

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
May Approved Minutes
Date: May 3, 2022

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 6:35PM with a prayer by Jen Neuman.	Neuman
Adoption of Agenda	Motion: Fr. Tony made a motion to approve the May 2022 agenda. The motion was seconded by Meagan Galbari and was unanimously approved.	Skagen
Approval of Minutes	Motion: Fr. Tony made a motion to approve the April 2022 Minutes. The motion was seconded by Joe Keating and was unanimously approved.	Skagen

	New Business	
Board Calendar	Meagan mentioned we will cover the Board Goals in tonight's meeting. There are no new calendar items.	Galbari
Board Goals	<p>Board Members provided updates on the 2021-2022 Board Goals.</p> <p>Board Goal #1: Execute Catholic Identity Tool with recommended action plans. (Pat McNulty, Meagan Galbari, Fr. Steven)</p> <p>Pat mentioned they executed the Catholic Identity Tool created last year. Three main goals were shared with the Executive Committee last week. This is ready to go for the 2022-2023 school year.</p> <p>Jason inquired where the 'to do' items from this goal will land (who will be responsible). Pat replied some items will be added to the Board Calendar, but most of the items will be completed by Administration and teachers. Catherine verified a number of strategies under the goals belong to our faculty committees, etc.</p> <p>Board Goal #2: Develop Principal goals, complete mid-year and year-end review. (Jason Skagen, Fr. Tony O'Neill)</p> <p>Jason indicated the Principal goals and mid-year review have been completed. The Principal's year-end review will be discussed at the June Board Meeting's Executive Session. This goal will roll over to the 2022-2023 school year.</p> <p>Board Goal #3: Support the work of the new Enrollment/Marketing person to enhance "Who we are" new and current family materials and covenants. (Jen Neuman, Catherine Butel)</p> <p>Jen indicated Hannah Smith is focusing on enrollment for the fall. Review and updates will occur over the summer.</p> <p>Board Goal #4: Evaluate FSCS fundraising events with recommendations for the future. (Meagan Galbari, Danny Kieffer, Mike Randall)</p> <p>Mike, Danny and Meagan have met once. The Development Committee will meet in the next two weeks and this goal will be discussed at the meeting to obtain feedback, etc.</p>	Skagen

	<p>Board Goal #5: Perform a salary evaluation for teacher/staff salary scale. (Jason Skagen, Danny Kieffer, Joe Keating, Pat McNulty)</p> <p>Jason met with teachers/staff to review the plan and actions. Teachers/staff will receive a 4% salary increase next year. The 2% tuition increase will cover part of this salary increase. We are waiting on information from CSCOE and the Archdiocese, once we have this information, we will meet again with teachers/staff to discuss long term plans.</p> <p>Board Goal #6: Execute a Board assessment process. (Joe Keating, Jen Neuman)</p> <p>Joe needs to prep some edits prior to distributing to the Board. Jason inquired if we are on track with this goal. Joe mentioned we are a bit behind. Joe hopes to move this to Executive Committee before the end of the school year.</p> <p>Jason recommends Jen and Joe share the Board Assessment Tool with the Board Members.</p> <p>Jen and Joe will discuss next steps after tonight’s Board Meeting.</p> <p>Board Goal #7: Evaluate the new governance structure for effectiveness. (Joe Keating, Jen Neuman, Catherine Butel)</p> <p>Catherine and Joe met last Friday to discuss this goal. They will meet again next Monday to continue discussions.</p> <p>Jason mentioned we will continue discussions of the Board Goals at the Executive Committee meeting in May to keep these goals moving forward to completion.</p>	
<p>Budget Updates</p>	<p>The Finance Committee met last week to discuss both February and March financials. We are favorable at this time. We are in good shape for summer facilities expenditures, etc. per Pat.</p> <p>Catherine indicated she will distribute the Dashboard to Board Members after tonight’s meeting. She received the Dashboard after Board Materials were distributed.</p>	<p>McNulty</p>

