**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

March 28, 2022

Present: Fr. John, Principal Deacon Ott, Brian Schoonover, Meridith Beach, Ree Carroll, Patti Schiavo, Ana Brock, Fr. Mac, Laura Hemelt, Mary Elizabeth Dunagan, Chris Williams, Ricardo Fernandez, Led Morehead, and Erin Dolan

Next meeting: April 25, 2022 @ 5:30

* **Welcome & Greeting – Brian Schoonover, Ph.D., Chair**
* **Opening Prayer – Fr. John Tetlow, Pastor**
	+ Welcome New School Board Member, Led Morehead, Member at-large (Business)
	+ Introductions all around
* **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 January 24, 2022
		- CPS Financial Summary February 2022
		- CPS Classroom Happenings March 28, 2022
		- School Advisory Board Members 2021-22
* **Pastor’s remarks/report – Fr. John Tetlow**
	+ The festival was amazing! The Lord was with us. The weather was beautiful, and we encountered a lot of beautiful people. The dedication of Kevin Partel and his crew was admirable. He had it under control the entire weekend.
	+ Financially, this festival was the best one yet! The final numbers are not yet available; however, it is over $200k. Our prior best year posted $212k. All festival funds come to CPS.
	+ Fr. Mac is quoted as saying that he “loved the bumper cars. I have been here almost 9 months and it gets better all the time.”
* **Review of Minutes from January 24, 2022**
	+ Approved (Ree 1st, Ana 2nd)
* **Review of Financial Report – Patti Schiavo, Parish and Cathedral Bookkeeper**
	+ No change to report, which is a particularly good thing, and we are on track to end the year with a surplus.
	+ Echoing what Fr. John stated about the festival. The preliminary numbers are projecting a record-breaking year.
* **Enrollment changes/Update – Deacon Bryan Ott, Principal**
	+ “From my new perspective as principal, what an undertaking to have the festival. I am so grateful. Thank you!” – Deacon Ott-
	+ We are at 267 students. We added 2 last week. Dn. Ott reiterated his view that he is not a fan of “middle of the year” new enrollments, but some are necessary to meet the needs of families.
	+ Next year’s enrollment is currently at 275 students.
	+ Dn. Ott is personally giving 6-10 tours a week.
	+ Our network of parent volunteers is magnetic. “Good draws good in our community.”
	+ No final decisions have been made regarding the splitting of classes. We are reviewing numbers, budget, and staffing.
	+ Regarding the budget, I remain cautious while Patti is our ray of sunshine.
* **Updates on COVID protocols – Deacon Ott**
	+ Currently, we have only one case and one in quarantine.
	+ Dn. Ott wouldn’t be surprised if we are back in maskes by the end of the year.
* **Update on Facilities Improvements – Deacon Ott**
	+ We have replaced on AC unit is a classroom.
	+ We are working to fix the damage from the leak in the gym.
	+ The screen and projector have been installed. There was an issue with the lens that is in the process of being fixed.
	+ We would love to repaint lines pickleball/paddleball on the basketball court to rejuvenate the court. Quotes for painting line are expensive. We will continue to get quotes and analyze.
	+ We are still waiting for promethean boards. Our current timeframe looks like a May delivery with a June installation. The 19 boards are paid for by a grant. Our staff will receive training with a 2nd training session three months later.
	+ We are in the process of receiving quotes to add one to four new bathrooms which will be necessary if we add additional Pre-K, K classes.
	+ An additional Pre-K class if scheduled; ready to offer a position for a teacher.
	+ We will have the blessing of our new statue in honor of Mrs. Boice tomorrow. Fr. John will preside and Mrs. Boice will be present.
	+ The school’s full-time Maintenance technician, Dave, has resigned. A new technician will start this week. The two will overlap for a day and a half for the transition.
	+ The surface of the parking lot will change with a more porous concrete – it will not look like dirt or asphalt. It will be a huge improvement from what we currently have as a lot.
* **Faculty Report SJA – Chris Williams, Ph.D.**
	+ Hosted Mission Week last week which was slightly hampered by the rain. We were still able to clean up at the beach and around the SJA campus.
	+ We are prepping for accreditation which is up next school year.
	+ DE exams will be given at the end of April
	+ Science received a $1k award for Beehive Management where approximately 15-20 students participate. We are hoping to harvest honey this August.
	+ Drama is putting on a performance of the Wizard of Oz April 1st, 2nd & 3rd. Seven students received an excellent to superior award in Drama.
	+ Enrollment for incoming freshman class is around 70-80 students which is back on the rise from the last two Covid years of around 50 students.
	+ We need consistency in coaching out sports team. Our boys’ soccer team went to states and half of the team is freshmen! The boys’ basketball team went to the final eight.
	+ The SJA auction was held for the first time off-site at the Tringali Barn and the event raised $100k-$150k.
	+ Field trips are resuming, and it is nice to get off campus.
	+ In the process of researching a science field trip to the Galapagos, national parks, etc. We need to compete with the new high schools in St. Johns County.
	+ We would like to organize a science day with CPS and SJA where the 7th & 8th grade students head over to SJA and work with the DE students, who will have finished their classes, on science projects.
		- Chris will reach out to Rita George to coordinate.
* **Faculty Report – Ree Carroll**
	+ Wonderful highlights from all grades at CPS.
	+ Shout out by Ricardo to Fr. Mac for a spectacular retreat. There were three retreats - 8th, 7th, and 6th grade.

* **PTO/Legacy Report – Meridith Beach, PTO President**
	+ Status ceremony is tomorrow between 8-9am
	+ We need to go back to the original banner, and we will change the banner on our fence tomorrow.
* **I-Ready – Dawn Liberatore (not in attendance)**
	+ No update at this meeting.
* **Other Issues/Concerns**
	+ All board members voted and approved to change of day for future board meeting from the 4th Tuesday of each month, to Mondays. No one was opposed to the change.
	+ Ricardo asked about the results of the Terranova testing. Deacon Ott made a note and we will circle back as the information is not yet available.
	+ Tuition needs to increase to keep up with salary increased which is the largest expense line in our budget. We cannot hope to retain and hire great teachers if we cannot be competitive.
	+ Some local parishes support us tremendously while others do not. Deacon Ott wants to sit down with each Pastor to develop a plan on how we can work together.
		- The removal of the active parishioner discount was an unfortunate loss.
		- Some diocesan schools are moving toward one level tuition structure
		- CPS will have a Catholic rate for the foreseeable future.
		- Approximately 1/3 of our students qualify for step up.
	+ Alumni Board Member seat is still available. Please let Deacon Ott know if you have any suggestions to fill.
* **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.***