

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
August Approved Minutes
Date: August 12, 2020

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Tony O'Neill	Fr. Tim Wozniak	Fr. Steven Hoffman	Mike Randall, Executive Director
Jen Neuman	Cara Geheren	Yvonne Houle-Gillard	Chris Smith, Principal
		Tom Kraus	Mary McCoy, Recording Secretary
		Pat McNulty – New Board Member 20/21 (6:50 Arrival)	

Description	Discussion	Action By
Invocation	The meeting was held via Zoom and began at 6:36PM with a prayer by Fr. Tony.	Geheren
Adoption of Agenda	Motion: Fr. Steven made a motion to approve the August 2020 agenda. The motion was seconded by Fr. Tim and was unanimously approved.	Geheren
Approval of Minutes	Motion: Tom Kraus made a motion to approve the June 2020 Minutes. The motion was seconded by Jen Neuman and was unanimously approved.	Geheren
	New Business	
Board Reception for Faculty – Workshop Week	The Board discussed providing a boxed lunch to support and thank our faculty during teacher workshop week.	Geheren
Approve third 1st Grade Class	On July 16 th , the Board electronically approved adding a third 1 st grade teacher. The motion was unanimously approved.	Geheren

<p>Back to School Plan Update</p>	<p>FSCS will provide synchronous learning (both onsite and at home for distance learning students) this year. Distance learning students will have the ability to join live or listen to the lesson(s).</p> <p>As of August 12th, 108 out of 275 families responded to our distance learning plan email. Of these 108 families, 12 students have decided to start the year via distance learning. Students will be able to change to onsite (at school) or distance learning (at home) throughout the year.</p> <p>We will use a cohort model. Students will remain together for the day and we will restrict the amount of mixing going on. Instead of having many specialist classes during the week, students will have one specialist for a longer time frame for an entire week.</p> <p>Chris mentioned he had several good conversations with families regarding our plan for the upcoming 20/21 school year. Yvonne mentioned she would like to receive the communications sent out to our families. Mike informed the Board there is a COVID-19 section on our website which posts our Back to School Plan, FAQ and most up to date school opening related information as well.</p> <p>At this time, Mike is working with ISD 196 and busing. He has a Zoom call with this district on Thursday, August 14. There will be no busing of ISD 196 students on Wednesdays. In addition, pick up and drop off times will affect when students arrive/depart FSCS and there may also be bus capacity issues.</p> <p>Yvonne inquired if we would be having music classes. Chris said yes, music is good for the social and emotional health of our students as well as good for the arts. The state mandates students be twelve feet apart and we will be utilizing the gym for both choir and band.</p> <p>Jen inquired if busing will be the same during the pandemic for our families. Mike indicated we will work with our families once we have answers from ISD 196.</p> <p>Yvonne inquired regarding teacher protocol for illness. Is there a written protocol and are we taking the right precautions for our student(s)? Chris is encouraging teachers to not come to school when exhibiting illness. Mike mentioned CSCOE came out with a document regarding these protocols and this will be given to our teaching staff. Mike also mentioned some schools are adding sick days to teachers/staff – this is something we may want to consider.</p> <p>Cara mentioned additional expenses related to COVID-19, such as cleaning supplies, hand sanitizer, plexiglass barriers, etc. will be discussed in tonight’s Executive Session.</p> <p>Yvonne inquired about the Friendlyzy program. Chris mentioned the Friendlyzy program teaches the five core competencies of social-emotional learning to students. Teaching friendship skills supports students in managing their emotions, improving ability to set and achieve positive</p>	<p>Randall/Smith</p>
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	<p>goals, feeling and showing empathy for others, maintaining positive relationships and making responsible decisions.</p> <p>Fr. Steven took a moment to introduce Pat McNulty our newest board member who will replace Yvonne Houle-Gillard. Pat has two daughters at Faithful Shepherd. He is excited to start the new school year and looking forward to being a part of the Faithful Shepherd Board.</p>	
Parent/Student Handbook Update	<p>Per Mike, we need to update the Parent/Student Handbook to include a COVID-19 section(s). Mike will email to the Board soon for an electronic vote. Once this is complete, we will distribute the Parent/Student Handbook to our families.</p>	Randall/Smith
	Old Business	
Board Positions/Annual Meeting Update	<p>Our next board meeting will be held on Tuesday, September 1, 2020. Our annual meeting will also be held in September.</p> <p>Fr. Tony mentioned Jen Neuman has graciously offered to remain on the board for an additional year.</p> <p>Fr. Tim mentioned Jason Skagen has graciously offered to remain on the board for an additional term.</p> <p>Cara thanked these board members for their additional service. She also mentioned we will need to review the staggering of board member terms. Cara asked Mike to share the onboarding process with Pat McNulty and the new St. Thomas Beckett board member.</p>	Geheren
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • 415 students confirmed for 20/21 school year • STAR Fund – We are attempting to secure a \$25,000 Challenge Grant again this year. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Working to build relationships with staff, families. Currently writing individual letters to each family. 	Smith