Technology Updates for next school year	<p>We will be receiving 14 new Smartboards and 30 Chromebooks (replacement) with an EANS funding surplus over the summer. The Smartboards will be professionally installed.</p> <p>Jason wanted to thank both Sarah Meier and Mike Randall for helping to determine the technical needs/status/required updates.</p>	Butel
Old Business		
Governance Update	<p>The Governance Committee is currently working on the following Board Goals:</p> <ul style="list-style-type: none"> • Execute a Board Assessment Process. (Joe Keating, Jen Neuman) • Evaluate the new governance structure for effectiveness. (Joe Keating, Jen Neuman, Catherine Butel) 	Keating
Gala Update	<p>Meagan mentioned the Gala was a great night and that there were a lot of people in attendance. There will be a Gala wrap up meeting held tomorrow night.</p> <p>Highlights of the evening:</p> <ul style="list-style-type: none"> • The changes to the program, including a shorter dinner were successful. • 280 people in attendance • \$25,000 raised by virtual participation • Solid Gala Committee, five new members this year • 45 Staff/Teachers in attendance • We were up \$10,000 in our sponsorships from the previous Gala. • Electric Moment successful – Anyone who donated \$250 and above to our Electric Moment will have their name personalized on a brick in our new outdoor patio/classroom. This was a great option for the legacy patio. <p>Succession planning for future Galas: Meagan and Tracey will both chair the 2023 Gala, which will be Meagan’s last year as chair. Tracey will chair the 2024 Gala, which will be Tracey’s last year as chair.</p> <p>Fr. Tony thanked Meagan, Tracey and the Gala Committee for their great work. The cards games were a great idea and he was able to mingle with several folks during this time frame.</p>	Galbari

	Administration Reports	
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Enrollment: <ul style="list-style-type: none"> ○ Securing responses from current families ○ Bringing in new families, students, etc. • School Program and Activities: <ul style="list-style-type: none"> ○ Elementary Teacher and STEM/Outdoor Classroom positions posted ○ The school has been recognized with gratitude for three recent community partnership events: 1) FSCS Middle School students assisted with Easter preparations at St. Thomas Becket Church; 2) As a whole school during the Lenten "Change for Change" almsgiving project, we presented to Meals on Wheels a check in the amount of \$5,132; 3) This past weekend we hosted the "Empty Bowls 2022" benefit event for The Open Door Pantry. No final report on this event yet, but several FSCS families and faculty members assisted, and the committee anticipated as many as 1,000 guests. <p>Meagan inquired if the good news items get shared with the students. Catherine replied, yes, the note regarding the middle school students at St. Thomas Becket was shared with the homebase classes. Catherine also indicated the Meals on Wheels almsgiving project will be shared with the entire school tomorrow morning after Mass.</p>	Butel
	Committee Reports	
Governance	<p>No written report.</p> <p>No additional updates.</p>	Keating
Marketing	<p>No written report.</p> <p>No additional updates.</p>	Neuman

Development	<p>No written report.</p> <p>Working on the Board Goal: Evaluate FSCS fundraising events with recommendations for the future. Working on the Volunteer Recognition Plan as well, will meet tomorrow to finalize.</p> <p>The Development Committee will also be discussing Septemberfest Planning.</p>	Galbari
Finance	<p>The Dashboard will be distributed by Pat/Catherine after tonight's meeting.</p> <p>Pat indicated we are favorable at this time due to great fundraising efforts via our Gala, Septemberfest and Starfund.</p>	McNulty
Executive Committee	<p>No written report.</p> <p>The Executive Committee met last week to discuss the status of the Board Goals as well as summer programming. Jason inquired if we could get an update from Dan Keller on summer programming at the June meeting and Catherine stated yes.</p>	Skagen
Facilities	<p>No written report.</p> <p>The Facilities Committee did not meet this past month.</p> <p>Jason mentioned in the near future, we will need to follow up to make sure we are on track for our summer to do items.</p>	Kieffer
Additional Notes		
Closing Prayer	The meeting ended at 7:34 with a prayer by Fr. Tony.	Fr. Tony
Executive Session	The Board adjourned. There was no Executive Session.	Skagen

