

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
April Approved Minutes
Date: April 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 (7:27PM Arrival)	Mike Randall, Executive Director
Fr. Tony O'Neill	Cara Geheren	Yvonne Houle-Gillard	Sheila Hendricks, Principal
Joe Keating	Jason Skagen	Tom Kraus	Mary McCoy, Recording Secretary
Jen Neuman			

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 6:34PM with a prayer by Fr. Tim.	Geheren
Adoption of Agenda	Motion: Tom Kraus made a motion to approve the April 2020 agenda. The motion was seconded by Jen Neuman and was unanimously approved.	Geheren
Approval of Minutes	Yvonne Houle-Gillard requested the following be included in the March Minutes. <i>(Include within March Executive Session section.)</i> 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. Motion: Yvonne Houle-Gillard made a motion to approve the March 2020 Minutes with noted addition (above). The motion was seconded by Fr. Tim and was unanimously approved.	Geheren

	New Business	
Introduction of Fr. Tony O'Neill	<p>Fr. Doug will retire as pastor of St. John Neumann on June 30, 2020. Fr. Tony O'Neill will be the new pastor at St. John Neumann. Due to the principal search we are currently undertaking, the Archbishop has appointed Fr. Tony as Canonical Administrator effective immediately so he may be part of the search committee and hiring process.</p> <p>Fr. Tony introduced himself to the Board. He is currently at Our Lady of the Lake parish and school in Mound. Fr. Tony spent two years as associate pastor at St. John Neumann. He is a product of Catholic education and was a teacher for 10 years. Fr. Tony is happy to be a part of the Faithful Shepherd Community.</p>	Geheren/Fr. Tony
Distance Learning Update	<p>Dr. Hendricks is meeting with teachers weekly (via Zoom) in small groups: Grades K-2, Grades 3-5, Middle School Teachers and Specialist Teachers.</p> <p>Teachers are learning along the way and doing a great job. As distance learning unfolds, our teachers are embracing many wonderful resources that are good for Faithful Shepherd. Dr. Hendricks mentioned distance learning is transforming education in a good way.</p> <p>The Board wanted to extend their thanks to the teaching staff for adapting to the circumstances and transitioning into distance learning.</p>	Hendricks
Principal Search Process	<p>Board members on the principal search committee met to select four teachers to represent the faculty on the committee. Those teachers are Kate Larson, Ashley Henning, Broque Brew, and Andy Wolf. The Board members on the committee are Joe Keating, Jennifer Neuman, Jason Skagen, Fr. Tim, Fr. Tony as well as Mike Randall. Joe Keating was elected to serve as the search committee chair. The committee has begun to meet on a weekly basis.</p> <p>Several candidates have applied for the principal position. Joe mentioned the applicants will be vetted and principal interviews will begin in a couple of weeks via Zoom. Fr. Tony and several board members felt it important to meet with the future principal in person prior to an offer being made.</p> <p>Jen Neuman mentioned it is important to keep the community up to date on the search process and progress as well.</p>	Keating
Long-term Leave Policy	<p>We currently do not have a long-term leave of absence policy at Faithful Shepherd. The Board determined it would be beneficial to put together a draft policy and discuss details once the draft is put together. Joe Keating will work on the draft policy for board review.</p>	Keating

	Old Business	
SeptemberFest Update	Jason Skagen provided an update on Septemberfest and the impacts of COVID-19 relating to marketing, etc.	Skagen
Board Member Selection Process	Cara will schedule a short meeting or call key individuals for next steps with respect to the Board Member selection process.	Geheren
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> Lots of families attended the Kindergarten Breakfast held on March 6th. We currently have 41 kindergarten applications with 6 sibling applications outstanding. Unfortunately, it does not look likely that we will be able to hold the Marathon event in light of COVID-19. Mike mentioned a possible year end appeal relating to the Star Fund. 	Randall
Principal's Report	<p>Written report attached.</p> <ul style="list-style-type: none"> MNSAA update provided within the Principal Report. 	Hendricks
	Committee Reports	
Facilities	<p>No written report.</p> <p>Jason will have smaller meetings with various committee members to discuss plans for the summer.</p>	Skagen
Development	<p>No written report.</p> <p>Next Development Meeting on April 22nd.</p>	Houle-Gillard
Finance	<p>Dashboard distributed to Board Members.</p> <ul style="list-style-type: none"> The Finance Committee met twice over the past month. 	Kraus
Marketing	No written report.	Neuman

	Additional Notes	
Closing Prayer	The meeting ended at 7:57 PM with a prayer by Fr. Doug.	Fr. Doug
Executive Session	The Board adjourned, followed by an Executive Session.	Geheren

Next Board Meeting: - May 5, 2020 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – April 2020

Enrollment Update

Currently, we have 41 kindergarten registrations. There are six remaining siblings who have yet to register, and five of those have confirmed that they will enroll and just need to complete the paperwork. We also have two strong leads from non-siblings, so a class of 48 looks quite possible at this point.

