

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
June Approved Minutes
Date: June 1, 2021

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Joe Keating	Fr. Tim Wozniak	Fr. Steven Hoffman	Mike Randall, Executive Director
Jen Neuman	Meagan Galbari	Pat McNulty	Dan Keller, Interim Principal
	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 Jen Neuman.	Neuman
Adoption of Agenda	Motion: Joe Keating made a motion to approve the June 2021 agenda. The motion was seconded by Tom Kraus and was unanimously approved.	Skagen
Approval of Minutes	Motion: Fr. Tim made a motion to approve the May 2021 Minutes. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
	New Business	
Principal/Assistant Principal Update	Joe Keating provided an update on the Principal and Assistant Principal positions. Principal: Catherine Butel was in town last week and at Faithful Shepherd on Thursday morning. She will begin her role of Principal on Thursday, July 1 st . Catherine has been in communication with Mike Randall regarding administrative responsibilities and Dan Keller regarding new staff hires.	Keating

	<p>Assistant Principal: Dan Keller accepted the position of Assistant Principal and will transition into this role on July 1st. Joe congratulated Dan on the new opportunity!</p> <p>Tom inquired about Dan's role with the Summer Program. Dan is acting in an advisory/hiring role at this time. He is looking to transfer his summer program role to another lead instructor shortly.</p>	
Board Assessment Tool Update	<p>Jen Neuman and Joe Keating are working on this project.</p> <p>The purpose of the Board Assessment Tool is to identify the strengths and growth opportunities for the Board of Directors. It will look at the current performance and progress of the Board in order to ensure the Board's work provides the greatest benefit to Faithful Shepherd.</p> <p>Tom Kraus inquired as to when the Board Assessment Tool will be implemented. Jason indicated this will be discussed at tonight's Executive Committee or at the upcoming Board retreat. Jason stated the goal was to develop the tool this year. At the August or September Board Meeting, Jason indicated they will look to see when to implement this tool into the calendar. Jen also mentioned we need to determine a platform to collect the necessary data.</p>	Keating
	Old Business	
Board Goals Update	<p>Jason provided an update on the Board Goals.</p> <ol style="list-style-type: none"> 1. Develop a tool to evaluate the Catholic Identity of the school: Pat will discuss at tonight's Executive Session. 2. Develop Executive Director goals, complete mid-year review and year-end review: The mid-year review has been completed. The year-end review is in process. 3. Develop an onboarding process for new Board Members: The onboarding process is in place and was followed this year with new board members Pat McNulty and Meagan Galbari. 4. Develop a selection process for the pastors to select new Board Members: The process is in place and being used to fill the upcoming open Board Member position at St. Peter's. 5. Review Executive Director and Principal job descriptions and update if needed: This goal was completed by the Governance Committee. 6. Develop a Board Assessment process: Jason indicated Joe Keating provided an update on this goal within the New Business section of the meeting. 	Skagen

	Jen inquired how we would notify the community on the status of the Board Goals. Jason will update the status of the Board Goals and provide to Mike to place an update on the website.	
Board Calendar Update	<p>Tom Kraus noted the annual meeting will occur in August.</p> <p>The following items were addressed on the calendar:</p> <ul style="list-style-type: none"> • Performance Review Principal: N/A at this time • Parent Student Handbook: Our new principal will review over the summer. This document will then be reviewed by the Board in August. • Audit: See below. • Year-End Inventory: See below. <p>Audit: Tom inquired if we will continue to work with the same audit company, Froehling Anderson. He mentioned the Board typically approves the audit company.</p> <p>Jason asked Tom and Pat if there was a recommendation from the Finance Committee to change the audit/accounting firm. Pat stated no change in the audit company has been recommended by the Finance Committee.</p> <p>Motion: Tom Kraus made a motion to approve the current accounting firm of Froehling Anderson to complete the external audit of the 2020-2021 school year.</p> <p>The motion was seconded by Pat McNulty and was unanimously approved.</p> <p>Year-End Inventory: Tom indicated this item was on the Board Calendar. Tom inquired if we should be counting tables and/or desks and chairs. He mentioned the year-end inventory has not been discussed in the Finance Committee.</p> <p>Mike mentioned we do track Chromebooks and we do track inventory of technology assets.</p> <p>Motion: Jason Skagen made a motion to not require inventory of assets for the 2020-2021 school year. Jason indicated we should ask the auditors for their recommendation for conducting a year-end asset inventory for the 2021-2022 school year.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p>	Kraus

