

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
October Approved Minutes
Date: October 6, 2020

Board Members Present:

| St. John Neumann | St. Thomas Becket | Church of St. Peter | Other Attendees |
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| Fr. Tony O'Neil | Fr. Tim Wozniak | Fr. Steven Hoffman | Mike Randall, Executive Director |
| Joe Keating | Jason Skagen | Tom Kraus | Chris Smith, Principal (7:02 PM Arrival) |
| Jen Neuman (6:46 PM Arrival) | | Pat McNulty | Mary McCoy, Recording Secretary |

| Description | Discussion | Action By |
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| Invocation | The meeting was held via Zoom and began at 6:36PM with a prayer by Fr. Steven. | Fr. Steven Hoffman |
| Adoption of Agenda | Motion: Fr. Tim made a motion to approve the October 2020 agenda. The motion was seconded by Joe Keating and was unanimously approved. | Skagen |
| Approval of Minutes | Tom Kraus would like the second bullet point in the Executive Director's Report (under Administrative Reports) to include CARES Act funding will help pay for additional school expenses incurred with COVID-19. The second bullet point now reads: Tom Kraus inquired how close our costs will come to the CARES Act funding we will receive. (Note: This CARES Act funding will help pay for additional expenses which our school will incur due to COVID-19 and is separate from the forgivable PPP loan that the school applied for and was granted last spring.) Mike said our biggest expenses include cameras, Plexiglas, etc., which will be largely covered by these additional CARES Act funds. Motion: Tom Kraus made a motion to approve the September 2020 Minutes with noted adjustment (above). | Skagen |

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| | The motion was seconded by Fr. Steven and was unanimously approved. | |
| | New Business | |
| Approve 2020 Audit | <p>Tom Kraus provided highlights of our financial audit held in September.</p> <p>3 key highlights include:</p> <ol style="list-style-type: none"> 1. The auditors did not identify any deficiencies in our internal controls. 2. Financials: The end of the fiscal year is in line with our expectations. 3. Auditor recommendations include: <ol style="list-style-type: none"> a. Computer and IT Security Training (priority) b. Net Assets c. Auditors would like to view our whistleblower policy. <i>(Awaiting Archdiocese ERB approval at this time. Once we receive approval, we can share the policy with the auditors.)</i> <p>Per Tom, the Finance Committee recommends the Board approve the 2020 Financial Audit.</p> <p>Motion: Tom Kraus made a motion to approve the 2020 Financial Audit.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p> | Kraus |
| Board Calendar Responsibility | <p>The Board Calendar outlines what items the Board should work on each month. It helps keep the Board on track and achieving its goals.</p> <p>In the past, Yvonne Houle-Gillard and Cara Geheren worked on updating the Board Calendar. Jason inquired if there was another board member(s) who would be interested in updating the Board Calendar.</p> <p>Tom Kraus volunteered to update the calendar. Jason will send the current calendar to the entire Board for review prior to Tom updating the 20/21 Board Calendar.</p> | Skagen |
| Executive Committee Make-Up | <p>Joe Keating would like to be a part of the Executive Committee.</p> <p>In order to do this, we would remove the Secretary position (Jen Neuman) from the Executive Committee and add the Vice Chairperson (Joe Keating). Jen Neuman was agreeable with this change.</p> <p>Jason proposes the Executive Committee include the following roles: Chairperson, Vice Chairperson, Canonical Administrator, Treasurer,</p> | Skagen |

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| | <p>Executive Director and Principal.</p> <p>Motion: Fr. Tony made a motion to change the make-up of the Executive Committee to include the following roles: Chairperson, Vice Chairperson, Canonical Administrator, Treasurer, Executive Director and Principal.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p> | |
| | <p>Old Business</p> | |
| <p>Board Goals Update</p> | <p>Jason Skagen asked the Board to send him recommendations on our 20/21 Board goals. The Executive Committee would then vet through the recommendations to create the 20/21 Board goals.</p> <p>Jason will send to the Board the last two to three years of goals for review as well as our strategic plan. All Board members were asked to return their recommendations of 20/21 Board goals to Jason by October 16th.</p> <p>Tom Kraus suggested we look at the Board goals we haven't completed yet as well as our strategic plan goals.</p> <p>Fr. Tony suggested after the 20/21 year, we should review and evaluate the status of the Board's goals. Jason mentioned this item is on the Board Calendar in June.</p> | <p>Skagen</p> |
| | <p>Administration Reports</p> | |
| <p>Update on Start of the School Year</p> | <p>Mike and Chris provided an update on the start of the school year.</p> <ul style="list-style-type: none"> ○ Afternoon Carpool: Keep students in their classrooms to prevent mixing of grades. Carpool taking approximately 20 to 25 minutes per day. ○ Lunch: Keep grades from intermingling, one class in the lunch room at a time. Students rotate having their lunch in their classrooms, lunchroom or outdoor tent. George Hall delivers meals to the classrooms. Tables are cleaned after each grade in the lunchroom. ○ Building Cleaning: Two times per day the building is cleaned in the high touch areas, playground equipment cleaned once per day. The two part-time night cleaners clean student desks, tables, chairs and classrooms. ○ Limiting Visitors: We are limiting visitors in the building; no parent volunteers or mass attendees are allowed in the building at this time. We have placed a drop off shelf in the | <p>Randall/Smith</p> |

