**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

January 23, 2023, 2022

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

Not in Attendance: Fr. Mac, Ree Carroll, Ricardo Fernandez, and Mark Bailey Jr.

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

* **Opening Prayer- Fr. John Tetlow**
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda
    - Cathedral Parish School Advisory Board Goals
    - Cathedral Parish School Advisory Board Survey
    - Minutes of CPS Advisory Board Meeting November 28, 2022
    - CPS Financial Summary December 2022
    - CPS School Happenings
* **Review of Minutes from November 28, 2022**
  + Approved as written (Chris 1st, Lesa 2nd)
* **Review of Financial Report – Patti Schiavo**
  + So happy, that once again, not much to report. We are blessed.
  + Increased enrollment results in increased income. We are in excellent shape as we plan for tuition for 2023-2024 school year.
  + We have $132k left to pay on the loan.
  + Patti will connect with Cindy to review Legacy funds as Meridith voiced concern that the financials reported from Legacy income seems exceptionally low.
  + PTO has contributed $10k each year to the operating budget of CPS. Great news -this has been eradicated and the PTO can retain and use all funds it raises.
* **Pastor’s Remarks – Fr. John**
  + Excited for this time of year! Good stuff!
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + Added 10 students in January mostly in the lower grades.
  + Lost three 8th graders which was a decision supported by the school that CPS was not the best fit.
  + We are in a good place with enrollment and our student body.
  + One week left of reenrollment and current re-enrollment is at 55%.
  + Good chance we will split the last three grades next year and have good class sizes for everyone.
  + Will hire three new teachers and increase our enrichment offerings in both hours and days.
  + Several employees will increase their hours and be offered health benefits. It is an expense we are prepared to undertake.
  + Staff increases are less than last year but still an increase. We are well positioned to handle the increases comfortably.
  + We have continued to give many tours for next year, the lion’s share incoming 6th graders.
  + We are going to have to turn away students and start a wait list. We are not promoting CPS to middle school at all.
  + Nothing to report on Covid. It has been months since a case has been reported. We welcomed all back to campus last semester and it was so nice to see a room full for the Christmas program. It was filled with an energy we have not had in a few years!
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + We are planning and handling current maintenance projects and reviewing the maintenance plan.
  + Legacy funds are allowing us to build up funds to tackle two big projects.
  + Great news on the bathrooms; four have been started and are almost finished.
  + Thanks to Josh Stewart, we have three new palm trees which have enhanced our curb appeal.
  + Parking lot project slow but moving. The delay made for a great Nights of Lights parking fundraiser!
  + Regarding classroom space, the leading plan is to reconfigure the aftercare room to provide two additional classrooms plus art space. We have sent plans to three contractors to begin the bid process. We will still utilize this space for the aftercare program.
  + Third floor bathrooms are in desperate need of updating. We will gut them and turn them into four – two male and two female instead of co-ed bathrooms. Legacy funds available to fund this bathroom renovation.

**Faculty Report SJA – Chris Williams**

* + Current enrollment is 265 students.
  + 61 students attended the High School Placement Test day which was an increase from years past.
    - Others that still want to test can do so later in February.
  + 39 families attended the open house last Thursday.
  + Low covid numbers; a few teachers and/or students who have stayed home when ill.
  + Finishing up winter sports and we have invited CPS students to attend Senior night for free. Chris is working with Coach Stewart.
  + Mission week is March 14th – 17th. We have 15-20 different groups to assist such as Camp I Am Special, CPS, and Betty Griffin.
  + Major focus currently is on March 2nd and 3rd accreditation.
  + Drama will perform Cinderella March 24th – 26th. Tickets can be purchased in advance on-line. SJA invites children to attend in costume and can take pictures with the cast.
  + Blood drive event this Friday from 8:30 AM to 1:30 PM.
  + Please keep one of our students in your prayers who is undergoing cancer treatment at Wolfsons.
* **Faculty Report** 
  + School happenings report provided. Ree Carroll was not in attendance to provide an in-person update.
* **PTO/Legacy Report – Meridith Beach** 
  + Nights of Lights parking generated $16,500.
  + PTO meeting this Thursday will focus on the festival.
  + Ride ticket prices will be the same cost as last year and will go on sale February 1st. We have no control over pricing however, the more presale tickets we sell, the more guaranteed income.
  + Great need for more hours from families at the festival. Encourage chunks of time committed instead of bouncing around. It is an opportunity to meet people and get so much more out of it than just checking the box for volunteer hours.
  + Gala will be March 11th at Art in Motion. We have the band and are in the process of finalizing the caterer.
* **I-Ready – Lesa Manfredo**
  + Focus is on Terranova and Ms. Hill is busy with Terranova scheduling.
    - Timing coincides with the festival
    - Discussing with teachers what works best.
* **Other Issues/Concerns**
  + Complete survey provided and email results to Ana Brock.
  + Email Ana Brock any suggestions for changes to the distributed Advisory Board Goals.
  + Consider proposal to hold meetings every other month, in lieu of monthly meetings, to coincide with Finance Council meetings.
    - No February meeting as the focus is on the festival.
    - Update by-laws should meeting schedule change.
  + Middle School dress code committee will review and send recommendations to Deacon Ott by March prior to Spring dance.
* **Closing Prayer – Fr. Tetlow**

**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.***