

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**January Approved Minutes**  
**Date: January 4, 2022**

**Board Members Present:**

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

Description	Discussion	Action By
<b>Invocation</b>	The meeting was held via Zoom and began at 6:35PM with a prayer by Jen Neuman.	Neuman
<b>Adoption of Agenda</b>	<b>Motion: Fr. Tim</b> made a motion to approve the January 2022 agenda.  <b>The motion was seconded by Joe Keating and was unanimously approved.</b>	Skagen
<b>Approval of Minutes</b>	<b>Motion: Meagan Galbari</b> made a motion to approve the December 2021 Minutes.  <b>The motion was seconded by Jen Neuman and was unanimously approved.</b>	Skagen
	<b>New Business</b>	
<b>Board Goals</b>	The 2021-2022 Board Goals have been placed on the Faithful Shepherd website.	Skagen

<p><b>Re-enrollment/CSW</b></p>	<p>Hannah Smith and Catherine Butel provided an update on enrollment and Catholic Schools Week (CSW) preparations.</p> <p><b><u>Enrollment highlights:</u></b></p> <ul style="list-style-type: none"> <li>• Our kindergarten information night held in December was a success! Discussing possibly holding a second kindergarten information event.</li> <li>• Our middle school information night will be held on Thursday, January 20<sup>th</sup>. Open to current middle school families, 5<sup>th</sup> grade parents and younger as well as outside families. Discussion included bringing in a former Faithful Shepherd middle school student, now a high school student, who would speak about how Faithful Shepherd Middle School helped to prepare him/her for high school.</li> <li>• Eleven new kindergarten applications have been received for the 22/23 school year.</li> <li>• One new 7<sup>th</sup> grade student started on January 3<sup>rd</sup>.</li> <li>• Three other students are interested in starting this year and their applications are in process.</li> </ul> <p><b><u>Catholic School Week highlights:</u></b></p> <ul style="list-style-type: none"> <li>• CSW will begin on 1/29/22 at our parish Masses and will run through Friday, February 4<sup>th</sup>.</li> <li>• Hannah has been in communication with our three parishes, meeting with St. John Neumann recently. During Catholic Schools Week, Catherine will include a letter in each bulletin, student and parent volunteers will help at our parish Masses on January 29/30 and students will wear their uniforms during CSW Masses as well.</li> <li>• Catherine mentioned each day of CSW will focus on a particular group at Faithful Shepherd, such as staff, volunteers, students, parents, etc.</li> <li>• Faculty would like to have some of our traditional CSW events such as Minute to Win It and our 8<sup>th</sup> grade vs. staff basketball game.</li> </ul> <p>Fr. Steven mentioned he would like to visit with Hannah now that he has returned from sabbatical to build the Faithful Shepherd/St. Peter connection.</p> <p>Catherine mentioned all three parish websites have been linked to our Faithful Shepherd website. Look under About, Resources, Our Sponsoring Parishes.</p> <p>Jason asked Hannah what the Board can do to help her be successful in her role. Hannah mentioned she did not need anything at this time, but would reach out if she thinks of something.</p>	<p>Butel/Smith</p>
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<b>Board Calendar</b>	<p><b>January calendar items:</b></p> <ul style="list-style-type: none"> <li>• Approve annual budget and tuition.</li> <li>• Review 3-year proforma budget.</li> <li>• Annual letter to parishes from Board for Catholic Schools Week.</li> </ul> <p><b>February calendar items:</b></p> <ul style="list-style-type: none"> <li>• Mid-year review of principal by 2/18 - Catherine and Jason are working on this item.</li> <li>• Support the work of the new Enrollment/Marketing person to enhance "Who we are" new and current family materials and covenants by 2/15 – Catherine and Jen are working on this item, Catherine will bring to the Executive Committee in February and discuss with the Board at the March Board Meeting.</li> <li>• Execute a Board assessment process by 2/28 – Joe, Jen and Jason working on a draft for the Executive Committee in the next couple of weeks, then will send out to the Board to execute.</li> </ul>	Galbari
	<b>Old Business</b>	
<b>Parish Meetings</b>	<p>Catherine had the idea of inviting our three parishes to Faithful Shepherd for one meeting to provide an overview of the school and how Faithful Shepherd fits into our parish missions. All three pastors liked the concept of one meeting. At this time, Catherine is working to coordinate a date for the meeting, dates include both February 2 and February 22.</p> <p>Jason indicated once the date has been established, we will determine who will be there from Faithful Shepherd, Board, etc.</p>	Skagen
<b>Septemberfest Planning Update</b>	As of today, Jon Weber is still waiting to hear from the various management teams regarding potential bands. Once Jon hears back, he will bring three options back to the Septemberfest sub-committee. Jon indicated to Meagan we should finalize the marketing piece soon. Jon's goal is to announce a band by March 1, 2022.	Galbari
	<b>Administration Reports</b>	
<b>Principal's Report</b>	<p><b>Administrative Team written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Fundraising (STAR Fund) - \$103,000 in cash and pledges from a total of 113 donors, compared to last year at this time of \$77,000 from 118 donors.</li> <li>• Facilities Updates – Testing air handlers at this time.</li> <li>• Covid Response Team update letter early in 2022, identifying markers for potential change "if...then".</li> <li>• Teachers are excited about working with Hannah on enrollment initiatives.</li> </ul>	Butel