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| | <ul style="list-style-type: none"> ○ vestibule for parents to drop off items for students. ○ Mass: One or two grades in gym at a time, we are streaming the mass to our classrooms on Wednesdays. Communion is brought to the classroom. ○ Fellows: Our two teaching fellows have been assisting with subbing and helping with bus duty, recess and library. ○ COVID-19 Cases: We have had four student COVID-19 cases. Recently, we have a positive COVID-19 case in our kindergarten class. The class will be out (of the building) until 10/19. 'Close contact' is considered if you are within 6 feet for fifteen minutes or more. ○ Specialists: Our one-hour specialist classes are going well. <ul style="list-style-type: none"> ● Jason Skagen inquired about lunch, pick up and drop off plans during cold weather. Mike mentioned we plan to use the outside tent for lunch as long as the weather holds. Mike also mentioned we may have to reevaluate carpool pickup procedures if snow conditions are bad. ● Jason Skagen mentioned to Chris it makes sense to have the whole class go home if there is a COVID-19 case within the classroom. Jason recommended Chris communicate the reasoning behind the whole class going home to the parent community. ● Fr. Tony is impressed with how things are going and stated Faithful Shepherd is doing a great job. Please let the teachers know we appreciate them. Jason will send a thank you to teachers and staff on behalf of the Board. ● Mike also mentioned our lunch room helper is also assisting teachers with help in copying. | |
| <p>Executive Director's Report</p> | <p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> ● Enrollment is now at 419 students. We have a former FSCS student returning. ● STAR Fund: Jim Burns will help again with the alumni STAR Fund. Cara Geheren will also help. ● Jason Skagen asked Mike if the Board will include a letter in our annual report to parents. Mike mentioned he asked Cara Geheren to summarize the last three years of the Board's work and Cara agreed to do this. ● Tom Kraus inquired about our annual Gala and wondered if a decision had been made for an in-person or virtual event. Mike is meeting with both Tracey Citron and Megan Galbari on October 22nd and he will know more at that time. They are also getting the name of the virtual gala group used by Holy Angels. Mike mentioned will can discuss more at next month's Board Meeting regarding an in-person or virtual event. | <p>Randall</p> |
| <p>Principal's Report</p> | <p>Written report attached.</p> | <p>Smith</p> |

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| | <p>Additional comments:</p> <ul style="list-style-type: none"> • Conferences will be held the first Thursday and Friday of November. We are leaning towards virtual conferences at this time. • Joe Keating inquired about the Enrichment Committee and NWEA testing scores. Chris stated the Enrichment Committee will meet shortly to look at the testing data and provide recommendations for 4th and 5th grade students in Math & Reading. • Our next curriculum review will be Science. Chris has aligned our curriculum review with state standards. • Tom Kraus inquired about MS Spanish moving from a core class to a specialist class. Chris used the guiding principals from our strategic plan for foreign language when making this decision. Chris mentioned we can review to see where Spanish fits into our curriculum for the 21/22 school year. | |
| | Committee Reports | |
| Facilities | <p>No written report.</p> <p>Jason will be stepping down as chair for the Facilities Committee. Need to identify a new Board Liaison to the Facilities Committee.</p> | Skagen |
| Development | <p>No written report.</p> <p>Mike mentioned the Development Committee hasn't met yet.</p> | Randall |
| Finance | <p>No written report.</p> <p>No Dashboard this month.</p> | Kraus |
| Marketing | <p>No written report.</p> | Neuman |
| | Additional Notes | |
| Closing Prayer | <p>The meeting ended at 7:43 PM with a prayer by Fr. Tony.</p> | Fr. Tony O'Neil |
| Executive Session | <p>The Board adjourned, followed by an Executive Session.</p> <p>The following action item occurred during the October 6th Executive Session:</p> <p>Motion: Tom Kraus made a motion to approve that time off due to COVID for teachers and staff, and their immediate family members, will</p> | Skagen |

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| | <p>not affect sick leave.</p> <p>The motion was seconded by Joe Keating and was unanimously approved.</p> | |
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Next Board Meeting: - November 3rd at 6:30PM - Regularly Scheduled Meeting via Zoom. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – October 2020

Enrollment Update

Our current enrollment is 418 students. Grades with full enrollments are K, 3, 4, and 7. We still receive a few inquiries about openings for this year, but often times are for grades that are full. The response from many of the new families who transferred in has been very positive. We have also begun to receive a fair amount of inquiries already for next year.

