

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
November Approved Minutes
Date: November 3, 2020**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neil	Fr. Tim Wozniak	Fr. Steven Hoffman	Mike Randall, Executive Director
Joe Keating	Jason Skagen	Tom Kraus	Chris Smith, Principal
Jen Neuman	Meagan Galbari	Pat McNulty	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	<p>The meeting was held via Zoom and began at 6:32PM with a prayer by Fr. Tim.</p> <p>After the invocation, Fr. Tim introduced our newest Board Member from St. Thomas Becket, Meagan Galbari.</p>	Fr. Tim Wozniak
Adoption of Agenda	<p>Motion: Joe Keating made a motion to approve the November 2020 agenda.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Skagen
Approval of Minutes	<p>Tom Kraus would like the second bullet point in the Executive Director's Report (under Administrative Reports) to include CARES Act funding will help pay for additional school expenses incurred with COVID-19.</p> <p>The second bullet point now reads: Tom Kraus inquired how close our costs will come to the CARES Act funding we will receive. (Note: This CARES Act funding will help pay for additional expenses which our school will incur due to COVID-19 and is separate from the forgivable PPP loan that the school applied for and was granted last spring.) Mike said our biggest expenses include cameras, Plexiglas, etc., which will be largely covered by these additional CARES Act Funds.</p> <p>Motion: Fr. Tim made a motion to approve the October 2020 Minutes with noted adjustment (above).</p>	Skagen

	The motion was seconded by Jen Neuman and was unanimously approved.	
	New Business	
Board Calendar	<p>Tom is creating an updated 2020-2021 Board Calendar.</p> <p>During tonight’s Executive Session, the Board will review the Board Goals and determine dates to complete these goals. These goals/dates will then be placed in the 2020-2021 Board Calendar.</p> <p>Jason and Tom will work offline to merge the Board Goals with other calendar items to be placed within one document.</p> <p>Mike Randall indicated two Board Reference Manuals were created for both Pat McNulty & Meagan Galbari. Mike will coordinate a virtual onboarding session for these new board members shortly.</p>	Kraus
MNSAA/Strategic Plan Update	<p>Chris mentioned we have three items to work on this year for the MNSAA/Strategic Plan Update:</p> <ol style="list-style-type: none"> 1. Philosophy of Assessment - Define what school believes about an effective assessment system (i.e. - motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, shares a common vision). 2. STEM – Complete STEM evaluation for both elementary and middle school. 3. Evaluate Learning Specialist Program <p>Chris stated every June we will update MNSAA with a progress report on our yearly goals. This is a living document per Chris.</p> <p>Jason inquired who owns the three action items above. Chris stated he does and is collaborating with various teacher groups to complete the three items.</p> <p>On a separate note, Jason recommended we put the updated strategic plan on our website. Mike will complete this task.</p>	Smith
Committee Liaisons	<p>Jason indicated we need to determine which Board Member(s) will participate as liaison on the following committees: Marketing, Finance, Development and Facilities.</p> <p><u>Marketing Committee Liaison:</u> Motion: Joe Keating made a motion to nominate Jen Neuman as the Marketing Committee Liaison.</p>	Skagen

	<p>The motion was seconded by Fr. Tim and was unanimously approved.</p> <p><u>Finance Committee Liaison:</u> Motion: Fr. Tony made a motion to nominate Tom Kraus as the Finance Committee Liaison.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p> <p>(Pat McNulty will continue to attend the Finance Committee Meetings as Treasurer in 2020-2021, then in 2021-2022 as future liaison.)</p> <p><u>Development Committee Liaison:</u> Motion: Jen Neuman made a motion to nominate Meagan Galbari as the Development Committee Liaison.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p> <p><u>Facilities Committee Liaison:</u> Motion: Fr. Tim made a motion to nominate Jason Skagen as the Facilities Committee Liaison.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p>	
	<p>Old Business</p>	
<p>Public Board Meeting Attendance</p>	<p>Mike will add the following to the website within the Leadership section regarding public attendance at our Board Meetings.</p> <p>Board of Directors Meeting Information:</p> <p>Board meetings are currently being held virtually and begin at 6:30pm.</p> <p><i>Please note: Meetings are scheduled for the first Tuesday of the month. If you would like a link to the meeting, please contact Mike Randall, Executive Director, at mrandall@fscsmn.org.</i></p> <p>Tom, Joe and Meagan all liked the idea of adding a note in the newsletter as well to indicate Board Meetings were currently held via Zoom. If you would like to attend, please contact Mike Randall at mrandall@fscsmn.org.</p>	<p>Skagen</p>

	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Mrs. Swain's class is out distance learning until 11/12 due to a positive COVID-19 case. There is also a positive case of COVID-19 in the preschool and that preschool 'pod' is out distance learning as well. • PPP Loan Forgiveness will be submitted shortly. • Fr. Tony appreciated Mike & Chris' presentation to St. John Neumann and inquired if Mike/Chris would place the presentation in a video format so they can post on the parish website. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Chris is focusing on teacher conferences, Catholic Schools Week planning and plans for basketball this week. • Fr. Steven met with a few parishioners who mentioned Chris was doing a great job. Fr. Steven thanked Chris for his work so far and stated families are happy to be in school. • Joe Keating inquired how the teachers were managing things. Chris stated it is a very stressful time with conferences, COVID-19, election stress, distance learning, etc. Chris is happy we added the extra days off for the teaching staff. 	Smith
	Committee Reports	
Facilities	No written report.	Skagen
Development	<p>No written report.</p> <p>Mike mentioned the Development Committee hasn't met yet. The annual report was mailed on 11/2/20. Refer to Executive Director's Report for any additional details.</p>	Randall
Finance	<p>No written report.</p> <p>Dashboard was distributed to Board Members. In addition to Tom Kraus, Pat McNulty is also attending the Finance meetings.</p>	Kraus

