

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
May Approved Minutes
Date: May 4, 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	Meagan Galbari	Pat McNulty	Dan Keller, Interim Principal
Jen Neuman	Jason Skagen	Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 6:34PM with a prayer by Fr. Tim.	Fr. Tim
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the May 2021 agenda. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
Approval of Minutes	Motion: Fr. Tony made a motion to approve the April 2021 Minutes. The motion was seconded by Fr. Tim and was unanimously approved.	Skagen
New Business		
Assistant Principal Search Update	Joe Keating provided an update on the Assistant Principal Search. The Assistant Principal Search Team has been formed. Members include: Broque Brew, Catherine Butel, Katie Hogle, Joe Keating, Jen Neuman, Fr. Tony O'Neill and Jason Skagen. Round one (Zoom interviews) will take place the week of May 10 th (later in the week). Round two (in person interviews) will take place the week of May 17 th .	Keating

	<p>The Assistant Principal position was posted on the Archdiocese website. The posting will come down on May 10th.</p> <p>The goal is to hire the Assistant Principal by June 1st.</p> <p>Tom inquired how many applicants have applied so far. Joe indicated there are currently nine applicants.</p>	
Principal Butel Update	<p>Joe Keating has been in touch with Catherine Butel since she accepted the Faithful Shepherd Principal position (effective 7/1/21).</p> <p>Mike Randall and Dan Keller have also been in communication with Catherine. Mike is working with Catherine on administration topics and Dan is working with Catherine regarding teacher applications, etc.</p> <p>Meagan mentioned she extended an invitation to Catherine to join our Gala on May 1st and she attended.</p>	Keating
New St. Peter Board Member Update	<p>Tom Kraus will retire from the Board after six years of service. Jason thanked Tom for his time on the Board and indicated Tom's term will end on June 30, 2021.</p> <p>Joe Keating's term will also end on June 30, 2021 and Fr. Tony has asked Joe Keating to remain on the Board. Joe has agreed to do so.</p> <p>Jason mentioned the upcoming Wednesday newsletter will include information for our families on the open Board Member position (Tom Kraus) at St. Peter's. There will also be mention of Joe's term ending and that Fr. Tony has asked Joe to remain on the Board.</p> <p>Fr. Steven indicated a couple people have shown interest in the Board position. Fr. Steven mentioned he was grateful for Tom's years of service on the Board and that he had been a great blessing – thank you Tom!</p>	Skagen/Fr. Steven
	Old Business	
Board Goals Update	<p>No goals are due this month.</p> <p>Next month will include completion of the following goals:</p> <ol style="list-style-type: none"> (1) Develop a tool to evaluate the Catholic identity of the school. (Pat, Meagan, Fr. Steven) (2) Complete Executive Director Year End Review (Executive Committee) (3) Develop a Board Assessment Process (Joe, Jen) 	Skagen

<p>Board Calendar Update</p>	<p>In addition to the three goals (above) which will be completed in May, Tom mentioned moving the approval of the parent/student handbook back so our new principal could be a part of the process. Jason indicated we would move the approval of the parent/student handbook to August so Catherine may be involved in the process.</p> <p>Tom inquired if we were planning to require a year end inventory of all electronic and non-electronic assets. Jason indicated they would discuss this topic during the Executive Session.</p>	<p>Kraus</p>
<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"> • Meagan provided an update on our May 1st Gala. The committee was fantastic! Jon Weber and Matt Wallace helped execute the vision of the virtual Gala. Attendance was higher than it has been! We had 400 participants this year and 300 last year. It was a successful night! • Mike thanked both Meagan Galbari and Tracey Citron for their creative ideas and for pulling off a fun dancing with the teachers' production! 	<p>Randall</p>
<p>Principal's Report</p>	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • NWEA closed 4/30. • Gala Update: Heard good things from teachers, families, etc. Kudos to all those involved! • 8th grade graduation will be hosted at St. John Neumann, sign up seating for mass required. • End of year – Working on potential room movements, hiring of 1st grade, kindergarten, Advanced ELA teacher positions in process. • Field Day planning in process. Field Day will be held on Monday, June 7th. • Book Fair will be held 5/10, 5/11, 5/13 attend via sign up genius. • Baseball, CAA Track and CAA Golf sports are in process. • 3 FSCS alumni, currently high school seniors, will be on campus beginning 5/24 to complete various outdoor service projects. • Continue to monitor any covid cases on a weekly basis. 	<p>Keller</p>

