

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**June Approved Minutes**  
**Date: June 9, 2020**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill <i>(7:05 Arrival)</i>		Fr. Steven Hoffman	Mike Randall, Executive Director
Joe Keating	Cara Geheren	Yvonne Houle-Gillard	Sheila Hendricks, Principal
Jen Neuman	Jason Skagen	Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting was held via Zoom and began at 6:37PM with a prayer by Sheila Hendricks.	Geheren
<b>Adoption of Agenda</b>	<b>Motion: Tom Kraus</b> made a motion to approve the June 2020 agenda.  <b>The motion was seconded by Jason Skagen and was unanimously approved.</b>	Geheren
<b>Approval of Minutes</b>	Tom Kraus recommended the Principal Search Process Update section include additional details regarding Chris Smith's selection as our new principal. Joe Keating and Mary McCoy will work to add additional detailed information.  <b><u>The following was added to the May 2020 Approved Minutes:</u></b> Chris Smith accepted the Faithful Shepherd principal position and will begin on July 1, 2020. 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 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. Nine of the ten	Geheren

	<p>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. Cara thanked the Principal Search Committee for their time with this process.</p> <p>The May 2020 Approved Minutes also included the new principal announcement from Joe Keating (emailed to the Faithful Shepherd parent community) dated May 4, 2020.</p> <p><b>Motion: Jen Neuman</b> made a motion to approve the May 2020 Minutes with amended wording (above).</p> <p><b>The motion was seconded by Tom Kraus and was unanimously approved.</b></p>	
	<b>New Business</b>	
<b>Faculty/Staff Handbook Update</b>	<p>Mike mentioned the deadline to complete the Faculty/Staff Handbook, in cooperation with the Archdiocese, is December 30, 2020. The Faculty/Staff Handbook would be adopted and in place by 7/1/21.</p> <p>Once the Board determines its course of action with respect to the long-term leave policy, the policy will either be included in the handbook or not.</p> <p>The goal is to submit the Faculty/Staff Handbook to the Archdiocese once for their review.</p> <p>Discussion followed regarding clarification from the Archdiocese on Justice in Employment. Mike will follow-up with the Archdiocese on this item.</p>	Randall
<b>Parent/Student Handbook Update</b>	<p>Per Mike, the Parent/Student Handbook is in the process of being updated. Chris will also review the handbook. The goal is to have the handbook approved at the August board meeting and rollout with the August family packet.</p>	Randall
	<b>Old Business</b>	
<b>Long-term leave policy</b>	<p>Joe, Yvonne, Cara and Mike met to discuss the policy. Mike provided notes to Joe and he will update the policy and get out to the board next week.</p> <p>Jason wondered what role our new principal, Chris Smith, will play in this</p>	Keating

	policy, will he review, have input, etc. Mike recommended Chris should also review the policy.	
<b>Board member terms update</b>	Cara mentioned some board member terms have been extended to September 2020. Cara will discuss with the priests the status of new board members. Cara will also look at the terms to re-align and ensure staggered terms going forward.	Geheren
	<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>• Enrollment: 2<sup>nd</sup> &amp; 4<sup>th</sup> grade potential new family set up a tour, from public school. Another potential new family reached out for pre-K and K this fall.</li> <li>• Plans for the fall: In early July, Chris will put together a committee of teachers to plan what the fall school year will look like. We will also reference materials from the Archdiocese and CSCOE task forces.</li> <li>• A distance learning survey will be sent out to parents this month.</li> <li>• We welcome Anne Walsh to the Faithful Shepherd staff as our new 2nd grade teacher. Anne is a graduate of the University of St. Thomas and has long-term substitute teaching experience at St. Agnes in St. Paul. Both Chris Smith and April Kirby were involved with the interview process as well as Mike Randall.</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>• MNSAA's Board will begin reviewing our school reports on 6/15/20. Faithful Shepherd should receive feedback by July 15<sup>th</sup>.</li> <li>• Sheila thanked the Board for the opportunity to serve as our principal the past three years.</li> </ul>	Hendricks
	<b>Committee Reports</b>	
<b>Facilities</b>	<p><b>No written report.</b></p> <p>The Facilities Committee is coordinating summer projects, etc. via email this summer.</p> <p>Mike added two pods within the school have already had their summer cleaning completed and we may be able to get ahead with some summer tasks.</p>	Skagen

	Mike mentioned Summer Wow & Summer K-8 Programming will begin on 6/8/20. There will be two classes of K-8 students as well as two classes of preschool students. Ratio: 9 students to 1 teacher.	
<b>Development</b>	<b>No written report.</b>  The Development Committee will meet on June 17 <sup>th</sup> , an update on the virtual marathon will be provided at that meeting.	Houle-Gillard
<b>Finance</b>	<b>Dashboard distributed to Board Members.</b>	Kraus
<b>Marketing</b>	<b>No written report.</b>  Metre put together a virtual tour with pictures. Jen Claude will be able to send this virtual tour to potential new families.	Neuman
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	Before our closing prayer, Cara thanked both Sheila and Fr. Doug for their time serving Faithful Shepherd and wished them both well.  The meeting ended at 7:25 PM with a prayer by Fr. Steven.	Geheren/Fr. Steven
<b>Executive Session</b>	The Board adjourned, followed by an Executive Session.	Geheren

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

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

### **Enrollment Update**

We currently have 43 kindergarten registrations, with all but one sibling having finally registered. The final sibling is waiting until there is more clarity on what school will look like in the fall. We have lost a few prospects due to the uncertainty surrounding COVID-19 and a move, so it looks like we will land at 43 for our incoming kindergarten class.

