

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
January Approved Minutes
Date: January 5, 2021

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill		Fr. Steven Hoffman	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
Invocation	The meeting was held via Zoom and began at 6:31PM with a prayer by Jen Neuman.	Neuman
Adoption of Agenda	Motion: Joe Keating made a motion to approve the January 2021 agenda. The motion was seconded by Jen Neuman and was unanimously approved.	Skagen
Approval of Minutes	Motion: Joe Keating made a motion to approve the December 2020 Minutes. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
	New Business	
Principal Search Committee Update	Joe Keating provided an update on the Principal Search Committee. Four teachers served on the Principal Search Committee last year and were asked to participate in the upcoming search. They were all grateful to serve the school as a search committee member but not all thought they had the time to serve in this capacity again this year. Joe Keating will contact the entire teaching staff and ask them to	Keating

	<p>nominate two teachers from their teaching area to serve on the search committee. One teacher will be selected from each teaching area.</p> <p>Teachers will be reminded of who served their teaching area on the previous committee and informed whether that previous representative is willing to serve again this year.</p> <p>Jason Skagen mentioned the Governance Committee (Joe Keating, Jen Neuman and Jason Skagen) will play into the Principal Search Committee. The Governance Committee's goal is to bring a recommendation to the Board at the February Board Meeting.</p>	
	<p>Old Business</p>	
<p>Board Calendar</p>	<p>Tom provided an update on the Board Calendar items.</p> <p><u>December:</u></p> <ul style="list-style-type: none"> • Develop Executive Director Goals – Jason and Mike met a couple of times to finalize the Executive Director goals. They will present the goals at the Executive Committee Meeting in two weeks and then at the February Board Meeting. • Draft Annual Budget & Tuition Recommendation – The three-year proforma will be worked on during the January Finance Committee Meeting and will be presented at the February Board Meeting. The 2021-2022 tuition will be discussed during tonight's Executive Session. • Communicate with Finance Committee and three founding parishes – In process. Mike completed his meeting with St. John Neumann in the fall. Mike will find out parish finance committee contacts (with the help of Fr. Steven and Fr. Tim) and meet with the respective finance committees. <p><u>January:</u></p> <ul style="list-style-type: none"> • Review Executive Director and Principal job descriptions and update if needed – The Governance Committee is on track to complete this item. • Approve Tuition – This will happen at tonight's Executive Session. • Approve three-year proforma budget – This will happen at the March Board Meeting. <i>(See notes in February section below.)</i> <p><u>February:</u></p> <p>Jason inquired if there were any big items on the calendar for February. Tom asked about the annual letter to our parishes for Catholic Schools Week (1/31 – 2/5). Jason thought a letter should go out to the parishes. He recommended they discuss this topic at the next Executive Committee Meeting in two weeks.</p> <p>Fr. Tony inquired if students would speak at the masses on January 31st</p>	<p>Kraus</p>

	<p>to kick off Catholic Schools Week (CSW). Both Fr. Tony and Jen Neuman recommended we have students speak at the parishes, it is powerful and key to promote our school.</p> <p>Jason mentioned the Executive Committee would discuss the CSW plan at their January 14th meeting. Dan will reach out to all three ELA teachers regarding potential speeches. Fr. Tony would like to hear why Faithful Shepherd is a great Catholic school from our students.</p> <p>Joe Keating inquired about the three-year proforma. He would like to see the three-year proforma once available. Tom Kraus mentioned the proforma would be available after the 1/26/21 Finance Committee Meeting. Mike indicated the proforma would be presented to the Board at the March Board Meeting. Board Member input (regarding the proforma) would be welcome at the February Board Meeting.</p>	
Board Goals Update	<p>Board Goal: Develop a tool to evaluate the Catholic identity of the school. Pat McNulty, Meagan Galbari and Fr. Steven are working on this goal. Pat mentioned they are planning to meet to discuss in more detail the next steps to identifying the Catholic identity of the school. They will provide an update to the Board by March 1st.</p> <p>Board Goal: Develop a selection process for the pastors to select new Board Members. Jason indicated this will be finalized by March 1st. The Executive Committee will help define and make clearer this process for all. They will discuss at the next Executive Committee Meeting and finalize the process in February. They will bring to the Board at the March Board Meeting.</p>	Skagen
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • We have 15 kindergarten applications at this time. One to two are sibling applications, the rest are new families. • We have received \$85,000 in STAR Fund donations, comprised of 117 donors. • The PPP Loan has been forgiven. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Dan Keller mentioned our distance learning week is running smoothly. Students will be back for on-site learning on January 11th. • Luke Sommerlot has been hired as our long-term physical 	Keller

