

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**March Approved Minutes**  
**Date: March 3, 2020**

**Board Members Present:**

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

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:34PM with a prayer by Joe Keating.	Geheren
<b>Adoption of Agenda</b>	<p><b>Motion: Fr. Tim</b> made a motion to approve the March 2020 agenda.</p> <p>The motion was seconded by Fr. Doug and was unanimously approved.</p>	Geheren
<b>Approval of Minutes</b>	<p><b>Motion: Fr. Doug</b> made a motion to approve the February 2020 Minutes.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Geheren
	<b>New Business</b>	
<b>Board Member Selection Process</b>	Board Member appointment is completed by our priests. There will be Board Member openings for the upcoming school year as terms reach completion. The Board discussed a timeline regarding the new Board Member selection process.	Geheren

	<ul style="list-style-type: none"> <li>• March/April 2020 – Announce openings via newsletter and church bulletins, include application and deadlines. Applications will be submitted to our priests.</li> <li>• May 2020– Priests interview potential Board Members.</li> <li>• May 25, 2020 – Announce new Board Members.</li> <li>• June 2020 – New Board Member(s) join June Board Meeting.</li> <li>• August 2020 – First official meeting for new Board Member(s)</li> </ul> <p>Fr. Doug inquired if there was an announcement template for the open Board Member position(s) and recommended all three parishes use the same template. Cara agreed and stated there was a template to use.</p> <p>Mike Randall mentioned creating a spreadsheet to see when Board Member terms begin/end in order to stagger the process and maintain balance and stability.</p>	
<b>Principal Search Process</b>	<p>Cara mentioned the Executive Committee met after Dr. Hendrick’s resignation announcement. The Board discussed a timeline for the principal search. Next steps included posting the principal position with the goal to begin interviews after Easter Monday.</p> <p>The Board will determine search/selection committee makeup during tonight’s Executive Session.</p>	Geheren
	<b>Old Business</b>	
<b>SeptemberFest Update</b>	Jason Skagen mentioned Septemberfest will be discussed within tonight’s Executive Session.	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>• 35 kindergarten registrations, waiting on 11 potential sibling applications, goal is 50 kindergarten students.</li> <li>• Our kindergarten breakfast will be held this Friday, March 6<sup>th</sup>, a lot of families are planning to attend.</li> <li>• Gala Update: <ul style="list-style-type: none"> <li>○ 300 attendees, good venue</li> <li>○ Founder’s Award presented to Brian Howard</li> <li>○ 35 alumni parents attended</li> <li>○ Electric Moment raised \$72,000 for our scholarship fund</li> </ul> </li> </ul>	Randall

Principal's Report	Written report attached.	Hendricks
<b>Committee Reports</b>		
Facilities	<p>No written report.</p> <p>Will have a meeting this spring to plan the summer facilities projects.</p>	Skagen
Development	<p>No written report.</p> <p>Next Development Meeting on March 18<sup>th</sup>.</p>	Houle-Gillard
Finance	<p><b>Dashboard distributed to Board Members.</b></p> <ul style="list-style-type: none"> <li>No significant changes since last month per Tom Kraus.</li> </ul>	Kraus
Marketing	No written report.	Neuman
<b>Additional Notes</b>		
Closing Prayer	The meeting ended at 7:30 PM with a prayer by Fr. Doug.	Fr. Doug
Executive Session	<p>The Board adjourned, followed by an Executive Session.</p> <ol style="list-style-type: none"> <li>The following motion was made during March's Executive Session. <p><b>Motion: Yvonne Houle-Gillard</b> made a motion to revise the motion from the February Executive Session to sign with Hello Booking! and secure bands with a budget of up to \$50,000. The band selection is subject to the same committee.</p> <p><b>The motion was seconded by Joe Keating and was unanimously approved.</b></p> </li> <li>The Board appointed the following members to be a part of the Principal Search Committee: Fr. Doug Ebert, Joe Keating, Jen Neuman, Jason Skagen and Fr. Tim Wozniak. Teachers will also be a part of the Principal Search Committee. Selection of teachers will be completed at a later date.</li> </ol>	Geheren

**Next Board Meeting:** - April 7, 2020 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

## Executive Director's Report – March 2020

### Enrollment Update

The Continuous Enrollment deadline to inform us of a student not returning was February 14. To date, we have heard that 6 students will not be returning, and 11 are undecided. Tuition deposits will be applied on March 13. Currently, we have 33 kindergarten registrations (compared to 25 at this time last year.) There are 14 potential siblings who are kindergarten aged who have not yet applied. Our goal is to enroll 50 kindergarten students for next year.