We remain at six applications to date for grades 1-8. With the COVID-19 restrictions, we have not given any tours and it seems like the transfer pool is much less than in previous years at this time. Hopefully it will pick up this summer as we get more clarity on what school will look like this fall. We still have 10 undecided (7 families) whom we have reached out to. Some have decided to apply for financial aid and are awaiting those results.

### **Marketing Efforts:**

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

- Worked with Metre to create a Virtual Slide Show tour: <https://metre.box.com/v/FSCS-VirtualTour>
- Spending a lot of time connecting with incoming kindergarten families answering questions about the fall

### **Fundraising Update**

#### *Marathon*

- Marathon has raised a little over \$12,000 to date. We will make a final pitch to families on Monday with the hope of increasing this amount!

### **Finance Update**

The Finance Committee last met on May 4. We are tracking expenses and attending webinars to learn as much as possible about the PPP loan forgiveness program. Much is changing regarding those regulations and John Tauer is helping us keep track of those changes.

### **Year-end Update**

This truly was a different and somewhat challenging end to the school year. Following is a brief summary of things that took place:

- *School supplies pick-up and drop-off.* With such an abrupt start to distance learning, many student items were left in the building and many school items were at home. I put together a committee of three teachers – Mrs. Hoglund, Mrs. Kirby, and Ms. Duffy to coordinate logistics for pick-up and drop-off of these items. Mrs. Kirby took the lead and developed logistics for both teachers and parents that detailed how the exchange would work. From organizing and scheduling teams of teachers and sign-up times for parents, the whole process went very smoothly. It was held June 1&2.
- *Car Parade:* Out of this planning, Mrs. Hoglund decided to organize a school car parade to give families and staff a chance to say goodbye for the summer. This was held on

Thursday, May 28 from 2-4pm and was coordinated through the Eagan Police Department. It was a fun, community event that both teachers and families truly enjoyed and appreciated.

- *Year-end Mass:* The Wednesday following graduation is when the school typically holds our final all school Mass and features the return of our 8<sup>th</sup> graders attending their first Mass as alumni! Wanting to do something special, I reached out to Mr. Wolf with the idea of doing a livestreaming of that Mass. He agreed and recruited a friend who has considerable experience in this area. We asked all three pastors to celebrate, with Fr Doug as the main presider as it would be his last Mass at Faithful Shepherd. Mr. Wolf did a great job coordinating the project, and even recruited two singers from our 8th grade class to lend their beautiful voices – Ginny Kraus and Natalie Brandel. To honor our 8th graders, the celebration ended with each graduates' picture being shown along with their choice of high school. This is something we do during the 8th grade walk, and thought this was a way to keep that tradition alive. It was a wonderful Mass and can be seen on the school's Facebook page.
- *Graduation:* My goal was to hold some type of graduation ceremony for our 8th graders, preferably at the school. After researching the MDH guidelines, our best option was to hold the graduation in the parking lot at St. John Neumann. With the use of their FM transmitter, families could listen on their car radio while watching. We worked hard to keep as many of our graduation traditions as possible. We put together Gift Bags for each graduate that included their diploma, the letter they write to their parents, a rose for their mother, a book of poems they wrote, any awards they won, and a FSCS water bottle! As Ms. May-Olson read off each graduate's name, one of our teachers delivered the Gift Bag to their car. The weather held off, of course, until this part of the ceremony, when a downpour ensued! But our teachers were brave souls and dodged puddles and lightening to deliver the bags! It was a very nice program (see attached) all things considered, and the parents appreciated the effort. After the ceremony, the 8th grade families drove through campus where we had individual yard signs lining the sidewalk recognizing each graduate, which they took home as a souvenir.
- *Faculty Zoom Meetings:* I conducted Faculty Zoom Meetings the last month of school to provide an opportunity for teachers to connect with each other, stay informed on year-end procedures, and provide input to help those procedures run smoothly. I think the teachers appreciated the opportunity to come together virtually, see each other, and keep a sense of community.
- *Distance Learning:* We will be conducting a parent survey to gather feedback on their distance learning experience, as well as putting a teacher committee together to evaluate their experiences as well.

### **Staffing Update**

Chris Smith, April Kirby, and I have been interviewing candidates for the open second grade position. We have received quite a few applications and have interviewed five very qualified candidates. We hope to make a job offer soon.

