

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
October Approved Minutes
Date: October 5, 2021

Board Members Present:

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

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	Note: Jen Neuman's name should be spelled with only one 'n' at the end. Motion: Jen Neuman made a motion to approve the October 2021 agenda. The motion was seconded by Joe Keating and was unanimously approved.	Skagen
Approval of Minutes	Motion: Meagan Galbari made a motion to approve the September 2021 Minutes. The motion was seconded by Fr. Tony and was unanimously approved.	Skagen
	New Business	
Brief Review of Septemberfest	Septemberfest was successful! Thank you to all of our organizers and volunteers! We sold approximately 1,400 tickets (1,200 paid tickets, 200 sponsorship tickets). Family Fun Night (FFN) was also a success! FFN 2021 had the most people	Skagen

	<p>attend, the most tickets sold and also raised the most monies for Faithful Shepherd! <i>Note: Septemberfest pays for a lot of the FFN expenses.</i></p> <p>Thank you to Jon Weber (Septemberfest Chair), Molly Ryan (FFN Chair), Michelle Weber (Volunteer Coordinator) and Brian Danberry (Beverage Coordinator). Thank you to all of those who donated to, volunteered and organized these events.</p> <p>Jason indicated the Septemberfest Committee would attend a Board Meeting in the next four to six weeks to provide an overview of the event as well as discuss thoughts/ideas about Septemberfest 2022.</p> <p>Meagan inquired if we had thanked the organizers on behalf of the Board. Jason indicated yes, he had thanked the organizers of Septemberfest and FFN on behalf of the Board the Monday or Tuesday after the events.</p> <p>Jen inquired if we should thank our sponsors, especially during these uncertain (pandemic) times. Meagan indicated (as Gala Chair) they thank the Gala sponsors each November and that they could also include the Septemberfest sponsors in those thank you notes as well.</p>	
School Strategic Plan	<p>Work began on the Strategic Plan in the summer of 2017. It began with a series of surveys from parents, families and staff. Using the data gathered from the surveys, a three-year strategic plan was developed. The strategic plan was adopted in April of 2018. The MNSAA reformat of the original strategic plan is what we will look at tonight.</p> <p>The strategic plan is comprised of five objectives, further broken down into strategies and then action steps.</p> <p>The Board reviewed the 2021/2022 action items and verified who the action items belong to.</p> <p>Objective #1 – School will ensure academic program that integrates the Catholic vision of faith, service, and community.</p> <ul style="list-style-type: none"> • Catherine is working in cooperation with the school faculty on Objective #1 and its corresponding strategies/action steps. <p>Objective #2 – Strengthen the students’ faith experience through a commitment to gospel values.</p> <ul style="list-style-type: none"> • Catherine is working in cooperation with the school faculty on Objective #2 and its corresponding strategies/action steps. <p>Objective #3 – Build long-term financial stewardship that is transparent, aspirational, and ensures long term viability.</p> <ul style="list-style-type: none"> • Strategy #4 – Establish a Method of Acknowledging Contributions to the School. <ul style="list-style-type: none"> ○ Action Steps 1, 2, 3 will be completed by the Executive 	Keating

