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

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
Jen Neuman	Jason Skagen	Pat McNulty	

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 6:34PM with a prayer by Meagan Galbari.	Galbari
Adoption of Agenda	**Motion: Danny Kieffer** made a motion to approve the March 2022 agenda. **The motion was seconded by Fr. Tony and was unanimously approved.**	Skagen
Approval of Minutes	**Motion: Meagan Galbari** made a motion to approve the February 2022 Minutes. **The motion was seconded by Jen Neuman and was unanimously approved.**	Skagen

	New Business	
Finance/Facilities Proposal for Summer Projects	The Finance Committee met in February and identified projects to complete over the next six months. Pat stated the Finance Committee recommends the Faithful Shepherd Board of Directors approve up to $165,000 for the following capital improvement projects to be completed the summer of 2022: 1) Replace existing carpeting in the upper level classrooms and pods, as well as the main office spaces. 2) Complete recommended roof repairs. 3) Replace all Victaulic fittings in boiler and air handler rooms, many of which are leaking. 4) Energy and air handler upgrades: Install Variable Frequency Drives (VFDs) on our hot water pumps to save money, reduce workload of pumps, and improve heating efficiency in building. Replace two failing motors on air handlers. Install filters on VAV boxes and replace any broken reheat valves. Jason indicated the $165,000 will come out of the capital budget. He mentioned the Victaulic fittings will fix about 25% of the fittings. We will need to replace the remaining fittings over the next few years. Jen Neuman indicated this seems like a necessary spend. Joe asked Pat if it is okay to spend the $165,000 now. Are we okay to spend this at this time? Pat stated yes. **Motion: Pat McNulty** made a motion to approve $165,000 for the following capital improvement projects to be completed the summer of 2022: 1) Replace existing carpeting in the upper level classrooms and pods, as well as the main office spaces. 2) Complete recommended roof repairs. 3) Replace all Victaulic fittings in boiler and air handler rooms, many of which are leaking.	McNulty

	4) Energy and air handler upgrades: Install Variable Frequency Drives (VFDs) on our hot water pumps to save money, reduce workload of pumps, and improve heating efficiency in building. Replace two failing motors on air handlers. Install filters on VAV boxes and replace any broken reheat valves. **The motion was seconded by Jen Neuman and was unanimously approved.**	
Board Calendar/Board Goals	**March calendar items include:** • **Salary evaluation for teacher/staff salary scale (Due 3/15).** Danny, Catherine and Jason are working on this item. They are looking at - are we paying correctly - as well as - are the scales correct. They will have a proposal to the Board at the next Board Meeting. **April calendar items include:** • **Execute Catholic Identity Tool with recommended action plans (Due 4/15).** Pat mentioned this item is on track. Catherine and Pat met last week to discuss. They will draft an action plan in the next two weeks and share with the Executive Committee in March with a finalized proposal in April.	Galbari/Skagen
	Old Business	
Selection of new Board Members	Both Meagan and Jason are on the same schedule/rotation as St. Thomas Becket Board Members. Meagan will stay on the Board which will get Meagan and Jason off the same schedule/rotation. There are no open Board positions at this time for the 2022–2023 school year.	Skagen
Tri-Parish Meeting	Catherine stated the Tri-Parish meeting held on February 16th was well attended and well received. She received feedback that the meeting was 'time well spent' and 'let's do this again'. At future meetings, we could expand on the academic programs of the school as well as interactive exchanges between the parishes and the school.	Butel

	Fr. Tony thought the meeting was excellent and it achieved what we wanted it to. Fr. Tony thanked all those who presented at the meeting. Jen stated the meeting came at a good time, there was good engagement with the parishes and with the Catholic Identity piece. Fr. Steven thanked Catherine for organizing the meeting. Jason mentioned we did a nice job of tying the pillars at the parishes with Faithful Shepherd Catholic School. Thank you Catherine and team for your great work!	
Septemberfest Update	Jon Weber and Mike Randall continue to work with Eric Roberts to find a band for our event.	Galbari
	Administration Reports	
Principal's Report	**Written report attached.** **Additional comments:** • The re-enrollment process is going well: o 410 Current Students (Less 8th grade) o 44 New Applications Received o 8 Confirmed Not Returning o Current Potential: 446 students • Lots of Admissions Activities: o Matinee MS Musical, invite 5th grade families for middle school overview prior to the matinee. o Kindergarten Breakfast tentatively scheduled for May 14th. Social event for the incoming kindergarten families. • School Program: o In accordance with new CDC and MDH guidelines, we no longer have a mask requirement at school. o Science curriculum review in process. o Middle School Tri 3 electives being selected this week. • Teacher work agreements are being developed for the 2022-2023 school year between Spring Break and Easter. • April round of parent 'coffees' similar to those in November will	Butel

