

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
March Approved Minutes
Date: March 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
Invocation	The meeting was held via Zoom and began at 6:33PM with a prayer by Fr. Tim.	Fr. Tim
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the March 2021 agenda. The motion was seconded by Joe Keating and was unanimously approved.	Skagen
Approval of Minutes	Motion: Fr. Tony made a motion to approve the February 2021 Minutes. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
	New Business	
Electric Moment – Gala	Mike discussed the Electric Moment for the Gala, which would update the FSCS network and wireless connections in our building. We currently have ten switches in the building which are over ten years old. We have had several network outages in recent years, which also affect our phone system. The goal would be to replace the ten switches with seven new switches. We will also update the wireless access points. The access points are also ten years or older. Twenty-two of the access points will need to be	Randall

	<p>replaced. The new access points will be much better than the current access points as well as stronger.</p> <p>Mike is in the process of obtaining bids for this work and will finalize the bids in the next week or so.</p> <p>Jen inquired what terminology should be used for this project for messaging purposes. Mike indicated Wireless and School Network Upgrade.</p> <p>Meagan asked how the upgrade will impact teaching. Dan responded by stating our middle school students use their Chromebooks daily (which utilize the network) for their core classes. Mike mentioned there are more wireless devices connecting to our network than in prior years.</p> <p>Fr. Tony stated it is a necessary upgrade and recommended we proceed in using this as our Gala Electric Moment.</p> <p>Joe inquired how long the new switches would last. Mike stated the new switches would last another ten years. The switches we are looking at are a higher quality than the ones we currently have. Mike also mentioned (for our NWEA testing) it is critical to have our systems up and running without interruption.</p> <p>Motion: Joe Keating made a motion to have the 2021 Gala Electric Moment be to upgrade the school’s network and access points (Wireless and School Network Upgrade).</p> <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p>	
	Old Business	
<p>Principal Search Committee Update</p>	<p>Joe provided an update on the Principal Search Committee to the Board.</p> <p>The Principal Search Committee contacted the teachers who were nominated to participate and all accepted. Committee members include: Dawn Toboja, Kate Larson, Sarah Meier, Debbie May-Olson, Jason Skagen, Jen Neuman, Joe Keating and Fr. Tony.</p> <p>The principal job description was posted on the Archdiocese website Saturday, February 27th. Joe mentioned the committee hopes to have a candidate recommended to the Canonical Administrator by May 1st. On Thursday, March 4th, the committee will meet to go over the basics of the committee, resumes, confidentiality requirements, interview processes, etc.</p> <p>Meagan asked if there will be anything different with the process between this year and last year. Joe mentioned the process will be the same, but there will be differences as we have new/different committee members, different needs, etc. Meagan inquired if this will be the same</p>	<p>Keating</p>

	<p>process as used with Dr. Hendricks. Joe stated he was not here for the hiring of Dr. Hendricks, but it will be the same process as used with the hiring of Chris Smith. Mike also mentioned the process will be the same, but the posting is different from when Dr. Hendricks was hired.</p>	
<p>Board Member Selection Process</p>	<p>Jason provided Board Members with a questionnaire document today. This week, they will start to look at openings on the Board. Jason asked the Board Members if they had any questions or comments regarding the questionnaire.</p> <p>Jen Neuman inquired as to the document's format, would it be fillable and provided by email. Jason mentioned there will be a link to the questionnaire, the priests can also send the questionnaire to those who are interested in becoming a Board Member.</p> <p>Fr. Tim didn't necessarily want to send out the questionnaire to potential candidates prior to the interview as he would like to see how they handle the questions on the spot vs. a prepared statement.</p> <p>Jen suggested the form not include the interview type questions.</p> <p>Jason indicated going forward, he will narrow down the questionnaire to five or six questions. Jason will bring the questionnaire to the Executive Committee for further review and will then forward the document to the priests.</p>	Skagen
<p>Board Goals Update</p>	<p>Jason provided a status update on the following goals:</p> <ul style="list-style-type: none"> • Develop a selection process for the pastors to select new Board members: In process, will wrap up this month. • Develop a tool to evaluate the Catholic identity of the school: In process, Pat, Meagan and Fr. Steven working on this goal. • Executive Director Mid-Year Review: Will take place during tonight's Executive Session. 	Skagen
<p>Board Calendar Update</p>	<p><u>December:</u></p> <ul style="list-style-type: none"> • Communicate with Finance Committees at parishes – St. John Neumann completed. Jason Skagen mentioned this item is on hold at this time, Finance Committee is aware. <p><u>January:</u></p> <ul style="list-style-type: none"> • Three-year proforma – Will discuss in tonight's Executive Session. 	Kraus

	<p><u>March:</u></p> <ul style="list-style-type: none"> • Develop Catholic identity of the school – Part One complete, Pat McNulty shared with Executive Committee. • Catholic Schools Week – Letter from the Board. Fr. Tony inquired as to what Tom was referring to. Tom stated once a year, the Board communicated to all three parishes, similar to a State of the School letter. <ul style="list-style-type: none"> ○ Jason added this to-do item for the Executive Committee in March. 	
	<p>Administration Reports</p>	
<p>Executive Director's Report</p>	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Mike stated 21/22 enrollment looks good. <ul style="list-style-type: none"> ○ Tom inquired what the numbers would look like for 21/22 enrollment, Mike stated we could hit 472 if we added some classes. We have 105 new applications as of today. We have a good chance of being maxed out at each grade level. ○ Jen Neuman mentioned Faithful Shepherd 'word of mouth' is having a positive impact. ○ Meagan inquired as to the reasons for the six students leaving. Mike replied two students are moving, one student will be attending STA, and two will be going back to public schools. ○ Tom inquired if anyone is looking at the physical placement of possible new classes in 21/22 school year. Mike replied, yes, we have looked into this and will continue to do so. 	<p>Randall</p>
<p>Principal's Report</p>	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • NWEA Testing Tri 2 completed • Tri 2 report cards completed, will be distributed this week • Optional Spring Conferences will be held March 11th and 12th • Enrichment Committee identified 4th and 5th grade students who will move to Level 3 Math and Reading. • Academic Excellence Committee will be representing the FSCS Philosophy of Assessment. • FSCS will be distance learning the week after spring break. • Determining COVID-19 strategies such as middle school seating charts. <ul style="list-style-type: none"> ○ Tom Kraus inquired about COVID-19 at FSCS. Dan mentioned there has been no student-to-student 	<p>Keller</p>

