

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
September Approved Minutes
Date: September 1, 2020**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Joe Keating	Fr. Tim Wozniak	Tom Kraus	Mike Randall, Executive Director
Jen Neuman	Cara Geheren	Pat McNulty	Chris Smith, Principal
	Jason Skagen		Mary McCoy, Recording Secretary

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	Two items were added to tonight's agenda. New Business: Mendota Heights Bus Update Old Business: Septemberfest Update Motion: Fr. Tim made a motion to approve the September 2020 agenda with added items. The motion was seconded by Joe Keating and was unanimously approved.	Geheren
Approval of Minutes	Tom Kraus would like clarification on the first paragraph within the Back to School Plan Update. The first paragraph now reads: 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). Motion: Jen Neuman made a motion to approve the August 2020 Minutes with noted adjustments. The motion was seconded by Fr. Tim and was unanimously approved.	Geheren

	New Business	
20/21 Board/Officer Elections	<p>The Annual Meeting was held during tonight’s Board Meeting.</p> <p>20/21 Board/Officer Elections:</p> <p>BOARD:</p> <ul style="list-style-type: none"> <p>● Chairperson: Motion: Joe Keating made a motion to nominate Jason Skagen as Board Chairperson.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p> <p>● Vice Chairperson: Motion: Jason Skagen made a motion to nominate Joe Keating as Board Vice Chairperson.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p> <p>● Recording Secretary: Motion: Cara Geheren made a motion to nominate Mary McCoy as Board Recording Secretary.</p> <p>The motion was seconded by Jason Skagen and was unanimously approved.</p> <p>OFFICERS OF THE SCHOOL:</p> <ul style="list-style-type: none"> <p>● President: Father Tony O’Neil (This is an Archbishop appointment, not subject to election.)</p> <p>● Vice President: Motion: Jason Skagen made a motion to nominate Fr. Tim Wozniak as Vice President.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p> <p>● Corporate Treasurer: Motion: Jason Skagen made a motion to nominate Pat McNulty as Corporate Treasurer.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p> 	<p>Geheren</p>

	<p>• Corporate Secretary:</p> <p>Motion: Jason Skagen made a motion to nominate Jen Neuman as Corporate Secretary.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p> <p>The Executive Committee will include the following representatives for the 20/21 School Year: Fr. Tony, Pat McNulty (SP), Jen Neuman (SJN), Jason Skagen (STB) and Mike Randall.</p>	
<p>Approve 20/21 Parent/Student Handbook</p>	<p>Mike mentioned the 20/21 Parent/Student Handbook was updated to include COVID-19 additions. Once approved by the Board, the updated Parent/Student Handbook will be added to the website. Parents will receive notice via newsletter regarding location of 20/21 Parent/Student Handbook and to read accordingly.</p> <p>Motion: Jen Neuman made a motion to approve the 20/21 Parent/Student Handbook.</p> <p>The motion was seconded by Jason Skagen and was unanimously approved.</p>	<p>Randall</p>
<p>Audit Update</p>	<p>The auditors will present their findings at the September 22nd Finance Meeting (via Zoom). The meeting will begin at 6:30PM. Mike will invite board members to attend.</p>	<p>Randall</p>
<p>Mendota Heights Bus Update</p>	<p>Faithful Shepherd has provided a bus for Mendota Heights students in the past. Over the years, the price to run the bus has increased and ridership has decreased.</p> <p>This year (20/21), there would be only 5 to 6 bus riders. Faithful Shepherd charges \$850/student to ride the Mendota Heights bus. In addition to the student bus fees, Faithful Shepherd would have to pay a large sum to run the bus service this year.</p> <p>Mike discussed this with several individuals and decided there would not be a Mendota Heights bus this year. In addition, Mike reviewed the decision with the Executive Committee and Father Steven.</p> <p>Motion: Tom Kraus made a motion to support the decision to cancel the Mendota Heights bus for the 20/21 school year with the caveat to review on an annual basis the option to run the bus for Mendota Heights students.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p> <p>Both Jason Skagen and Tom Kraus recommended to continue to budget for the Mendota Heights bus, with a certain number of riders required to</p>	<p>Randall</p>

	run the bus.	
	Old Business	
Septemberfest Update	<p>Per Mike, Jon Weber reported that the 2020 SeptemberFest event has been cancelled, as the State of Minnesota is only allowing 250 individuals at outdoor events. Jon and Molly Ryan are exploring the possibility of hosting Family Fun Night later in the school year, possibly in conjunction with the Marathon. Jon is looking at the possibility of hosting the 2021 SeptemberFest event on the third or fourth weekend of September.</p> <p>Motion: Tom Kraus made a motion for the Board to support the decision to cancel Septemberfest (Fall 2020) as previously planned.</p> <p>The motion was seconded by Jason Skagen and was unanimously approved.</p>	Randall/Smith
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Finance Committee will meet on 9/2 at 7PM. • 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. • Jen Neuman inquired how many students were distance learning, Mike stated approximately 20 students. • Joe Keating inquired about the 20/21 state of enrollment, Mike stated we have 416 students with 2 applications pending. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • 2 Teaching Fellows hired: Molly Altermatt (2012 FSCS graduate) and Jera Seigars. • Catholic Identity plans sent to Board include daily, weekly and monthly practices and opportunities. • Tomorrow, Chris will introduce "We Will Skyrocket" teacher evaluation and coaching model to teaching staff. 	Smith