	<ul style="list-style-type: none"> <li>Curriculum review of Science and Math, assistance for this is being received from the Archdiocesan Schools Office, the MNSAA accreditation team and from Minnesota Independent Schools forum.</li> <li>New Teachers in primary level will participate together in a professional development day utilizing an age-appropriate learning platform called Seesaw.</li> <li>Conversations regarding summer programming potential opportunities.</li> </ul>	
	<b>Committee Reports</b>	
<b>Governance</b>	<p><b>No written report.</b></p> <p>Working to execute a Board assessment process by 2/28 – Joe, Jen and Jason working on a draft for the Executive Committee in the next couple of weeks, then will send out to the Board to execute.</p> <p>Jason inquired if we would discuss updates to any governance documents at the February or March Board Meeting. Joe would check with the committee and get back to Jason.</p>	Keating
<b>Marketing</b>	<p><b>No written report.</b></p> <p>Updates within Hannah Smith’s presentation.</p>	Neuman
<b>Development</b>	<p><b>No written report.</b></p> <p>Gala Open House volunteer meeting brought five to six new members on board.</p> <p>Mike Randall, Catherine Butel and Meagan had a good discussion regarding donor recognition, both financial donors and donors who volunteer their time. Highlights from this meeting will be brought to the Development Committee in February.</p>	Galbari
<b>Finance</b>	<p><b>Dashboard distributed.</b></p> <p>Three - year proforma was completed last January. The Finance Committee didn’t feel they need to re-run the three-year proforma again at this time.</p>	McNulty
<b>Executive Committee</b>	<p><b>No written report.</b></p> <p>The Executive Committee met on December 16<sup>th</sup>. Discussion topics included: tuition recommendation, Hannah Smith January Board</p>	Skagen