	<p>transmission, more transmission within a family unit.</p> <ul style="list-style-type: none"> ○ Fr. Tony stated FSCS is doing a great job! We all need to work together (both school and families) to keep our students learning on-site. 	
	Committee Reports	
Facilities	<p>No written report.</p> <p>Joe Mozeika is finalizing the bids for our preventative maintenance contract.</p> <p>Jason also mentioned he met with Angie Mozeika, Vice President of our Home and School Association (HSA), to discuss the role of HSA and their relationship with the Board. Jason invited HSA to come to our Board Meeting and present when we are in person again next fall. Jason also mentioned HSA has updated their information on our website, please check it out.</p>	Skagen
Development	<p>No written report.</p> <p>Committee meets this Thursday.</p> <p>Gala Update:</p> <ul style="list-style-type: none"> • Meagan mentioned that we have a strong Gala Committee! They are doing well on switching to a virtual event this year. Currently, the committee is working on preparing for the silent auction and classroom projects. The Committee is also working with Cinema Ballroom; seven teachers have volunteered to perform in a 'Dancing with the Teachers' Event. Now that the Electric Moment has been finalized, we can share this news with our families. Our emcee for the 2021 Gala will be Dan Keller. 	Galbari
Finance	<p>No written report.</p> <p>Dashboard was distributed to Board Members.</p>	Kraus
Marketing	<p>No written report.</p> <p>Mike mentioned he spoke with Metre today and Jen and Mike will discuss marketing plans later this month.</p>	Neuman/Randall

	Additional Notes	
Closing Prayer	The meeting ended at 7:40 PM with a prayer by Jason Skagen.	Skagen
Executive Session	<p>The Board adjourned, followed by an Executive Session.</p> <p>Note: The following motion occurred during the March Board Meeting Executive Session.</p> <p>Motion: Jason Skagen made a motion to approve the school recommendation of adding a fourth 1st grade class for the 2021 – 2022 school year.</p> <p>Fr. Steven made the first motion to approve.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p>	Skagen

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

Executive Director's Report – March 2021

Enrollment Update

Below is a chart showing current registrations for the 2021-22 school year:

Grade	New Apps	Potential	Class Size
Kindergarten	39	59	20
First	13	71	21
Second	3	59	22
Third	4	36	23
Fourth	8	53	24
Fifth	3	49	24
Sixth	5	48	25
Seventh	3	48	25
Eighth	2	49	25
	80	472	

- These are tentative numbers. Some families have applied but not yet been accepted (paperwork missing, no current grade level openings, pending financial aid etc.) In addition, the \$400 deposits are due/will be pulled March 1.
- Will be adding a third 2nd grade class (currently budgeted);
- Kindergarten class lower than anticipated due to 6 siblings deciding to wait a year because of age. If kindergarten surpasses 60, we will start a wait list;
- Based on current numbers, worth considering adding a fourth 1st grade class;
- To date, only 6 students have confirmed they are leaving, another 9 have indicated they have not yet decided. If those 9 leave, projected enrollment would be 463.

Marketing Efforts:

- Continuing to promote kindergarten enrollment to our preschool families.
- We receive interest almost daily from prospective families who seem to be finding us!

Fundraising Update

STAR Fund

- The STAR Fund has raised a total of \$110,928 to date from a total of 127 donors (this **does not** include \$17k in-kind gifts). This is an increase from this time last year, when we had raised \$70,000 from 95 donors. Budgeted goal is \$80k.

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 results have been shared with parents.
- Conferences sign ups will begin Monday March 1st, for optional Spring Conferences. March 11th and March 12th.
- Trimester 2 ended February 26th with grades being stored March 1st.

Teacher Committees and Progress

- The FSCS enrichment committee continues to analyze how we can improve on assisting FSCS students through learning specialist or enrichment services.
- The Enrichment committee has identified students in 4th and 5th grade that have moved into level III math and reading.
- 30 FSCS teachers and staff participated and completed a 2 year certification in first and CPR.
- Academic excellence committee will be presenting the FSCS Philosophy of Assessment that was discussed as a whole staff during the 2/12 inservice.

FSCS Faith and Community

- FSCS and HSA will be partnering for a family game night this spring that will also celebrate the Curran and Gilbert families.
- 8th Grade Basketball
 - Both 8th grade girls and boys will be completing their CAA basketball seasons this week.
- FSCS Athletics
 - The CAA is planning to move forward with softball and baseball this spring
 - Track and field are currently up for consideration.
- Senior service project: currently we are working with 3 FSCS alumni that will be volunteering at FSCS this spring.

Safety and Other Procedures

- COVID 19
 - We are continuing to mitigate and monitor COVID 19 cases each week.
 - Over the past 2 week we have experienced a number of cases and exposures.
 - FSCS will be distance learning the week after spring break.
 - FSCS has implemented strategies within the middle school to help contact tracing.