	<p>Director and the Development Committee.</p> <ul style="list-style-type: none"> ○ Fr. Tony indicated we should change the wording in the responsibility column from Executive Director (ED) to Business Director for Action Steps 1, 2 and 3 and throughout the plan. ○ Action Step 3: Review options at FSCS to locate a donor wall or other form of permanent recognition. <ul style="list-style-type: none"> ▪ Catherine stated we now have a donor wall outside of the School Office. Fr. Tony wanted to make sure we check with individuals to ensure they want to be recognized on the donor wall. Fr. Tony also inquired if we could expand the wall for those who generously donate their time to the school, in addition to financial donations. <p>Objective #4 – Strengthen Organizational Effectiveness.</p> <ul style="list-style-type: none"> • Strategy #1 – Build and Sustain an Effective Board of Directors. <ul style="list-style-type: none"> ○ Action Step 1: Jason indicated this was completed last year. Jason asked Mary McCoy to create a Board of Director’s Manual for Danny Kieffer. ○ Action Step 2: Jason will add the task of providing a Board of Director’s Manual to the new board member onboarding process. ○ Action Step 3: Joe mentioned this was almost done (board assessment process). Joe and Jen will send to the Executive Committee first, then the Board. ○ Action Steps 4 & 5: These are happening now per Joe. • Strategy #4 – Develop and Manage a Three-Year Communications Plan. <ul style="list-style-type: none"> ○ Action Steps 1,2,3 and 4 will be worked on by the Business Director and Marketing Committee during the 2021/2022 school year. <p>Objective #5 – Commit to a collaborative community engagement strategy.</p> <ul style="list-style-type: none"> • Strategy #1 – Strengthen the FSCS School, Parish and Family Relations, and Engagement <ul style="list-style-type: none"> ○ Action Step 1 – Jason indicated this will be worked on by Hannah Smith (Enrollment/Marketing Coordinator) and Catherine Butel. <p>Catherine mentioned many of these items will be worked on at the Friday, October 8th teacher in-service.</p>	
Annual Audit	<p>Jason indicated the Board would discuss the Annual Audit in Executive Session.</p> <p>Pat mentioned the Finance Committee met with the auditors last week.</p>	McNulty

	<ul style="list-style-type: none"> We received a clean opinion from the auditors. We have a strong cash flow from Operations which Pat believes is due to our increase in enrollment. <p>Jason stated we only have one recommendation this year from our auditors, it was a very clean audit. Jason congratulated everyone on the results.</p> <p>Joe Keating mentioned he likes the Dashboard and would like distribution of the Dashboard to continue for the 21/22 school year. Pat replied by letting Joe know there will be a Dashboard distributed in November.</p>	
	Old Business	
Board Calendar Update	<p>Meagan provided an update on the Board's monthly calendar items.</p> <p>September:</p> <ul style="list-style-type: none"> Monthly financial report to Board: The monthly financial report will be provided in November 2021. Meagan will change this to a recurring item beginning in November 2021, monthly. Update Budget: This will be completed in November. Approve Board and Principal Goals: This will move to November. <p>October:</p> <ul style="list-style-type: none"> Committee Updates – This will be discussed tonight. Approve the Audit – This will be discussed in tonight's Executive Session. Communicate the Board Goals: This will move to November. 	Galbari
	Administration Reports	
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> Hannah Smith, our new Enrollment/Marketing Coordinator started today. Fall NWEA testing has been completed for Grades 2 – 8. FFN/Septemberfest was a success. Working on three-year professional development cycle. December teacher in-service: Advent Retreat Day. Music/Band committed to holiday concerts. Working with our Home & School Association on Mom's Night Out, Book Fair and Coffee with the Principal (November). Eagle Bluff is next week for our 7th graders. Covid message sent out last week, well received. 	Butel

	<p>Jason inquired if we would want Hannah Smith to present to the Board regarding her new Enrollment/Marketing Coordinator position. Catherine mentioned she did speak to Hannah about this opportunity earlier today.</p> <p>Meagan thanked Catherine for integrating herself into our community, being visible at volleyball and soccer games as well as FFN and Septemberfest.</p> <p>Meagan inquired if there was a middle school STEM teacher update. Catherine informed Meagan and the Board she was still working on planting STEM experiences into the curriculum this year.</p> <p>Jen suggested we investigate what STEM looks like at the high school level, so we can prepare our middle schoolers for it. Catherine agreed and will look into this.</p> <p>Catherine also mentioned local private high schools would be coming tomorrow morning to meet with our 8th graders.</p>	
	Committee Reports	
Governance	No written report.	Keating
Marketing	<p>No written report.</p> <p>Hannah Smith started today as our new Enrollment/Marketing Coordinator. We will start up the Marketing Committee once Hannah is settled.</p>	Neuman
Development	<p>No written report.</p> <p>Succession planning for FFN/Septemberfest will take place at some point.</p>	Galbari
Finance	<p>No Dashboard this month.</p> <p>Review of our audit with Finance Committee and auditors took place.</p>	McNulty
Executive Committee	<p>No written report.</p> <p>Committee did not meet in September. Catherine, Fr. Tony and Jason met.</p>	Skagen

