

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**February Approved Minutes**  
**Date: February 1, 2022**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill		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 6:33PM with a prayer by Pat McNulty.	McNulty
<b>Adoption of Agenda</b>	<b>Motion: Joe Keating</b> made a motion to approve the February 2022 agenda.  <b>The motion was seconded by Jen Neuman and was unanimously approved.</b>	Skagen
<b>Approval of Minutes</b>	<b>Motion: Meagan Galbari</b> made a motion to approve the January 2022 Minutes.  <b>The motion was seconded by Jen Neuman and was unanimously approved.</b>	Skagen
	<b>New Business</b>	
<b>Selection of new Board Members</b>	Jason reminded Fr. Steven, Fr. Tim and Fr. Tony to check in with the Board Members from their parish during the month of February to determine if they will continue as a member of the 22/23 Faithful Shepherd Catholic School Board.	Skagen

	At the March Board Meeting, Jason indicated we will review any potential openings for next year's Board.	
<b>Gala Update</b>	<p>The Gala Committee will meet on Wednesday, February 2<sup>nd</sup>. This year's theme is 'Viva Las Gala' and there will be a new format for the evening. Meagan mentioned there is a full Gala Committee with new energy and lots of excitement.</p> <p>Tracey Citron and Meagan Galbari will meet with Catherine tomorrow to determine the electric moment.</p>	Galbari
<b>Board Calendar</b>	<p><b>January calendar item:</b></p> <ul style="list-style-type: none"> <li>Annual letter from the Board to the parishes. (Jason mentioned we will discuss this topic later tonight.)</li> </ul> <p><b>February calendar items:</b></p> <ul style="list-style-type: none"> <li>Mid-year review of principal by 2/18. (Jason stated this item is being worked on.)</li> <li>Support the work of the new Enrollment/Marketing person to enhance "Who we are" new and current family materials and covenants. (Jason indicated Hannah Smith has a full plate with new student tours and fall enrollment at this time.)</li> <li>Execute a Board assessment process. (Joe Keating will discuss this topic in the Governance Committee Report.)</li> </ul> <p><b>March calendar items:</b></p> <ul style="list-style-type: none"> <li>Perform a salary evaluation for teacher/staff salary scale. (Jason indicated this item is in process.)</li> </ul>	Galbari
	<b>Old Business</b>	
<b>Parish Meetings</b>	<p>One meeting will be held with all three parishes on Wednesday, February 16<sup>th</sup> at 6:30 at Faithful Shepherd Catholic School. During this meeting, Catherine mentioned we will reaffirm our role as an extension of the mission of the parishes, provide a snapshot of highlights of school life and discuss the school's financial status – all with a view to sustaining our vital partnerships with each parish.</p> <p>Both Fr. Tony and Fr. Steven asked that each Board Member attend this meeting as it would be a great connection to our parishes.</p>	Butel

	<p>Jason mentioned he would be happy to speak from the Board Chair perspective at the meeting.</p> <p>Catherine mentioned she will meet with Hannah, Dan and Mike to determine the presentation plans for the evening.</p>	
<b>Septemberfest Update</b>	<p>Mike Randall and Jon Weber are working to engage local and national acts, hoping to have something booked in the next two weeks. The goal is to announce the Septemberfest band(s) by March 1<sup>st</sup>.</p>	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>• Enrollment/Marketing - Looking to hold an additional event in early spring for Middle School Information Night.</li> <li>• Attended Catholic Schools Center of Excellence (CSCOE) Marketing Squad to discuss what other schools are doing across the diocese for Catholic Schools Week (CSW) and re-enrollment.</li> <li>• STAR Fund – We currently have a total of \$118,000 in cash and pledges from a total of 125 donors.</li> <li>• School Program &amp; Activities – <ul style="list-style-type: none"> <li>○ Covid Response Team update letter coming soon.</li> <li>○ CSW is in process.</li> <li>○ Plans to go forward with the 3<sup>rd</sup> Grade Wax Museum event as well as the 4<sup>th</sup> Grade Invention Convention.</li> <li>○ Home &amp; School Association provided amazing faculty/staff appreciation benefits for all of CSW and will conclude with a Pizza Bingo event Friday evening.</li> <li>○ Science Curriculum revision in process.</li> <li>○ An impact grant application was submitted to CSCOE for a spring and summer visioning process for the faculty – first with a core team, then with interactive sessions for all faculty members. A third phase of this will include parents.</li> <li>○ Full-time summer programming will be offered again this year, and potential faculty and staff leadership is being developed at this time.</li> </ul> </li> </ul> <p>Fr. Steven mentioned we typically have students speak at our CSW parish masses, but this year we had parents. Are</p>	Butel

