**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

January 22, 2024

Present: Principal Deacon Ott, Patti Schiavo, Ana Brock, Ree Carroll, Laura Hemelt, Mary Elizabeth Dunagan, Laura Hinds, Erin Dolan, Fr. Mac, and Lesa Manfredo

Not in Attendance: Fr. John Tetlow, Led Morehead, Meridith Beach, and Mark Bailey Jr.

Next meeting: March 25, 2024 @ 5:30 p.m.

* **Opening prayer and opening remarks - Fr. Mac**
  + Chowder fest – wow! Surprised at how many people were in attendance. Thought it would be like the Chili Cookoff, but it was not. It was a public event at the Shrine, and it was gifted to us! It was not planned within our budget.
    - Would love for CPS to give back to other charities if possible.
* **Reports for School Board Meeting**
  + The following reports were provided prior to/at the meeting
    - School Board Meeting Agenda January 22, 2024
    - Minutes of CPS Advisory Board Meeting November 27, 2023
    - CPS Financial Summary December 2023
    - School Board Survey
* **Review of Minutes from November 27, 2023**
  + Approved as written (Ree Carroll 1st, Mary Elizabeth 2nd)
* **Review of Financial Report – Patti Schiavo**
  + We are still financially strong. We are blessed.
  + The cash flow from Step Up is still difficult to deal with and it is a blessing that we are strong to withstand this erratic cash flow.
    - It is a hassle to transfer funds and move things around to meet operating expenses and payroll, but we are fortunate that we can.
    - We do not know when the money will come in although it is scheduled to come quarterly.
    - This is the first year and legislature is aware of the issues and are working on it. We are hopeful the cash flow will improve next year.
    - Many other schools are struggling and do not have the stability to make ends meet when the funds are not there.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
  + We lost one student to bring our current enrollment to 387 students. The loss was simply not a good fit. We always analyze why? What is the reason?
  + Our budget is strong this year.
  + We continue to project an enrollment of 390-415 for the 2024-2025 school year as well as subsequent years. No need to go above 415 and we are not pushing to get there.
  + New student enrollment opens on Friday and we will open with three grades on a wait list.
  + We will not have families go out to parishes for Catholic Schools Week. This was a hard decision, but we do not have the room as CPS is in great shape. We do not need to do things this year that we have had to do in prior years.
  + Deacon Ott is still giving tours and continuing the positive view that is CPS.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
  + A slow, almost undetectable movement on the parking lot project. We are not giving up on this one. Hoping for the summer to finally get this finished.
  + We had a few Covid cases after break; however, we have seen more of a nasty respiratory/flu like virus that has been going around and lingering for three + weeks. It is reminiscent to Covid but not Covid. We are getting over this hump, thankfully.
  + Circling back to the Chowder fest and what a huge success! Jeremy from Schooners is a CPS and SJA graduate and it was his baby to resurrect. It surpassed our dreams.
    - The participating restaurants were concerned that perhaps we did not do enough advertising and questioned if there would be enough people in attendance. Not only were there thousands of people, a few restaurants ran out of chowder! Everyone was thrilled.
    - This town was hungry for the event. It is the first annual and we cannot wait for next year!
    - It was a great event that involved the world outside CPS. A great celebration of the community. A mix of our people amongst strangers.
    - It was easy money to make with chowder and beer. CPS volunteers handled tickets and beer and the restaurants handled the chowder, set up and clean up.
    - Clean up was smooth and took about an hour.
    - The net profit was roughly $19,000.
* **Faculty Report - Ree Carroll**
  + CPS School Happenings January 2024 report was provided at the meeting and Ree highlighted a few items on the report.
* **SJA Report – No report at this meeting**
  + Deacon Ott is in negotiations to find a replacement for Chris Williams.
* **PTO/Legacy Report –Deacon Ott for Meridith Beach**
  + Nights of Lights parking lot fundraiser raised $16,000.
  + Festival tickets go on sale February 1, 2024.
  + Last PTO meeting was incredibly positive with many new families eager to help!
* **I-Ready – Lesa Manfredo**
  + Students are taking testing very seriously which is a blessing to watch.
  + Conducted during computer class for about an hour.
  + We have always done well on the Terranova.
  + STAR testing, computer-based K-8 in reading and match helps with accreditation and provides a snapshot of the student.
  + Testing 2 x this school year and 3 x next year.
* **AP Report – Laura Hinds**
  + Started meeting with the teachers and PLC has started
    - Teachers supporting each other in the classroom sharing what works and what needs improvement.
    - Teachers are often on an island. When they see what others do, it helps them reimagine.
  + Looking at gifted piece which is the next phase in support. How we set up classes and use everyday instruction to meet the needs of gifted students.
    - Meeting February 16, 2024 Instructional update – needs assessment with teachers. Where would they like to learn and grow? Work together on professional development and develop individual plans.
  + Peggy Campbell, an education specialist is coming in 3 hours Friday and another 3 hours in February to work with our staff.
* **Other Issues/Concerns**
  + Ana Brock distributed the School Board Member Survey. If you have not completed it, please complete and turn it in my next meeting
  + Mary Elizabeth talked about her role as a parent representative and any questions parents might have to bring to her attention and she will bring to the board. Another avenue to ask questions.
* **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.***