

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
May Approved Minutes
Date: May 5, 2020

Board Members Present:

| St. John Neumann | St. Thomas Becket | Church of St. Peter | Other Attendees |
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| Fr. Doug Ebert | Fr. Tim Wozniak | Fr. Steven Hoffman | 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 |
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| Invocation | The meeting was held via Zoom and began at 6:33PM with a prayer by Fr. Tony. | Geheren |
| Adoption of Agenda | Motion: Fr. Tim made a motion to approve the May 2020 agenda. The motion was seconded by Yvonne Houle-Gillard and was unanimously approved. | Geheren |
| Approval of Minutes | Dr. Hendricks requested the following be updated in the April Minutes. <i>(Included within Distance Learning Update section.)</i> Dr. Hendricks is meeting with teachers weekly (via Zoom) in small groups: Grades K-2, Grades 3-5, Middle School Teachers and Specialist Teachers. Motion: Jen Neuman made a motion to approve the April 2020 Minutes with amended wording (above). The motion was seconded by Joe Keating and was unanimously approved. | Geheren |

| | New Business | |
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| | N/A | |
| | Old Business | |
| Principal search process update | <p>Chris Smith accepted the Faithful Shepherd principal position and will begin on July 1, 2020.</p> <p>Joe provided insight into the Principal Search Committee process. There were nine applicants for the principal position. The Principal Search Committee was composed of ten members: four members of the Board of the Directors, the Canonical Administrator, the Executive Director, and four instructors. The committee interviewed six principal candidates via Zoom. They used an interview rubric to standardize the interviews; as well as an interview form to standardize the evaluations. The committee had an oral discussion after each interview was concluded.</p> <p>Nine of the ten committee members ranked Chris Smith as the top principal candidate. And the committee member who did not, ranked him third in a field of strong principal candidates. Joe expressed his satisfaction with the nearly universal support of Chris Smith to become the principal of FSCS -- especially when the support came from such a large and diverse Search Committee.</p> <p>Cara thanked the Principal Search Committee for their time with this process.</p> <p>The following is the new principal announcement from May 4th:</p> <p><u>From Joe Keating, Principal Search Committee Chair:</u></p> <p><i>On behalf of the Principal Search Committee, I am very pleased to announce that Christopher Smith has been named the new Principal of Faithful Shepherd Catholic School.</i></p> <p><i>We were blessed to have a strong field of very talented candidates. After interviewing and evaluating each candidate, the committee was unanimously aligned in the belief that Chris Smith was the right person for the job. We are delighted that he accepted and will officially join the Faithful Shepherd Community as principal on July 1st.</i></p> <p><i>Chris is currently principal at Holy Spirit Catholic School in Rochester, MN, where he has been since 2017. Prior to his current role, Chris spent 13 years at St. Mary's School in Owatonna, MN, where he taught religion and became assistant principal. He also served as Junior High Youth Minister and Faith Formation Coordinator for Catholic Youth of Owatonna.</i></p> | Keating |

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| | <p><i>Chris received his Master's in Educational Leadership from the University of Notre Dame. He holds a Master of Arts in Education and a Certificate in Pastoral Studies from St. Mary's University of Minnesota. His Bachelor of Arts in History/Secondary Social Studies Education is from the University of St. Thomas.</i></p> <p><i>"We are blessed to invite Chris Smith into the Faithful Shepherd Community," said Fr. Tony O'Neill, the new Canonical Administrator at FSCS. "It has been a pleasure getting to know him. I have complete confidence that his background, experience and most importantly, his passion has equipped him to inspire our students, families, teachers and staff members to learn, to grow, and to actively live out the Gospel in our thoughts, words, and actions."</i></p> <p><i>Chris looks forward to joining our community and had these words to share with you all: "I truly feel that much of my experience as an educator over the past twenty-six years has led me to be in a position to help Faithful Shepherd Catholic School continue to thrive. It is my mission to foster a joyful school community where students, families, teachers and staff are encouraged and supported to be the people God created them to be. In a Catholic school, the love of God and love of neighbor can be felt in the events and relationships of everyday life. I look forward to sharing in those with you all."</i></p> <p><i>Finally, I want to thank the members of the search committee, especially the FSCS teachers, who generously gave hours of their precious time to find an outstanding principal for FSCS. Thank you! Congratulations on a job well done.</i></p> <p><i>May Jesus Christ, the Faithful Shepherd, continue to guide us, Joe Keating, Search Committee Chair</i></p> <p><u>Search Committee Members:</u> <i>Faithful Shepherd Canonical Administrator: Fr. Tony O'Neill Board Members: Fr. Tim Wozniak, Jennifer Neuman & Jason Skagen Executive Director: Mike Randall Faithful Shepherd Teachers: Broque Brew, Ashley Henning, Kate Larson & Andy Wolf</i></p> | |
| <p>Long-term leave policy</p> | <p>Yvonne Houle-Gillard and Joe Keating drafted a long-term leave policy which was distributed to the board members. Board members discussed the policy in order to determine if it should be a part of the faculty handbook.</p> <p>It was determined the next steps will include Yvonne and Joe meeting with administration to review the policy. Feedback from this meeting will be brought to the board next month for further review and discussion.</p> | <p>Keating</p> |

