

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
August Approved Minutes
Date: August 3, 2021

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Joe Keating	Fr. Tim Wozniak	Fr. Steven Hoffman	Catherine Butel, Principal
Jen Neuman	Meagan Galbari		Danny Kieffer, St. Peter's Parishioner, potential St. Peter's Board Member
	Jason Skagen		Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	<p>The meeting was held in person at Faithful Shepherd and began at 6:32PM with a prayer by Joe Keating.</p> <p>Introductions followed of those present at the meeting for the benefit of our new principal, Catherine Butel and St. Peter's parishioner, Danny Kieffer (potential St. Peter's Board Member).</p>	Keating
Adoption of Agenda	<p>Motion: Fr. Tim made a motion to approve the August 2021 agenda.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p>	Skagen
Approval of Minutes	<p>Two motions were approved during the June 1st Board Meeting Executive Session. The motions should be included in the June 1st Meeting Minutes.</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 8-0 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>	Skagen

	<p>The motion was seconded by Tom Kraus and passed 8-o with Fr. Tony absent.</p> <p>Motion: Joe Keating made a motion to approve the June 2021 Minutes with the above noted additions.</p> <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p>	
	New Business	
Board Breakfast for Faculty/Staff	<p>The Board typically hosts a breakfast for Faculty/Staff during Workshop Week. Board Members bring in breakfast/beverage items for Faculty/Staff.</p> <p>Jason inquired if any Board Member(s) would be willing to coordinate this event. Meagan Galbari volunteered and will create a sign-up genius for necessary items, etc.</p> <p>The Board and Catherine determined Tuesday, August 31st at 7:30AM would work for this event.</p>	Skagen
Covid Plan for Start of School	<p>Catherine provided an update on the Covid Plan for the start of school.</p> <ul style="list-style-type: none"> • This is a 'hot topic' with families. • CDC, MN Department of Health and the Archdiocese say in person school is the best for students. • Catherine is working on the draft Covid Plan. She is meeting with teachers, parents, nurses, etc. on Wednesday, August 4th. Initial information will go out to families this week. The document emphasizes the shared responsibility between the school, students and families. • Jason indicated the Covid Plan is not a Board decision. The Board is here to support the school and staff and help them along the way. • Jen mentioned the Board is here to support leadership and it is one of our biggest roles. 	Butel
Approve Parent/Student Handbook	<p>Catherine provided an update on the 21/22 Parent Student Handbook.</p> <p>Summary of key adjustments to the Parent/Student Handbook for 2021-2022 School Year</p> <ol style="list-style-type: none"> 1. Many of the Covid related guidelines which were woven throughout the handbook by necessity for 2020-2021 have been removed. A "preface note" will explain that certain measures are still in place or may need to be restored in response to specific needs as they arise. 	Butel

	<ol style="list-style-type: none"> 2. Fees for the new school year were updated, along with eliminating the “non-parishioner” category of fees. Lunch costs were updated, reflecting a new vendor. 3. Under communication, a simple section about how we teach and practice dialogue, mediation and conflict resolution will replace the section previously titled “dispute resolution.” 4. The section on uniform was edited – nothing about the actual uniform was changed, but it is now described in terms of what students should wear rather than what is not allowed. The items which form the uniform for girls and for boys at each grade level are itemized a bit differently in the chart. 5. While the section on field trips is basically restored from previous years, it is noted that each proposed field trip will need to be evaluated with regard to Covid precautions. 6. While the concept of Parent Volunteers is restored, we are still awaiting guidance from the Archdiocese in terms of parent interactions within the school and/or on school trips, due to continued Covid precautions. <p>Jen inquired if the continuous enrollment piece is a part of the Parent/Student Handbook. Both Catherine and Jason indicated no, it is a part of the Admissions/Enrollment process.</p> <p>Motion: Meagan Galbari made a motion to approve the 2021-2022 Parent Student Handbook with the key adjustments noted above.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	
<p>Personnel Adjustments in Budget</p>	<p>The following motions took place via email on July 27, 2021.</p> <p>Motion #1: Jason Skagen made a motion to approve spending over budget, up to \$17,000 to adjust Brett Brones from part-time music specialist to full-time music specialist for the 2021-2022 school year.</p> <p>The motion was seconded by Pat McNulty and passed 8-o. (This did not include a vote by Danny Kieffer.)</p> <p>Motion #2: Jason Skagen made a motion to approve spending over budget, up to \$22,500, to hire a part-time K-5 Spanish specialist, and move Kaitlin Kraemer to full-time middle school Spanish teacher.</p>	<p>Skagen</p>

