

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
December Approved Minutes  
December 1, 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 (6:55 Arrival)	Mike Randall, Executive Director
Joe Keating	Jason Skagen	Tom Kraus	Dan Keller, Interim Principal
Jen Neuman	Meagan Galbari	Pat McNulty	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting was held via Zoom and began at 6:33PM with a prayer by Pat McNulty.	McNulty
<b>Adoption of Agenda</b>	Jen Neuman noted the December agenda shows the next Board meeting will be held on January 8 <sup>th</sup> , but the actual date should be Tuesday, January 5 <sup>th</sup> .  <b>Motion: Fr. Tim</b> made a motion to approve the December 2020 agenda.  <b>The motion was seconded by Jen Neuman and was unanimously approved.</b>	Skagen
<b>Approval of Minutes</b>	<b>Motion: Tom Kraus</b> made a motion to approve the November 2020 Minutes.  <b>The motion was seconded by Fr. Tony and was unanimously approved.</b>	Skagen
	<b>New Business</b>	
<b>Update on Principal Position</b>	Jason and Fr. Tony provided an update on the principal position.  Jason noted the following: <ul style="list-style-type: none"> <li>• Chris Smith resigned on November 16<sup>th</sup>.</li> <li>• Communication to our families regarding Chris' resignation went out on November 19<sup>th</sup>.</li> </ul>	Skagen/Fr. Tony

	<ul style="list-style-type: none"> <li>• Communication to our families from the Board went out on November 24<sup>th</sup>.</li> </ul> <p>Jason thanked the Board for taking calls and answering emails from our community during this time. We received both prayers and support from our school community. We also received good feedback for the next principal search committee.</p> <p>Jason thanked Joe Keating and Jen Neuman for their work on the Board letter. Jason also thanked Dan Keller for taking on the role of interim principal for the remainder of the 20/21 school year.</p> <p>Fr. Tony indicated he was disappointed to learn Chris had resigned. Both he and Mike Randall tried to get Chris to stay on as principal. Fr. Tony was grateful Dan Keller had graciously stepped into the interim principal role.</p> <p>As we move into the next principal search, Fr. Tony stated we will be looking into the governance structure/model. Fr. Tony indicated there will be key conversations to have as a Board before we begin the principal search process.</p> <p>Dan Keller will begin the interim principal role on 11/30 on a part time basis as we look to hire a long-term sub for Dan's PE Teacher role. Once our long-term sub is hired, Dan will be full time in the interim principal role.</p>	
	<b>Old Business</b>	
<b>Board Calendar</b>	<p>Tom Kraus and Jason Skagen updated the Board Calendar, adding Board Goals into the calendar as well as dates as to when deliverables are due. The calendar is now ready for use.</p> <p>In December, the Board will work on communicating the Board Goals to the community. This includes communicating with the Finance Committee as well as our founding parishes. Mike mentioned he had recently met with St. John Neumann, but would be happy to meet with both St. Peter's and St. Thomas Becket.</p> <p>Coming up in December: The Finance Committee will meet to set the 21/22 tuition for the Board to approve at the January Board Meeting.</p> <p>Tom and Jason will place the Board Calendar in a google spreadsheet to share with Board members.</p>	Kraus
<b>Board Goals</b>	<p>The Board has the following goals for the 20/21 school year.</p> <ol style="list-style-type: none"> <li>1. <b>Develop a tool to evaluate the Catholic identity of the school:</b> Pat McNulty, Meagan Galbari and Fr. Steven will work on this goal. A draft to the Executive Committee is due in March 2021, they will introduce to the Board in June 2021.</li> </ol>	Skagen

	<ol style="list-style-type: none"> <li>2. <b>Develop Executive Director goals, complete mid-year review and year-end review:</b> Executive Committee will work on this goal. They intend to finalize the Executive Director goals at the Executive Committee meeting in two weeks.</li> <li>3. <b>Develop an onboarding process for new Board members:</b> Mike Randall and Jason Skagen will work on this goal.</li> <li>4. <b>Develop a selection process for the pastors to select new Board members:</b> Fr. Tim, Fr. Tony, Fr. Steven and the Executive Committee will work on this goal, finish late February/early March 2021.</li> <li>5. <b>Review Executive Director and Principal job descriptions and update if needed:</b> Governance Committee will work on this goal, led by Joe Keating, Jason Skagen and Jen Neuman. The goal is to complete the job description in January.</li> <li>6. <b>Develop a Board assessment process:</b> Led by Joe Keating and Jen Neuman. The goal is to complete this process by May.</li> </ol> <p><b>Motion: Jen Neuman</b> made a motion to approve the Board Goals for the 20/21 school year.</p> <p><b>The motion was seconded by Fr. Tony and was unanimously approved.</b></p> <p>Meagan inquired how these goals will be communicated. Jason mentioned they will be a part of the Board Meeting Minutes and will be posted on our website. Jen wondered if we could place the Board Goals outside of the minutes so they would be more visible. After a brief discussion, Jason stated the Executive Committee will finalize where and when the Board Goals will be posted.</p>	
	<b>Administration Reports</b>	
<p><b>Executive Director's Report</b></p>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Distance Learning students: At the beginning of the school year, we had 26 students distance learning. As of December 1, we have 74 students participating in distance learning (19 original distance learners, 15 potential exposure or quarantine, 40 travel self-quarantine after Thanksgiving break).</li> <li>• Easy for families/students to choose the option of distance learning. FSCS has been flexible which is an asset to our families. Our teachers have been flexible to help with short term distance learning periods.</li> <li>• Possible development (storage facility) on the empty lot east of</li> </ul>	<p>Randall</p>