	<p>parents a better choice? Catherine responded stating we chose parents this year as the CSW theme was 'Your Family's Journey'.</p>	
	<b>Committee Reports</b>	
<b>Governance</b>	<p><b>No written report.</b></p> <p>The Governance Committee is working on two items:</p> <ul style="list-style-type: none"> <li>• Board Evaluation Tool</li> <li>• Editing fundamental school documents to reflect changes in our leadership structure.</li> </ul> <p>Jason indicated the Board Evaluation Tool is on the agenda to discuss at the next Executive Committee meeting. After that, it will be sent out to Board Members prior to the next Board Meeting for review.</p>	Keating
<b>Marketing</b>	<p><b>No written report.</b></p> <p>Jen mentioned Hannah Smith is doing a great job in the Enrollment/Marketing role. She did a great job coordinating CSW at our three parishes.</p>	Neuman
<b>Development</b>	<p><b>No written report.</b></p> <p>The Development Committee will meet next week, donor recognition will be finalized soon.</p>	Galbari
<b>Finance</b>	<p><b>Dashboard distributed.</b></p> <p>The Finance Committee met last week to discuss December financials. At the next finance meeting, we will discuss capital items coming up. The Finance Committee meets the third week in February.</p> <p>Joe Keating inquired about the electric and heating expense and Pat mentioned there were no major concerns.</p>	McNulty
<b>Executive Committee</b>	<p><b>No written report.</b></p> <p>The Executive Committee discussed the parish meeting plan as well as the mid-year review with Catherine.</p>	Skagen

<b>Facilities</b>	<b>No written report.</b>  Jason indicated Paul Meger finalized collecting data regarding the HEPA filters. There was no noticeable increase in amperage on the motor with the new filters. AHU #4 is now set to run with the new MERV filters and HEPA filters.	Kieffer
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 7:22PM with a prayer by Fr. Tony.	O'Neill
<b>Executive Session</b>	The Board adjourned, followed by an Executive Session.	

**Next Board Meeting:** March 1, 2022 at 6:30PM via Zoom. Executive Session following the meeting if needed.



## **Administrative Team Report**

Board Meeting

February 1, 2022

### **Enrollment**

- Middle School Information Night on 1/20 was not the turnout we were expecting, however the programming was really great. We will be discussing some additional things to plan for incoming middle school in the spring
- New 3rd grader started on the 18th in Mrs. Hirsh's class
- 12 tours in January
- 1 middle school student applied and visited with her mom, however, we did not push the process as the student (Ruth) did not seem to be interested
- 14 new enrollments for 2022-2023 in January (12 kinders, 1 3rd grader, 1 6<sup>th</sup> grader)
- CSCOE leadership met with us to discuss enrollment and looking ahead into next year.

### **Marketing**

- Attending CSCOE Marketing Squad meetings to discuss what other schools are doing across the archdiocese for CSW and re-enrollment
- Catholic Schools Week masses: parents spoke at various masses, if a parent wasn't able to speak, Catherine spoke. We had representation at all 11 masses as well as students in uniform
- Had photos printed and they are hanging in the display case across from the office
- Created new infographic to share at CSW masses as well as posters to hang at parishes

### **Fundraising Update**

- **STAR Fund** - We currently have a total of \$118,000 in cash and pledges from a total of 125 donors, compared to last year at this time of \$91,000 from 121 donors.
- **Gala** - Planning is in full swing. Most of the committee positions have been filled and they are meeting on a regular basis. The theme for this year's event is Viva Las Gala, and will be held Saturday, April 23 at the Lost Spur Event Center. A new event this year will be a raffle drawing for either one-year of free tuition or \$2,500 in cash.
- **SeptemberFest** - We have several feelers out to both local and national acts and hope to be able to finalize a band within the next two weeks.

### **Finance Update**

The finance committee met on January 25 to review year-to-date financials. The confidential November dashboard is attached. Financials continue to trend positive. The plan for next month is to review the 3-5 year capital budget to evaluate short and long-term funding needs.

## Facility Update

We have received the energy audit from EnerChange and will begin exploring recommendations they have made as a way to reduce operating costs, such as replacing all indoor lighting with LEDs. We are continuing to work with Minnesota Controls to update our air handling system. They have replaced the controls on four of our air handler units, as well as several failed reheat valves that affect the ability to control room temperature. They are preparing a proposal to replace most of our VAV boxes and rebalance the airflow of each classroom. The work would be performed this summer.

## 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 very soon, identifying potential adjustments in mitigation layers, when feasible. We hosted a small vaccine clinic session, and now have rapid tests available upon request from the nurse.
- Students and teachers are pleased to actively participate in many favorite activities which have been missed in recent years – Catholic Schools Week, 3<sup>rd</sup> Grade Wax Museum, Invention Convention, Spring Field Trips, etc.
- HSA Team members provided amazing faculty/staff appreciation benefits for all of Catholic Schools Week, and will conclude the week with a Pizza Bingo event. They are also supporting several exciting enrichment opportunities with our technology classes, and with Ad Team in relation to social/emotional wellness.
- Science Curriculum revision – based on both the 2010 National Research Council (which initiated the STEM focus) and on the 2019 Next Generation Science Standards. Teachers of all grades are re-aligning targets which focus more so than ever on science and engineering practices and on “crosscutting concepts”. Based on this work, we will then evaluate and select new instructional materials and also craft our STEM approach.
- Faculty member, Sarah Meier, is co-chair for the Big Bang STEM Fair – we are hoping to have some level of student or additional teacher participation for the first time.
- English Language Arts Curriculum revision also just beginning this month – this process will proceed into next year as well.
- 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
- An impact grant application was submitted to CSCOE for a Spring and Summer visioning process for the faculty – first with a core team, then with interactive sessions for all faculty members. A third phase of this will include parents.
- Full-time Summer programming will be offered again this year, and potential faculty and staff leadership is being developed at this time.