	be hosted again by HSA. Joe Keating inquired about enrollment and wondered if the 39 kindergarten applications number would increase. Catherine stated yes, this number will increase as we have 7 or 8 sibling apps we have yet to receive. Joe inquired about middle school enrollment. Catherine mentioned we have heard that a few students will not return due to family history. We have also received a few middle school apps from new families. Meagan Galbari inquired if we perform an exit interview. Catherine mentioned, yes, she contacts those families and in some instances, has offered for the families to come in and tour the school to look at what Faithful Shepherd Catholic School has to offer in the years ahead.	
	Committee Reports	
Governance	**No written report.** Joe will send the Board Evaluation Tool to the Board Members in the next couple of weeks.	Keating
Marketing	**No written report.**	Neuman
Development	**No written report.** We are two months away from our 2022 Gala! It is a busy time.	Galbari
Finance	**Dashboard distributed.**	McNulty
Executive Committee	**No written report.** The majority of time was spent on preparing for the tri-parish meeting held on February 16th as well as preparing for the March 1st meeting agenda.	Skagen

Facilities	**No written report.** Jason stated the changes made with the filtration system to the air handlers are better than individual units.	Skagen
	Additional Notes	
Closing Prayer	The meeting ended at 7:25PM with a prayer by Fr. Steven.	Fr. Steven
Executive Session	The Board adjourned. There was no Executive Session.	Skagen

Next Board Meeting: April 5, 2022 at 6:30PM via Zoom. Executive Session following the meeting if needed.

FAITHFUL SHEPHERD
CATHOLIC SCHOOL

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Principal's Report
Board Meeting
March 1, 2022

Enrollment

- Total Enrollment Summary as of **2/28**
  - 410 Current Students (less current 8th graders) as of 1/19/22
  - 44 New Apps Received as of 2/28/22

  (K = 39, 1st = 0, 2nd = 1, 3rd = 1, 4th = 0, 5th = 1, 6th = 2, 7th = 0, 8th = 0)
  - 8 - confirmed not returning
- Current Potential**: 446**

Marketing

- Offering another opportunity for 5th-grade parents to learn about our MS. On Tuesday, March 15th parents will be invited in for a brief info session at 12:15ish, followed by the MS musical which they can attend with their 5th grader.
- Planning Kindergarten Breakfast—tentatively May 14th. Previously this has been done in March during conferences. We have decided to push it back to May so we can use outdoor space, we will have more students enrolled, and we will most likely plan on Saturday morning in hopes that more students/families will be available to attend.

Fundraising Update

- **STAR Fund -** We currently have a total of $126,000 in cash and pledges from a total of 131 donors, compared to last year at this time of $106,000 from 125 donors.
- **Gala -** Planning for the Gala is in full swing. The committee is meeting regularly and working hard to make this year's event a huge success! The theme for this year's event is Viva Las Gala, and will be held Saturday, April 23. There will be a Preview Party Friday night, April 22 in the gym, where people can gather to socialize and "preview" many of the great items that will be up for bid!
- **SeptemberFest -** We have contracted with Eric Roberts, who we worked with last year to secure bands, to find 2-3 local bands for this year's event. He has sent out a request to the Jayhawks, a local band with a strong following, and is awaiting their response. Once the main act is booked, he will try to sign several smaller, complimentary acts.

Finance Update

The finance committee met on February 23 to review year-to-date financials. The confidential January dashboard is attached. Financials continue to trend positive. The committee is also making a recommendation to the board to approve funding for some needed capital updates for the coming summer.

Projects include carpeting, updates to the boiler and air handler systems, as well as energy efficiency upgrades.

Facility Update

We continue to make improvements as needed to our air handling system that will both improve our energy efficiency and building comfort. We have also reached out to several companies for proposals to replace all interior lighting with LEDs. We should have those proposals shortly. Once received, we will look at potential rebates and energy savings to evaluate the viability of moving forward

School Program and Activities

- Covid Response – in accordance with new CDC and MDH guidelines, we no longer have a mask requirement at school. All seem to be supporting the differing choices, and the adjustment has gone smoothly. We have reinforced the continued need for persons who are ill to remain at home, and will continue to alert parents to potential Covid exposure as this becomes known at school.
- Spring P/T Conferences and Book Fair will be hosted at school on March 10/11.
- 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 for both math and science, and also craft our STEM approach. Excellent progress was made on this effort during February 11th Inservice and March 1st faculty meeting – proposing a Grade 3-5 pilot experience with all new units.
- Middle School Third Trimester electives are being offered/selected this week, including such options as: Fantasy Baseball Legends, "Me" Book Scrapbooking Journal for 8th graders, Creative Writing Workshop, Basic Yoga, Knitting, Games, STEM: Computer Science, Civil Engineering, Painting, Music Theory and Composition – and one round of inviting students to make other proposals.
- Winter Sports: 8th grade boys basketball won their CAA division tournament.
- 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
- Teacher work agreements are being developed for the 2022-2023 school term, and will be offered between Spring Break and Easter.
- An April round of parent "coffees" similar to those in November will be hosted again by HSA – these will be more topic specific, with teachers providing some input.
- Full-time Summer programming will be offered again this year, and potential faculty and staff leadership is being developed at this time.