

Faithful Shepherd Catholic School and Tri-Parish Center
 Board of Directors Meeting
 September Approved Minutes
 Date: September 7, 2021

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill	Fr. Tim Wozniak		Catherine Butel, Principal
Joe Keating	Meagan Galbari	Danny Kieffer	Mary McCoy, Recording Secretary
Jen Neuman	Jason Skagen	Pat McNulty	

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 6:35PM with a prayer by Fr. Tony.	Fr. Tony
Adoption of Agenda	<p>Jen Neuman mentioned there were two date errors on the September 7th agenda. The agenda should read:</p> <p>II: Adoption of Agenda – Approval of September (vs. <i>August</i>) Agenda III: Reading and Approval of Minutes – Approve/disapprove August (vs. <i>June</i>) Minutes.</p> <p>Motion: Jen Neuman made a motion to approve the September 2021 agenda.</p> <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p>	Skagen
Approval of Minutes	<p>Within New Business, in the Elect Officers of the Board section, Jen Neuman indicated the first sentence should read, 'The Annual Election was held during tonight's Board Meeting'.</p> <p>Motion: Fr. Tim made a motion to approve the August 2021 Minutes with noted adjustment above.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p>	Skagen

	New Business	
Board Calendar	<p>Meagan Galbari identified items on the Board Calendar.</p> <ul style="list-style-type: none"> • Financial Summary and Report: There is no dashboard for September. Pat indicated we should expect a dashboard at the October meeting. • Elect Committee Chairs: This will be discussed at tonight's Board Meeting. • Approve Board Goals: This will be discussed at tonight's Executive Session. • Approve Principal Goals: This will also be discussed at tonight's Executive Session, with approval of the goals at October's Board Meeting. • Review External Audit: The review of the external audit will be presented at the September Finance Committee Meeting. • Annual Letter to Parents: This will be discussed at tonight's Board Meeting. <p>Jen Neuman inquired if the annual retreat is on the Board Calendar. Jason indicated yes and we will discuss the annual retreat at tonight's Executive Session.</p>	Skagen
Board Letter for Annual Report	<p>The Board typically contributes a letter in Faithful Shepherd's Annual Report. This year, Jason recommends we publish collectively as a School Board and was looking for one to two volunteers to work on the letter.</p> <p>Jen Neuman volunteered to take the lead on coordinating the letter. Joe Keating mentioned he will be a resource to help as well.</p> <p>Jason indicated we would start with Jen and Joe working on the letter and will bring in others as needed.</p> <p>Jason inquired the publishing date of the annual report. Catherine will obtain the date and get back to Jen and Joe.</p>	Skagen
	Old Business	
Committee Chair Approval & Board Committee Liaisons	<p><u>Marketing:</u></p> <ul style="list-style-type: none"> • Jen Neuman will be the Board Liaison to the Marketing Committee. • There is no Committee Chair for the Marketing Committee at this time. Jason indicated we will table the Marketing Committee Chair discussion to October's Board Meeting. <p><u>Development:</u></p>	Skagen

	<ul style="list-style-type: none"> • Meagan Galbari will be the Board Liaison to the Development Committee. • Motion: Fr. Tony made a motion to approve Mike Randall as Development Committee Chair. <p>The motion was seconded by Jen Neuman and was unanimously approved.</p> <p>Finance:</p> <ul style="list-style-type: none"> • Pat McNulty will be the Board Liaison to the Finance Committee. • Motion: Meagan Galbari made a motion to approve John Molloy as Finance Committee Chair. <p>The motion was seconded by Joe Keating and was unanimously approved.</p> <ul style="list-style-type: none"> • Jason inquired if John Tauer will remain on the Finance Committee. Pat McNulty did not know if John Tauer will remain on the committee. <p>Facilities:</p> <ul style="list-style-type: none"> • Danny Kieffer will be the Board Liaison to the Facilities Committee. • Motion: Jason Skagen made a motion to approve Joe Mozeika as Facilities Committee Chair. <p>The motion as seconded by Meagan Galbari and was unanimously approved.</p> <ul style="list-style-type: none"> • Jason Skagen will remain on the Facilities Committee. 	
	Administration Reports	
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Enrollment: <ul style="list-style-type: none"> ○ Projected enrollment for 2021-2022 is 453 students. ○ To date, 34 students have confirmed they are leaving, compared to 32 last year. ○ Mike and Catherine are currently interviewing for the Enrollment and Marketing position. • MS STEM position open as April Kirby has moved into our PE teaching role. Catherine is working to find a dedicated STEM individual and made an adjustment to our middle school schedule in the short term. 	Butel

	<ul style="list-style-type: none"> • Teacher Workshop week was successful! • Meet & Greet Event was well attended! It was a lively and spirited evening. • Mass: Opening School Mass is set for Wednesday, September 15th, outdoors. Fr. Tony inquired if we could invite to parents to our outdoor Mass. Catherine mentioned, yes, we can invite parents to our outdoor Mass. <ul style="list-style-type: none"> ○ Going forward, Masses will be held in the gym with two or three grades in attendance. There will be a live stream for students who are not in the gym and they will participate from their classrooms. ○ Parents of students whose class is organizing the Mass, will be invited to Mass. • Back to School Night: We continue to work out details on our Back to School Night. <p>Jason Skagen wanted to follow up regarding the Election of Officers of the Board at our August 3rd meeting. Jason mentioned Pat McNulty will take on the Corporate Treasurer role. In addition, the Corporate Secretary will remain on the Executive Committee. (This is how it is set up.)</p>	
	Committee Reports	
Governance	<p>No written report.</p> <p>No updates at this time per Joe Keating.</p>	Keating
Marketing	<p>No written report.</p> <p>Jen will document summer marketing activities.</p>	Neuman
Development	<p>No written report.</p> <p>The Development Committee will meet this Thursday.</p> <ul style="list-style-type: none"> • Septemberfest – We are watching ticket sales. Mike Randall is meeting with Jon Weber. The Suburbs had to back out and the Septemberfest Committee is looking to finalize a new band in the next week or two. 	Galbari
Finance	<p>No written report.</p> <p>No dashboard this month.</p>	McNulty
Executive Committee	<p>No written report.</p>	Skagen

