

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**January Approved Minutes**  
**Date: January 7, 2020**

**Board Members Present:**

| St. John Neumann | St. Thomas Becket | Church of St. Peter  | Other Attendees                  |
|------------------|-------------------|----------------------|----------------------------------|
| Fr. Doug Ebert   | Fr. Tim Wozniak   | Fr. Steven Hoffman   | Mike Randall, Executive Director |
| Joe Keating      | Jason Skagen      | Yvonne Houle-Gillard | Sheila Hendricks, Principal      |
| Jen Neuman       |                   | Tom Kraus            | Mary McCoy, Recording Secretary  |

| Description  | Discussion   | Action By |
|--|--|-----------|
| <b>Invocation</b>                                  | The meeting began at 6:33PM with a prayer by Fr. Doug.   | Fr. Doug  |
| <b>Adoption of Agenda</b>                          | <b>Motion: Joe Keating</b> made a motion to approve the January 2020 agenda.<br><br><b>The motion was seconded by Fr. Tim and was unanimously approved.</b>  | Kraus     |
| <b>Approval of Minutes</b>                         | <b>Motion: Fr. Doug</b> made a motion to approve the December 2019 Minutes.<br><br><b>The motion was seconded by Jen Neuman and was unanimously approved.</b>  | Kraus     |
|  | <b>New Business</b>  |           |
| <b>Finance Committee Investment Recommendation</b> | Tom mentioned the Finance Committee is looking to manage our cash reserves in a more effective way, with the goal to increase our rate of return. We would invest in financial instruments which are low risk such as certificate of deposits, checking accounts, etc. | Kraus     |

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|------------------------------------|---|-----------|
|                                    | <p><b>Motion:</b> Fr. Doug made a motion on the recommended resolution of the board authorizing management (Executive Director, Business Office Manager) and the Finance Committee to develop a strategy to combine checking and reserve accounts and invest in money market and/or short-term certificates of deposit (up to 18 months in length) in order to maximize the interest earned on its cash deposits. The Finance Committee will have the authority under this resolution to make recommendations relating to the specific allocations and will monitor the timing of purchase, sales and transfer of funds.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p> |           |
|                                    | <b>Old Business</b>   |           |
| <b>SeptemberFest Update</b>        | Jason Skagen provided an update on Septemberfest. He mentioned we have secured the necessary parking spaces as required by the city and are researching several bands for next year's event.  | Skagen    |
|                                    | <b>Administration Reports</b>   |           |
| <b>Executive Director's Report</b> | <p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Year-end gifts, 86 donors, approximately \$65,000.</li> <li>• Windows 10 upgrade went smoothly, most problems have been resolved. CIT recommends completing the server upgrade over the summer. We will take this into consideration.</li> <li>• Saints banners are up in the gym and look great. Fr. Steven recommended we look at some female saint banners for the school as well.</li> </ul>   | Randall   |
| <b>Principal's Report</b>          | <p><b>Written report attached.</b></p> <p><b>Additional Comments:</b></p> <ul style="list-style-type: none"> <li>• The Library project over Christmas break went great! Non fiction books are organized and the volunteers were able to begin work organizing the fiction books as well.</li> <li>• MNSAA – Our strategic plan was placed into the MNSAA format and Sarah Mueller mentioned it looked great.</li> </ul>   | Hendricks |
|                                    | <b>Committee Reports</b>  |           |
| <b>Facilities</b>                  | <p><b>Unapproved Minutes from December 11, 2019 meeting attached.</b></p> <ul style="list-style-type: none"> <li>• Paul Meger has been hired as our new Facilities Manager.</li> <li>• The boiler upgrade has been completed. Thanks to Joe</li> </ul>  | Skagen    |