	Presentation, Home & School Presentation (Future Board Meeting) and the meeting with our parishes.	
<b>Facilities</b>	<p><b>No written report.</b></p> <p>The Facilities Committee met a few weeks ago, highlights include:</p> <p><b><u>Air system priorities:</u></b></p> <ol style="list-style-type: none"> <li>1) Victaulic fittings on mechanical piping in air handler rooms and boiler room need to be addressed sooner than later.</li> <li>2) VAV boxes in classrooms need to be assessed and repaired. Each classroom has one of these boxes so there are 30-35 and they help regulate the temperature in classrooms. Some look like an easy fix like a closed valve.</li> <li>3) Control boards on the air handlers are nearing the end of their lives.</li> </ol> <p>The air handlers were upgraded to MERV-11 filters and the filters were replaced just before Christmas break. We are testing out a HEPA filter in air handler four (cafeteria and band room). We're trying it out in one handler to see how the motor handles it. The improved filter means that the motors have to work harder to move the air through. We'll be monitoring the amps used in January/February when they are working hard and this will let us know if the HEPA filters will work with our system.</p> <p>Other areas of need in the not too distant future:</p> <ol style="list-style-type: none"> <li>1) Cafeteria floor - cracking - repaired temporarily with heavy wax coating but will need a permanent solution in the not too distant future.</li> <li>2) Electrical spikes noticed in our patterns of usage. No obvious reason for this. We have an energy audit schedule to help us determine the cause.</li> </ol>	Kieffer
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 7:40PM with a prayer by Fr. Tim.	Wozniak
<b>Executive Session</b>	<p>The Board adjourned, followed by an Executive Session.</p> <p>The following motion occurred in the January 4<sup>th</sup> Executive Session.</p> <p><b>Motion: Jason Skagen</b> made a motion to approve the 2022-2023 Operating Budget with a 2% tuition increase.</p>	Skagen

	<b>The motion was seconded by Joe Keating and was unanimously approved. (8-0 with Fr. Tony absent.)</b>	
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**Next Board Meeting:** February 1, 2022 at 6:30PM via Zoom. Executive Session following the meeting if needed.



Administrative Team Report  
Board Meeting  
January 4, 2022

### **Enrollment**

- Planning a Middle School Information Night 1/20
- New 7th grader started on the 3rd
- 12 tours - three for 6th grade, a few families that had shown interest in the summer returning to consider for next year, a few kindergarten families
- 11 kindergarten students have applied for next year

### **Marketing**

- Working closely with parishes to prepare for Catholic Schools Week
- Received photos from Metre, some are being printed to hang in the front display case along with photos and information about our parishes
- Prepared cookies for Christmas concerts – considering alternatives for this process in future years

### **Fundraising Update STAR Fund**

- We currently have a total of \$103,000 in cash and pledges from a total of 113 donors, compared to last year at this time of \$77,000 from 118 donors. We still have a few year-end donations coming in that need to be processed.

### **Finance Update**

- The finance committee met 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 the 2022-23 school year. The confidential November dashboard is attached. Financials continue to trend positive.

### **Facility Update**

- A representative from EnerChange Energy toured the school over Christmas break as part of their energy audit of the school. They have also reviewed our utility bills and will be preparing their report in the coming weeks.
- We are also working with Minnesota Controls to update both the hardware and software on our air handlers. The control units will be replaced on four of the units and the software program will be updated as well. Additional work will be done over the summer replacing VAV boxes, reheat valves, etc. The ultimate goal is to further improve the climate throughout the building

## School Program and Activities

- Second trimester – interdisciplinary project with MS/Specialists for Spring Musical Performance – roles and leadership opportunities for all MS – The Little Mermaid
- Winter Sports and extra-curricular activities are underway – Mr. Keller continues to manage these programs
- Covid Response Team update letter early in 2022, identifying markers for potential change “if..then”. For right now we are assessing current family experience and school impact – high level of absence early this week, largely due to testing and/or potential exposure over holiday. We expect to have rapid tests available for the nurse to send home as needed, and we are still working on prospects for a vaccine clinic.
- Faculty members are participating in all Enrollment initiatives – orientation events, transition preparation for key grade levels, shadow days with MS students and welcome to a few additional new students even this school year.
- January – April will involve faculty review of several curriculum areas – alignment with state and national standards, evaluation of newly published instructional materials, adoption of some new materials and professional development to accompany this. (Assistance for this is being received from Archdiocesan Schools Office, the MNSAA accreditation team and from Minnesota Independent Schools forum)
- New teachers in primary level will participate together in a professional development day utilizing an age-appropriate learning platform called SeeSaw – some teachers used this for distance learning, but it has great potential for many classroom uses and for interface between home and school for these grades.
- 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. Team members from CSCOE (Catholic Schools: Centers for Excellence) will facilitate some of these initiatives
- Very initial conversations about the summer programming potential