**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

September 26, 2022

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

Not in Attendance: Fr. John Tetlow, Ricardo Fernandez, Chris Williams, Led Morehead, and Mary Elizabeth Dunagan

Next meeting: October 24, 2022 @ 5:30

* **Opening Prayer- Fr. Mac & Greeting - Brian Schoonover** 
  + Fr. John Tetlow is recovering nicely in Fr. Rich Pagano’s rectory and should be back in two plus weeks. Deacon Ott will give Fr. Mac cards from the children to give to Fr. John.
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda
    - Minutes of CPS Advisory Board Meeting August 22, 2022
    - CPS Financial Summary August 2022
    - CPS School Happenings
* **Review of Minutes from August 22, 2022**
  + Approved as written (Lesa 1st, Ana 2nd)
* **Review of Financial Report – Patti Schiavo**
  + Not much to say at this moment, which is a good thing. Everything is great now; thanks be to God.
  + The Finance Council will meet in October and adjust the budget based on enrollment changes in addition to tuition rates.
* **Enrollment changes/Update, Faith, and Faculty – Deacon Ott**
  + Current enrollment remains at 335 students.
  + Deacon Ott remains hesitant to enroll new students in the middle of the quarter and/or semester. We are holding to our solid CPS culture.
  + The new students this year have transitioned well, and we have had a good second month of school.
  + Fr. Gillespie at San Sebastian has recently started a recruiting effort for CPS and SJA. Fr. Gillespie invited students and their families to come in this past weekend to distribute marketing materials to bring in new Catholic families.
  + Referrals continue to be our best marketing tool. Good people bring in good people. In at least 90 % of tours Deacon Ott conducts, the family says, I know ‘such and such’ family.
  + We are still looking to add two to three classrooms for next school year. We have space for two.
    - We are exploring the use of portables, which is an uphill climb in how to get them on our property. There is also not an obvious “this is a good location!”
    - We have planted the seed with the Sisters of St. Joseph to explore classroom space at their center.
    - We are looking at everything that might be possible.
* **Hurricane Update – Deacon Ott**
  + Expect a decision by the end of the day tomorrow.
    - Both Flagler and Putnam have already closed Wednesday through Friday.
    - SJCSD has a 9 AM meeting to make their decision.
    - We are expecting 15 inches of rain and downtown flooding is greatest concern.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + We had to replace the entire library door as the new window did not fit into the existing door.
  + Met with Lieutenant and exciting safety initiatives are in the works.
    - Locks on cafeteria doors
    - Install mag lock on the fence so you cannot push through the gates.
  + Insurance is holding up the bathroom project. Once we get the certificate to move forward, the contractor hired to do the work will come out in three weekends. The contractor works on one project at a time, which is good for us.
  + There is bad, but not horrible news, for the parking lot upgrades. The city permitting process, even with the assistance of Rob Matthews, can take three-four months. As this project is quite expensive, we are in conversation with the person providing the funding. Of course, the cost of goods has increased recently as well.
    - Christmas time is the current best-case scenario which also present a conflict with Nights of Lights parking. We have been successful in raising much money in funds from Nights of Lights parking lot fundraisers.
  + We see much potential using Bridge Street as a sustainable option for drop off/pick up of students.
    - Pre-K currently uses Bridge Street and we believe K and 1st can utilize this option too.
  + We have a plumbing leak in the bathroom upstairs. We put a hole in the ceiling to identify the source of the leak.
    - Our approach is to fix the issue instead of patching a problem.
    - We have had multiple students come forward to report the hole with a “I did not do it!” comment.
    - We are pleased with the awareness of the situation and the comfort of our students to come forward.
* **Updates on COVID – Deacon Ott**
  + The county is currently reporting a 14.4% positivity in cases. It was decreasing but started to rise again last week.
  + CPS Covid numbers increased last week as well.
  + The county, however, is in a low community risk status.
  + We have removed the seating chart required for the classrooms and cafeteria. It is at each teacher’s discretion to continue to implement a seating chart.
    - Earn your way out of a seating chart
  + We are back to almost pre-covid times.
* **Faculty Report SJA – Chris Williams**
  + No report as Chris was unable to attend.
* **Faculty Report – Ree Carroll**
  + Highlighted school happenings and focused on Middle School updates as part of that report did not print for our review.
* **PTO/Legacy Report – Meridith Beach** 
  + Fall festival and Nights of Lights are the next events.
  + We are planning a Gala and exploring options on how and what we want to do in addition to securing a date.
  + The chili cookoff will be back this year as it has been on pause during Covid. The prize for this is two ride bracelets for the festival, so this will be held in January.
  + The Gala and Chili cookoff will not be on the same weekend.
  + We are slowly receiving sponsorship funds – we have $15k and Patti believes we have received more.
* **I-Ready – Lesa Manfredo**
  + It is amazing what we can accomplish together.
    - Lori Hill comes to the meetings.
    - We have a bunch of new people helping multiple times a week.
    - We continue to focus on students with needs from last year and anyone this year with a new concern.
      * Little Sprouts
      * INK
  + Brian suggests a social meeting in November either on-site or off premises.
* **Other Issues/Concerns**
  + Lesa discussed the recent trip the CPS 8th graders took to SJA. Amazing day. It was wonderful to the interaction of the students.
  + They are excited to go back for retreat day with other 8th graders from schools around the diocese.
  + The Catholic School exam is offered in January. Lesa reports that the students from CPS come over to SJA with the highest scores on that exam. You guys stand out!
* **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.***