laura Hemelt joins the School Board as a Parent Rep (Elementary)
  + Mary Elizabeth Dunagan joins the School Board as a Member At-Large (Parishioner)
  + The Member At-Large (Alumni) seat is still vacant.
* **Opening Prayer – Fr. John**
* **Reports for School Board Meeting**
  + The following reports were provided prior to meeting
    - School Board Meeting Agenda
    - Minutes of CPS Advisory Board Meeting October 26, 2021
    - CPS Financial Summary October 2021
    - SJA Update December 3, 2021
    - CPS Faculty Update December 6, 2021
* **Pastor’s remarks/report – Fr. John** 
  + Festival planning is well underway. Fr. John feels like he is signing letters daily!
  + The Shrine is happy and excited to host.
  + Fr. John spoke with the Mayor at a recent Rotary meeting and the city if looking forward to the festival.
  + The school year is progressing beautifully and the Masses are great.
  + Fr. Mac can be found quite often at CPS. Adoration is the highlight of the month on First Fridays. Middle School attends for 20 minutes while the younger students attend for 10 minutes. The 1st & 2nd graders are awesome!
  + Retreats are going to be a yearly event for 3rd through 8th grade. As it is new this year, only middle school will participate. The focus will be on Mass and adoration to foster spirituality focusing on different virtues. We love to watch God work through young people. Amazing!
* **Review of Minutes from October 26, 2021**
  + Approved (Ricardo 1st, Ree 2nd)
* **Review of Financial Report – Patti Schiavo**
  + CPS continues to be on track for the budget which is based on 250 students and we are still around 265 students.
  + Many scholarship funds are available, and these funds are in separate accounts from CPS savings.
  + Fundraisers help support CPS. Nights of Lights has already brought in $2907 and Trunk or Treat $516. Remember, CPS PTO gives back $10k each year to the CPS budget.
  + Nights of Lights fundraiser supports PTO except for two nights which are dedicated to support the 8th grade end of year trips and events.
  + Nights of Lights is a huge commitment and a HUGE shoutout goes to the Partels and Beachs! Thank you for your efforts and sacrifice.
* **Enrollment changes/Update – Deacon Ott**
  + Our current enrollment of 265 students is fluid and administration are happy with enrollment numbers. We will probably lose three students over break due to moves, not dissatisfaction.
  + We have six potential new students in four families who may join our CPS family in January.
* **Updates on COVID protocols – Deacon Ott**
  + Knock on wood, we have had zero cases and the numbers have been trending down in the diocese.
  + We believe that the purifiers, which are effective at 99.99%, have helped.
  + We are closely watching the new variant which appears to present in more mild cases.
* **Principal’s Report – Deacon Ott**
  + EANS grant is a wonderful gift!
  + We are in a holding pattern as we have applied for funds, we do not have the funds, but we sure would like the funds to use!
  + There are plans to pave the parking lot. We were hoping to complete this over Christmas, but realistically, this will happen over the Summer. We met with Mr. Matthews and have a few more issues to overcome.
  + We have had a few firsts – first all school Mass (1st to 8th) and first middle school dance (inside due to the King Tide converging with the Nor’easter)
  + November was great! Confessions have been respectful and reverent. Any nervousness surrounds the Act of Contrition! The students were all business about confessions. Fr. Mac was the confession counselor.
  + Christmas Parade was a great community builder. CPS had three to four times the number of students marching than the SJCSD (which were mostly adults).
    - We made 500 cards to pass out along the parade route with Step Up for Students information and deadlines and attached candy canes – cute! We strategically handed them out during the parade.
    - Next year we need at least 1000 cards!
    - We got the CPS name out there.
  + Thank you to Lesa, Ricardo and Dawn for advising on the cell phone policy. The provision to the policy was simple. It is a fairer policy that can be enforced.
  + We are still struggling with the best policy for tardiness. Ricardo created a spreadsheet with the diocese analysis of policy vs. changes. Deacon Ott reached out to principals. No one has the right answer. Nothing works. We will continue to handle case by case and schedule face to face meetings as needed. A small amount of families is causing much disruption.
  + We will Livestream the Christmas program to celebrate the end of the semester. We are not at a place to invite families to join in person.
  + The students will walk to sing for the Sisters of St. Joseph, which they love.
  + Circling back to the Mass discussion. We hear everyone loud and clear! We will wait and see how this all plays out after Christmas, but December 8th will have 1st through 8th attend.
* **Faculty Report SJA – Chris Williams (not in attendance)**
  + Report provided prior to the meeting.
* **Faculty Report – Ree Carroll**
  + Distributed at the meeting and focused on the highlights

* **PTO/Legacy Report – Meridith Beach** 
  + December 31, 2021 is the cutoff for the Legacy Campaign to make a new banner for 2022.
* **I-Ready – Dawn Liberatore (not in attendance)**
  + We will get updates at the January meeting.
* **Other Issues/Concerns**
  + We will move the School Board Meetings from the 4th Tuesday to the 4th Monday of the month. We will work to update the By-Laws to reflect new change.
* **Closing Prayer – Fr. Mac**
  + Merry Christmas!!

**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.***