

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
December Approved Minutes
Date: December 7, 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	Catherine Butel, Principal
Joe Keating	Meagan Galbari	Danny Kieffer	Mary McCoy, Recording Secretary
	Jason Skagen	Pat McNulty	

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 8:15AM with a prayer by Fr. Steven.	Hoffman
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the December 2021 agenda. The motion was seconded by Danny Kieffer and was unanimously approved.	Skagen
Approval of Minutes	Motion: Fr. Tony made a motion to approve the November 2021 Minutes. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
	New Business	
Board Goals	The 2021-2022 Board Goals were finalized during last month's Executive Session. Jason asked Catherine to place the Board Goals on the Faithful Shepherd website. The FSCS Board of Directors Annual Goals are attached to the December Minutes. Fr. Steven asked to be included in the 'Execute Catholic Identity Tool with recommended action plans' goal. Jason indicated he will add Fr. Steven as an owner of the goal. Danny inquired if there was one owner to lead each initiative. Jason	Skagen

	indicated the person who is listed as first is the primary owner of the goal.	
Board Calendar	<p>December calendar items:</p> <ul style="list-style-type: none"> • Communicate with Finance Committees of parishes. • Draft annual budget and tuition recommendations. • Draft 3-year proforma budget. <ul style="list-style-type: none"> ○ Pat indicated the Finance Committee did not meet in November, but will meet next week to discuss the annual budget, salary evaluations and determine an evaluation on the 3-year proforma budget. <p>January calendar items:</p> <ul style="list-style-type: none"> • Approve annual budget and tuition. • Review 3-year proforma budget. • Annual letter to parishes from Board for Catholic Schools Week. <ul style="list-style-type: none"> ○ Jason mentioned we should include the annual letter to parishes in the church bulletins. Jason also mentioned we typically have middle schoolers at these masses present to the parish the importance of attending Catholic schools. ○ Fr. Tony indicated this is a great opportunity for Faithful Shepherd to connect with parishes during Catholic Schools Week. ○ Catherine mentioned she is available to make a significant presence and speak with any parish during Catholic Schools Week. 	Galbari
	Old Business	
Parish Meetings	<p><u>St. John Neumann:</u> The parish meeting with St. John Neumann would include a financial review with presenters: Catherine Butel, Mike Randall, John Molloy and others if needed. Fr. Tony mentioned every other month they have a combined meeting at their parish and this would be a great time for Faithful Shepherd to present their information. Fr. Tony would look at an upcoming date to coordinate this meeting.</p> <p><u>St. Thomas Becket:</u> Fr. Tim would like the Faithful Shepherd presenters to meet with the parish leadership council, trustees and the business administrator. Fr. Tim mentioned each parish should receive the same information/presentation. Fr. Tim indicated they usually meet the second Tuesday of each month at 6PM. Fr. Tim wondered if we could look at January 13th.</p>	Skagen

	<p><u>St. Peter's:</u></p> <p>Fr. Steven would like an overview of finances. He would like his business administrator to attend the presentation as well as members from the St. Peter's Finance Council and a few trustees along with Pat McNulty and Danny Kieffer. Fr. Steven asked Pat to help set up this meeting. Pat said 'yes' he would do so.</p> <p>Fr. Steven mentioned it will be good to strengthen the connection between St. Peter's and Faithful Shepherd. Jason asked Pat to have John Molloy touch base with John Tauer to see if he can attend these meetings too.</p> <p>Jason asked Catherine if she would work with Mike Randall to obtain the presentations used in the past. Jason also indicated the school should lead the presentations at each parish.</p>	
Septemberfest Team Report/Update	<p>There are nine members on the committee and the committee has met twice. A budget amount has been provided to the Septemberfest Committee and Jon Weber has sent out 17 emails in order to obtain a band. He is waiting on responses at this time.</p> <p>2022 Goals:</p> <ul style="list-style-type: none"> • Start ticket sales earlier • Increase marketing efforts • Reduce expenses 	Galbari
Catholic Identity/Mission Dialogue	<p>The December 3rd Faithful Shepherd Staff Retreat offered good engagement and participation from the teachers. They were able to identify priorities and themes. An assessment will be sent to teachers shortly via email. The information received from the assessment will be used to determine the priorities for Catholic Identity.</p>	McNulty
	Administration Reports	
Principal's Report	<p>Administrative Team written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Catherine integrated the Business Director Report, Principal Report and Enrollment Report into one Administration Team Report (attached). • Enrollment: <ul style="list-style-type: none"> ○ 3 new students started on 11/29 ○ 9 kindergarten apps received for the 22/23 school year ○ Middle School information night 1/20/22 • STAR Fund: Going well so far. • EANS Funding – Refer to Administration Team Report. • School Christmas Concerts in process. • Curriculum review and alignment of ELA and Science, 	Butel

	<p>professional development opportunities.</p> <ul style="list-style-type: none"> Gala: April 23, 2022 at Lost Spur Country Club. <p>Jason thanked Catherine for hosting her' Coffee with Catherine' events, he received good feedback. Catherine mentioned it was a positive experience for families.</p>	
	Committee Reports	
Governance	<p>No written report.</p> <p>Steps of Board Assessment Tool:</p> <ul style="list-style-type: none"> Self-Evaluation Tool Data from Self-Evaluation Tool will be returned and the Governance Committee will analyze the data. The analyzed data will be brought to the Executive Committee to determine what is going well and what we can improve upon. 	Keating
Marketing	No written report.	Neuman
Development	<p>No written report.</p> <p>Donor recognition: Catherine, Mike and Meagan will meet tomorrow to discuss.</p>	Galbari
Finance	<p>Dashboard distributed.</p> <p>Pat mentioned we are favorable at this time due to Septemberfest.</p>	McNulty
Executive Committee	<p>No written report.</p> <p>The Executive Committee met mid-November to work on Board Goals and set up the December Board meeting.</p> <p>Meagan inquired if the Board sends a Christmas message to the FSCS Community. Catherine is preparing a message for families at this time and would be happy to add the Board to the message. Meagan replied, 'yes', please include the Board in the Christmas message. This is a great time to connect/reach out to families.</p>	Skagen
Facilities	<p>No written report.</p> <p>Danny mentioned the Facilities Committee will meet next week.</p>	Skagen