|                          |  |               |
|--------------------------|--|---------------|
|                          | <p>Mozeika for his help with this project.</p> <ul style="list-style-type: none"> <li>• VAV boxes will be looked at regarding air flow to individual classrooms.</li> <li>• The leak on the roof will be completed when school is not in session.</li> </ul>   |               |
| <b>Development</b>       | <p><b>Unapproved Minutes from December 5, 2019 meeting attached.</b></p> <ul style="list-style-type: none"> <li>• The Development Committee met on December 5<sup>th</sup>.</li> <li>• The Executive Director's report included updates on Starfund and Gala.</li> <li>• The marathon is scheduled for Saturday, May 16<sup>th</sup>.</li> <li>• Next Development meeting: March 19<sup>th</sup>.</li> </ul>                 | Houle-Gillard |
| <b>Finance</b>           | <p><b>Dashboard distributed to Board Members.</b></p> <ul style="list-style-type: none"> <li>• Dashboard: No major changes from previous month.</li> <li>• Working on a preliminary budget for next year. Tuition recommendation for 2020-2021 will occur in tonight's Executive Session.</li> <li>• Management of Funds – covered in New Business.</li> </ul>   | Kraus         |
| <b>Marketing</b>         | <p><b>No written report.</b></p> <ul style="list-style-type: none"> <li>• The Marketing Committee will meet on January 21<sup>st</sup>.</li> <li>• Mike Randall mentioned we may have Metre put together a video to market our preschool.</li> </ul>   | Neuman        |
|                          | <b>Additional Notes</b>  |               |
| <b>Closing Prayer</b>    | The meeting ended at 7:25 PM with a prayer by Jason Skagen.  | Skagen        |
| <b>Executive Session</b> | <p>The Board adjourned, followed by an Executive Session.</p> <p>During January's Executive Session, the Board approved (7-1) the Finance Committee's recommendation for 2020-2021 tuition.</p> <p><b>Motion: Yvonne Houle-Gillard</b> made a motion to amend the January Minutes to include this item within the Executive Session.</p> <p><b>The motion was seconded by Jason Skagen and was unanimously approved.</b></p> |               |

**Next Board Meeting:** - February 4, 2020 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

## **Executive Director's Report – January 2020**

### **Enrollment Update**

We will be moving to Continuous Enrollment this year. Several notices have been published to date and an email will go out the week of January 13 with specific details and dates. The goal is to get a better handle on enrollment for next year at an earlier date, hopefully by the end of March. We currently have received eight Kindergarten applications, one of whom is a sibling. That's about where we were last year at this time. We have a total of 29 prospective kindergarten siblings. Our goal is to enroll 50 kindergarten students for next year.

### **Marketing Efforts:**

#### **Sales/Marketing Efforts for the month of November:**

- December 5<sup>th</sup> Open House- 6 families attended, which is the same as last year.
- December 9- Met with Eagan Magazine contact- she will list all of our upcoming events in their publication- monthly, average age 50, 2400 families.
- December 10- PreK/K Christmas Concert and Cookie reception after- connecting with several preschool families that came to K Night
- December 12/13- Participated in Dodge Nature Center Kindergarten Fair- no leads but good visibility. St. Joes WSP & Visitation also had tables.
- December 15 - Breakfast with St. Nicholas- St. Thomas Becket- Middle Schoolers, Crafts with the kids- no leads but good visibility with families and with the parish.

#### **Upcoming and Ongoing Marketing Efforts- Month of December:**

- Wendy at SJN Preschool will list our February Open House in her January newsletter.
- Personal invitation from Sheila emailed to our preschool families inviting them to the Open House.
- Middle Schoolers helped at SJN Toy Drive December 15<sup>th</sup>- this event is put on by SJN Early Childhood and Preschool.
- Working on a targeted direct mail piece to Burnsville where it was recently announced that several schools will be closing.

### **Fundraising Update**

#### **STAR Fund**

- As of December 26, we have raised \$48,100 from 70 donors, compared to \$45,700 and 84 donors at this time last year. A second email blast was sent to parents the last week of school, along with phone call reminders from our volunteer callers.

#### **Gala**

- Our Gala planning committee continues to meet and solicit Silent and Live donations and sponsorship dollars. This year's Gala will be held February 29 at Lost Spur Country Club. Invitations will be mailed soon. The goal is to have 300 attendees.

### **Finance Update**

The Finance Committee met on December 18 and reviewed the November financials and began to look at 2020-21 budget. The November Dashboard is attached.

### **Windows 10 Upgrade**

CIT started working on the upgrade December 16, earlier than anticipated. They are hoping to finish up all of the upgrades/new installs by Tuesday, December 31. The upgrade has gone fairly smoothly. The plan is to have the technician who did the work on site when school resumes troubleshooting any issues that may arise. The server upgrade will take place in January.

## Principal Report – January 2020

### **Mission Statement**

Grounded in our Catholic Faith, we enrich each student's journey from pre-K to 8<sup>th</sup> 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.

