**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

August 24, 2021

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

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

Next meeting: October 5, 2021 @ 5:30

* **Opening Prayer – Fr. John**
* **Introductions – Fr. John to Board, followed by Board to Fr. John.**
  + Fr. John would like to invite his fellow Cathedral Parish priests to the Advisory Board. Connect the Parish to CPS to SJA. Please include them on future correspondence
  + Fr. John’s vision for CPS
    - It is a wonderful place. The numbers are up! Keep our faith going, keep our conversations moving and get involved!
    - Fr. John cannot wait for Nights of Lights!
* **Reports for School Board Meeting**
  + The following reports were provided prior to meeting
    - School Board Meeting Agenda
    - Minutes of CPS Advisory Board Meeting 4.27.2021
    - CPS July 2021 Report
    - CPS June 2021 Year End
    - CPS School Advisory Board Bylaws
    - CPS School Board Members 2021-22
    - CPS School Calendar 2021-22
* **Review of Minutes from April 27, 2021**
  + Approved (Lesa 1st, Chris 2nd)
* **Vote on revising Bylaws (last updated April 2020) – Brian Schoonover**
  + Fr. John and Deacon Ott will collaborate on open positions.
  + Submit any Alumni names for that position to Fr. John and Deacon Ott
  + Approved (Lesa 1st, Ree 2nd). No member opposed revisions.
* **Review of Financial Report (close of June 2021) – Patti Schiavo**
  + Provided a snapshot summary of CPS 2011 – 2021
    - 2010 – 2015 – operated in the red primarily due to huge improvements in a short amount of time
    - 2015 – 2021 – operated in the black. Kudos to Kathy Boice who made every effort to balance the budget and see a surplus.
    - 2020 – 2021 – Kathy projected a huge loss. Somehow, she pulled it off and CPS ended the year with a $6040.20 surplus. Amazing! The PPP loan and Kathy’s expense cutting contributed to this surplus.
    - We have a reserve of $$ that CPS can access for emergency repairs, etc. so we are comfortable.
    - The 2021 festival reported a profit of $160k of which $100k is applied to the repayment of our 2008 loan.
    - The budget for 2021-2022 was based on 250 students and our current enrollment is 265 students.
* **Enrollment Update – Deacon Ott**
  + We added 50 students over the summer and are currently at an enrollment of 265 students. We are cautiously optimistic.
  + We continue to promote our scholarships and there is a good buzz in the community about CPS. Let us keep that going.
  + Waiting lists are not our favorite, however, we need to be careful in our planning. We have full-time aides in the largest classes. If we can divide a grade into two classes of 18, we will split.
* **Status of Grants – Deacon Ott**
  + EANS grant – a blessing of $252k, however, we have yet to see the money. Our plan is to go for reimbursement for past expenses. 105K requested, $70-75k future project requests. We have a few ideas and are in the process of making final decisions.
* **Projects – Deacon Ott**
  + Turning our library into a Media center is underway! A multi-purpose modern space with neat reading nooks too! Make learning come alive!
  + We have $47k in legacy funds and $10k in grant money to work with on this project.
  + Laura Dellbrugge has been instrumental in getting this going! Thank you! The carpet has been ripped up for a new floor to be installed.
  + A third of the bookcases have been uninstalled.
  + Virtual reality headsets have been ordered. Hands on learning engages leaners. Thank you, Fr. Mooney for funding part of this project!
  + The sad rollout projection screen on the stage in the Baker Hall will be replaced with modern, retractable one!
  + We received HARB approval for a screen shade for the basketball court.
  + Our landscaping is getting a facelift with rocks, a nice island, and a new CPS school sign! Again, thank you, Fr. Mooney for funding a portion of this project!
  + We have asked for teacher input for ideas on how to best utilize the grant money.
* **Principal Report – Deacon Ott** 
  + We have a full-time learning specialist which increases our ability to accommodate learning needs for gifted students as well as students who require extra assistance. It opens the door to be better equipped as we grow!
  + We now have two math specialists – one existing and one new!
  + Covid is the elephant in the room. CPS is doing its best to be transparent. We will not stop working and will continue to evaluate what is working and what simply is not and adjust as needed.
    - We are close to 30 in quarantine at a given time.
    - Teachers have been amazing, and we are all grateful.
    - The grace we have found in the time of Covid has been the strength of our community.
    - Per Ricardo, a parent and school board advisory member, there is peace in transparency.
* **Faculty Report – Dawn Liberatore and Ree Carroll**
  + The faculty report will be forwarded after the meeting.
  + Ree will be taking over as the faculty representative from Dawn who has served for the past few years.
* **SJA Report – Chris Williams**
  + Current enrollment is 240. The represents a recent increase of 30 to 40 students. SJA is below where they normally are but are making strides to increase enrollment.
  + Inconsistency is not our friend. SJA had to replace eight faculty members this year and anticipate another two or three over the next year or two. We need consistency. Let us be patient and wait, see, and hope!
  + Remote learning is only an option is you are in quarantine.
  + Spirits are up! Sports have started! Blood donation drive is soon!
* **PTO Report – Meridith Beach**
  + Our first event of the 2021-22 school year is the fall festival! We are hoping and planning for a dance and a fall festival, but we are at the mercy of Covid. A lot can change by the end of October. Plan B is to have a truck or treat again which was a huge success last fall.
  + NOL in the Parish Courtyard is on the schedule again this year.
  + PTO purchased a statue in honor of Mrs. Boice, and we would like to invite her back to CPS for a dedication.
* **Legacy Report/Updates – Meridith Beach and Ana Brock**
  + Meridith and Ana are current co-chairs – thank you!
  + We would love a new banner of the 2021-22 sponsors by January 2022 after having secured sponsorship by the end of December 2021.
* **I-Ready-Gap Recovery – Dawn Liberatore and Lesa Manfredo**
  + CPS stepped up and the students did not suffer! Toot the horn on our testing scores!
  + I-Ready allows us to compare apples to apples against the public schools. FYI – public schools do not do Terranova testing.
  + Looking for a date for assessments. 3x a year testing is detailed.
* **Other Issues - All**
  + In the next few months, we will be working on a marketing piece – What are you getting for being at CPS! Promote and sell our wonderful school.
  + We have four standing sub-committees that are lacking new members. We need new recruits.
* **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.***