### Marketing Efforts:

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

- Open House- February 6<sup>th</sup> 8-10:30 AM- 9 families attended.
- Delivered Valentines to all 3 parishes to distribute to their homebound and seniors.
- Sent Kindergarten Breakfast Invitation on February 24<sup>th</sup>. Invited all applied families (new families & applied siblings), strong prospects, prospects and undecided from our preschool.
- Sent Kindergarten Breakfast Invitation on February 24<sup>th</sup> to all siblings that haven't yet applied with reminder that still need to apply for new students (do not automatically enroll).
- St. Thomas Becket's Parishioner Appreciation Breakfast- Sunday March 1<sup>st</sup>.

### Fundraising Update

#### *Gala*

- **Gala for Giving will be held this Saturday, February 29 at Lost Spur Golf and Event Center.** Doors open at 5:00 pm. We have 290 registered guests (265 last year), coming very close to hitting our goal of 300 attendees! We have received 105 Silent Auction Items, 12 Live Auction items, and \$20,000 in sponsorship income. Meagan Galbari and Tracey Citron, Gala co-chairs, and the entire planning committee have done a great job putting on this year's event! We will be awarding our first annual Founders Award this year to Brian Howard. We came close to hitting our goal of 300 attendees!

#### *STAR Fund*

- Current totals are \$70,000 raised from a total of 95 donors. That's about \$9,000 ahead of where we were last year at this time.

### Finance Update

The Finance Committee did not meet in February. They will meet again in March. Not much change in the financials. The January Dashboard is attached.

**Technology Update**

The Server Upgrade scheduled to be done in January will now be done in two stages. Stage one will be done over spring break and will require that our phones be down for the better part of a day. Phase two will be completed over the summer when there is less demand on our servers. We are also looking at replacing and downsizing our switches to create a more maintenance free system long-term.

## Principal Report – March 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.

**Grade Level Teacher Meetings** – In order to continue teacher/administration communication, I met with team teachers in grades K-5, middle school, and specialist teachers in February. It is a good way for principal to connect with teachers on a monthly basis in a small group setting. Minutes of the meeting are recorded by a teacher and sent to the group.

**Formal Teacher Observations** – Thirteen formal teacher observations with a follow-up meeting have been completed through February. These observations and meetings have served as an excellent opportunity for principal to validate the great work our teachers are doing!

### **Catholic Schools Week 2020**

- **Spelling Bee** -4th/5th grade spelling bee was exciting! Twelve contestants competed for 14 rounds. Fourth grader **Gabriela** clinched the win in the 10th round!  
Fourth grader **Amelia** and fifth grader **Cooper** had to face off for 4 additional rounds to determine the official runner-up: **Cooper!**  
Congratulations to the winners of the spelling bee and to all who competed
  - **Home and School** – Thank you to Home and School for the staff appreciation night out to Pinstripes. It was an enjoyable evening of socializing, dining, and games. Much appreciated!
  - **Paper Chains** – Thanks to Ms. Pfahl for the paper chain cross that is now hanging on a wall in the library. All students and staff made a chain, and they are linked and now are in the shape of a cross.
  - **Orbit Earth Expo** – PreK-8<sup>th</sup> grade students experienced an interactive science lesson when they journeyed into space and experienced the cycles and relationships between the earth, moon, and sun while sitting next to a huge inflatable earth model.
  - **Mass at Saint John Neumann's** – Saint John Neumann welcomed Faithful Shepherd students and staff at the all-school mass. Ms. May-Olson's bell choir participated by performing three songs.
  - **Tri-Parish Minute to Win It** – Saint Thomas Becket Parish won the Minute to Win It Contest this year. It was wonderful to see our four priests present at this event.
  - **Staff verses 8<sup>th</sup> grade basketball game** – Staff barely took home the victory this year. It was an exciting game. Underclassmen were loudly cheering to support the 8<sup>th</sup> grade.
- Overall, it was a wonderful week of celebration of Catholic Schools!