Facilities	<p>No written report.</p> <p>Two items:</p> <ul style="list-style-type: none"> • Air Handler #4 – HEPA filters ordered, they will be at school within the next week or so. <ul style="list-style-type: none"> a. Meagan inquired when we would communicate the air handler information with our families. Jason replied we will wait until the new filters are in to ensure the air flow is good. • The roof needs to be evaluated every five years. During November's Facilities Meeting, the team will go through the roof evaluation and results. 	Skagen
	Additional Notes	
Closing Prayer	The meeting ended at 7:45 PM with a prayer by Danny Kieffer.	Kieffer
Executive Session	<p>The Board adjourned, followed by an Executive Session. The following occurred within the Executive Session.</p> <p>Motion: Pat McNulty made a motion to approve the 2020 Financial Audit.</p> <p>The motion was seconded by Meagan Galbari and was unanimously approved.</p>	Skagen

Next Board Meeting: November 2, 2021 at 6:30PM - Regularly Scheduled Meeting (via Zoom). Executive Session following the meeting (approx. 8:30PM) if needed.



Principal's Report
Board Meeting
October 5, 2021

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

- Welcoming Enrollment/Marketing Coordinator, Hannah Smith – getting oriented and planning ahead for upcoming events with parishes and with LADC Preschool

School Activities Update

- Completed Fall NWEA Map testing in grades 2-8 – this is pre-test status data, around which teachers will set class and individual goals
- Excellent participation in Family Fun Night and Septemberfest – great outdoor community events
- Teacher Inservice Day – working on three-year professional development cycle; committee work on student assistance, enrichment needs and curriculum review; planning school activities for balance of 2021
- Planning for faculty Advent Retreat with Catholic Identity exercise;
- Music and Band teachers preparing some performance events
- HSA Mom's Night Out and Book Fair events; some field trips; 7th grade to Eagle Bluff (with alternate lesson plan for those not attending)

Health and Safety Preparedness Plan

- Recent update letter well received; helpful input from Archdiocese and some neighboring Principals
- Other topics of safety preparedness usually come into October – fire prevention, bus safety, emergency drills at school, Virtus safe environment lessons

Business Director's Report – October 2021

Enrollment Update

- Current enrollment for 2021-22 is 451 students.
- We have hired Hannah Smith to be our new Enrollment Marketing Coordinator. Hannah is a former teacher at Faithful Shepherd who has taught Kindergarten, 5th grade, and Middle School. In addition, Hannah has her undergraduate degree in public relations. She brings a strong skill set to this position and will be able to hit the ground running. Her start date will be October 5. Please join us in welcoming Hannah back to FSCS!

Marketing Efforts

- We have received a \$7,500 marketing grant from CSCOE to provide partial funding for our marketing efforts this year.

Fundraising Update

SeptemberFest Update

- SeptemberFest 2021 was a huge success! The weekend started with our largest Family Fun Night ever. From raffles to fish ponds to mini car rides, the event was a big hit with our families and was a great community event. Over 1,000 people attended the concert on Saturday evening and enjoyed lively music culminating with a performance by local favorite Gear Daddies. We are still waiting on a few invoices, but expect to net between \$35-\$40,000 for the weekend. The committee is very happy with these results and is already looking forward to planning next year's event!

Annual Report

- This year's annual report is at the designer and should go to the printer this week. It will include donor names, financial information, a profile on the administrative leadership team of Catherine Butel and Dan Keller, and articles on both staff and faculty members.

Additional Funding

- We have received a total of \$126,786 in reimbursements for technology purchases through the federally funded Emergency Assistance for Non-Public Schools program (EANS). These funds can be used to pay for technology needs and equipment related to COVID the crisis.

Finance Update

- The auditors presented their report to the Finance Committee and several board members on September 28. Pat McNulty will present a summary to the Board at their October meeting.