	Committee Reports	
Marketing	<p>No written report.</p> <p>Coming up...will work on marketing and enrollment position as well as small group for marketing.</p>	Neuman
Development	<p>No written report.</p> <p>Will meet next week, will discuss marathon.</p>	Galbari
Finance	<p>Dashboard distributed to Board Members.</p>	Kraus
Executive Committee	<p>No written report.</p> <p>Currently working on graduation plans, interviewing/staffing.</p>	Skagen
Facilities	<p>No written report.</p> <ul style="list-style-type: none"> • Budgeted capital improvements (Roof – summer, will put together updated plan as well as flooring.) • Preventative maintenance plan should be completed by next month. 	Skagen
	Additional Notes	
Closing Prayer	<p>The meeting ended at 7:20 PM with a prayer by Pat.</p>	McNulty
Executive Session	<p>The Board adjourned, followed by an Executive Session.</p>	Skagen

Next Board Meeting: - June 1, 2021 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – May 2021

Enrollment Update

- Projected enrollment for 2021-22 is 450-455 students. These are *tentative* numbers. Some families have applied but not yet been accepted (paperwork missing, pending financial aid etc.) We also have 5 students who are undecided about returning.
- We currently have a waiting pool of 11 students:
 - Kindergarten (3)
 - 4th grade (6)
 - 7th grade (2)
- To date, 13 students have confirmed they are leaving.
- We continue to receive weekly requests for information/space in all grades.

Marketing Efforts:

- Focus in on getting new families enrolled and all paperwork submitted.
- Continuing to promote our preschool.

Fundraising Update

Gala Update

- This year's Gala was a HUGE "virtual" success! From the Silent Auction to the Electric Moment to the Dancing with the Stars competition, we couldn't have asked for a better result! Income and expenses are still being tallied, but with over \$109,000 raised the night of the event, combined with sponsorship dollars, the CSCOE \$15,000 Electric Moment Challenge Gift, and the lead gift of \$5,000 from HSA, it was a great night for Faithful Shepherd Catholic School! We should have final numbers later this week.
- I would like to personally thank all of the volunteers involved with this year's Gala. Everybody worked extremely hard to make our first ever "virtual" Gala a success, from our emcee's, Mr. Keller and Mr. Wolf, our "Dancing with the Stars" teachers, our live production team of Jon Weber and Matt Wallace, and the Gala planning committee.
- Most importantly, a HUGE shout out and thank you to our Gala co-chairs, Tracey Citron and Meagan Galbari for their exemplary leadership, vision, commitment, and dedication to the school. They put in an amazing amount of time and effort to ensure the success of this year's Gala! Not only was the event a success financially, but it was a fun and entertaining show that helped build community in a way that none of us imagined we could during a "virtual" Gala. Thank you, Tracey and Meagan!

STAR Fund

- The STAR Fund has raised a total of \$118,775 to date from a total of 134 donors (this **does not** include \$17k in-kind gifts). This is an increase from this time last year, when we had raised \$75,000 from 101 donors. Budgeted goal is \$80k.

EANS Funding

- We have submitted a proposal for additional funding through the Emergency Aid for Non-Public Schools Fund (EANS) as part of the Coronavirus Response and Relief Supplemental Appropriations Act. The Minnesota Department of Education (MDE) will be reviewing all applications over the next three weeks and will let schools know by May 15. This funding is intended to help non-public schools safely reopen or keep schools open. The focus of our application was on updated technology for the teachers and students. All funds must be distributed/spent by October 25.

Finance Update

- The Finance Committee met on April 27 to review year-to-date financials and the financial outlook continues to trend positive. The ***confidential*** dashboard is attached.

Through the Halls of FSCS

- Spring NWEA testing completed April 30th
- Gala Update
- Graduation
- FSCS End of the Year, teacher room movement and hiring

Teacher Committees and Progress

- Field Day team meeting and update

FSCS Faith and Community

- Spring Book Fair week of 5/10. In the gym, Monday, Tuesday, Thursday
- FSCS Athletics Update
- Senior service project: currently we are working with 3 FSCS alumni that will be volunteering at FSCS this spring.
- Matthew Foley Eagle Scout Project

Safety and Other Procedures

- COVID 19
 - We are continuing to mitigate and monitor COVID 19 cases each week.
 - FSCS middle school team continuing to explore strategies to help contact tracing.
- Strategies Moving Forward