	<p>The Executive Committee worked on preparing the September agenda, teacher/staff breakfast during workshop week (which was a success) and Board Goals.</p>	
<p>Facilities</p>	<p>No written report.</p> <p>Last year, the Facilities Committee put a plan in place to help with Covid-19 mitigation. Since then, additional guidelines have come out from the CDC.</p> <p>Joe Mozeika, Jason Skagen and an HVAC expert from our mechanical contracting company met to discuss the new CDC guidelines that have come out. The following will be implemented at FSCS:</p> <ol style="list-style-type: none"> 1. Additional air circulation in Air Handler #4. Air Handler #4 is responsible for the cafeteria, band room and library. No monies are required for this implementation, we are just testing at this time to ensure it works. 2. Add additional Hepa filters (approx. 12 new filters). Hepa filters will be tested on Air Handler #4. This will cost approximately \$5,000. Jason would like to ask for a motion of up to \$8,000 to update the Hepa filtration on Air Handler #4. <ul style="list-style-type: none"> o Fr. Tony inquired if there is grant money for this type of request. Jason indicated yes, there is potential grant money for this expense. However, we do not want to delay so we are asking to spend this expense out of the operating budget at this time. o Joe Keating inquired if we could get this up and running within the month. Jason indicated yes, we can get this up and running within a month. Jason mentioned we have five air handler units (AHU) at Faithful Shepherd. o Jason mentioned if we are successful with Air Handler #4, then we would want to make the same changes to the remaining air handler units. o Meagan inquired to Pat if there were any concerns with approving this request financially. Pat stated no, there were no concerns. o Meagan inquired how we could notify families of these potential changes. Jason indicated we would provide information to families once the test to air handler #4 has been completed. <p>Motion: Jason Skagen made a motion to approve up to \$8,000 to update the Hepa filtration on Air Handler #4.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	<p>Skagen</p>

	Jason mentioned he will look for grant monies once this is in place. Jason also mentioned our annual roofing assessment is coming up soon.	
	Additional Notes	
Closing Prayer	The meeting ended at 7:20 PM with a prayer by Fr. Tim.	Fr. Tim
Executive Session	The Board adjourned, followed by an Executive Session.	Skagen

Next Board Meeting: - October 5, 2021 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.



Principal's Report
Board Meeting
September 7, 2021

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

- Current enrollment is 453 – wait list still for 4th grade (will contact these)
- To date, 34 students have confirmed they are leaving, compared to 32 last year. We have a total of 68 students who are transferring into grades 1-8, compared with 56 at this time last year.
- We continue to receive weekly requests for information.
- Interview process began last Thursday for Enrollment/Marketing Coordinator

Staffing

- Current teacher, April Kirby, applied for and accepted PE Specialist position, leaving an opening for STEM educator (ASCE – mini-courses)

School Activities Update

- Teacher Workshop Week -- successful, providing great foundation for our shared work and for Principal/Assistant collaboration (schedule change as example)
- Meet and Greet – very well attended and positive responses
- Opening School Mass – outside Wednesday, Sept 15, 8:10am (Following Wednesdays will be some grades in gym, others live-stream, with parents of host grade invited to participate)
- Back-to-School Night – still trying to balance the merits with some caution – what will be the best approach to meet both

Health and Safety Preparedness Plan

- Gathering input from CDC, MN Dept of Health, Archdiocese, medical professionals in school community
- Planning team continues to monitor, to set strategies for specific scenarios in school, and to field questions
- Confusion and mixed viewpoints is understandable, given the range of information and interpretation provided to the public – this week basically imploring everyone to adopt the current policies and trust that we are all doing the best we can towards our shared goals for the students.

Business Director's Report – September 2021

Enrollment Update

- Projected enrollment for 2021-22 is 453 students:

K	54
1	66
2	58
3	44
4	48
5	46
6	45
7	47
8	45

- To date, 34 students have confirmed they are leaving, compared to 32 last year.
- We have a total of 68 students who are transferring into grades 1-8, compared with 56 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.
- Submitted a marketing plan to CSCOE for potential funding.

Fundraising Update

SeptemberFest Update

- SeptemberFest planning is in full swing! The events are as follows:
 - Family Fun Night Friday, September 24
 - Concert with the Gear Daddies on Saturday, September 25 (the Suburbs had to pull out due to their lead singer being hospitalized. We are working with their agent on finding a replacement band)
 - Tickets went on sale in June. We have sold about 300 to date. We typically sell a lot the week of the event.
 - We have secured \$27,000 in sponsorship commitments with more pending.

Facility Update

- The first-floor classrooms and pod areas are carpeted. Second floor next summer.
- The light pole banners with the new school logo have been installed.

Technology Update

- Our internal computer network and wireless access points have been updated with new switches and wireless access points.
- All staff have/will receive new laptops, and we have purchased eight new Smartboards to replace outdated boards and for classrooms that did not have one. These purchases will be reimbursed with EANS funding.