

Faithful Shepherd Catholic School and Tri-Parish Center  
 Board of Directors Meeting  
 February Approved Minutes  
 Date: February 2, 2021

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill	Fr. Tim Wozniak	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
<b>Invocation</b>	The meeting was held via Zoom and began at 6:34PM with a prayer by Joe Keating.	Keating
<b>Adoption of Agenda</b>	<b>Motion: Fr. Tim</b> made a motion to approve the February 2021 agenda.  <b>The motion was seconded by Fr. Tony and was unanimously approved.</b>	Skagen
<b>Approval of Minutes</b>	Within Old Business, Board Calendar, January, third bullet point: Tom Kraus would like 'Approve Budget' to read 'Approve three-year proforma budget'.  Fr. Tony also noted his last name is spelled 'O'Neill'.  <b>Motion: Tom Kraus</b> made a motion to approve the January 2021 Minutes with noted adjustments (above).  <b>The motion was seconded by Meagan Galbari and was unanimously approved.</b>	Skagen
	<b>New Business</b>	
<b>Principal Search Committee Update</b>	Joe Keating provided an update on the Principal Search Committee.  The Principal Search Committee has been in contact with our teachers.	Keating

	<p>Teachers have been nominated from their respective areas of instruction and votes have been compiled.</p> <p>At the next Principal Search Committee meeting, the team will determine the date to notify staff as to who will be a part of the committee.</p> <p>Jason inquired as to the next steps of the committee. Joe indicated one meeting will be held by all those on the Principal Search Committee (<i>prior to the principal position being posted</i>) to discuss methodology, responsibility, confidentiality, expectations of the process, etc.</p> <p>Jen mentioned we should be able to use resources from the previous principal search to leverage this same process.</p> <p>Tom Kraus inquired as to when the principal position will be posted. Joe indicated this would be discussed and determined at tonight's Executive Session.</p> <p style="text-align: center;">*** **</p> <p>During February's Executive Session the following motion took place:</p> <p><b>Motion: Fr. Tony</b> made a motion to approve the Governance Committee's recommendation to change the leadership model for Faithful Shepherd Catholic School to a principal led school with both a business director and an assistant principal reporting into the principal.</p> <p><b>The motion was seconded by Fr. Steven and was unanimously approved.</b></p>	
<p><b>Board Member Selection Process</b></p>	<p>Jason sent the Board Member Selection Process document to Board Members for review. The document contains specific steps, timeframes and owner(s) of each item related to the Board Member Selection process.</p> <p>Steps include:</p> <ul style="list-style-type: none"> <li>• Determine who is leaving the Board (February)</li> <li>• Post Board Member opening (March)</li> <li>• Collect Letters of Interest from parishioners/parents (April)</li> <li>• Set up interviews with interested candidates (May)</li> <li>• Name new Board Member (May)</li> <li>• Invite new Board Member to June Board Meeting (June)</li> </ul> <p>Fr. Tim mentioned it would be helpful to know the specific skill sets needed on the board. This would be beneficial to know in order to create a well-balanced board.</p> <p>Tom Kraus mentioned we should create a standard form, collecting demographic, background information, etc. which may be helpful for the</p>	<p>Skagen</p>

	<p>priests to use in determining potential candidates.</p> <p>Jen asked if nominations would be accepted. Fr. Tony indicated he would take nominations of potential candidates.</p> <p>Jason indicated the goal would be to approve the Board Selection Process document at the March Board Meeting. At the next Executive Committee meeting, the team will finalize the document. Jason asked for feedback from Board Members as well as feedback on a standard form for data collection purposes.</p> <p>Jason also mentioned the Board's goals have been placed on the Faithful Shepherd website.</p>	
	<b>Old Business</b>	
	N/A	
	<b>Administration Reports</b>	
<b>Executive Director's Report</b>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Mike thanked Dan Keller for his work as Interim Principal. Dan stepped in and the transition has been a smooth one. Mike is impressed how he has dealt with a few difficult situations.</li> <li>• We have received 53 kindergarten applications at this time, 5 siblings have not registered yet.</li> <li>• We have received 21 applications (grades 1-8), Grade 1: 7 applications, Grade 4: 6 applications.</li> </ul>	Randall
<b>Principal's Report</b>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• NWEA testing is complete, some of our distance learning students came in to school during two weekends in January to complete their testing.</li> <li>• Teacher Committees: The Enrichment Committee conducted a survey re: FSCS Learning Specialist. The committee will analyze the results of the survey to gain an understanding of how we can improve the FSCS Learning Support environment.</li> <li>• 2/12/21 In-service day will include First Aid and CPR Training for staff.</li> <li>• Our Home &amp; School Association did an amazing remodel of our teacher's lounge! Thank you!</li> <li>• Dan thanked Joe Keating for helping with the speeches for Catholic Schools Week (CSW) at the Masses.</li> </ul>	Keller