	<p>The motion was seconded by Pat McNulty and passed 8-o. <i>(This did not include a vote by Danny Kieffer.)</i></p>	
<p>Elect Officers of the Board</p>	<p>The Annual Election was held during tonight’s Board Meeting.</p> <p>2021/2022 Board/Officer Elections:</p> <p>BOARD:</p> <ul style="list-style-type: none"> ● Chairperson: Motion: Joe Keating made a motion to nominate Jason Skagen as Board Chairperson. <p>The motion was seconded by Fr. Tim and was unanimously approved.</p> <ul style="list-style-type: none"> ● Vice Chairperson: Motion: Jason Skagen made a motion to nominate Joe Keating as Board Vice Chairperson. <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p> <ul style="list-style-type: none"> ● Recording Secretary: Motion: Jason Skagen made a motion to nominate Mary McCoy as Board Recording Secretary. <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p> <p>OFFICERS OF THE SCHOOL:</p> <ul style="list-style-type: none"> ● President: Father Tony O’Neil (This is an Archbishop appointment, not subject to election.) <ul style="list-style-type: none"> ● Vice President: Motion: Jason Skagen made a motion to nominate Fr. Tim Wozniak as Vice President. <p>The motion was seconded by Joe Keating and was unanimously approved.</p> <ul style="list-style-type: none"> ● Corporate Treasurer: Motion: Jason Skagen made a motion to nominate Pat McNulty as Corporate Treasurer. (This is on the condition Pat is okay with taking on this responsibility, Jason will follow up with Pat directly as Pat was unable to attend tonight’s meeting.) <p>The motion was seconded by Fr. Steven and was unanimously approved.</p>	<p>Skagen</p>

	<p> <ul style="list-style-type: none"> • Corporate Secretary: Motion: Jason Skagen made a motion to nominate Jen Neuman as Corporate Secretary. <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p> <p>Jason stated the Executive Committee meets the third week of each month. The Bylaws state the following members are required to be present at the Executive Committee: Canonical Administrator, Chairperson, Corporate Secretary and Principal.</p> <p>Jason indicated we have three options for the Executive Committee:</p> <ol style="list-style-type: none"> (1) Leave the Executive Committee as written in the Bylaws. Those who are required to attend include: Canonical Administrator, Chairperson, Corporate Secretary and Principal. (2) Include the Vice Chairperson in the Executive Committee vs. the Corporate Secretary. (3) Include both the Vice Chairperson and the Corporate Secretary in the Executive Committee. <p>Jason asked Joe if he would like to be a part of the Executive Committee this year. Joe mentioned he is open to this opportunity, but didn't see a need to be on the Executive Committee as was needed last year with the Governance Committee role.</p> <p>Joe stated he would like a week to think it over. Jason indicated we could make a motion via email if Joe would like to change things and be on the Executive Committee for the 21/22 school year.</p> <p>Jen mentioned she will also take a week to think over plans for the Executive Committee.</p> <p>Jason stated the goals of the Executive Committee are:</p> <ol style="list-style-type: none"> (1) Review agenda for the upcoming board meeting (2) Sounding board for the principal, things come up during the school year the principal may need additional guidance and/or assistance with. </p>	
	Old Business	
<p>Marketing and Enrollment Coordinator Update</p>	<p>The Governance Committee (comprised of Jen Neuman, Jason Skagen and Joe Keating) stated Faithful Shepherd is ready to have a full-time marketing and enrollment position.</p> <p>The Governance Committee worked with Administration on the position's responsibilities, requirements, etc.</p>	<p>Keating</p>