	Additional Notes	
Closing Prayer	The meeting ended at 9:08AM with a prayer by Catherine Butel.	Butel
Executive Session	The Board adjourned. There was no Executive Session this month.	Skagen

Next Board Meeting: January 4, 2022 at 6:30PM via Zoom. Executive Session following the meeting if needed.



Administrative Team Report
Board Meeting
December 7, 2021

Enrollment

- Kindergarten Information Night on November 16th we had an overwhelming turnout. It was hosted in the Maker Space with Catherine, Christina Reis, two 8th graders, and the kindergarten teachers. After we spoke, they went to the kindergarten classrooms and had an opportunity to ask the teachers questions.
 - 16 families had RSVP'd, 25 folders were prepared for families (just in case)
 - We had to make extra folders at the end
 - Although they had to fill out name tags, we did not have anything for people to write their information down if they did not RSVP
- 7 tours - have multiple families interested in 4th-8th grades
- 3 students starting on November 30th
- 9 kindergarten students have applied for next year
- Potentially one new 7th grader starting in January

Marketing

- Looking ahead to schedule Middle School Information Night: January 20th
- Discuss potentially having another Kindergarten Information Night (if we see an interest)
- Photographers and Videographer were here on November 9th
 - Videos have been updated
- Starting to look at the website to identify photos to change and things to update/edit
- Continue to send things to parishes to post in bulletins and update social media
- Discussed how we want to approach grade-level Facebook groups - the main goal is to create consistency among the groups as well as ensure that they all maintain a positive message and space for all families to be a part of. Moving forward, communications will remain among parents. Parents are more than welcome to create a separate group; however, we ask that it is not labeled a Faithful Shepherd group.

Fundraising

- STAR Fund Mailings went out in early November. We currently have a total of \$49,000 in cash and pledges from a total of 53 donors, compared to last year at this time of \$30,000 from 69 donors. Hopefully our gift average will continue to trend up! Plans are for follow-up emails/calls from the various co-chairs to continue for the next few weeks.
- The Gala committee will be hosting an "Informational Meeting" along with their first committee meeting on December 13 at 7:00 pm in the Makerspace as a way to introduce new parents to the Gala and hopefully secure more volunteers! All are welcome to attend!

Finance

- The finance committee did not meet in November but will meet in early December to review year-to-date financials and work on a draft of next year's budget in order to provide a tuition recommendation for 2022-23. The confidential October dashboard is attached.

Technology

- We decided to utilize the remaining EANS funding to update additional technology needs. Chromebooks were purchased for the three second grade classrooms; replacement Chromebooks were purchased for the computer lab; and 14 new Smartboards will be purchased to replace more of the older Smartboards currently in classrooms.

Facility

- We noticed a significant spike in our electric bills over the summer and contacted Dakota Electric who recommended conducting an energy audit. We are working with a firm recommended by St. Thomas Becket (EnerChange) to conduct the audit. There is no charge for this service and we should have results in the next few weeks

School Program and Activities

- Coffee/Cider with Catherine – hosted by HSA – three gatherings with 8-12 participants each time; valuable conversation, questions, ideas; will likely offer again in early Spring
- Second trimester – interdisciplinary project with MS/Specialists for Spring Musical Performance – roles and leadership opportunities for all MS – The Little Mermaid
- Faculty dialogue regarding Catholic Identity/Mission – aligning our committee work and curriculum review around these themes
- Advent Faculty retreat/workshop – with reps from three parish staff – lively interaction, many seeds planted and some specific doors opened for collaboration
- Preparations for Christmas concerts for each grade level in December
- Covid Response Team update letter early in 2022
- Working with Asst. Principal on continued mentoring of new teachers, peer classroom observations, professional development planning for all faculty
- Beginning consideration of 2022-2023 staffing and programming proposals – this includes curriculum review, alignment and update of materials for Science and ELA. (Math purchases are postponed until new state standards are adopted.)
- Planning underway for professional development areas to include: STEM integration (with full-time teacher and tech integrationist); differentiated instruction in any grade levels and disciplines; additional strength with utilizing NWEA Map Test scores for student goal-setting and achievement; approaches to meeting needs of students with lower achievement or skill gaps
- Very initial conversations about the summer programming potential

2021-2022 FSCS Board of Directors Annual Goals:

	<u>Goal</u>	<u>Owner</u>	<u>Date</u>
1	Execute Catholic Identity Tool with recommended action plans	PM, MG, SH	4/15/2022
2	Develop Principal goals, complete mid-year review and year-end review	JS, TO	6/30/2022
3	Support the work of the new Enrollment/Marketing person to enhance "Who we are" new and current family materials and covenants	JN, CB	2/15/22, 6/15/22
4	Evaluate FSCS fundraising events with recommendations for the future	MG, DK, MR	6/1/2022
5	Perform a salary evaluation for teacher/staff salary scale	JS, DK, JK, PM	3/15/2022
6	Execute a Board assessment process	JK, JN	2/28/2022
7	Evaluate the new governance structure for effectiveness	JK, JN, CB	5/31/2022