Marketing	No written report.	Neuman
	Additional Notes	
Closing Prayer	The meeting ended at 7:44 PM with a prayer by Jen Neuman.	Neuman
Executive Session	The Board adjourned, followed by an Executive Session.	Skagen

Next Board Meeting: - December 1st at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – November 2020

Enrollment Update

Our current enrollment is 423 students. We continue to receive a few inquiries about openings for this year, especially now with District 196 moving more toward distance learning. We have already registered four students for kindergarten for next year with additional application inquiries. We are working on a plan to retain our new families who have transferred in as well as students in our preschool Kinderstart program. We currently have 34 potential siblings for next year's kindergarten class.

Marketing Efforts:

Sales/Marketing Efforts for the month of October /Upcoming

- Advertising Preschool for this current school year in the St. Peter's and St. Thomas Becket bulletins
- Coordinated PreK and 7th grade buddy connection- cards and crafts sent home with preschoolers on 10/14
- Coordinated Chris reading in preschool classrooms weekly
- Chris handwritten welcome card to each PreK family- done week of October 26th
- Printed updated PreK and K-8 brochures and postcards - Jen contacting all area preschools to let them know about our K-8 programming for next fall.
- Sibling Survey- Sent home 10/19; due back 10/24
- Information about FS Kindergarten into our preschool Peek of the Week
- Brochures ordered to distribute to area preschools, parishes, SJN preschool and our preschool in November

Fundraising Update

STAR Fund

- Joe Keating and Dan Citron have begun to recruit our calling committee. The STAR Fund informational video will be sent the week of November 2 and the solicitation materials will follow a few days later.
- We have received a very generous in-kind donation of \$15,720 to cover the cost of the glycol needed for our chiller repair.
- Jim Burns and Brian Howard have agreed to again chair our alumni parent campaign. No reception, just letters and phone calls!

Gala Update

- The decision has been made to hold a "virtual" Gala this year. I am working with our Gala co-chairs Meagan Galbari and Tracey Citron to review different virtual bidding platforms to use. Currently, the date for this year's Gala is February 27, but we may push it back a few weeks into March. We will decide once we have settled on a platform.

Annual Report

- The Annual Report is at the printer and will be mailed November 2. Cara Geheren did provide a Board update as outgoing chair.

Finance Update

- The Finance Committee met on October 28 to review year-to-date financials. The ***confidential*** dashboard is attached. We will submit our PPP Loan Forgiveness application on November 3.
- Chris Smith and I gave a “virtual” presentation on Faithful Shepherd Catholic School to the St. John Neumann finance committee October 27. It was well received by the committee and was a good opportunity to strengthen our relationship with one of our sponsoring parishes. We hope to do the same thing with the other two parishes, and possibly the SJN Parish Council as well.

Building Projects

With the change in seasons, MMC will be out November 6 to adjust our air handler system to ensure a good balance of fresh air into our classrooms.



RELATIONSHIP BUILDING

- Initiating a student recognition program entitled "Shining Stars."
- Cards being written to all preschool kinderstart families who don't have older children at FSCS.
- Virtual parent-teacher conferences planned for November 4-5th.

PROVIDING ACADEMIC EXCELLENCE IN THE CORE SUBJECTS WHILE DEVELOPING CREATIVITY AND INTEREST IN THE ARTS, PHYSICAL EDUCATION, AND FOREIGN LANGUAGE.

- 1st grade PLC on math targets, 5th grade PLC on writing, learning specialist and enrichment teacher focusing on learning targets.
- K-5 teachers searching for online math resources since our current resources no longer offer online resources.
- Reading inservice on 12.4.20 for all teachers.
- Soccer is completed; basketball will be starting soon.

HELPING EACH STUDENT DEVELOP A PERSONAL RELATIONSHIP WITH JESUS AND A DEEP UNDERSTANDING OF THE CATHOLIC FAITH.

- Celebration of Catholic Schools' Week being planned with modifications
- Priests invited to visit school 2 times before the end of the school year to visit classrooms
- Daily Staff Prayer enhanced to include time for meditation

EMPOWERING STUDENTS TO THINK CRITICALLY, ACT ETHICALLY, AND HAVE RESPECT FOR OTHERS AND ONE'S SELF.

- 6-8th grade PLC on living the Golden Rule.
- Outside recess guidelines and winter clothing guidelines being developed.

CREATING A SENSE OF SOCIAL JUSTICE AND SERVICE TO OTHERS THROUGH THOUGHT, ACTIONS, AND PRAYER.

- Catholic Culture in Action Committee reaching out to Lexington Pointe Senior Living and Dakota Woodlands for a possible service partnership.
- Advent service projects being planned.
- Advent reconciliation sessions being planned.

DIFFERENTIATING OUR INSTRUCTION IN THE CLASSROOM SO THAT ALL LEARNERS FIND SUCCESS.

- Learning specialist survey sent to FSCS staff members.
- 4-5th reading enrichment split into separate grade level groups to accommodate larger numbers

SAFETY & SECURITY

- 3 fire drills completed, evacuation drill conducted today (tentatively).
- Staff continue to fine-tune the afternoon carpool situation