	<ul style="list-style-type: none"> <li>CSW events include(d): Zoom Bingo, Minute to Win It games, spelling bee, Zoom call with Matt Birk &amp; Kurt Cousins (faith driven athletes).</li> <li>Our summer program will be rolled out shortly.</li> </ul>	
	<b>Committee Reports</b>	
<b>Facilities</b>	<p><b>No written report.</b></p> <p>Joe Mozeika is getting bids for our preventative maintenance contracts.</p>	Skagen
<b>Development</b>	<p><b>December 3<sup>rd</sup>, 2020 Meeting Minutes attached.</b></p> <p>Committee met mid-December. Next meeting scheduled for mid-March.</p>	Galbari
<b>Finance</b>	<p><b>No written report.</b></p> <p>Dashboard distributed to Board Members.</p>	Kraus
<b>Marketing</b>	<p><b>No written report.</b></p>	Neuman
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 7:17 PM with a prayer by Fr. Steven.	Fr. Steven
<b>Executive Session</b>	<p>The Board adjourned, followed by an Executive Session.</p> <p>During February's Executive Session the following motion took place:</p> <p><b>Motion: Fr. Tony</b> made a motion to approve the Governance Committee's recommendation to change the leadership model for Faithful Shepherd Catholic School to a principal led school with both a business director and an assistant principal reporting into the principal.</p> <p><b>The motion was seconded by Fr. Steven and was unanimously approved.</b></p>	Skagen

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

## Executive Director's Report – February 2021

### Enrollment Update

We currently have 48 kindergarten applications for next year! At this time last year, we had 19 kindergarten registrations! In addition, we still have 8 siblings who have not yet registered, which will bring our total to 56. Based on current interest levels, I think it's fair to say that not only will we register 60, but we will have a waiting list as well.

To date, we have 19 applications for grades 1-8. Last year at this time we had three! There is a lot of interest in 1<sup>st</sup> grade (5 apps) and 4<sup>th</sup> grade (6 apps). In addition, we have only heard from one family that their student is not returning, and three students are on a watch list. We have asked parents to notify us by February 12 if they do not plan to return next year.

Without a doubt, this is the most interest I have seen in Faithful Shepherd Catholic School since I've been here. I think it says a lot about our teachers, our staff, our marketing efforts, our community, and our faith. People want to be a part of something great, and they are hearing a lot of good things about our school.

### Marketing Efforts:

Sales/Marketing Efforts for the month of December/Upcoming

- Mailed a postcard promoting our preschool and kindergarten programs to a purchased list in early January. This is a joint project with LADC preschool. Have seen several inquiries and one kindergarten application as a result.
- Sent an email from me to all of our preschool families promoting our \$150 kindergarten tuition grant and urging families to register. In addition, we sent an email blast to over 300 families on our prospect list, including the parishes. Have also been promoting our Kindergarten program via our preschool's "Peek of the Week" newsletter.

### Fundraising Update

*STAR Fund*

- The STAR Fund has raised a total of \$97,500 to date from a total of 124 donors (does not include \$17k in-kind gifts). This is an increase from this time last year, when we had raised \$65,000 from 92 donors. We will do a mailing to alumni parents the first week of March, and to current parents the first week of June. Again, I think the strong support of the STAR fund reflects the positive feelings people have about the school.

*Gala Update*

- The date for this year's Gala is May 1 and will be a "virtual" Gala. The theme is "Dancing with the FSCS Stars" and will feature a dancing competition with various FSCS teachers and staff! The committee is meeting regularly to secure donations, sponsorships, plan promotional videos, and set-up dance lessons for our teachers! Mark your calendars!

### Finance Update

- The Finance Committee met on January 26 to review year-to-date financials and the financial outlook continues to trend positive. The **confidential** dashboard is attached.



### **Through the Halls of FSCS**

- NWEA testing will be concluding this week. Testing has been successful throughout the past two weeks including distance learners testing onsite during Friday and Saturday.
- The Positivity Project has continued to be a great message throughout the school providing meaningful messages each week.