	<p>education substitute teacher.</p> <ul style="list-style-type: none"> • Planning for Catholic Schools Week has begun, details will be shared with families later this month. • Our in-house basketball league will begin in January with three-on-three matches scheduled for Thursday and Sunday evenings. • We are working to build an alumni presence led by Molly Altermatt. 	
	Committee Reports	
Facilities	<p>No written report.</p> <p>Our preventative maintenance program (contract) will be up in March. Mike Randall, Jason Skagen and Joe Mozeika will put the contract out for bid.</p>	Skagen
Development	<p>No written report.</p> <p>Committee met mid-December. The STAR Fund is going well. The Gala is being planned for May 1, 2021. Two bands have been booked for Septemberfest '21. Next meeting scheduled mid-March.</p>	Galbari
Finance	<p>No written report.</p> <p>Committee met in December. Tonight's Executive Session will discuss the 2021-2022 tuition rates. Dashboard was distributed to Board Members.</p>	Kraus
Marketing	<p>No written report.</p> <p>Committee plans to meet in February.</p>	Neuman
	Additional Notes	
Closing Prayer	The meeting ended at 7:52 PM with a prayer by Meagan Galbari.	Galbari
Executive Session	The Board adjourned, followed by an Executive Session.	Skagen

Next Board Meeting: - February 2, 2021 at 6:30PM - Regularly Scheduled meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – January 2021

Enrollment Update

We currently have nine kindergarten applications for 2021-22 and five applications for grades 1-8. This is slightly ahead of last year at this time. We will begin promoting the CSCOE sponsored Kindergarten Enrollment Incentive program that offers a \$150 tuition discount to families who register before January 31, with a special push going to our kindergarten ready preschoolers. Our goal is to have 50 kindergarten students next year.

Marketing Efforts:

Sales/Marketing Efforts for the month of December/Upcoming

- Advertising Preschool and K-8 in parish bulletins
- Putting together a postcard mailing promoting our preschool and kindergarten programs to a purchased list in early January. This is a joint project with LADC preschool.
- Information about Kindergarten put into our preschool Peek of the Week
- Preschool website was updated to make it easier to apply/request information.

Fundraising Update

STAR Fund

- The STAR Fund has raised a total of \$70,500 to date from a total of 110 donors. This is up from this time last year, when we had raised \$58,000 from 83 donors. We will be delaying calling parents until after the first of the year, but have been sending reminders from our co-chairs via the newsletter and email blasts.

Gala Update

- The date for this year's Gala has been moved back to May 1 to give us more time to prepare for a "virtual" Gala. The theme is "Dancing with the FSCS Stars" and will feature a dancing competition with various FSCS teachers and staff!

Finance Update

The Finance Committee met on December 21 to review year-to-date financials and work on a draft of next year's budget in order to provide a tuition recommendation for next year. The **confidential** dashboard is attached.

Christmas Car Parade

Our first annual Christmas Car Parade was a huge success! We had over 200 families participate and raised just over \$3,000 for the scholarship fund. People are already talking about doing it again next year, even in a COVID-free environment! Thanks to everyone who helped make it a great community event!



Through the Halls of FSCS

- Over the past few weeks, I have been working to get into as many classrooms as possible. I have had an opportunity to observe a number of the teachers and the educational environments throughout Faithful Shepherd.
- Over the past few weeks, I have also dealt with a number of student issues regarding expectations for students that are distance learning and how we can hold those students accountable as they continue to distance learn.

New Staffing and PE Teacher

- I was also able to interview 3 candidates for the long term PE sub position and hired Luke Sommerlot, a PE graduate student at University of St. Thomas.
- Luke will be starting the week of January 11th and I will be working with him the week of January 4th to make sure that he is prepared for the upcoming weeks.

FSCS Faith and Community

- I have also been working to determine what Catholic Schools Week will look like if we are not able to gather in larger groups, how can we continue to have an exciting and fun CSW while still staying safe within the building at FSCS.
- I have been working on what the in-house FSCS basketball season will look like and will be rolling out those ideas for basketball when we are back in-person on January 11th.
- I was able to submit the Recruit, Retain, Reward Grant through CSCOE that helps in retaining and rewarding staff at FSCS.
- I will also be working with Molly Altermatt to create an alumni network with the hopes of acquiring alumni email information to maintain contact with FSCS alumni.