	<p>Jen mentioned there will be a focus on enrollment to engage the community, it will be a pro-active role.</p> <p>Jason indicated we are ready to post the position at this time.</p> <p>(Marketing & Enrollment Coordinator Job Description Attached)</p>	
Board Calendar Update	<p>Jason is looking for a rep who will own the Board Calendar going forward. Meagan Galbari volunteered for the task for the 21/22 school year.</p> <p>Calendar items reviewed:</p> <ul style="list-style-type: none"> • 21/22 Board Goals - At the next Board Meeting, during the Executive Session, the Board will establish and discuss Board Goals for the 21/22 school year (and possibly vote on the goals to work on during the 21/22 school year). Jason will send ideas out from last year and requested Board Members review and look over and/or add anything to the list and return information to him this coming week. • 21/22 Principal Goals – The Board will need to establish and vote on the Principal Goals at the next Board Meeting’s Executive Session. The Executive Committee will work on this during their next committee meeting and the Principal Goals will be brought to the Board at the next Board Meeting. • 21/22 Committee Chairs – Jason indicated as a Board, we need to approve each committee chair. Jason asked our Board Members to follow up to see who will be the committee chairs for the upcoming school year. We will vote on these chairs at the September Board Meeting. • 21/22 Committee Liaisons - The current committee liaisons are Jen Neuman (Marketing), Meagan Galbari (Development), Open (Finance) and Jason Skagen (Facilities). We will need to find and determine liaisons for the 21/22 school year. Jason would like to offer the Facilities Committee Liaison role to another Board Member for the upcoming school year. • Board Retreat – Discussion followed regarding holding a Board Retreat during the September/October timeframe. 	Skagen
	Administration Reports	
Principal’s Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • MNSAA Accreditation Certificate received today • Enrollment strong, 452 students • Network updated over the summer • Interviewing for the PE specialist position • Making plans for start up events: Meet & Greet, Back to School Nights if possible 	Butel

	<p>Jason mentioned we typically include the principal's report in the Board Meeting Minutes and asked Mary McCoy to do so.</p> <p>Joe inquired if there will be a regular meeting(s) with the Discovery Center leadership team. Catherine replied, yes, there will be regular meetings held.</p> <p>Meagan Galbari inquired if we will be communicating to our families the '21 Gala Electric Moment which included our network upgrade. Jen wondered if we could place something in the newsletter or annual report. Catherine thought we could also mention this at Back-to-School night. They will think about this to determine the best course of action to let our families know of the upgrade and our gratitude of their donations for the network upgrade.</p> <p>The Business Director's Report is also included in the August Minutes.</p>	
	Committee Reports	
Governance	<p>Jason mentioned this committee sunsetted in June. Joe, Jen and Jason were all a part of the Governance Committee.</p> <p>Joe Keating would like to keep this committee going for the 21/22 school year. Jen would also like to stay involved with this group. Joe would like the same group to continue in the 21/22 school year including Jen, Joe and Jason.</p> <p>Jason indicated no motion was required for this. He also asked if anyone else would like to be a part of the Governance Committee. No one else came forward.</p> <p>Jason indicated the Governance Committee would be re-instituted for the 21/22 school year with Jen, Joe and Jason.</p>	Keating
Marketing	No written report.	Neuman
Development	<p>No written report.</p> <p>See Business Director's Report for additional details.</p> <p>Septemberfest is moving forward per Meagan. Joe Weber is meeting with Mike Randall this week.</p>	Galbari

Finance	No Dashboard this month. There are no updates at this time as Pat McNulty was unable to attend tonight's meeting.	Skagen
Executive Committee	No written report.	Skagen
Facilities	No written report. Corporate Mechanical will take care of the preventative maintenance items for Faithful Shepherd. Jason also mentioned we need to get better at providing Committee Reports to be included in the Board Meeting Minutes.	Skagen
	Additional Notes	
Closing Prayer	The meeting ended at 8:10 PM with a prayer by Joe Keating.	Keating
Executive Session	The Board adjourned. There was no Executive Session tonight.	Skagen

Next Board Meeting: September 7, 2021 at 6:30PM - Regularly Scheduled Meeting (either at school or via Zoom). Executive Session following the meeting (approx. 8:30PM) if needed.

Job Title: Marketing & Enrollment Coordinator, Faithful Shepherd Catholic School

Position Reports to: Business Director

Classification: 12 Month Employee – Reduced Summer Hours

Salary: Paid Twice Per Month

Job Description: The primary objective of the marketing & enrollment coordinator is to increase enrollment at Faithful Shepherd Catholic School (FSCS). To that end, the person in this role leads activities and initiatives aimed at increasing awareness, driving interest and engaging prospective students and families. They proactively embrace opportunities to elevate the visibility and reputation of FSCS in the community.

They play an active role supporting school marketing efforts, fundraising events, and ongoing engagement with key audiences.