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

Administrative Team Report

Board Meeting

May 3, 2022

Enrollment

- Total Enrollment Summary as of 4/28
 - 409 # of Current Students (less current 8th graders) as of 4/25/22
 - 56 New Apps Received as of 4/25/22
(K = 45, 1st = 2, 2nd = 3, 3rd = 2, 4th = 0, 5th = 1, 6th = 1, 7th = 1, 8th = 0)
 - 15 - confirmed not returning
- **Current Potential: 450**

Marketing

- Kindergarten Breakfast set for Saturday, May 14th from 9-10:00 am. HSA will have a parent representative with sample uniform and spirit wear, and will be available to answer questions regarding parents/community involvement.
- New Families will be receiving a packet in the upcoming weeks with information and dates to keep in mind before the school year begins.

Fundraising Update

- Viva Las Gala, this year's Vegas style Gala, was a huge success! The new location at the Viking Omni Lakes Hotel proved very popular and their staff did a great job with our event. We hope to return next year. Our co-chairs Meagan Galbari and Tracy Citron did a fantastic job planning the Gala, including putting together a terrific committee who all worked very hard to ensure the event's success. As of Friday, April 29, we had raised over \$175,000 NET for the school! The Electric Moment raised \$60,000 of that money to go toward the building of our Outdoor Classroom, leaving over \$115,000 going directly into the school's operating budget. That number will continue to increase as money and a few bills continue to trickle in. All in all, it was a great night and wonderful show of support from our community!
- SeptemberFest - We are still negotiating with *Big Head Todd and the Monsters* to be the main act at this year's event. Unfortunately, the process moves along at its own speed! We are also talking with *The World According to Garth* to perform as the warm-up band.

Finance Update

- Finance committee met on April 28 to review the March financials. Year-to date financials continue to trend positive.

Facility Update

- The same firm that did the remodeling work of our library has been hired to design and install the new lobby and workspaces in the main office. Provided all the materials arrive on time, work will be completed sometime in early August.
- An anonymous donor offered to purchase two new outdoor basketball systems. Bill Krech, current parent, offered to remove the old ones for free. New hoops will be installed soon, weather permitting!.

School Program and Activities

- Teacher work agreements for the 2022-2023 school term were offered and returned in April. Openings have been published and applications are being received with a view to mid-May interviews.
- The school has been recognized with gratitude for three recent community partnership events: 1) FSCS Middle School students assisted with Easter preparations at St. Thomas Becket Church; 2) As a whole school during the Lenten “Change for Change” almsgiving project, we presented to Meals on Wheels a check in the amount of \$5132; 3) This past weekend we hosted the “Empty Bowls 2022” benefit event for The Open Door Pantry. No final report on this event yet, but several FSCS families and faculty members assisted, and the committee anticipated as many as 1,000 guests.
- HSA has hosted two family fun gatherings at the start of a school day: Donuts with Dads and Muffins with Moms. They are also assisting with First Communion Reception, Field Day Picnic, and a fun year end family night with movie and one more round of Book Fair.
- A May 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. Topics include: 1) Curriculum updates, especially new STEM-infused science; 2) Catholic identity and Faith Formation at FSCS; 3) Student Support resources and approach for next year; 4) World Culture and Languages Kaleidoscope.
- Full-time Summer programming will be offered again this year, and potential faculty and staff leadership is being developed at this time. The Faithful Shepherd Summer Program will provide a full day experience for many FSCS students this summer. Currently we have an average of 30 students enrolled for the summer program. Each week students will have opportunities to grow and learn through educationally themed experiences
- In addition to the regular summer “camp”, we will also be hosting the St. John Neumann Vacation Bible School and an August two-day teacher workshop in cooperation with CSCOE.