

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
February Approved Minutes
Date: February 9, 2016**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak		Mike Randall
Molly Ryan	Tom Durand	Tom Kraus	Terese Shimshock
Dick Engler	Tom Levandowski	Jen Silgen	Maria Brandel, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:05 PM.	Engler
Adoption of Agenda	<p>Motion: Fr. Ebert made a motion to approve the February 2016 agenda with the following adjustments:</p> <ul style="list-style-type: none"> • Mike Randall requested to delay the approval of the refinancing loan. Would like to compare two proposals again with Finance Committee next week to make recommendation. • Under Administration Report, add bullet point, "Bullying and Positive Culture update". • Reports of Committees, Personnel, Time allowed 3 Minutes, Discuss <p>The motion was unanimously approved.</p>	Levandowski
Approval of Minutes	<p>Motion: Tom Durand made a motion to approve the January 2016 Minutes with the following changes:</p> <ul style="list-style-type: none"> • Page 3, FSCS Discovery Center Update, penultimate bullet point- "Mainly full day, but had to offer half day and wrap around options". • Page 3, 3-year budget, 2nd bullet point- remove Staff tuition amount • Page 4, Board in-service- was discussed to possibly hold off until the Spring. <p>The motion was unanimously approved.</p>	Levandowski
	Administration's Report	
Administration's Report	<p>Enrollment Update:</p> <ul style="list-style-type: none"> • Mike Randall gave current new application enrollment numbers for Kindergarten and Grades 1-8 for the next school year. Projected enrollment is 420. 	Randall/Shimshock

- Mike Randall gave update of students withdrawing for 2016-2017 school year. He will call them to follow up and gather data.
- Kindergarten breakfast – event for enrolled and on the fence families. Welcoming them and helping to close and complete the application process.
- Retention- Mike Randall and Terese Shimshock are revising a parent survey from 2009 to send out and collect ideas, data, responses for many different aspects. Will work to use that data for improvements for retention.
- Welcome To Middle School meeting – Administration working to offer a round table discussion with current parents to answer questions for incoming middle school parents.
- Parent-hosted get-togethers – opportunities for parents to host potential families in their homes to hear from other parents.
- Additional updates are published in attached Administration Report.

Fundraising Update:

- Admin meeting with Craig and Mary Johanss re: Septemberfest. Working on cost structure and awareness of costs, budgets for the event, make sure that it is reasonable in relation to the return (i.e., cost per dollar raised lens).
- Serving alcohol- special focus to be looked at volunteers serving, etc. Training? Liability? Administration said they would be diligent in overseeing this.
- Gala 2016 - \$26,500 for Electric Moment, \$3100 for Teacher Classroom Kitty. Still working out invoices and bills for final totals.
- Additional updates published in attached Administration Report

Catholic Schools Week:

- Question asked about why FSCS celebrated it a week earlier than National CSW Week – due to the Gala. Already had auctioneer booked for that weekend and very difficult to recruit volunteers at the parishes the morning after the Gala. Will be changing for next year.

	<p>Bremer Bank Update:</p> <ul style="list-style-type: none"> • Postponed until after Finance goes over two proposals. <p>Security Update:</p> <ul style="list-style-type: none"> • Updates published in attached Administration Report <p>Teacher PLC Committees Update:</p> <ul style="list-style-type: none"> • Updates published in attached Administration Report <p>Preschool Registrations:</p> <ul style="list-style-type: none"> • Updates published in attached Administration Report • 23 full day registrations so far. <p>Bullying/Positive Culture Updates:</p> <ul style="list-style-type: none"> • Updates published in attached Administration Report. • Is there something to be done now, before the next school year? <ul style="list-style-type: none"> ○ Mike Randall will ask faculty their perception on bullying/positive culture; what's working, what are our needs, what can we improve? He will give update to the board at March's meeting. 	
	New Business	
<p>Approve LADC Contract</p>	<ul style="list-style-type: none"> • Board discussed desire to have contract provide for FSCS approval/disapproval of LADC staff, to lock-in the lease payment (rather than having it subject to amendment by LADC Board), and to include a strong statement indicating that the Discovering Center's education programming would align with Catholic teaching/values. • Board also relayed grammatical, definitional, and date clarifications. • Administration indicated that substantive changes required LADC Board review and conforming changes to LADC's contracts with other catholic schools - - which would create significant timing challenges in launching the LADC-FSCS arrangement for 2016-17. As a result, the Administration strongly recommended that the Board approve the contract template "as is" with the understanding that the Administration would pursue any needed/desired contract revisions during the ensuing spring/summer months. LADC has offered to meet in the near term with FSCS concerning any contract adjustments. <p>A motion was made by Dick Engler to accept the Administration's recommendation and to approve the LADC contract in its current form.</p>	<p>Board</p>

	The motion was unanimously approved.	
Approve Loan Refinancing Proposal	<ul style="list-style-type: none"> • Mike Randall requested to postpone this. He would like to bring the two proposals to Finance Committee and compare them for a recommendation. Open to waiting for March meeting or an electronic vote prior to March meeting. 	Randall
Annual Report Update	<ul style="list-style-type: none"> • Looking to have a consistent annual report to stakeholders as a means of reporting on the condition of the school and highlighting significant strategic priorities and accomplishments. The annual report is a vehicle for telling the story of the school's successes and vision for the future. • Mr. Randall provided a content outline for the Report, which the Board found to be directionally appropriate. • Mr. Randall indicating that he is hoping to publish/distribute the annual report by April 1 2016. • Going forward – the plan is to publish/distribute the annual report in early February to coincide with registration. 	Randall
Unfinished Business		
Approve 3-year Technology Plan	<p>Motion: Tom Levandowski made a motion to approve the strategic priorities articulated in the 3 year technology plan recommended by the administration to the Board.</p> <p>The motion was unanimously approved.</p>	Randall/Shimshock
Reports of Committees		
Marketing	Did not meet. Working toward a marketing plan for next school year. Should be done soon.	Durand
Development	<ul style="list-style-type: none"> • Written report attached. • Continue to finish up making calls for annual fund. • Do "last call" for donations. 	Silgen
Finance	<ul style="list-style-type: none"> • No meeting minutes available. • Met in late January • Discussed recommendations from audit • Went over financials 	Kraus/Engler
Personnel	<ul style="list-style-type: none"> • Personnel met before tonight's board meeting. • Discussed Mike Randall's objectives. 	Levandowski

