**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

April 25, 2022

Present: Principal Deacon Ott, Brian Schoonover, Ph.D., Meridith Beach, Ree Carroll, Patti Schiavo, Ana Brock, Chris Williams, Ph.D., Ricardo Fernandez, Led Morehead, Lesa Manfredo and Erin Dolan

Absent: Fr. John Tetlow, Fr. Mac Hill, Mary Elizabeth Dunagan, Laura Hemelt, DPT, Ana Brock, Dawn Liberatore

Next meeting: May 23, 2022 @ 5:30pm

* **Welcome & Greeting – Brian Schoonover & Deacon Ott**
* **Opening Prayer – Deacon Ott**
* **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 March 28, 2022
    - CPS Financial Summary March 2022
* **Pastor’s remarks/report – Fr. John (not in attendance)**
  + No report at this meeting.
* **Review of Minutes from March 28, 2022**
  + Approved (Chris 1st, Ricardo 2nd)
* **Review of Financial Report – Patti Schiavo**
  + All is good on this end. No major change to add to last month’s report. Hope nothing out of the ordinary arises, although expenses tend to appear in June.
  + Festival was great and was hoping and excited to announce final numbers however, I am unable to do so at this meeting.
* **Enrollment changes/Update – Deacon Ott**
  + No doom and gloom tonight.
  + Enrollment is holding at 267 students and maintaining that enrollment speaks volumes about the health of our school. Our customers are satisfied.
  + Word of mouth continues to be our best form of marketing.
  + For the 2022-2023 school year, we are currently at 280 students with seven additional students in process, six new inquiries over break and five or six tours booked just today!
  + Splitting Pre-K is final-that decision had been made.
  + We are not ready to split K & 1st grade. If there is to be a split, 1st grade is more likely to split than K.
  + 2nd grade will most likely not split.
  + Splitting 3rd grade is coming however, unannounced at this time.
  + We will not split 4th & 5th grades.
  + We hope to split middle school – 6th grade is probable, 7th grade is the least likely to split, and 8th grade is definite.
  + 85% of our graduating 8th graders will attend SJA in the fall which is the highest percentage attending in a while.
  + We have definitively budgeted for three new teachers.
  + We are reviewing accreditation requirements and the need for an aide when splitting. We have one aide in Pre-K and would like to have one aide in both classes. Give any aides to the younger classes is the current thought process.
  + Our budget for next year is currently in the black by $3k. Adding students to the enrollment will increase that number.
  + Finding space is our biggest challenge.
  + 400 is our “cap for enrollment” -a high, but doable number.
  + We have our scholarship audit scheduled for Wednesday which has Deacon Ott nervous and Patti calm.
* **Updates on COVID protocols – Deacon Ott**
  + We had one Covid case from February through March into break. Returning from break, we have four positive cases (two students, two staff) and it is in line with the uptick in St. Johns County.
  + We continue to believe that we will not have to return to a mask mandate by the end of the school year. We will continue to use the 10% positivity rate as our measurement, and we are still well below that percentage.
  + We need to adjust to the transition from pandemic to endemic going forward.
* **Update on Facilities Improvements – Deacon Ott**
  + The screen and projector have been fixed and we tested it out prior to break with our Passion play. It was beautiful and all could see!
  + We remain hopeful to have the parking lot project completed this summer.
    - COSA has been easier to work with than DOSA.
    - Matthews Group has been awesome, and we are on track to appear before the HARB in May,
  + We have received quotes for painting the basketball court and they are not in the five figures – they are four figure quotes. Maybe a summer project. We will decide after the audit. It would be a gift to the students for next year.

* **Faculty Report SJA – Chris Williams**
  + Just returned from break and are in senior mode – prom (May 13th at the River House), grad bash, senior day (May 20th), senior awards (June 2nd), baccalaureate (June 1st), graduation (back at the Flagler Auditorium June 3rd).
  + We are also in stress mode – work, reviews, and college acceptances.
  + DE finals are this week, followed by AP finals then regular finals.
  + Drama performance of the Wizard of Oz was amazing.
  + Girls lacrosse won their first ever game in districts.
  + Coach N sent flyers to Coach Stewart for Basketball and Volleyball camps this summer at SJA
  + SJA and CPS science day will take place at the end of October/November. It was too short notice to try and pull it together this month.
  + Would like to have 8th graders partner with SJA and get involved with interviews/recording for the VHP (Veteran Heritage Program).
  + Accreditation prep is ongoing.
  + SJA DE students will now take a bus to the River to take the finals. Much more efficient.
  + No uptick yet in Covid cases
* **Faculty Report – Ree Carroll**
  + Just back from break with no official report. Happy to be back!
  + Middle school is preparing for finals and their last dance at the end of May.
  + May 17th is the field trip to Universal.
  + May 24th starts 8th grade finals.

* **PTO/Legacy Report – Meridith Beach** 
  + Happy to report $215k from the CPS festival (best grossing year ever!). Amazing.
  + The ceremony for Mrs. Boice was genuinely nice.
  + 5th & 7th grade buddy day is scheduled over the course of two days. Great opportunity to meet teachers they know but to see them in the classroom. Plus, they can see the lockers, and learn about changing classes. An opportunity also to have fun and participate in some activities together.
  + We have 88 golfers signed up for the May 2nd Golf outing. Jimmy Hesson does a great job; however, we really need a committee to assist with all that is involved in hosting this event. Please pray for good weather.
* **I-Ready – Lesa Manfredo**
  + No update at this meeting as Dawn was not able to attend.
* **Other Issues/Concerns**
* **Closing Prayer – Deacon Ott**

**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.***