	Committee Reports	
Facilities	<p>No written report.</p> <p>Mike mentioned the chiller was leaking and has since been fixed. MMC will come out in the next week to increase the air flow in the building as a measure to prevent any spread of COVID-19. Filters will also be changed more frequently.</p>	Randall
Development	<p>Written report attached.</p> <p>Yvonne wanted to thank Mike Orme for his work on the Development Committee.</p>	Houle-Gillard
Finance	<p>Mike Randall will send out financials to the Board. Tom Kraus mentioned Finance will need to meet in September.</p>	Kraus
Marketing	<p>No written report.</p> <p>Metre is updating our website with COVID-19 back to school plans.</p>	Neuman
	Additional Notes	
Closing Prayer	<p>The meeting ended at 7:43 PM with a prayer by Fr. Steven.</p>	Fr. Steven
Executive Session	<p>The Board adjourned, followed by an Executive Session.</p> <p>The following action items occurred during the August 12th Executive Session:</p> <p>Motion: Jen Neuman made a motion to approve adding two new part-time teaching fellows (teachers in residence) positions.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p> <p>Motion: Tom Kraus made a motion to approve spending up to \$24,000 for video cameras for remote learning.</p> <p>The motion was seconded by Fr. Tony and was unanimously approved.</p>	Geheren

Next Board Meeting: - September 1, 2020 at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – August 2020

Enrollment Update

We have had a tremendous amount of interest in Faithful Shepherd this summer, culminating with District 196's decision to move to a hybrid learning model for the fall. Jen Claude has been busy monitoring applications, giving tours, and sorting out the paperwork with help from Mary McCoy. Because of this, we have set maximum class sizes for each grade level and will hit those in some grades, resulting in the creation of a waiting list.

Our current enrollment is 413 students, with another 22 applications pending. We anticipate having three kindergarten classes of 20 students each! There are still a few current families who have not decided about returning and we are giving them until Wednesday to decide. Some of those spots would likely be filled by pending applications.

Enrollment Recap

As of 7/31/20

Kindergarten **58** application received
Grades 1-8 **40** applications received (8-1st grade, 8-2nd grade, 6-3rd grade,
9-4th grade, 4- 5th grade, 4-6th, 1-7th grade)

As of 7/31/19

Kindergarten **48** applications received
Grades 1-8 **14** applications received (2-1st grade, 1-2nd grade, 2-3rd grade,
2-5th grade, 5-6th grade, 2- 7th grade).

Marketing Efforts:

Sales/Marketing Efforts for the month of July

- Working to pair incoming families with a current FS mentor family
- Coordinated 4 incoming K playdates- holding 4 events in coming 2 weeks of July
- Coordinated 4 additional K playdates- new families only- July and August

Fundraising Update

Marathon

- Marathon has raised \$18,280, less the cost of tuition.

SeptemberFest

- Due to the current limit of 250 people for an outdoor event, we are most likely going to cancel this year's SeptemberFest. We looked at the possibility of holding the event in May/June, but it would be difficult to then turn around and host it again the following September. We will most likely try to book the bands for next September. We are looking at the idea of doing some type of Family Fun Night in September, or possibly combining it with our Marathon in May.

STAR Fund

- With the likely cancelling of SeptemberFest, a greater emphasis will be put on this year's STAR Fund to help make up some of the lost income. Not having SeptemberFest will allow us to kick off the campaign sooner, and hopefully generate more interest in this program.

We are trying to secure a \$25,000 Challenge Grant again this year. Mike Orme is working on finding his replacement as chair of the STAR Fund.

Finance Update

The Finance Committee will resume meeting in September and is looking to add two new members. Kelly is tracking expenses and watching webinars to learn as much as possible about the PPP loan forgiveness program. Paperwork needs to be submitted by October 31.

Summer Projects

- Our server upgrade is almost complete. A power outage in the area surrounding school set us back a bit but work should be completed prior to the start of school. Just minor adjustments being made at this point.
- We had a leak in the underground pipes carrying glycol to the chiller. MMC repaired the leak and everything is running smoothly and coolly, thankfully!
- All rooms have been cleaned and painting is almost completed. Paul is currently recovering from wrist surgery and will be returning to work August 17. Fortunately, most of the cleaning and maintenance work had been completed.
- Summer camp has been running smoothly albeit with reduced numbers due to COVID-19. We should have a summary report available for the September meeting.
- Replacing tables with desks in the Kindergarten rooms. Room 204 will be the new 1st grade classroom so we need to relocate conference room.
- We are adding two new water bottle filling stations so that each pod will have one.



RELATIONSHIP BUILDING

- Meeting with all teachers before the start of the school year.
- Surveying all teachers before the beginning of the school year.
- Answering parent emails.
- Writing cards to each K-8 family to begin the school year.
- Writing cards to each staff member to begin the school year.
- Connecting with other new principals through the programs offered by the Archdiocese and Catholic School Center of Excellence.
- Giving tours with Jen Claude to prospective families to begin to forge new relationships with incoming families.
- Developing a protocol for administration to honor staff members who leave.