	<ul style="list-style-type: none"> • 2 wins – Annual Fund, Higher profile for executive presence in the school. 	
Facilities	Written report attached.	Fr. Ebert
Executive Session	Executive Session took place from 6:00-7:02PM.	Board
Closing Prayer	The meeting ended at 9:00PM.	Silgen

Next Board Meeting: March 1st at 6:00PM – Executive Session Dinner. 7:00PM Regularly Scheduled Meeting @ FSCS.

**Faithful Shepherd
Development Committee
January 19, 2016 Meeting Summary**

Attendees:

Mike Randall
Jen Silgen
Tom Cierzan
JJ Kirby
Jim Burns
Andrew Claude

Annual Fund Update

- Total funds raised to date are around \$49,000
- Discussed feedback from parents as well as ways to improve for next year.
 - Conduct a spring phone a thon as follow up.
 - Change timing so it doesn't hit so close to the Gala.
 - Goal next year is to do this in October.
 - Use FSCS phones versus personal phones when calling on behalf of the annual appeal.
 - Develop a formal recognition to acknowledge those who contribute.

Meeting Minutes

- Minutes from our previous meeting were formally approved by the committee.

FSCS Fundraising Review

- Discussed potential confusion regarding the purpose of this initiative.
- Reiterated the goal is only to determine how the Development Committee and other FSCS committees can provide more assistance with our fundraising efforts.
- Sub groups are to have their meetings with the committee chairs before our February meeting.

Administration Report – February 2016

Executive Director

Enrollment Update:

- Next Open House is Thursday, February 4 from 8:30-10:30
 - CSCOE is promoting event through Facebook advertising
 - Also promoting through electronic billboard on 494 & 35E
 - Bulletin inserts in the three parishes
- Promoting the \$50,000 Grant through emails, bulletin announcements and mailings
- New website launch date pushed back. Tentative date is February 1

Fundraising Update

- STAR Fund at \$49,000 in cash and pledges with 80 commitments
- Gala is January 30, 2016. Attendance is down this year
- Planning is beginning for this year's Ecothon event
- Have begun meeting with SeptemberFest chairs Craig and Mary Johanns

Bremer Bank Update

- Refinancing proposals will be presented to the Finance committee in January.

Security Update

- Security committee met and reviewed proposals, discussed needs
- Plan to do some site visits in the next three weeks
- Will then get new/revised bids
- Will make recommendation to the facilities committee

Principal

Teacher PLC Committees – This year we have four teacher committees that are working on creating a positive culture (bullying), STEM, Differentiation through Personality Styles and Technology.

- The STEM (Science, Technology, Engineering and Math) committee has been researching different models of STEM, STEAM (adding Art), C-STEM (Catholic STEM), STREAM (adding Art and Religion) and looking at what schools do to make this an integral part of the education. They have on their agenda for the remainder of the year to set up visits at some of these schools and survey teachers for their PD needs and resources that are needed. Our Science I Cans will be reviewed in a later year when the new Science guidelines become public, rather than doing them now and again at a later date.
- The Differentiation committee is creating a resource file for teachers to access that gives examples of different strategies. Differentiation is also a part of our Peer Coaching training this year and the committee is working on how to combine the two resources.
- The Technology committee has surveyed the staff to see their technology needs. They have planned some optional mini-workshops for teachers for the year as well as identifying big picture goals for the 16-17 school year.

- The Positive Culture (Bullying) committee has spent the first half of the year looking at our new policy, researched tools that other schools have used for tracking, surveying teachers, as well as clarifying behaviors and consequences. They are also researching PD opportunities for the 16-17 school year.

Catholic Schools Week

We are expecting a great week, with many new activities planned that highlight our new Robotics afterschool programs for grades 4-5. Area high schools will be sending over teams to showcase their programs as well as our very own Robotics club. We are honoring our parishes with our first ever Parish Pep Rally and “friendly” competition between the parishes on Tuesday. Our service this week includes collecting a mile of food for the Eagan Open Door food shelf and writing letters and Valentines to those in the military with our buddies. We will also be hosting the Knights of Columbus Free Throw competition during the day on Thursday. At the last count we had over 100 contestants! This is the first time we will have done this during the day. We will end the week with a 8th grade vs Staff Basketball game! Home and School is honoring the Super Hero Teachers all week with lunch, treats and goodies. On Friday, the staff will continue their work on Peer Coaching and a Pot Luck. And on Saturday – it’s the Gala!

Preschool Registrations

We have 14 full day registrations as of Thursday, January 21. Will update at the board meeting.

Facilities Committee Update Report

9 February 2016

FSCS Board of Directors meeting

- The lights in the entry have been repaired. Mike encouraged the generosity of a few parents to help pay for the work.
- Repair work will begin on the newer, “2013 roof” this spring. It is under warranty.
- Our main roofing contractor looked at a couple of window leaks and recommended a product for Steve to try before contracting additional work. Steve will try the product as it warms up.
- The first security meeting occurred, and a plan exists for a practical proposal to be presented for facilities and finance in 6 to 12 months.

Respectfully submitted,

Fr. Doug Ebert