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| Board member terms update | <p>The pastors of our three parishes have requested board members whose terms will expire after the 2019-2020 school year to remain on the board until September due to COVID.</p> <p>Cara mentioned our annual meeting will be delayed due to COVID as well.</p> | Geheren |
| Administration Reports | | |
| Executive Director's Report | <p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • 2020-2021 Enrollment estimate 375 students • Year End Plans: <ul style="list-style-type: none"> ○ Graduation Ceremony ○ Signs for our 8th grade graduating class are printed and will be distributed by our MS teachers to the 8th grade students within their homebase. | Randall |
| Principal's Report | <p>Written report attached.</p> <ul style="list-style-type: none"> • Report Cards for Trimester 3 have been updated to include a "NG" Not Graded option for both the academic marking system as well as behavior rating system for those teachers who requested this option by Mary McCoy. • Grades 3 – 8 felt strongly they could complete Trimester 3 assessments with distance learning, which is positive. • Jen Neuman inquired about MNSAA deadlines. Sheila mentioned we turned in data on 5/1. We will receive feedback from the MNSAA Board to FSCS. One additional MNSAA document is due on 6/15. | Hendricks |
| Committee Reports | | |
| Facilities | Working on roof repairs and furnace maintenance. Facilities Committee will meet in the next 4 to 6 weeks to put together final summer plan. | Skagen |
| Development | <p>Written report attached.</p> <ul style="list-style-type: none"> • Development Committee met on April 22nd. • Septemberfest: There is a caveat in the contract that band deposits will be refunded if the event is cancelled due to COVID-19. • Next meeting: June 10th | Houle-Gillard |
| Finance | Dashboard distributed to Board Members. | Kraus |

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| | <ul style="list-style-type: none"> • Finance Committee met on May 4th. • Tom indicated a question came before the Finance Committee. On April 4th, based upon the Finance Committee's understanding of our qualifications for the PPP Loan, do we (Finance Committee) feel justifiably that we qualified for the loan? <ul style="list-style-type: none"> ○ Tom stated the committee felt what we understood our position to be at the time we made the loan, that we do qualify for the loan and will not return the loan by the May 7th date. The Finance Committee made the decision in good faith. ○ After discussion, the Board is comfortable with the Finance Committee's recommendation with this loan. | |
| Marketing | <p>No written report.</p> <p>Worked on principal search and related tasks. Mike mentioned Metre is putting together a virtual tour with pictures. A draft will be available this coming Thursday. Jen Claude will be able to send this virtual tour to potential new families.</p> | Neuman |
| | Additional Notes | |
| Closing Prayer | The meeting ended at 7:36 PM with a prayer by Fr. Doug. | Fr. Steven |
| Executive Session | The Board adjourned, followed by an Executive Session. | Geheren |

Next Board Meeting: - June 9, 2020 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – May 2020

Enrollment Update

Currently, we have 42 kindergarten registrations. There are five remaining siblings who have yet to register, and four of those just need to complete the paperwork. One remains undecided at this point. We also have two strong leads from our preschool as well.

We have also received six applications to date for grades 1-8, with several more pending. They are hoping to tour sometime in the near future. We are also looking at putting together a virtual tour with the help of Metre. To date, we have confirmed that ten students will not be returning, and 10 are undecided. We have begun reaching out to those families.

Marketing Efforts:

Sales/Marketing Efforts for the month of March:

- Touched base via email with all incoming K and transfer families- see how their families are doing, answer any questions, follow up on any needed paperwork
- Emailed all families that are still in pending status to touch base, see how their families are doing, check if they have made further decisions regarding their school choice for the fall
- Working on Virtual Slide Show tour

Fundraising Update

Marathon

- At the April Development Committee meeting, we discussed the idea of still holding a Marathon this year. Everyone thought it would be a good idea to try and thought parents would be receptive to the idea. The plan is to have students complete a 5K (3.1 mile walk/bike/run) anytime from May 25-29. They would get pledges ahead of time and for each \$100 raised their name would be entered into a drawing for one of the following prizes:
 - 1st place – free tuition for next year
 - 2nd place – school lunch for a year (donated by Sodexo)
 - 3rd place – 10 out of uniform passes

Students will be asked to take a picture of themselves completing their 5k and send it in. Everyone sending in a picture will be given an out of uniform pass. Elizabeth Pershing is chairing the event and working with Jon Weber to create a Marathon website with a link to STAR Pay to make donations. Email will go home to parents in early May kicking off the event.

Finance Update

The Finance Committee is meeting on May 4 to review financial statements and discuss the financial outlook for the immediate future.

Year-end Update

Printed yard signs that say: “We  our teachers!” and had them delivered to each teacher’s home.