### **Makerspace** – Some neat developments have been happening with makerspace in the first trimester:

- Tuesdays and Thursdays 1<sup>st</sup> grade classes have combined in the makerspace for their STEM module
- Mondays – Mrs. Toboja uses the makerspace for stations (i.e. hands on stations along with literacy station)
- 4<sup>th</sup> grade students from Mrs. Larson's class spent time in the makerspace working on a health project
- Middle School students have spent time in afternoon makerspace as an option from study hall.
- Monday-Friday kindergarten continues to be on a specialist rotation and are in the makerspace for one hour.
- Makerspace club after school was developed for K-5 students. Students who attended were invited to "make/create" during the time they were there. Many interesting, creative ideas and creations came to be.
- Look for more opportunities in our makerspace in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters.

**Library** – Over Christmas break a core of five adults Betty and Jeanne Claridge, Mary Lu and John Jackson and principal along with grandparent, parent, and student volunteers organized the non-fiction books into the Dewey Decimal System and started organizing the fiction books in alphabetical order. After all fiction and nonfiction books are organized, the next phase will be Genrefication.

**Christmas Concerts** – December marked four nights of Christmas concerts including cookies and juice and a social gathering afterwards in the cafeteria. Each concert was a full house and did not disappoint. The students were very excited to perform. They were well prepared by Mr. Wolf and Mr. Brones. Four of the best evenings of the school year!

**Staff Christmas Celebration** – All staff were invited to the December 20 Staff Christmas Party. A very nice selection of hors d'oeuvres and refreshments were served. There were gift cards won and several drawings for gift cards were given. Lastly, each staff was given a new shirt with the new Faithful Shepherd logo.

**Be the Nice Kid** – Dan and Tracey Citron donated a Be the Nice Kid wall sign with a quote from Bryan Skavnak. It is hung in the middle school stairwell. Home and School partnered with Faithful Shepherd to bring Bryan Skavnak from - Be the Nice Kid - on Friday, November 22.

**Middle School Outdoor Attire for Recess** – On Wednesdays all Middle School students will be outside for recess. They will need to bring hats, mittens, winter coat, and long pants on Wednesdays. All middle school students will have recess on Wednesdays. The other four days, students have the options to choose to work in a classroom where they need extra study time or stay in the cafeteria for socializing. Students will get one reminder to bring the required long pants, hat, gloves, and winter coat for Wednesday recess. If they do not bring the required clothing on Wednesdays a second time, they will earn a fix-it ticket. We want our middle school students to enjoy the fresh air and outdoors at least one day a week, and the long pants, hat, mittens, and winter coat is a winter outdoor recess requirement.

**Teacher on leave** – Hannah Smith, middle school advanced ELA teacher, has requested an early leave due to health concerns. Her last day of teaching was December 20, 2019. She will not be returning for the remainder of the school year. Hannah's replacement is Kim Peterson.

**Kindergarten Makerspace** – Katie Johns will be replacing Kim Peterson as the new kindergarten makerspace teacher.

God bless,  
Sheila Hendricks, Ed.D.

**FAITHFUL SHEPHERD CATHOLIC SCHOOL**  
**Facilities Committee**  
**Unapproved Minutes**  
**December 11, 2019**

Attendees: Jason Skagen, Jon Weber, Joe Mozeika, Mark Stoick, Paul Meger, Mike Randall

The meeting was called to order at 5:00 p.m.

Paul Meger joined our school as the new Facilities Manager. Paul will be a great addition to the school and committee.

Joe Mozeika reviewed the changes to our boiler and the upgrades completed. The new burner on boiler 2 has been running for roughly one month without issue and we have not needed to run boiler 1 at all to keep the school heated during that time. The ability to have a 10-1 turndown versus a 2-1 turndown will dramatically reduce wear and tear on the boiler and temperature fluctuations. It will also save between 20% and 30% in natural gas. A big thank you to Joe for helping to spec out the boiler and negotiating very favorable pricing for the burner package. Joe also worked with Kelly Larson to complete the rebates with Xcel Energy.

In November, boiler 1 was also tested on oil to ensure it works and Paul was trained in how to switch the boilers over in case of a natural gas limit to the school. Paul will continue to run boiler 1 every 1-2 months to test the oil, as well as, use a little of it up to prevent it going bad.

We have historically had issues with our VAV boxes that control air flow (both cooling and heating) to each individual room. These VAV boxes have been band aided in the past due to the low turndown ratio of the old boiler burner. With the new burner package, Paul will begin to test each room's VAV box, adjust where necessary and record any repairs that are needed so we can replace parts or bring in service. This will help prevent individual room temperature variability.

Once the VAV boxes are working correctly, we can adjust our MX control system as needed as well. In order to better track changes, Paul will start a Allerton log book so we can see when and why changes are made.