### **Robotics in February – grades 4-8**

**LEGO MINDSTORMS** is a programmable robotics construction set that gives students the power to build, program and command their own **LEGO** robot. The **LEGO MINDSTORMS** EV3 set includes everything students need to create any of 17 robots and make them walk, talk, move, drive, shoot, slither, walk, slam, and spin – to name just a few of the actions, and do whatever student can imagine. Students will be with the same partner each week to create,

program and troubleshoot their robot. They will build one robot. Students will build and program a robot to complete a specific task or maze. Instructor: Mr. Smith

**February Update from school counselor** – Ms. Mosely spent time in classrooms talking about Social Emotional Learning lessons with themes like Kindness and Compassion. Ms. Mosely also continued hosting small lunch bunches in her office where she spends time getting to know individual students. Additionally, Ms. Moseley spent time working with individual students on topics of their choosing, like self-esteem and worries. Lastly, Ms. Moseley reached out to parents encouraging them to reach out with any questions or concerns they might have regarding the School Counseling Program at Faithful Shepherd, or their own child's social, emotional, or academic needs.

**Washington DC Trip for Faithful Shepherd 7<sup>th</sup> grade students - February 1-7, 2020** – Washington DC trip is a comprehensive understanding of leadership, civic education, US politics, American history, international relations, and the function of the executive, judicial, and legislative branches of the federal government.

There are many highlights of the trip. Organizing our trip with Washington Workshops helps to provide a more unique and specialized tour of many places. Some of these unique experiences include touring the Department of Defense Headquarters at the Pentagon, participating in a wreath laying ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery, partaking in a "Q and A" session with our congressional leaders during a tour of the Capitol, having an orientation at the supreme court, watching a play at the John F. Kennedy Center of Performing Arts, visiting the private home and tomb of George Washington at Mount Vernon, visiting an embassy, and having a private tour of the Gettysburg Battlefield. Of course, this is all on top of visiting the many historic memorials and museums that DC has to offer.

Students prepare for this trip through their TREC class. During the TREC class students learn about the itinerary, expectations, and historical sites they'll visit. Students research a place of interest in Washington DC, like a museum or monument, and create a presentation about it. Students present their presentations to the rest of the class, so all students have background information of the sites that they will visit in DC. Students also learn about the process of lobbying so they're prepared when they meet with John Farner, a lobbyist in DC. Finally, students interested in having the honor of carrying up a wreath at The Tomb of the Unknown Soldier write an essay expressing their desire and what it would mean to them.

**MNSAA** – In February, the following documents were sent to Sarah Mueller, president of MNSAA:

- Executive Director Job Description
- Principal Job Description
- Administrator Evaluation Process
- FSCS Strategic Plan 2020

**Teacher Inservice Day (February 14, 2020)** – Dr. Julene Nolan spoke with teachers on mental health topics. Dr. Nolan is a psychologist, author, speaker, and partner with Dr. Steve Kahn in Phoenix School Counseling LLC. She is the president of Minnesota School Psychology Association and recently co-authored a college textbook on adolescent development: *Real World, Real Challenges: Adolescent Issues in Contemporary Society*. She has conducted and published research on school performance and mental/behavioral health in the USA and abroad. Dr. Nolan serves schools and families with mental/behavioral health, school performance, and social/emotional learning needs.

Some takeaways from Dr. Nolan's presentation:

- Prevention
  - Teach kids how to build words around emotion
- Mindfulness
  - Help students slow down negative emotions
  - Notice external physical symptoms
  - Mindful practice shrinks the amygdala portion of the brain
  - We tell kids to pay attention; we don't tell them how
  - If information is forgotten, it is whether or not they receive information when in the amygdala portion of the brain or are delivering information in the amygdala
- Social Media
  - Teach students about validity of social media posts
  - Have adolescents rate their emotions pre and post Instagram
  - Students lack emotional antibodies
- Authentichappiness.org
  - Strength finders for kids
- Brain is a muscle – the more we practice being in a calm place, the better we get at it

**2020 Summer Programming** – The following notice from Mr. Keller was sent to Faithful Shepherd families in February:

“The summer of 2019 was so much fun, and we are pumped to announce that FSCS SUMMER CAMP registration is now open for year two. We are excited to build on the fun experiences from last summer and strive to make this summer the best yet. This summer we will put a focus on separating students into age groups throughout the day to ensure a great experience from kindergarten all the way through 8th grade. The FSCS Summer Program staff strives to make each day an adventure and great experience for all of the students involved. Throughout the summer we will be exploring many different themes that will foster learning and fun along with teaching students about kindness.” Mr. Keller

**Catholic Prayer for Catholic Families** – With our Lenten journeys beginning February 26, *Catholic Prayer for Catholic Families* book from Loyola Press was sent home to each family of Faithful Shepherd. There are many prayer suggestions to explore. Hopefully, each family will find several prayers to add to their family's spiritual journey during the Lenten season and beyond.

God bless,  
Sheila Hendricks, Ed.D.