Our plan is to hold a graduation ceremony at school on the scheduled date of June 2, starting around 6:30pm. What this will look like is still unknown, but I think it’s important that we hold a ceremony and recognize our graduates. Planning is underway and updates will be shared.

I would also like to hold our year-end Mass celebration scheduled for June 3 at 8:15. I have met with Mr. Wolf to explore options to livestream the celebration and involve priests, some students, and musicians. More to follow.

Finally, I am working with several teachers to plan logistics for pick-up and drop-off of student and school owned items. This will occur the first week in June.

Principal Report – May 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.

Distance Learning -Minnesota Schools will be closed through remainder of 2019-20 school year

- May 22-29 is the window given by the Archdiocese for Catholic Schools to end Distance Learning
- Administration met with teachers in four Zoom meetings on Tuesday, April 26 to get teacher input
- Faithful Shepherd's last day for Distance Learning is May 28, 2020
- Grades will be stored May 29
- Letter was sent to families on April 30 explaining last day of Distance Learning
- May 1 and 4 have been determined by Governor Walz for remainder of the year Distance Learning planning days. No classes held on these dates.
- End of year logistics and celebrations (i.e. graduation) are being worked out
- Mr. Randall is working with Father Tim and Mr. Wolf to organize graduation ceremony and mass
- Mr. Randall has organized a group of teachers to work on end of year logistics (families coming to pick up student belongings, families bringing back items belonging to Faithful Shepherd)
- Office staff is meeting May 6 to establish an end of year plan for teachers and classrooms

Middle School Enrichment Opportunities (see attachment)

- Middle School teachers have proposed adding a sixth grade class trip to our middle school experience to help sixth graders bond and to kick off their middle school experience
- Middle school teachers chose Eagle Bluff's 3 day trip for sixth grade
- Sixth grade has been registered at Eagle Bluff for the 2020-21 school year (October 21-23, 2020)
- Seventh grade will continue with Washington DC trip
- Middle school teachers chose Camp Widjiwagan 5 day trip for eighth grade (November 2-6, 2020)

MNSAA update

| MNSAA October 23-25, 2019 Onsite Accreditation Team Report: Areas Identified for growth/improvement | Status |
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| 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 | Due May 1 – reported to MNSAA - preliminary approval from Sarah Mueller – will be shared with MNSAA Board in May |
| Develop a school-wide Professional Development Plan | Due May 1 – reported to MNSAA – preliminary approval from Sarah Mueller – will be shared with MNSAA Board in May |
| Develop a written philosophy of assessment | Due May 1 - reported to MNSAA – Added to strategic plan to be completed by spring 2020-21 school year; preliminary approval from Sarah Mueller – will be shared with MNSAA Board in May |

God bless,
Sheila Hendricks, Ed.D.

FAITHFUL SHEPHERD CATHOLIC SCHOOL Development Committee

April 22, 2020

Draft Minutes (not yet approved)

Attendees: Jon Weber, Tracey Citron, Megan Galbari, Elizabeth Pershing, Mike Orme, Mike Randall, and Yvonne Houle-Gillard.

1. The meeting was called to order at 6:35 p.m.
2. December meeting minutes: Mike Randall made a motion to approve the December Development Committee meeting minutes, and Meagan Galbari seconded the motion. The committee approved the minutes.
3. STAR Fund Update: Our goal for the 2019-2020 STAR Fund is \$80,000, and we've collected \$74,000 to date, which is a little ahead of this time last year (\$72,000). There will be a year-end appeal for the scholarship fund to alumni parents at the end of May or early June.
4. Gala Update: Meagan Galbari and Tracey Citron reported that approximately 300 people attended this year's Roaring 20's Gala (last year: 260) in the new location, Lost Spur. This year's budget was \$78,850, and we raised a little over \$71,000. The Electric Moment also raised \$72,325, which includes over \$30,000 from alumni parents and a \$10,000 grant from CSCOE. Alumni parent, Brian Howard, received the Founders Award. Next year's Gala is tentatively planned for the same venue on February 27, 2021.
5. Marathon. The 2019-2020 goal for the marathon is \$29,000. Since it is not possible to host an in-person marathon due to COVID-19 "shelter at home" restrictions, the committee considered alternatives, such as a tuition drawing, before opting to proceed with a virtual marathon. Students will be encouraged to do a 3 mile walk with their family, to raise funds for the school. Elizabeth Pershing will work on plans for holding the virtual marathon on May 16 or Field Day.
 - **Mike Randall** will talk to Kelly about what could be set up on StarPay to facilitate the marathon.
6. Septemberfest Update. Jon Weber reported that Septemberfest 2019 lost \$5,000, he believes it still may be possible to gather remaining sponsorships. Septemberfest 2020 is tentatively planned for the weekend of September 25-27 with the Gear Daddies, the Suburbs, and Fr. Doug's band, the Flying Boxcars. There is a caveat in the contract that band deposits will be refunded if the event is cancelled due to COVID-19. There will need to be some marketing of the Gear Daddies in May.
7. The Development Committee will meet again on June 10 at 6:30.
8. Meeting was adjourned at 7:35 p.m.