



Where educational excellence and God's gifts are awakened.

3355 Columbia Drive • Eagan, Minnesota • 55121 • Phone 651.406.4747 • www.fscsmn.org

BOARD POLICY MANUAL

Adopted 5.1.2018

Mission Statement, Vision Statement, and Guiding Principles

Policy 101 – Mission Statement, Vision Statement, and Guiding Principles

Mission Statement

Grounded in our Catholic faith, we enrich each student's journey from pre-K to 8th grade by nurturing meaningful growth in academic achievement and service to Christ in the world.

Vision Statement

We excel at academic preparation and development of the whole child, educating students in a diverse student body.

We inspire every student to build a lifelong commitment to Catholic values and service, to go forth as informed, ethical leaders with a lasting love of learning.

Our Guiding Principles

Believing that each child is a unique and important gift from God, Faithful Shepherd Catholic School is dedicated to:

- Providing academic excellence in the core subjects while developing creativity and interest in the arts, physical education, and foreign language.
- Helping each student develop a personal relationship with Jesus and a deep understanding of the Catholic faith.
- Empowering students to think critically, act ethically, and have respect for others and one's self.
- Creating a sense of social justice and service to others through thought, actions, and prayer.
- Differentiating our instruction in the classroom so that all learners find success.

Admissions

Policy 201 – Admissions: General Seat Assignment

Seats will generally be subject to the following order of priority assignment for initial seat assignments and waiting lists:

1. Siblings of registered parishioners from the sponsoring parishes with students currently enrolled at Faithful Shepherd Catholic School.
2. Siblings of graduates of Faithful Shepherd Catholic School.
3. Siblings of non-parishioners with students currently enrolled at Faithful Shepherd Catholic School.
4. Children of registered parishioners from the sponsoring parishes.
5. Siblings of children of registered parishioners from the sponsoring parishes.

6. Children of non-parishioners.

Policy 202 – Admissions: Seat Allocation

The sponsoring parishes of St. John Neumann, St. Peter, and St. Thomas Becket will generally have equal access to the seats available in Faithful Shepherd Catholic School.

If a sponsoring parish is unable to fill its seats with children of registered parishioners, the remaining seats will be offered in equal number to the other sponsoring parishes.

Should the sponsoring parishes be unable to fill available seats with siblings of registered parishioners, the seats will be offered to children of non-parishioners.

Any sponsoring parish that has given seats to another sponsoring parish shall have preferential access to that seat or other seats that become open or are created in order to fulfill the needs of its registered parishioners. There is no sibling preference for a borrowed seat.

Absent extraordinary circumstances, no student shall suffer the loss of his or her seat simply to satisfy subsequent enrollment needs or requirements of any of the sponsoring parishes for such a seat.

Governance

Policy 301 – Governance: Policy Formation and Implementation

In addition to those powers granted by the Bylaws of Faithful Shepherd Catholic School, the Board of Directors shall be the policy making body for Faithful Shepherd Catholic School and Tri-Parish Center.

Faithful Shepherd Catholic School's administration shall be responsible for implementing all policies approved by the Board of Directors; except as otherwise specifically provided by the express terms of a particular policy.

Policy 302 – Governance: Accreditation; Non-Profit Status

Faithful Shepherd Catholic School shall all times maintain accreditation by the Minnesota Nonpublic School Accrediting Association (MNSAA) and submit all reports required to meet or exceed MNSAA standards and guidelines.

Faithful Shepherd Catholic School shall all times maintain its good standing and qualified status as a Minnesota 501(c)(3) non-profit organization, including submitting all reports required under Minnesota state law in furtherance of the same.

Personnel

Policy 401 – Personnel: Certification of Teachers

All Faithful Shepherd Catholic School teachers under a current work agreement shall hold a valid Minnesota teaching license.

All personnel requiring certification shall meet the continuing education or other requirements necessary to maintain certification.

Policy 402 – Personnel: Employment

All Faithful Shepherd Catholic School personnel shall have a current work agreement as mandated by the Archdiocese of St. Paul and Minneapolis. All individuals employed at Faithful Shepherd Catholic School shall have a job description for their assigned position.

Policy 403 – Personnel: Employee Evaluations

Supervision and evaluation shall be an ongoing process between the employer and employee. A formal evaluation of all staff shall take place at least annually. Written evaluations are to be signed by the appropriate supervisor and the staff member prior to placing the form in the personnel file.

Policy 404 – Personnel: Equal Employment Opportunity

Faithful Shepherd Catholic School is committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. This commitment extends to all employment decisions, including, but not limited to, recruitment, selection, promotion, transfer, advertisement or solicitation for employment, training, compensation, discipline, layoffs, and termination. Exceptions to this policy may be necessary when based on a bona fide occupational qualification.

Policy 405 – Personnel: Justice in Employment

Faithful Shepherd Catholic School will observe the Archdiocesan Justice in Employment policies as issued under the authority of the Archbishop.

Records and Standards

Policy 501 – Records and Standards: Parent/Student Handbook

The principal shall submit the Parent/Student Handbook to the Board of Directors – and any revisions thereto – for review and approval prior to distribution to the school community.