PROVIDING ACADEMIC EXCELLENCE IN THE CORE SUBJECTS WHILE DEVELOPING CREATIVITY AND INTEREST IN THE ARTS, PHYSICAL EDUCATION, AND FOREIGN LANGUAGE.

- Hiring a third 1st grade teacher to reduce 1st grade class sizes and increase school enrollment.
- Compiled and shared distance learning survey results with teachers to fine tune the distance learning approach this year.
- Moving large group 6-7-8 choir rehearsal from a before school event to a during school event.
- Moving large group 6-7-8 band rehearsal from a before school event to a during school event.
- Increasing band sectional time for 6-7-8th graders who aren't in general music.
- Everyday Spanish in grades 6-7-8 was moved to every other day Spanish to allow the middle school Spanish teacher to teach Friendly social emotional learning to K-4 students.
- TREC (Trimester Enrichment Classes) on Wednesdays to allow 6-7-8th grade students to explore many other topics/activities not offered in school curriculum.
- Creating a schedule that is responsive to needs identified in a parent survey and adaptable to hybrid and distance learning options.

HELPING EACH STUDENT DEVELOP A PERSONAL RELATIONSHIP WITH JESUS AND A DEEP UNDERSTANDING OF THE CATHOLIC FAITH.

- Linking Positivity Project to saints and virtues
- Developing Catholic identity activities for each classroom.
- Initiating a patron saint program for each classroom.
- Daily staff prayer planned at the end of each day.
- Planning on making faith formation part of our professional development program.

EMPOWERING STUDENTS TO THINK CRITICALLY, ACT ETHICALLY, AND HAVE RESPECT FOR OTHERS AND ONE'S SELF.

- Initiating the Friendly Social Emotional Learning program for students in grades K-4.
- Working with teachers to ensure that classroom discipline is consistent with Catholic moral teaching.

CREATING A SENSE OF SOCIAL JUSTICE AND SERVICE TO OTHERS THROUGH THOUGHT, ACTIONS, AND PRAYER.

- Staff book club using the book, "Saints and Social Justice: A Guide to Changing the World" by Brandon Vogt.
- Plans to emphasize a specific principle of Catholic Social Teaching each month.

DIFFERENTIATING OUR INSTRUCTION IN THE CLASSROOM SO THAT ALL LEARNERS FIND SUCCESS.

- Hiring a new K-5 enrichment teacher.
- Securing the consultative services of Lita Friesen in K-5 enrichment as needed.
- Maintaining leveled math and ELA classes in middle school.
- Searching for professional development opportunities on differentiation.
- Beginning the process to evaluate the learning specialist program.

SAFETY & SECURITY

- Working with the return to school committee to ensure student safety upon return.
- Developing a schedule that capitalizes on the cohort model to reduce student movement and involvement with other home rooms while honoring the need to form community.
- Offering families the opportunity to choose on-site instruction or distance learning.

FAITHFUL SHEPHERD CATHOLIC SCHOOL Development Committee

June 17, 2020

Approved August 19 2020

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

1. The meeting was called to order at 6:33 p.m.
2. April meeting minutes: Mike Orme made a motion to approve the April Development Committee meeting minutes, and Jon Weber seconded the motion. The committee approved the minutes.
3. Marathon: Elizabeth Pershing reported the virtual marathon raised \$16,200. There was a lot of excitement about the tuition drawing (one entry for every \$100 raised).
 - **Mary McCoy** will do the drawing for free tuition on June 18.
 - **Elizabeth Pershing** will obtain event photos from Jen and identify the winners for best costume, highest earner, and school spirit awards.
4. STAR Fund Update: Mike Orme reported that our goal for the 2019-2020 STAR Fund was \$80,000, and we have met the goal. The 2018-2019 STAR Fund raised \$89,000. Thank yous have been sent to donors.
 - **Mike Randall** will look into the costs of sending out a proof sheet, recognizing donors prior to year end.
5. SeptemberFest update: Jon Weber reported that everything is ready to go. No one has required deposits due to the Pandemic. The marketing plan is in place; most advertising will be via Facebook ads and City Pages. The bands will start featuring SeptemberFest on their websites in the coming weeks. He has reached out to the governor's office to see if an outdoor concert will be allowed by September, before initiating any advertising spend. Cub has committed to sponsoring the event; however, other sponsors have not yet committed. They will evaluate event scenarios with different sponsorship levels. The committee is hoping to have ticket sales up and running by mid-July.
6. Gala Update: Tracey Citron reported that the drive-in group event held on Memorial Day Weekend was very successful, raising funds over and above what was pledged during the Gala. The committee is hoping to get other group events which were cancelled last spring rescheduled for this summer. They have reserved the Lost Spur again for next year's Gala on February 27, 2021.
7. The Development Committee will meet again on August 12 at 6:30.
8. Meeting was adjourned at 7:02 p.m.