### **Teacher Committees and Progress**

- FSCS enrichment committee conducted a survey with regards to the FSCS learning specialist.
- The Enrichment committee will be analyzing the results of the survey to gain an understanding of how we can improve the FSCS learning support environment.
- In-service scheduled for 2/12/2021:
  - First Aid and CPR Training for all FSCS Staff
  - Discussing and Finalizing FSCS Philosophy of Assessment

### **FSCS Faith and Community**

- Curran Collection and Tribute
  - The Catholic Culture committee is working on a way to celebrate and support the Curran family.
  - The committee is looking at ways to provide support for this family after their tragic loss.
- Catholic Schools Week
  - Events for CSW have been scheduled and shared with staff
  - 1/27/21 Newsletter will have CSW schedule and events
  - All school BINGO, spelling bee, celebrity zoom calls, 8th grade basketball shootout, dress-up days, etc.
- FSBL
  - Faithful Shepherd Basketball League will provide a 3v3 basketball experience for over 50 FSCS students.
  - League starts 1/31 Ends 3/21
- 8th Grade Basketball
  - Both 8th grade girls and boys will be playing in the Catholic Athletic Association for basketball this winter. This provides an opportunity for 8th graders to participate in FSCS CAA athletics during their final basketball season at FSCS

### **Safety and Other Procedures**

- COVID 19
  - We are continuing to mitigate and monitor COVID 19 cases each week.
  - Over the past 2 weeks we have had multiple students quarantine due to exposure.
- All drills have been scheduled for the remainder of the year with Patti Johns

**Faithful Shepherd Catholic School  
Development Committee Meeting  
Unapproved Minutes Date: December 3, 2020**

Committee Members Present:

Administration Representative	Star Fund	September Fest	Gala	Marathon
Mike Randall	Joe Keating Dan Citron	Jon Weber	Meagan Galbari Tracey Citron	Elizabeth Pershing

Meeting called to order at 7:02pm

Agenda was reviewed.

Mike made a motion to approve August’s meeting minutes. Motion was seconded by Jon Weber. Meagan Galbari was the only other member who was present for the August meeting and approved the motion.

**Star Fund Update – Joe and Dan**

- Currently at \$50,351 from 63 donors
- Goal is \$80,000
- Point of reference: we raised \$82,000 in 2019
- They have decided to put calling all families on hold.
- They will make targeted calls to donors from last year.
- They will do email blasts to continue to encourage families to donate.
- They will look at contacting alumni families in the spring.
- Mike will connect with Jim Burns and Brian Howard as they have been helpful in connecting with alumni families in the past.
- We are getting good feedback on the fund this year. People like the video that was created. People like that there are ear-marked categories this year.
- Mike discussed an idea about having a Car-Parade before Christmas break. He is working with Dan Keller and the teachers. Ideas discussed:
  - Passing out hot cocoa packets and cookies to all the cars.
  - Having a Live Manger scene with teachers.
  - Having a large Christmas tree with lights and having each family bring an ornament.
    - Dan and Tracey shared they are willing to donate a large tree from their front yard.
  - Having music playing-perhaps from prior year Christmas concerts.
  - Having a kettle at the end to benefit the Star Fund.

### **Gala Update-Meagan and Tracey**

- We are considering moving the date to April in response to concern having to ask the hospitality industry for donations to our Silent Auction.
- Discussed the “Dancing with our Stars” theme.
  - Cinema Ballroom is owned by a FSCS family and has a great set-up for our theme.
- We are moving forward with a 100% virtual event but looking at ideas of having “VIP viewing parties” for small gatherings.
- 2<sup>nd</sup> committee meeting will be next week and all of committee seats are filled.
- We are hoping to have the Electric Moment idea approved by the School Board in January, so we can start working on promotional materials.
- Asked for feedback from committee on changing the date.
  - Jon shared STA’s gala is 4/24.
  - Elizabeth did not express concern with the date being close to the marathon.
  - Mike will explore the date for AHA’s gala.
  - Dan expressed concern about the date being close to Tax Day.

### **Marathon Update-Elizabeth**

- It is difficult to plan as we are unsure of what life will be like next spring.
- She is exploring ideas of having the focus be just the kids (and not entire families). Perhaps connecting it to Field Day at the end of the year.
- Elizabeth will connect with Dan Keller regarding ideas on how to incorporate it into the school day.
- She would still like to incorporate a raffle element.

### **September Fest Update-Jon**

- Date is set for the weekend of September 24-26<sup>th</sup>.
- A contact has been signed for the 2 bands (Gear Daddies; Suburbs)
- Contracts are in place for the stage, biffies and garbage collection.
- Jon will work on the website.
- Would like to start ticket sales as soon as possible. Price will be \$30-\$35 with an “early bird” rate of \$25.
- Discussion about cancelling the event if numbers are not allowed. Will offer refunds.
- 1,500 ticket sales is about the break-even point.
- Jon would like to restructure the VIP section and not allow co-mingling between VIP and Sponsors.
- Mozeika family is still involved and continue to shadow Jon.

**Next meeting set for: Thursday, March 4<sup>th</sup>, 2021 at 7pm.**