Curriculum and Instruction

Policy 601 – Curriculum and Instruction: Curriculum

Faithful Shepherd Catholic School shall develop curriculum consistent with its Mission and Vision.

Buildings and Grounds

Policy 701 – Building and Grounds: After Hours and Summer Facility Usage

The primary use of the facilities is to support the K-8 Instructional and co-curricular programs of the school. When not in use for these purposes, the facilities may be made available to others, subject to policies, regulations, and prevailing fee schedules as outlined in the facilities use policy manual.

The priority list for date and space usage has been established as follows:

1. Faithful Shepherd Catholic School and school-sponsored groups, clubs and student body organizations.
2. Parish sponsored ministries and Knights of Columbus Council #7604.
3. Non-profit community groups.
4. Other rentals.

The school will remain open outside of regular school hours to the extent practicable in order to remain accessible.

Policy 702 – Building and Grounds: Use of Equipment

Faithful Shepherd Catholic School's Executive Director and/or Principal shall determine whether a particular employee, student, or volunteer may borrow equipment Faithful Shepherd Catholic School equipment, which equipment may be loaned, and the terms and conditions of the loan.

- Equipment may be loaned to employees when the use of the equipment will be connected to the employee's work for Faithful Shepherd Catholic School.
- Equipment may be loaned to students when the use of the equipment will be used in connection with the student's curricular or co-curricular activities.
- Equipment may be loaned to volunteers when use of the equipment will be connected to the volunteer's work for Faithful Shepherd Catholic School.

The principal shall maintain a record and condition of equipment loaned to employees, students and volunteers.

The employee, student or volunteer is responsible for returning the equipment on time and undamaged.

For the purposes of this policy, equipment shall include computer hardware and software, and audio-visual equipment.

Policy 703 – Building and Grounds: Facilities Maintenance

The Board of Directors recognizes the value of clean, safe, and attractive facilities to support the K-8 instructional program. The Executive Director and/or Principal shall work closely with Maintenance Staff to ensure the most cost-effective use of school facilities while ensuring personal safety and acceptable levels of comfort.

The Board of Directors shall determine the extent of all new or maintenance construction based on reports and recommendations from the Executive Director and/or Principal.

Faithful Shepherd Catholic School shall implement, maintain, and monitor the following plans and programs related to health and safety:

- An energy conservation plan
- A machine safety management program

- An indoor air quality (IAQ) management plan
- A laboratory safety management program
- A lockout/shelter in place management program
- An employee right-to-know/hazardous communication program

Finance

Policy 801 – Finance: Budget Preparation

Faithful Shepherd Catholic School will develop an annual budget consistent with the guidelines set forth in the Bylaws.

The Board of Directors' Finance Committee will assist school administration with preparation of the annual budget. The annual budget will be submitted for review by and approval of the Board of Directors.

The Finance Committee will assist school administration with preparing a three year pro-forma budget, which shall be submitted to the Board of Directors for review.

Policy 802 – Finance: Financial Statements

The Board of Directors' Finance Committee shall provide for the review and reporting of the status of the budget. A monthly financial summary shall be prepared and distributed to the Board of Directors.

Policy 803 – Finance: Tuition Assistance

Faithful Shepherd Catholic School will provide for tuition assistance as part of the budget process. An outside agency with expertise in financial aid processing will be used to assist Faithful Shepherd Catholic School in evaluating the applicant's financial need. Tuition assistance shall be awarded based on the applicant's specific circumstances and may be guided, in part, by recommendations received from the outside agency.

Policy 804 – Finance: Fundraising

The Executive Director and/or Principal, in consultation with the Board of Directors' Development Committee, shall recommend all major fundraising programs for Faithful Shepherd Catholic School as part of the annual budget approval process.

Policy 805 – Finance: Inventory

A year-end inventory will, at the discretion of the Board of Directors, be made of all electronic items regardless of value and all non-electronic materials and equipment within Faithful Shepherd Catholic School that have a reasonable monetary value of \$1,000 – either individually or when taken together – or more.

Policy 806 – Finance: Cash Accounts

All cash shall be appropriately deposited or secured in a place that ensures the safety of said monies.

Any money handled within a classroom will be turned in immediately to the school office.

Additional cash handling procedures may be recommended by the Finance Committee and shall be subject to the Board of Directors' approval.

Policy 807 – Finance: Audit

A regular audit of school finances shall be conducted by an outside agency to ensure accurate and proper accountability of all financial aspects of the school.

As part of the exit process for any Executive Director and Principal, a financial audit may be conducted at the Board of Directors' discretion.

Policy 808 – Finance: Unsolicited Gifts

Before accepting or rejecting any restricted gift, the Executive Director and/or Principal, after considering the following factors, shall make a recommendation to the Board of Directors for its review:

- Whether accepting the gift is consistent with the mission of the school.
- Whether the school would be purchasing or pursuing the gift if the donor wouldn't be offering the gift now. (i.e., is the purpose of the gift related to an established priority of the school?)
- If the gift will be an enhancement to an existing school program
- Whether the gift will result in additional costs to the school. If so, how will these costs be covered? Will the donor cover those too?
- If the gift will be seen as a net gain for the school.

The Board of Directors shall make the final decision whether to accept or reject the restricted gift.

Public communication of the gift depends on the donor's approval.