**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

May 23, 2022

Present: Fr. John, Fr. Mac, Principal Deacon Ott, Brian Schoonover, Meridith Beach, Patti Schiavo, Ana Brock, Chris Williams, Ricardo Fernandez, Led Morehead, Lesa Manfredo, Mary Elizabeth Dunagan, Dawn Liberatore and Erin Dolan

Next meeting: August 22, 2022 @ 5:30

* **Opening Prayer & Remarks – Fr. John**
	+ How great we did at the festival this year. It was amazing. Thank God for Mr. Partel and his crew and all that made it happen.
		- We had a record number of people this year with a smaller footprint, the same number of rides with only slight increase in our prices.
	+ It was a great year all around. God was good to our school and the church.
	+ My one-year is coming up at the end of June and I am incredibly happy here.
	+ We will have a new bishop this summer.
* **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 April 25, 2022
		- CPS Financial Summary April 2022
* **Review of Minutes from April 25, 2022**
	+ Approved (Dawn 1st, Ana 2nd)
* **Review of Financial Report – Patti Schiavo**
	+ April is great.
	+ We still have May & June and those two months tend to have an increase in expenses.
	+ While the exact number is unknown, we expect to end this year with a surplus.
	+ The official number for the festival this year was $215k.
	+ Next year looks bright, thanks be to God.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
	+ Current enrollment is 267 students. We ended last school year with 219 students.
	+ We are breathing a sigh of relief as we will end the school year in the black.
		- Record breaking festival and hugely successful legacy campaign.
	+ Increase in salaries next year is overdue. We must invest in our teachers and are making a major dent in the increase in their salaries.
	+ Our budget was approved by our finance council.
	+ Let us ride the storm of growth.
	+ The enrollment for next year is already at 303 students.
		- Our retention rate is 98% from this year to next year.
		- We are starting to put caps on certain grades.
		- We can afford to be choosy. It can be hard, but we are sensitive to the culture we have created.
		- We are splitting PreK, 1, 3 and possibly K.
		- Utilizing the old K room, Art, and Music rooms for the new classrooms.
	+ We have revitalized our marketing program.
		- We have hired a marketing company.
			* We have approximately 100 students (1/3 of our families) in Step Up for Students.
			* CPS has no cap or any interest in putting a cap in place for Step Up for Students
			* We want to make Catholic education affordable.
				+ If any family has needs, please see Deacon Ott.
			* We would like to target young children – bring them in young, keep them at CPS and send them off to SJA. Let us form a child! Great cohesion.
			* We are having our 8th graders wear their SJA shirts on Wednesday to celebrate the connection.
		- We visited preschools and 5th grade classes.
		- We have a QR code which takes you to a 4-minute video.
		- We are increasing our social media presence and will have a new endeavor by week’s end.
		- We have hit current stakeholders for reviews, and they are powerful.
		- We have close to 10 tours of our school per week.
		- This year we have 90% of our 8th graders headed to SJA! Our highest % in years.
	+ We accomplished a lot this year in our most important area, faith.
		- Fr. Mac was instrumental in First Friday adoration and middle school retreats (1/2 day this year for 6th – 8th graders, will expand to 4th & 5th next year). Our students loved the activities, games, and treats. They would like to see more games and longer retreats,
		- Expanded mass attendance. Started the year with 3rd graders and above, worked to add 1st & 2nd graders regularly and ended with Kindergarteners attending the last three months with student-oriented homilies.
		- Fr. John has welcomed and championed our student choir and has engaged them in mass. We are dangling a field trip for them sometime in the future.
		- We trained almost 40 altar servers who are supported and appreciated.
		- From Brian Schoonover, on behalf of all parents, thank you all. We appreciate you.
	+ We have a wonderful faculty and our customer satisfaction numbers reflect the heart and soul of our teachers.
		- From Deacon Ott, as a parent, I appreciated the staff.
		- We have a new kitchen manager and a new maintenance manager.
		- We are sad to see a few teachers leave us – Mrs. Sette is retiring, and Ms. Taylor and Ms. McCully are leaving by choice.
		- We have already hired four new teachers for the next school year – one internally and three externally (all have 6, 8, 10 years of teaching experience).
		- We have hired one new aide and are close to hiring two more.
		- We have a new girls basketball coach – welcome Coach Williams.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
	+ We had a great landscaping party at the beginning of the year which enhanced our curb appeal. The team spruced up our campus with a beautiful facelift.
		- Coach Stewart has been keeping it up and Mr. Rutherford has taken

