**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

October 26, 2021

Present: Fr. John, Principal Deacon Ott, Brian Schoonover,

Dawn Liberatore, Meridith Beach, Ree Carroll, Ricardo Fernandez, Lesa Manfredo, Patti Schiavo and Erin Dolan

Next meeting: December 6, 2021 @ 5:30

* **Welcome & Greeting – Brian Schoonover & Deacon Ott**
  + First school board meeting in our not quite finished new multi- purpose space – The Media Center! The walls and ceiling are newly painted, the sunshades are installed, the new floor and carpet are in, the big check area is gone along with old, unloved, 50-year-old books. The space is so open and inviting.
  + We would love to have all school board meetings up here!
* **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 8.24.2021
    - CPS Financial Summary August 2001
    - CPS Financial Summary September 2001
* **Pastor’s remarks/report – Fr. John** 
  + Proposed a new day for school board meetings as Fr. Mac is off on Tuesdays and he would like for him to join.
    - The bylaws call for the 4th Tuesday of the month.
    - At initial discussion, there are too many conflicts for other members to make a change to the current schedule.
    - We will have the next school board meeting on Monday, December 6th due to conflicts during the Thanksgiving week for most members. Fr. Mac will be able to join on the 6th.
  + The 37th annual festival is happening on the mission grounds – AMEN! The dates are February 25th, 26th, & 27th. Raffle tickets are ready and sponsor letters will be ready for mail in two weeks.
* **Review of Minutes from August 24, 2021**
  + Approved (Dawn 1st, Ricardo 2nd)
* **Review of Financial Report – Patti Schiavo**
  + CPS is in a particularly good place.
  + The Finance Council anticipates an increase in the current surplus based on our current enrollment. It is STRONG!
  + We will leave the budget as presented. Any additional surplus will only assist us in the future.
  + The budget is based on an enrollment of 250 students. We have a current enrollment of 265 students.
  + Continued good years will allow for future projects to enhance CPS.
  + Summer camp has shown a significant increase over prior years.
  + Two scaled back golf tournaments in a pandemic raised a combined $7500
  + Kudos to Kathy Boice for getting CPS in wonderful shape. We are grateful.
* **Enrollment changes/Update – Deacon Ott**
  + Our current enrollment of 265 students is fluid. Not the same 265. We have lost a few and gained a few.
  + We are cautiously optimistic with our budgeted numbers.
  + We have received $30k reimbursement from the EANS grant. We were hoping for $100k. The is a pure plus. It is not a financial amount we can count on from year to year.
  + We have put $10k toward fixing the leaky gym.
  + We have received approval from HARB to put sunscreen covers over the basketball court. There is no grant money for this. Mr. Partel is engineering this, and we will incur out of pocket expenses.
  + We are in a growing pains year and we would like to reserve some funds to lean on with our goal to split classes soon.
* **Updates on COVID protocols – Deacon Ott**
  + We are three weeks into our mask optional policy (Duval and others are five weeks into mask optional).
    - We have not had a positive case or quarantine since this change.
    - You are free to wear a mask or not. Wearing a mask is an act of love for others.
    - Approximately 80% of students are not wearing masks.
    - We will still follow the threshold – if the county gets back to 10%, the masks will become mandatory.
  + With grant funds, we have purchased air purifiers which are 99.99% effective at killing COVID.
    - This is different from the UV lights installed last year.
    - Each unit cost $300. It is a rectangular box where you can adjust the fan speed, set a timer, and it is super quiet.
* **Principal’s Report – Deacon Ott**
  + We will have our first dance! It was a beautiful process with discussions between students, parents, and teachers. It will be an evening under the stars on the basketball court! Let us not tempt fate (we will move inside if weather does not cooperate).
  + Regarding sports, we were most worried about basketball as it is a close contact sport. We have been blessed here.
  + We are loving the new virtual reality headsets! You can be in a mini theme park or halfway across the world! We started training on them today.
  + We have mixed news on the EANS grant. We can spend the money or use the money to pay back expenses. It has flexibility there.
    - They extended the deadline to use the money from September 1, 2022 until September 1, 2023. You must use the money by the deadline.
  + We have contracted a vendor to install a drop-down screen in the Bishop Baker Center.
  + The furniture in the new media center may get an upgrade.
  + The promethean boards continue to be purchased and installed over two years.
  + Technology upgrades are being paid for with grant money.
  + We would like to re-vitalize the marketing committee. We started before COVID and then it was placed on hold. We need to make this a current priority. We have so much to sell on CPS! We need help!
    - The CPS brochure is a little dated and needs a new fresh look.
    - The website needs updating, and we need to determine how best to utilize (a selling tool, an existing family tool (with login and password))
    - Would like to revisit current logo.
    - You must spend money to make money. Let us invest in marketing.
  + Would like to revisit specifically two current CPS policies. Would like fresh eyes and not rely on the motto that these policies are effective as written because we “have always done it this way “
    - Would like to establish a committee comprised of a teacher, a board member, and one other adult to review and provide recommendations to the principal
      * 1. Tardy policy. It needs to exist as tardiness is disruptive to learning. We have families who are consistently tardy. We need to look at the current economic climate and remain compassionate while adhering to what is best for all students at CPS. The current consequence might not be the most effective.
      * 2. Cell Phone policy. It needs to exist, and it is most problematic in the middle school. In the current climate, what does this look like?
      * Lesa Manfredo and Ricardo Fernandez expressed interest in being on the committee to review both policies.
* **Faculty Report SJA – Chris Williams**
  + Will email the report post meeting
* **Faculty Report – Ree Carroll**
  + Distributed at the meeting and focused on the highlights

* **PTO/Legacy Report – Meridith Beach** 
  + Nights of Lights has a committee meeting tomorrow
  + Statue is on backorder, but it is still coming!
  + Legacy letters are out in the community. We do not have exact amount of funds received but will confirm with Cindy Forgie and report at the next meeting.
* **I-Ready – Dawn Liberatore** 
  + Helpful tool for teachers in their classroom analysis
  + Excellent tool to pinpoint areas of improvement.
* **Other Issues/Concerns**
  + Mass – many are upset that the whole school is not going on a weekly basis and feel that K and 1st grade should be in attendance.
    - Currently K, 1st and 2nd do not attend weekly mass
    - In pre COVID times, 1st through 8th would attend with K starting in January.
    - Big dynamic now are the struggles in the social aspects e.g. (raising hands staying in line) that need to be addressed before walking on the cobblestone road into town to the Cathedral.
    - Recovery from COVID learning and the pull outs create a situation where there is a struggle in learning.
    - There is a push pull between our Catholic formation and academics.
    - Will consider a trial after the new year with no firm promises. We will take measured steps to address this problem.
    - Will look at having the 2nd graders attend soon.
    - The November 1st mass with have 1st through 8th in attendance. It will be a trial run. Can we do this successfully maintaining social distancing and get to and from there safely.
  + We still need recommendations for additional School Advisory Board Members.
* **Closing Prayer**

**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.***