	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> Projected enrollment for 2021-2022 is 450-455 students. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> Graduation will be held at SJN on June 8th. Staffing in process for MS ELA, Kindergarten, 2nd grade and PE. Classroom movements - Teachers who will be moving classrooms have been notified. Three St. Thomas Academy seniors helped out at FSCS with gardening/outside work. Working on strategies moving forward - masks for students/staff, volunteers in 21/22 school year, etc. Last Mass on June 9th will be outdoors. <p>Tom Kraus inquired about the Blair family. Dan mentioned tomorrow's Mass would be dedicated to the Blair family and there would be additional information in tomorrow's newsletter.</p>	Keller
	Committee Reports	
Marketing	<p>No written report.</p> <p>Finalizing the marketing job position. (Jason Skagen mentioned this will be discussed in the Executive Session.)</p>	Neuman
Development	<p>No written report.</p> <p>See Mike's Executive Report for details.</p>	Galbari
Finance	<p>Dashboard distributed to Board Members.</p>	Kraus
Executive Committee	<p>No written report.</p> <p>The Executive Committee has worked on Board Goals, Marketing/Enrollment position and principal and assistant principal updates.</p>	Skagen

Facilities	<p>No written report.</p> <p>The Facilities Committee will be finalizing the summer list of 'to do' items.</p>	Skagen
	Additional Notes	
Closing Prayer	<p>The meeting ended at 7:30 PM with a prayer by Tom.</p> <p>Jason took a moment to thank Tom Kraus for his six years on the board. Tom was very helpful and influential to Jason and was a great person to work with!</p> <p>Tom thanked the Board and mentioned it was great working with you all!</p>	Kraus
Executive Session	<p>The Board adjourned, followed by an Executive Session.</p> <p>The following took place during the Executive Session:</p> <p>Motion #1: Jason Skagen made a motion to approve the EANS funding for technology items for the school, with the understanding that the state of Minnesota will hold title to the equipment.</p> <p>The motion was seconded by Jen Neuman and passed 8-o with Fr. Tony absent.</p> <p>Motion #2: Jason Skagen made a motion to approve a full-time enrollment and marketing position for the 2021-2022 school year.</p> <p>The motion was seconded by Tom Kraus and passed 8-o with Fr. Tony absent.</p>	Skagen

Next Board Meeting: - August 3, at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – June 2021

Enrollment Update

- Projected enrollment for 2021-22 is 450-455 students.
- We currently have a waiting pool of 12 students:
 - Kindergarten (5)
 - 4th grade (6)
 - 8th grade (1)
- To date, 17 students have confirmed they are leaving.
- We have a total of 52 students who are transferring into grades 1-8 for next year. We had six at this time last year. We continue to receive weekly requests for information.

Marketing Efforts:

- Focus in on getting new families enrolled and all paperwork submitted.
- Planning Kindergarten get together events for the summer.

Fundraising Update

Gala Update

- Current numbers for the Gala are:
 - Net to budget - \$85,000 (est.)
 - Electric Moment - \$45,825
- Another HUGE thank you to Meagan Galbari and Tracey Citron for a great job this year as co-chairs of the Gala AND for agreeing to stay on as co-chairs for next year!

STAR Fund

- The STAR Fund has raised a total of \$120,000 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 \$76,000 from 102 donors. Budgeted goal is \$80k.

Marathon

- With the Gala being moved back to May 1 the decision was made to not hold a Marathon fundraising event for this year. We will reevaluate this event and determine what changes may need to be made for the 2021-22 school year.

Finance Update

- The Finance Committee met on May 19 to review year-to-date financials and the financial outlook continues to trend positive. This is good news considering the challenges faced this year with the cancellation of SeptemberFest and having to hold a “virtual” Gala. Increased enrollment, and strong results from both the STAR Fund and the Gala helped tremendously. The **confidential** dashboard is attached.

Through the Halls of FSCS

- Graduation Update
- Staffing
 - Hiring and Interview Process
 - Middle School ELA
 - Kindergarten
 - 2nd Grade
 - Physical Education
- Communication with Dr. Catherine Butel
- Classroom movement

FSCS Faith and Community

- Community support
- 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