ownership and continues to make terrific additions to our campus.

* + We have a new sign on the corner of Bridge Street/St. George.
	+ We fixed the flagpole.
	+ We renovated the library and have a beautiful, functioning media center space.
	+ Our goal is to work on the basketball court this summer.
	+ We continue to work through the HARB requirements for our parking lot improvement. They have expressed their desire to work with us. If the timeframe does not work for the summer, the worst-case scenario will be Christmas break
	+ Replaced an A/C unit.
	+ Obtaining quotes for major roof repair
	+ We have a termite problem and we will need to tent in the future versus spot handle the problem. This will cost in the six figures.
* **Updates on COVID – Deacon Ott**
	+ We have no news. We are riding into the sunset.
	+ We had no school wide outbreaks this year. We had small ones in the fall but never enough to shut down a classroom.
	+ We had three successful middle school dances, and numerous field trip.
	+ Parents are back at mass and on campus for events (e.g. passion play, school awards).
	+ We have come a long way. We will continue with sanitation and utilizing our filtration system.
	+ We are ready to say YES to having volunteers back in our classrooms.
		- Ready to start to treat this like the cold/flu. We are close, but no promises.
* **Update on Technology – Deacon Ott**
	+ 19 Promethean boards were delivered last week and will be installed in early June.
		- Teachers will have training on the boards during pre-planning days to learn, own the technology and then use the boards to engage our students.
	+ We introduced electronic drawing tablets in art.
	+ Our new virtual headsets will debut next year.
	+ Our teachers will receive new audio devices.
		- 9-10 teachers use them.
		- It preserves their voices and research has shown that it engages students sitting in the back of the room.
	+ We have used and enjoyed the new screen and projector in the Bishop Baker Center.
	+ $25k of EANS grant funds have been applied to technology infrastructure.
	+ We will add five new cameras this summer.
* **Faculty Report SJA – Chris Williams**
	+ We have 250-260 students enrolled for next yar.
		- 75 are enrolled in 9th grade so we are headed in the right direction.
	+ We are losing five staff members for different reasons.
		- Sr. Suzan is retiring.
	+ This coming Thursday from 3-4:30pm we will have Orthopedic Associates on site offering free physicals for our students.
	+ Regarding Covid, the students have been stable; the staff not so lucky.
	+ Our track and field 4x200 went to the state finals!
	+ Our beehives took a hit. One was killed and thankfully we were able to correct the other hives. We hope to extract honey in August/September.
	+ Fr. Mac has brought youth and energy to SJA and we are grateful.
* **Faculty Report – Ree Carroll**
	+ Ree was unable to attend the meeting and she will forward a report at a later point.

* **PTO/Legacy Report – Meridith Beach**
	+ We need new PTO members. If you have any recommendations, please let Meridith know.
* **I-Ready – Dawn Liberatore**
	+ All students improved – not all to grade level but all improved.
	+ Some students exceeded.
	+ It is wonderful to see the support working.
* **Terra Nova – Deacon Ott**
	+ Every grade is performing above grade level in each subject.
* **Other Issues/Concerns**
	+ Cell Phones continue to be a huge problem. Electronics need to be taken seriously.
* **Closing Prayer – Fr. Mac**
	+ Thank you for our first year. We enjoyed working and let us all keep the kids first.

**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.***