**Cathedral Parish School Advisory Board Meeting**

Meeting Minutes

March 25, 2024

Present: Fr. John Tetlow, Fr. Mac, Principal Deacon Ott, Patti Schiavo, Led Morehead, Laura Hemelt, Laura Hinds, Erin Dolan, Lacey Conner, Meridith Beach and Lesa Manfredo

Not in Attendance: Ana Brock, Mary Elizabeth Dunagan, Ree Carroll, and Mark Bailey Jr.

Next meeting: May 20, 2024 @ 5:30 p.m.

* **Opening prayer and opening remarks - Fr. John**
	+ Festival was phenomenal! Incredible!
	+ Real happy with where we are as a school.
	+ Looking forward to Holy Week and praying for a safe spring break.
* **Reports for School Board Meeting**
	+ The following reports were provided prior to/at the meeting
		- School Board Meeting Agenda March 25, 2024
		- Minutes of CPS Advisory Board Meeting January 22, 2024
		- CPS Financial Summary February 2024
		- CPS School Happenings March 25, 2024
* **Review of Minutes from January 22, 2024**
	+ Approved as written (Fr. John 1st, Lesa 2nd)
* **Review of Financial Report – Patti Schiavo**
	+ Our finances are healthy.
	+ We received $643k in Step Up in February 2024. While it looks like a WOW, it is not a monthly thing; it will slow down. We are still getting used to the cash flow with Step Up. It was originally a quarterly payment and now the funds are coming more often as they try and correct the cash flow problems.
* **Enrollment changes/Update, Faith and Faculty – Deacon Ott**
	+ We welcome our newest Advisory Board Member at Large, Lacey Conner.
		- Both Lacey and her spouse attended CPS and SJA and currently have three children attending CPS.
		- She is native to St. Augustine and is passionate about her community. We are so happy to have her join our board.
	+ Our current enrollment is 386 students: down two from the beginning of the year.
	+ This is the first year in quite some time that we have not added a student mid-year. We will continue to entertain specific circumstances where we might offer a mid-year enrollment (e.g. family moving to the area from a prior Catholic school enrollment)
	+ We are well into the enrollment process for the 2024-2025 school year and have enrolled 395 students to date.
	+ We are committed to our optimal enrollment range of 390 – 415 students.
	+ We are approaching enrollment differently. We have four to five times the amount of applications on the waitlist compared to how many students we have accepted.
		- Every grade is on a waitlist
		- We closed the enrollment portal three weeks after opening. We did not want to mis manage expectations. We did not want to set families out for a NO.
	+ We have nine outstanding invitations to students and are waiting for the responses to return.
	+ 75% of our students are at the Catholic rate and we would like to get that number to 80% to keep our strong Catholic culture.
	+ Our average class size is 19.6 students and we will not go above 21 students.
* **Status on completed/upcoming facilities improvements – Deacon Ott**
	+ Finally, there is movement on the parking lot. We have two quotes and hope to have one or two more.
		- The quotes are higher than we expected.
		- We have a donor committed to pay a decent part of the cost. Legacy funds will assist with the remainder of the cost of the project.
	+ As we paid off our last construction debt, this allows us to draw from festival funds for future projects.
	+ We need to fix the leakage in the Eastern gym windows and are receiving quotes for repairs which we hope to fix before the end of the fiscal year.
	+ The leafy roof in the office will be a significant repair and needs to be addressed soon.
	+ The gym floor was not properly installed causing buckling which is a safety risk. We hope to correct this for the long term soon.
	+ Nothing to report on Covid.
	+ We have staffing additions that we are not ready to announce.
	+ There is good news from the Bishop’s office. The guardian program is approved in the form of a resource officer.
		- Guarded and armed civilians with certain conditions – three years in law enforcement or three years in the military.
		- Looking at salary range and timeframe that works for CPS (8 hours a day 7:30 AM – 3:30 PM)
		- Fr. John would like this to happen soon
		- Deacon Conway and Chief Hardwick met with the St. Johns County principals and Chief Hardwick hopes to be able to provide a more affordable option from his office. He is willing to fight for us to get this done. Currently SJC does not support the Guardian program.
* **Faculty Report - Ree Carroll not in attendance**
	+ CPS School Happenings March 25, 2024 was provided, and no update was presented at the meeting as Ree was not in attendance.
* **SJA Report – No report at this meeting**
	+ This remains an open position. Deacon Ott continues to work with Todd DeClemente to fill this position.
* **PTO/Legacy Report –Meridith Beach**
	+ Chowder fest was outstanding and raised $20k . It was so cold; freezing which made for a great chowder event. It will become an annual event. We had nine restaurants this year and it has so much potential to grow and take off!
		- We donated 10% back into the community supporting two ministries
* **Assessments – Lesa Manfredo**
	+ We made it through Terranova testing! The students took this seriously and tried their best. It was wonderful to watch! The testing changed drastically this year and we are excited to see the results.
	+ It is a national test for public and private schools. We will have the results soon. We will look to see what our students are great at and identify the struggle and then see how we can best support.
	+ Low stakes testing helps students and teachers determine if they are learning what we are teaching them.
	+ Last year CPS scored 19% higher than the national average on all levels.
* **AP Report – Laura Hinds**
	+ Peggy is returning to CPS on April 26th
	+ Purchasing 32 books for teachers; reclaiming the joy of teaching
	+ PE coaches attended a conference and played games at CPS on February 14th
	+ Teachers attending conferences and presenting the material they learned with other.
	+ Will complete observation of every teacher by the end of the school year and will provide written feedback.
	+ PLC is rolling on and we are getting into assessments.
	+ We will build on vertical planning and work on standards over the summer.
	+ We will implement U FLY K-2 reading program next year.
	+ AI – Chatgpt – students discovered it. It is dangerous but can be used for good. We are trying to harness the good and stay in front of it,
	+ Deacon Ott has so much gratitude for Laura and her energy and commitment to her job. With her expertise, she is elevating the teachers to a higher level. Thank you!!!
* **Other Issues/Concerns**
	+ Led shared results of the School Board Member Survey.
		- Greater level of communication between parents and the school board (dress code for the dance was a great example that started a dialogue)
			* Look to see if an email is still active where parents could email the board with questions and/or concerns before the board meetings. Link in the Halo. Know that parents can ask questions and address concerns.
		- Strong Catholic identity brining God into learning; a complete package
* **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.***