	<p>Columbia Drive and north of Yankee Doodle Road, across from the school entrance (Columbia Drive). There is a public hearing scheduled for 12/22.</p> <ul style="list-style-type: none"> <li>○ Jason inquired about signage for the school with potential development.</li> <li>• Jason Skagen mentioned CSCOE has a \$150 tuition discount for incoming kindergarten students with a deadline of 1/31/21. He recommends we should advertise this within the school newsletter.</li> </ul>	
<b>Principal's Report</b>	<p><b>No written report.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Dan Keller stated the interim principal role is going well so far. At this time, he is balancing the Physical Education (PE Teacher) role with the principal role. It has been a positive experience so far. He is looking forward to continuing in the interim principal role.</li> <li>• On December 4<sup>th</sup>, Dan will meet with staff via Zoom or Google Meets. He will discuss what distance learning looks like for our students/teachers, including the positives and how we can help each other out.</li> <li>• Fr. Steven stated, "God Bless you Dan, we appreciate you stepping into this role."</li> <li>• Jen Neuman also commented, "Thank you Dan for stepping up. We are here to support you and help you however we can help, we are grateful."</li> <li>• Fr. Tim inquired about the PE role, what are you looking for? Dan mentioned we are looking for a long-term PE teacher with a degree and licensure. Classroom hours 8:45 – 3PM. Athletic training and experience with K-8 students.</li> <li>• Megan wanted to know if Dan had a mentor in his new role as interim principal. Dan spoke with CSCOE and is connecting with a mentor.</li> </ul>	Keller
	<b>Committee Reports</b>	
<b>Facilities</b>	<p><b>No written report.</b></p> <p>Joe Mozeika will analyze the on-demand burner to determine savings from last year to this year.</p>	Skagen
<b>Development</b>	<p><b>No written report.</b></p> <p>The Development Committee will meet this Thursday.</p>	Galbari

<b>Finance</b>	<b>No written report.</b> Dashboard was distributed to Board Members. The Finance Committee will meet in December and will focus on budget proformas as well as set a potential tuition rate for the 21/22 school year.	Kraus
<b>Marketing</b>	<b>No written report.</b>	Neuman
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 7:27 PM with a prayer by Tom Kraus.	Kraus
<b>Executive Session</b>	The Board adjourned, followed by an Executive Session.	Skagen

**Next Board Meeting:** - January 5, 2021 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

## Executive Director's Report – December 2020

### Enrollment Update

We are participating in a CSCOE sponsored Kindergarten Enrollment Incentive program offering a \$150 tuition discount to families who register before January 31, 2021. In addition to having 34 potential siblings for next year's kindergarten class, we also have 23 potential kindergarten students in our preschool program. We have currently registered four students for kindergarten for next year (non-siblings, non-LADC students), with additional application inquiries pending

### Marketing Efforts:

Sales/Marketing Efforts for the month of November/Upcoming

- Advertising Preschool and K-8 in parish bulletins
- Updated PreK and K-8 brochures ordered and postcards ordered- Jen contacted all area preschools to let them know about our K-8 programming for next fall.
- Information about FS Kindergarten into our preschool Peek of the Week
- All LADC Kinderstart received info on our kindergarten program at conferences
- Brochures ordered to distribute to area preschools, parishes, SJN preschool and our preschool- completed in November

### Fundraising Update

#### *STAR Fund*

- The STAR Fund has raised a total of \$33,500 to date from a total of 42 donors. This is just slightly higher than at this time last year. We will be delaying calling parents until after the first of the year, but will be sending reminders from our co-chairs via the newsletter and email blasts.

#### *Gala Update*

- After reviewing several different software platforms for our virtual Gala, the decision was made to contract with GiveSmart software. This program was highly recommended by several area Catholic schools who used it last year and the cost is similar to what we have paid in the past. Currently, the date for this year's Gala is February 27, but we are considering moving it back to a later date.

### Finance Update

- The Finance Committee met on November 23 to review year-to-date financials. The **confidential** dashboard is attached.