Our current preventative MX agreement with MMC ends March 15th. Based on Corporate Mechanical being the contractor who did the new boiler burner installation, along with their extensive knowledge on boilers, the decision was made to keep our current MX agreement in place with MMC, except to remove the yearly boiler tune-ups and instead move those to Corporate Mechanical. Jason Skagen will communicate this to MMC, get the new pricing for the agreement, and send the updated proposal to the committee for review before having Mike Randall sign it.

The school has experienced a repeated roof leak near the chapel hallway that our roofing contractor has been unable to find a solution for. They believed it may be due to the flashing under the windows in the



hallway and recommended a window contractor. The window contractor came out and met with Bill Larson and Jason Skagen to test the area, plus one other area near the cafeteria. They were able to detect the leak under the flashing and will be forwarding a proposal to Mike Randall for review. The committee will then make a recommendation to the school on how to proceed as the repair will require the removal of a group of windows in order to access the leaking area and we will not want students or facility in the school during the repair.

Mark Stoick presented to the committee an idea to request grant money from the state for recycling projects (Mark if you have more detail on who and how, please let me know). The grant money could be used for a number of project ideas at the school. Before committing to anything, the committee asked Mark to investigate the details more and provide an update on if there would be any additional expenses to the school and what the school might use the money for.

In looking at the school budget, Mike and Paul recommended removing our lawn service at \$15,000 annually and instead purchasing a riding lawn mower for the school to cut our own grass. The school will continue to hire out aeration, fertilizer, and field lines though as needed. The goal would be to save \$9-\$10k per year. The committee felt this was a good decision and supported the change.

Over Christmas break, Paul will be removing our secondary filters on the five AHU's and getting specs on the primary filters. Instead of paying MMC to change these twice per year, Paul will change them once each fall and we will continue to pay MMC to do them each spring after cottonwood season as part of their annual checks they complete in our preventative MX agreement.

Thanks again for everyone's hard work on the committee and please provide any feedback or updates.

Jason Skagen

## **Unapproved MINUTES**

### **FAITHFUL SHEPHERD CATHOLIC SCHOOL Development Committee**

**December 5, 2019**

Attendees: Mike Orme, Mike Randall, Meagan Galbari, Tracey Citron, and Yvonne Houle-Gillard.

The meeting was called to order at 6:35 p.m.

1. **Approve September meeting minutes.** Mike Randall made a motion to approve the September Development Committee meeting minutes, and Meagan Galbari seconded the motion. The committee approved the minutes.
2. **STAR Fund Update.** Mike Orme reported that we have 14 STAR Fund volunteers who started calling families after FSCS emailed a STAR Fund video to families in November. We've collected \$39,000 in cash and pledges to date, most designated for the Future Stars Scholarship Fund as a result of the November 19<sup>th</sup> Union 32 event for alumni parents. In 2018-2019, 30% of FSCS families contributed to STAR Fund; we hope to increase this to 40% in 2019-2020. The committee plans to wrap up calls by mid-December and will sign donor thank you notes during our March meeting.
3. **Gala Update.** Meagan Galbari and Tracey Citron reported that the Gala committee met last night. Silent donations are coming in. Save the date magnets will be sent out next week. There will be some new items in the live auction this year. The new venue is larger. The ticket price is the same as last year. The same band will be returning. FSCS will be present the first-ever Founder's Award during the Gala. It is hoped that alumni parents will join us for this event.
4. **Septemberfest Update.** Mike Randall reported that we are targeting Kid Rock as the headline entertainer for Septemberfest 2020. The FSCS Board is requiring the Septemberfest Committee to hire a professional promoter for the event and to ensure we meet the City of Eagan's requirements for securing additional parking prior to negotiating a contract. Since Kid Rock's agent only negotiates with certain agents, an agent has been recommended who can assist with this, as well as serve as a professional promoter. The committee is working to establish details with the promoter in writing, as well as to secure additional parking, prior to negotiating a contract. Three nearby businesses have consented to allowing cars to be parked in their lots; the committee is working to obtain confirmation of additional parking.
5. **Marathon Update.** Mike reported that the marathon will be held on Saturday, May 16. Kelly Larson has asked the City of Eagan if we need any permits or security for the event; they are looking into this.
6. **Recruiting new volunteers for events.** The committee brainstormed ways to recruit new volunteers for events. We could give a presentation about volunteer opportunities during Back to School night. We could provide information and have sign-up sheets during a new family expo; it was noted that there was no new family expo in 2019. We could communicate opportunities through class reps.
7. **Next Meeting is March 19, 2020 at 6:30 p.m.**

Meeting adjourned at 7:23 p.m.