## Principal Report – June 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.

**Congratulations** – To our eighth-grade class and families. We wish our graduates continued growth in academics, faith, and character. Graduation marks a celebration of nine years of education which has brilliantly prepared our graduates for high school.

Our eighth grade class has had one of the most interesting and challenging trimesters of their schooling. Adjusting to Distance Learning and needing to accept the reality that many of the wonderful eighth grade Faithful Shepherd traditions would not take place this year is one of many trials that our graduates faced this spring. It has forced our eighth grade students to face adversity and disappointment, to make adjustments and adaptations, and to find inner strength and consolation. It is in difficult times like these that a person learns much about oneself and the amazing strength each of our students have within them to complete the tasks at hand in spite of the circumstances.

I personally want to congratulate each of you for finishing strong!

May God bless you and guide you as you continue on your faith journey.

### **Congratulations to eighth-grade students who earned the following awards:**

#### **President's Award for Educational Excellence**

This award is sponsored by the US Dept. of Education to recognize and honor those students who have achieved high academic goals by hard work and dedication to learning. This award is given to students who have earned a grade point average of 3.5 or higher in both 7th and 8th grade and scored in the 85th percentile or higher on standardized tests in both 7th and 8th grade in the categories of both Math and Reading.

#### **President's Award for Educational Achievement**

This award is also sponsored by the US Dept. of Education to recognize students who have shown outstanding educational growth and commitment to intellectual development. In addition to demonstrating academic growth, these students have also scored in the 85th percentile or higher on standardized tests in both 7th and 8th grade in the categories of both Math and Reading.

#### **FSCS Honors Award**

This award is specific to FSCS. Students who have achieved Honor Roll status for their 7th and 8th grade years in five trimesters will receive this award.

#### **FSCS High Honors Award**

This award is specific to FSCS. Students who have achieved High Honor Roll status for their 7th and 8th grade years in four of five trimesters will receive this award.

### **American Citizenship Award**

This award honors students who participate in school or community service, show a positive attitude toward classmates, and possess strength of character and the courage to do what is right. They have consistently been prepared for class, completed their homework, offered their help when needed, and treated everyone with respect. They have shown themselves to possess characteristics that will make them outstanding citizens.

### **Principal's Award**

This award is given to students that best exemplify the Faithful Shepherd spirit. These students exemplify a positive faith filled spirit in their everyday lives. They work to their potential using their entire God given gifts and talents to serve the community and demonstrate respect for everyone.

**Thank you – To all of our families** for everything you have done this year. Distance Learning put a tremendous amount of responsibility on parents. You rose to the challenge and assisted your children through Zoom class meetings, Raz Kids, Pebble Go, Brain Pop Jr., SeeSaw, and the list goes on... You should be very proud of your children's accomplishments in the last trimester of 2020.

We are grateful for each of you.

**Thank you – To our teachers and staff** for everything you do to make students and families feel welcomed, for the excellent education, and for all the things you do that go over and above the call of duty to help students grow and excel in their academics, spiritual, physical, and social wellbeing.

The ability you demonstrated in switching from face to face delivery to Distance Learning delivery is nothing short of remarkable. You made amazing adjustments and demonstrated incredible flexibility to help your students be successful. Nicely done!

**Final School Mass for School Year 2019-20** – Thank you to Mr. Wolf for organizing the final school mass of the 2019-20 school year. Father Doug gave a compelling homily. One of his concluding thoughts: To use this difficult time to grow in love from the Holy Spirit and learn from this difficult experience.

**USA** – Another fantastic display using Distance Learning from our fourth-grade classes creating a virtual display of the United States with decorated, delicious cakes! Nicely done!

**MNSAA** – Upon the Executive Committee's direction to complete the MNSAA end of the year report by June 1 (MNSAA's due date is June 15), the MNSAA report was submitted on Tuesday, April 26. The following documents are included: Annual Progress Report, School Strategic Plan, and Stakeholder Report (See attachments). MNSAA's president, Sarah Mueller, has given a cursory look over the report and said that it looks good. MNSAA's Board will begin reviewing all school reports on June 15. Faithful Shepherd should receive feedback by July 15.

**Phoenix School Counseling** – Dr. Jules Nolan shares suggestions for talking with your children regarding the latest events in Minneapolis and Saint Paul. "Your children may be asking questions about the events in Minneapolis and St. Paul over the past week. It can be difficult to talk to them about racism, violence, and social injustice, but it is important to do so. Here are some tips for talking about these difficult issues." (Please see attachment to read letter in its entirety.)

**Lastly**, thank you to the Faithful Shepherd community for the three years of challenging and rewarding experiences. It has been my pleasure to serve as your principal.



You are an amazing community who strongly supports your school.  
May you continue to thrive as you face the challenges and enjoy the fruits of your labor.  
My deep and sincere thank you,

May God's blessings abundantly shower upon Faithful Shepherd,  
Sheila Hendricks, Ed.D.