	<ul style="list-style-type: none"> • Joe Keating asked Chris to expand on the “We Will Skyrocket” program. Chris mentioned there are 3 steps in the program. <ol style="list-style-type: none"> 1. Become proficient in classroom culture 2. Lesson planning and structure, and 3. Rigor – Teachers are challenged appropriately for where they are at. • Joe Keating also inquired about reconciliation at FSCS. Fr. Tim stated we typically schedule reconciliation once per year. Chris mentioned we can take a look at this in the 20/21 school year. 	
	Committee Reports	
Facilities	<p>No written report.</p> <p>Work on the chiller will take place before school begins.</p>	Skagen
Development	<p>Written report attached.</p> <p>Need to identify a new Board Liaison to the Development Committee.</p>	Geheren
Finance	<p>No written report.</p> <p>There will be a Finance Meeting on 9/2/20.</p>	Kraus
Marketing	<p>No written report.</p>	Neuman
	Additional Notes	
Closing Prayer	<p>The meeting ended at 7:52 PM with a prayer by Joe Keating.</p> <p>Jen Neuman thanked Cara Geheren for her four years of service to the FSCS Board. Cara was a great mentor to Jen and a strong leader who made a lot of positive contributions to Faithful Shepherd!</p> <p>Mike Randall also thanked Cara for her work as Board Chair, she was a great asset and help to our school and the FSCS Board. Thank you, Cara!</p>	Keating
Executive Session	<p>The Board adjourned, there was no Executive Session.</p>	Geheren

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

Executive Director's Report – September 2020

Enrollment Update

Our current enrollment is 416 students, with several applications pending. We anticipate that our final number will be about 420. We continue to give tours and receive inquiries from families considering transferring to Faithful Shepherd.

Marketing Efforts:

Sales/Marketing Efforts for the month of July (Jen Claude)

- I have still been working with new leads, following up/touring/providing information on pending leads as well as ensuring we have everything we need once they enroll.
- I am working on pairing the rest of the new families with mentor families and ensuring new students are paired with a classroom friend for the first week of school.
- During K-3 Assessment Week I toured 6 families that had previously enrolled but hadn't had the chance to tour and/or their children hadn't yet seen the school.
- Coordinated 4 additional K playdates- new families only- July and August. They went very well. Parents are excited for the year to start!

Fundraising Update

SeptemberFest

- SeptemberFest has been officially cancelled for this year due to COVID-19. We are working with the bands to schedule a date for September 2021. Jon Weber and Molly Ryan are exploring the possibility of hosting Family Fun Night later in the school year.

STAR Fund

- With the cancellation of SeptemberFest, we will kick off the STAR Fund campaign earlier, and hopefully generate more interest in this program. We have applied for a \$30,000 Challenge Grant from the Schulze Foundation for this year. Money would have to be raised/pledged by October 31, 2020 and paid by December 31, 2020. We will find out after September 9. Joe Keating has agreed to co-chair this year's effort.

CARES Act Funding

- We have received \$35,500 via the CARES Act Education Relief Programs. The money is allocated through District 196 and is to be spent on items that help navigate the impact caused by COVID-19, including technology needs and efforts to minimize the spread of an infectious disease. Funds have been used to purchase cameras for use in the classrooms to augment synchronous learning, Plexiglas shields to be used in the classrooms with tables, and to have our air handling system inspected/adjusted. These funds can also be used to pay for cleaning supplies, thermometers, filters, software, etc., and will be available throughout the 2020-21 school year.

Finance Update

The Finance Committee will be meeting September 22 to review this year's audit report. The audit field work has been completed and the auditors will be presenting their report at that time. Board

members are invited and encouraged to attend the meeting. We will also be looking at the PPP loan forgiveness process as the paperwork needs to be submitted by October 31.

Summer Projects

- We are busy getting the building ready for students, spacing out desks and tables, installing Plexiglas partitions, touchless paper towel dispensers, hand sanitizer dispensers, traffic flow arrows, etc.! It's been a busy summer!
- The school website has been updated with a COVID-19 Preparedness plan section. We have posted our *Back to School* plan there as well as other helpful documents for parents. We will update the site throughout the school year to keep our community informed.
- We have secured the use of two tents to be set up on our grounds and will be used for outdoor classrooms. Thanks to Jon Weber and Courtney Epperly for their help in making this happen!



