**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

January 24, 2022

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

Next meeting: March 21, 2022 @ 5:30

* **Welcome & Greeting – Brian Schoonover & Deacon Ott**
* **Opening Prayer – Fr. Mac**
* **Reports for School Board Meeting**
  + The following reports were provided prior to meeting
    - School Board Meeting Agenda
    - Minutes of CPS Advisory Board Meeting December 6, 2021
    - CPS Financial Summary December 2021
    - CPS Classroom Happenings January 24, 2022
* **Pastor’s remarks/report – Fr. John** 
  + We are cruising along nicely and looking forward to the Festival (Fr. Mac will volunteer for the dunk tank).
  + There are no current problems to report. Covid, while not under control, is something we continue to work on daily.
* **Review of Minutes from December 6, 2021**
  + Approved (Dawn 1st, Meridith 2nd)
* **Review of Financial Report – Patti Schiavo**
  + The finance council had their meeting today prior to the board meeting and we are on track financially. We are doing very well with no major foreseeable problems.
  + Our projected surplus continues to be based on enrollment numbers. Kathy’s original budget projection cannot change. The budget was based on 250 students, and we are currently at 263 students.
  + PTO Legacy is currently at $61,114,63. Amazing. The strange amounts reflect fees that we incur using some money collection platforms which can range from 2.5% - 4%. Currently, PayPal has higher fees while Venmo has none.
  + The EANS grant is a one-time funding. It increases our funds artificially, however, it is still a positive increase. While our true budget is less, we are still in the positive.
* **Enrollment changes/Update – Deacon Ott**
  + Our current enrollment is 263 which reflects a loss of five students (three unexpected and one asked to withdraw and took a sibling out at the same time) and a gain of four new ones. Enrollment continues to be fluid.
  + We potentially have two or three new students starting in February.
  + We are in the process of re-enrollment.
  + We had 22 applicants for Pre-K in four days. There is a strong basis for a second Pre-K class. State law caps Pre-K at 20 students. We have two teachers and can work with an aide and split hours there and/or hire an additional aide. Much opportunity here to restructure and grow Pre-K.
    - We will need to analyze space as we need bathroom access. One classroom has a bathroom. Will look to get quotes to install a bathroom to an existing classroom or look at closet space between 1st & 3rd and 2nd & Art. We can do this affordably and may have a family willing to fund this project.
  + Organic growth may initiate an automatic split of classes in other grades as well which supports an amazing future growth for CPS.
  + 16 younger siblings have enrolled which reflects many satisfied families.
  + CPS receives the most inquiries all year long for Pre-K, K, and middle school. It is not ideal to add students in the middle of the year, but we work on a case-by-case basis.
  + We have had more tours on a regular basis than ever before.
  + We have big spacious rooms for Art, Music, etc. May need to utilize those spaces when splitting classes. Would prefer smaller classes and re-work the specials.
  + Prioritize one grade a year
  + Look to hire more teachers to support the split grades. We have many possibilities with current staff to work around changes and be creative.
  + Salaries are the largest expense for CPS, and we are still not where we need to be versus the public school. Teachers will receive a raise which increases expenses.
  + To-date, one parent has approached Deacon Ott regarding the tuition increase.
* **Updates on COVID protocols – Deacon Ott**
  + Covid is getting to be endemic, and we will start treating it like the flu.
  + We are back to the mask mandate with 12 students on the opt-out list and 40% of them are in Kindergarten.
  + We are averaging one positive case a day with an average of 25 in quarantine daily.
  + We hope we are at the peak.
  + Covid is not allowing for the trolley ride from the Early Ed Center to CPS so that event in conjunction with Catholic Schools Week will hopefully return next year.
  + There is a collective desire from parents and faculty to get the students to Mass; we want parents back too. We are doing our best under the circumstances.
  + We discussed student attendance at mass on a regular basis. While many have not attended since Covid, it was a trend before Covid. How do we get students to attend mass on a regular basis?
* **Update on Facilities Improvements – Deacon Ott**
  + Materials are here for the installation for the screen & projector. Lift issues need to be resolved for installation to occur.
  + 24 iPad for virtual tech and 15 draw devices for art have arrived.
  + We are still waiting on the promethean boards (we have been patiently waiting since October.)
  + New Library furniture has been approved (Dawn we wanted it to be a surprise).

* **Faculty Report SJA – Chris Williams (not in attendance)**
  + Report unavailable for this meeting.
* **Faculty Report – Ree Carroll**
  + Beautiful update and lots of smiles as we reviewed the report.

* **PTO/Legacy Report – Meridith Beach** 
  + We hit the mark of our $10k goal for parking lot funds raised. Thank you, Partel/Beach families.
  + We are debating whether to hold a PTO meeting prior to or after the Festival. Guidance suggested to hold at the beginning of February.
  + $10k is budgeted each year for the CPS operating budget from PTO funds. It was needed for the budget under Todd DeClemente and has become part of the budget yearly. Can we please revisit? It is a significant sum and we continue to lack dedicated parent involvement for fundraisers which we need for successful events.
  + Covid has also hindered many fundraising plans and therefore, the funds that accompany the events.
  + We are waiting for a few logos for the legacy banners. If there are any sponsors who still want to join, join now.
* **I-Ready – Dawn Liberatore**
  + Completed.
  + Shows an increase. Some ever so slight and others huge.
  + Some who test at below grade at multiple levels go to pullouts to assist in math and reading.
* **Other Issues/Concerns**
  + Alumni Board Member seat is still open.
  + We need to analyze room availability on Monday evenings with existing meetings on the books and the Advisory Board meeting move to Monday nights. We do not want anyone displaced. We will revisit location issues next meeting.
  + Brian makes the agenda with input and approval from Fr. John and Deacon Ott. Should a board member wish to add a topic or voice a concern, let Brian know and he will add to the agenda.
  + We will move the March 28th meeting to March 21st with the location TBD.
* **Closing Prayer – Fr. Mac**

**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.***