Marketing Efforts:

Sales/Marketing Efforts for the month of September /Upcoming

- Trying to connect with SJN on partnering for events this school year
- Emailed St. Peter's about partnering on fall festival and events this school year- preschool & K programming
- Coordinating PreK/7th grade "socially distanced" buddy connection
- Coordinating times with Chris to read in Pre-K classrooms
- LADC is hosting an event on October 8. FS to attend

Fundraising Update

STAR Fund

- Joe Keating and Dan Citron have agreed to chair this year's STAR Fund campaign. I will be working with them to recruit our calling committee and develop our solicitation materials and letters. With the cancellation of SeptemberFest, we are hopeful that families will step up and support the STAR fund this year at a greater level than in past years. Unfortunately, the Schulze Foundation decided not to offer a fall challenge grant, but may look at doing something in the spring/summer. Our plan is to kick off the campaign the first week of November.

Additional Funding

- We have a \$7,000 grant from the Catholic Relief Fund to "help with unforeseen expenses" incurred to provide in-person learning to our students. These funds can be used to pay for technology needs, personal safety equipment, cleaning supplies, and more.

Gala Update

- I will be meeting with the Gala chairs in the next few weeks to start planning for this year's event. We want to be ready to host a virtual Gala should that become necessary. The date for this year's Gala is February 27.

Annual Report

- This year's annual report is scheduled to be mailed on November 2. It will include donor names, financial information, a profile on Mr. Smith, and articles on Read Naturally, and our new Teaching Fellows Program, featuring one of our alums.

Finance Update

The Finance Committee met with the auditors on September 22 to review this year's audit report. Tom Kraus will present a summary to the Board at our October meeting.

Building Projects

- Jon Weber set-up a tent outside the cafeteria for students to use during the day. It has mostly been used as a lunch option for classes to eat outside rather than in their classroom. They seem to be enjoying it immensely. Thanks Jon!
- The chiller has been repaired and refilled with glycol, just in time for winter!



RELATIONSHIP BUILDING

- Initiating a staff recognition program- Spotlight on the Shepherd- to honor staff.
- Offering staff the opportunity for team-building during an inservice day.
- Cards being written to all families who are new to FSCS.
- Contributing to Twitter several times a week.
- Created a shared photo drive to help streamline availability of photos for digital media.
- Started daily announcements to promote school culture, honor students, and tell a joke or two.
- Virtual Back to School Night facilitated by teachers.

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

- Math teachers meeting with Tierney instructional coach to help use NWEA results to guide targeted instruction to help address the impact of distance learning last spring.
- Curriculum review cycle realigned to MN state standard curriculum cycle.
- STEM will be assessed and reviewed as to how to integrate STEM thinking throughout the school day.
- 1st grade PLC on math targets, 5th grade PLC on writing.
- Discussion by teachers on whether Spanish is a core subject in middle school.
- TREC classes to middle school students this fall include: Dissection, Band (42), Choir (26), Buckthorn Trimming, Golf, Library Assistants, Languages, 3D Printing & Tinkercard, Fantasy Baseball, Sewing.

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

- Celebration of patron saint feast days in each classroom.
- Mass offered weekly with communion brought to classrooms who are live-streaming Mass.

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

- Positivity project has begun for its 3rd year at FSCS. Curiosity and teamwork have been the focus so far.
- Friendly programs for K-4: We need each other has been the theme to start the year.
- Middle school has implemented a Stop, Challenge, Choose program to guide student behavior.
- Faith in Action Friday raised over \$500 for the Red Cross.
- 6-8th grade PLC on living the Golden Rule.

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

- Catholic Culture in Action Committee reached out to Lexington Pointe Senior Living for a possible service partnership.

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

- Enrichment committee has met and is prepared to look at NWEA scores to help guide enrichment efforts.
- Learning specialist survey to be sent home soon.

SAFETY & SECURITY

- 1 fire drill completed, several more drills planned over the next several weeks.
- Staff agreed that our current carpool plans are the quickest and safest during COVID restrictions.