RELATIONSHIP BUILDING

- Writing faith-related articles for weekly newsletter for parents.
- Embedded team-building activities into workshop week.
- Completed new staff orientation and kicked off the mentor/mentee program for the school year.
- Formed a Teacher Advisory Team to advise the principal in school matters.

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

- Forming an Academic Excellence Committee- founded on MNSAA school strategic plan and Lighting the Way three-year strategic plan.
- Introduced “We Will Skyrocket” teacher evaluation and coaching model to teaching staff.
- Synchronous learning guidance and training.

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

- Forming a Catholic Culture in Action committee - founded on MNSAA school strategic plan and Lighting the Way three-year strategic plan.
- Creating a format for daily communal staff prayer.
- Structured a faith program for adults and students promoting prayer, generosity, evangelization, and study (Matthew Kelly’s 4 Signs of a Dynamic Catholic)

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

- Forming a Catholic Culture in Action committee- founded on MNSAA school strategic plan and Lighting the Way three-year strategic plan.
- Introducing the Catholic School Center of Excellence program “Saintly Service” to promote respectful and courteous behavior among adults.
- Asked staff to set goals based on guiding principles.
- Shared social emotional videos for staff from Dr. Jules Nolan (CSCOE initiative)

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

- Forming a Catholic Culture in Action committee- founded on MNSAA school strategic plan and Lighting the Way three-year strategic plan.
- Catholic identity guide for teachers to delineate daily, weekly, monthly, trimester, and annual faith practices or opportunities.

- Working with the middle school staff to develop extended student field trip experiences that connect to social teaching themes.

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

- Forming a Student Success committee- founded on MNSAA school strategic plan and Lighting the Way three-year strategic plan.
- Hiring Lora Maertens as the K-5 Enrichment teacher.
- Hiring Molly Altermatt (2012 graduate of Faithful Shepherd) as our 1st Faithful Shepherd Teaching Fellow.
- Working with Ms. Price to develop a learning specialist schedule for the year.

SAFETY & SECURITY

- Bloodborne Pathogen and Right to Know Training for staff
- COVID preparedness in classroom and as an entire school- self-care, symptom screening, sanitizing classroom, working with the health office when a student is ill, etc.
- Advocating for tents to be used outside for student activities.
- Distributing health and safety documents to staff members to promote proper personal hygiene practices.

FAITHFUL SHEPHERD CATHOLIC SCHOOL Development Committee

August 19, 2020

Draft Minutes (not yet approved)

Attendees: Jon Weber, Meagan Galbari, Mike Randall, and Yvonne Houle-Gillard.

1. The meeting was called to order at 6:35 p.m.
2. June meeting minutes: Mike Randall made a motion to approve the August Development Committee meeting minutes, and Megan Galbari seconded the motion. The committee approved the minutes.
3. SeptemberFest update: Jon Weber reported that the 2020 SeptemberFest event has been cancelled, as the State of Minnesota is only allowing 250 individuals at outdoor events. Jon and Molly Ryan are exploring the possibility of hosting Family Fun Night later in the school year, possibly in conjunction with the Marathon. Jon is looking at the possibility of hosting the 2021 SeptemberFest event on the third or fourth weekend of September.
4. STAR Fund Update: Mike Randall reported that we are going to start the STAR Fund earlier than usual, possibly October 1, due to the cancellation of SeptemberFest and the possibility of leveraging a challenge grant from the Schulze Foundation. The STAR Fund will offer donors the opportunity to support scholarship funds, the new FSCS Teacher Fellows Program, and general support. Among other things, general support includes covering COVID-related expenses, such as plexiglass shields, touchless water faucets and towel dispensers, hand sanitizing stations, and touchless refillable water bottle stations. The Development Committee would like to thank Mike Orme, last year's STAR Fund Chair, for his leadership and support of Faithful Shepherd over the years. Mike is helping to find a new chair for STAR Fund.
5. Gala: Meagan Galbari reported that some of the group events are getting rescheduled. The committee will be contacting individuals who bid on events that are being cancelled. The committee is also exploring options for a virtual Gala, if necessary.
 - **Yvonne Houle-Gillard** will share contact information for Give Smart, the online auction company that Holy Angels used for their virtual StarFest in April.
6. Marathon: Mike Randall reported that marathon raised over \$18,000, less the cost of tuition.
 - **Mike Randall** will work with Elizabeth Pershing to get an announcement about marathon winners of the best costume, highest earner, and school spirit awards in the weekly newsletter.
7. The Development Committee will meet again on September 23 at 6:30.
8. The meeting was adjourned at 7:05 p.m.