**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

September 25, 2023

Present: Principal Deacon Ott, Fr. John Tetlow, Patti Schiavo, Ana Brock, Ree Carroll, Meridith Beach, Laura Hemelt, Mary Elizabeth Dunagan, Laura Hinds and Erin Dolan

Not in Attendance: Fr. Mac, Led Morehead, Mark Bailey Jr., Lesa Manfredo and Chris Williams

Next meeting: November 27, 2023 @ 5:30 p.m.

* **Opening prayer and opening remarks - Fr. John Tetlow**
  + Elated over enrollment numbers. Two years ago, we talked about a 400-enrollment goal. We are there and it is a true blessing.
  + Looking forward to the fall festival. It is wonderful that we made it through the summer, and it can now cool off a bit!
* **Welcome back and introduction of new Assistant Principal, Laura Hinds – Ana Brock**
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda September 25, 2023
    - Minutes of CPS Advisory Board Meeting May 22, 2023
    - CPS Financial Summary August 2023
    - CPS Happenings September 25, 2023
* **Review of Minutes from May 22, 2023**
  + Approved as written (Mary Elizabeth 1st, Ree 2nd)
  + Thank you, Laura.
* **Review of Financial Report – Patti Schiavo**
  + Current enrollment is 388 not 395 as reported on the August 2023 Financial Summary,
  + Please note that the Surplus/Loss Year to Date ($289,959.57) reported is not something to be concerned about. The Step-Up funds are taking a long time to come in. Our budget is healthy.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + Our current enrollment is 388 students. We have a healthy budget and a quality family support of CPS.
  + We lost a few students recently due to :
    - Relocation
    - Not a good fit for one child. The family kept the sibling at CPS.
    - Three in Pre-K/K had not had much prior schooling. At some point, there was not much more we could do as they needed more one-on-one focus.
  + Our new students in middle school have been great additions to CPS. A quite different transition to start the year from last year.
  + The culture of CPS is extraordinarily strong. From our teachers to our families it means so much.
  + Our biggest investment is in Pre-K/K to educate a young child to grow into a great young person to send off to SJA and the larger world.
  + On paper, the real maximum of students is 490. However, we are in our optimal enrollment range and are in a good place today.
  + Our hiring goal was to hire great new teachers and nothing less.
    - We have had rave reviews to start the year.
    - We also have a great group of aides too.
  + Today started downtown construction that directly affects CPS. We are proud to announce that we finished dismissal by 3:05PM. WOW! We had no warning.
  + We are watching the King Tide coming our way this Wednesday and Thursday.
  + Cash flow is a problem for schools everywhere. Most funds from scholarships are just starting to come into schools.
    - Expenses need to be paid even with limited cash flow. We are fortunate to be able to pull from a reserve to cover the loss until we receive the funds.
    - Very few schools are where we are. The festival is a godsend. Our mortgage is gone, and we can look to the future.
  + The new government funding is not a onetime thing. It is a recurring annual funding. It is too big to fail. It would be extremely unpopular to take away from all that are benefitting.
    - It costs approximately $100 million to build a new school. It they pulled the funding and children had to leave private school for public school, they would need to build more schools.
    - Our goal is to have enough financial cushion to withstand a change in government funding.
  + We started the year with 10 Covid cases in 10 days. It came in and left just as quickly. We believe we have passed the initial surge.
    - This is a consistent pattern over the last two years showing an August-September spike
  + Laura Hinds, our new Assistant Principal has instructional expertise and has started observations.
    - She had met with all except two teachers.
    - She will follow up with all in the 2nd quarter for a 2nd observation.
    - Next semester will focus on the evaluation component.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + Thank you to Patti’s husband for all that he did this summer with the classroom renovation.
  + Converting the after-school room into classrooms took an underutilized day time space and allowed us to split every class and breathe.
  + The new trophy case is fantastic! We took a space that was an eye sore and turned it into an appealing area to showcase us-showcase our pride and history for people to see when they walk in!
  + We have been unsuccessful to get a single bid for the parking lot. It is a complicated project of landscaping and drainage and no one wants to do it.
    - It is too late now with Nights of Lights on the horizon so Christmas Break or next Summer is our revised realistic new goal.
* **Faculty Report - Ree Carroll**
  + School happenings report provided.
* **SJA Report – Chris Williams**
  + No report as Chris was unable to attend today’s meeting.
* **PTO/Legacy Report – Meridith Beach** 
  + The fall festival will be held at Corpus Christi on October 27th
  + Legacy communications went out last week.
  + Nights of Lights will be here before we know it.
  + Collaborating with the owner of Schooners, Jeremy, to spearhead a Chowder festival tentatively scheduled for January 21, 2024.
* **I-Ready – Lesa Manfredo**
  + No report as Lesa was unable to attend today’s meeting.
* **Other Issues/Concerns**
  + As part of the accreditation process, we need to review the mission statement yearly. It is going back to the teachers as they do not love the recommendations.
    - At some point in the future, it will come to the Advisory Board to review.
* **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.***