We have also received four applications to date for grades 1-8, with several more pending. To date, we have heard that 6 students will not be returning, and 11 are undecided.

Marketing Efforts

Sales/Marketing Efforts for the month of March:

- Kindergarten Breakfast- March 6th for all incoming K and their families. Very well attended. 32 families came. Very positive feedback, families had a great time. A few families that hadn't registered yet also attended. It's a good recruitment tool!
- Middle Schoolers assisted with St. Thomas Becket's Golf Event March 15th.
- Jen to hand out popsicles/interact with preschool families during preschool Circus Day- March 12th.
- Jen mailed hand written card to all new enrolled families- mailed 3/23.

Fundraising Update

Gala

- **This year's Gala was a big success!** We had 302 attendees and raised a total of \$142,750 for the school (\$72,250 for the Electric Moment and \$70,500 to budget). The new location at Lost Spur Country Club was very well received. The staff was great to work with and having the upper and lower levels made for a very well-run event. Meagan Galbari and Tracey Citron have agreed to co-chair the event again next year and most of their committee has agreed to return as well. We were fortunate to get this event in before the COVID 19 pandemic. The Founders Award was well received and brought in over 30 alumni parents.

Marathon

- Unfortunately, it does not look likely that we will be able to hold this event.

Finance Update

The Finance Committee met on March 31 and reviewed the February financials. The February Dashboard is attached.

Technology Update

The Server Upgrade scheduled to be done in January is now scheduled to be completed over the summer.

Principal Report – April 2020

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.

Minnesota Schools will be closed through May 4

Below is an excerpt of a letter I sent to staff upon the announcement from Governor Walz stating Minnesota schools will continue to be closed through May 4:

Dear Staff,

Following the announcement of Governor Walz extending the closure of Minnesota public school buildings at least through May 4, 2020, Faithful Shepherd will roll out our distance learning plan beginning March 30.

I have reviewed K-8 grade level lesson plans. You have done an amazing job to transform face to face learning into distance learning in a little over a week. I have been in touch with many of you if I had questions or suggestions.

Your work collectively was epic last week! Congratulations!

I asked you to begin with what you and your students have been using for instruction and learning. This adjustment is overwhelming to educators, students, parents, administrators throughout the country and world. Starting with what you are comfortable with and being confident and upbeat for your students and families is what our families need. We will continue to evolve with our abilities to try, learn, and accomplish new distance learning devices as will our families.

I could not have been more proud of this staff as you rolled up your sleeves and took on the immense challenge of developing a distance learning plan for each grade level and content area.

Distance Learning Plan March 30, 2020 – May 4, 2020
Teachers sent distance learning letters to parents
Office hours where teachers are available to students – 8:30-2:00 Students can schedule meeting times with teachers by appointment during office hours
Synchronous and asynchronous learning has been implemented
Family/class communications from teachers – Principal cc'd

Professional Development – available teachers learning new technology resources			
Weekly lesson plans - Sent to students/families (cc principal) by Monday mornings at 8:00am			
Student work/completion will be assessed, graded, and entered weekly into Powerschool/Gradebook			
Electronic Resources:			
Google classroom	Screenkastomatic	XTRAmath	Scratchjr
Seesaw	Brainpop	Khan Academy	Quizlet
Kami	Edpuzzle	Gonoodle	Quizziz
Screencastify	Razkids	Timeforkids	PearsonRealize
Google forms	IXL	Starfall	Science websites and articles
Zoom	Scholastic Learning from home	Getepic	Classics for kids

Attendance – Will be taken in synchronous learning times. The expectation is that students are logged in at appropriate times for classes and to complete daily/weekly distance learning assignments
Teacher Illness – If a teacher is ill, they will notify families and principal
Student illness – If a student is ill, parent should notify classroom teacher
Teacher check-in meetings with principal using Zoom (weekly)
Faithful Shepherd will follow 2019-20 school year calendar for No School days
CSCOE has extended NWEA testing date through May. There will not be NWEA testing if we are in distance learning
No outside visitors are being allowed in Faithful Shepherd Catholic School

MNSAA update

MNSAA October 23-25, 2019 Onsite Accreditation Team Report: Areas Identified for growth/improvement	Status
Re-create school's strategic plan on MNSAA's required template	Completed – Approved by MNSAA on March 13, 2020
Define roles and responsibilities of the administration and implement annual evaluation process for all administrators	Completed – Approved by MNSAA on March 13, 2020
Create a systematic and inclusive process for internal communication	Ongoing- will report to MNSAA by May 1 report
Develop a school-wide Professional Development Plan	Ongoing- will report to MNSAA by May 1 report
Develop a written philosophy of assessment	Added to strategic plan to be completed by 2021; will report to MNSAA by May 1 report

God bless,
Sheila Hendricks, Ed.D.