General Responsibilities:

- Collaborate with school administration, marketing agency, and FSCS marketing committee
- Plan and execute marketing efforts and outreach to prospective families including targeted communication campaigns, open houses, tours, and other recruiting events
- Increase online and social media presence via FSCS website, Facebook page(s), Twitter, and other platforms
- Actively manage the enrollment data base
- Increase awareness among the school’s three supporting parishes
- Participate in summer enrollment focused activities and local community events
- Assist with fundraising activities including donation coordination, volunteer recruitment, etc.
- Participate in quarterly marketing committee meetings
- Provide marketing and communications support
- Actively manage alumni database
- Coordinate at least one alumni event/year

Minimum Requirements:

Skills needed include, but are not limited to, excellent oral and written communication skills, the ability to plan, organize and execute engaging events, including post-event follow-up and consistent metrics tracking. Experience utilizing social media platforms and contact database management. A minimum of a bachelor’s degree with marketing experience preferred.

Employment in and by the Church is substantially different from secular employment.

Church employees are held to a different and many times higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or Archdiocese, such that it can embarrass the Church or give rise to scandal.

Employee:

I have reviewed this job description and agree it is an accurate presentation of the responsibilities of my job. I understand that should the organization's needs change, my job description will change.

Signature

Date

Supervisor:

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed on this job.

Signature

Date



**Principal's Report
Board Meeting
August 3, 2021**

Enrollment and Admissions (mostly in Business Director's report)

- Still receiving inquiries, giving tours, making new admits
- Kindergarten playdates

Staffing

- Teachers on board for additional primary grades
- Adjustments made to Spanish and Music
- Still interviewing for PE Specialist
- Role description and posting for Enrollment/Marketing

Start-up Events (still working out in-person events with back-up plans))

- August Packet pick-up
- New Teacher Orientation with Mentors
- K-3 Assessment dates
- 8th Grade Parents Mtg about trip to Washington, DC
- Teacher Workshop Week
- Opening School Mass (date?)
- Meet and Greet
- Back-to-School Night

Health and Safety Preparedness Plan

- Gathered input from CDC, MN Dept of Health, Archdiocese
- Planning team tomorrow – teachers, parents, nurse, admin
- Initial message out to parents tomorrow, followed by more detail just before start of school (framing in terms of "shared responsibility")

General Principal Orientation

- Board member visits; weekly with Fr. Tony; weekly with Ad Team (still learning role relationships); frequently with school support staff
- Meetings with Archdiocesan team, CSCOE
- Individual and small group planning meetings with teachers
- Preparing for Teacher Workshop week (survey, schedule, topics)

Business Director's Report – August 2021

Enrollment Update

- Projected enrollment for 2021-22 is 452 students:

K	58
1	66
2	56
3	40
4	48
5	46
6	44
7	47
8	47

- We have 8 students on a wait list for 4th grade
- To date, 29 students have confirmed they are leaving, compared to 35 last year.
- We have a total of 57 students who are transferring into grades 1-8, compared with 63 at this time last year. We continue to receive weekly requests for information.

Marketing Efforts

- Coordinated several Kindergarten playdates for all incoming kindergarten students.
- Continue to follow-up on weekly leads.
- Collaborated with Metre to submit a marketing plan to CSCOE for potential funding.

Fundraising Update

SeptemberFest Update

- SeptemberFest planning is in full swing! This year's event will be held the weekend of September 24-26. The events are as follows:
 - Family Fun Night Friday, September 24
 - Concert with the Gear Daddies and The Suburbs Saturday, September 25
 - Mass is "tentatively" planned for Sunday, September 26
 - Tickets went on sale in June
- Jon Weber is chairing the overall event, and Molly Ryan is chairing Family Fun Night.
- Working on getting necessary permits and approvals from the city, and selling sponsorships for the event.

STAR Fund

- The STAR Fund raised a total of \$121,000 in 2020-21 from a total of 134 donors (this **does not** include \$17k in-kind gifts).

Gala

- The 2021-22 Gala will be held on Saturday, April 23, 2022 at the Lost Spur County Club, providing the pandemic doesn't interfere!

Facility Update

- The first-floor classrooms and pod areas are currently being carpeted. Work should be completed by Friday, August 6. The plan is to carpet the second-floor next summer.
- The 2nd/3rd grade classrooms are being repainted.
- The rest of the building is going through a thorough cleaning.
- We will be updating the light pole banners with the new school logo.

Technology Update

- Thanks to our generous Electric Moment donors from last year's Gala, we are in the process of updating our internal computer network and wireless access points. All new switches have been replaced and are up and running. New wireless access points will be installed on Friday, August 6.
- Thanks to additional EANS funding, we purchased new laptops for the staff, and eight new Smartboards to replace either old, outdated boards, or for classrooms that did not have a Smartboard. We were also able to purchase new Chromebooks for both middle school and 5th grade, allowing for more widespread redistribution of the current middle school Chromebooks coming off lease.