

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
August Approved Minutes  
Date: August 2, 2016**

**Board Members Present:**

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

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:32PM.	Fr. Doug
<b>Adoption of Agenda</b>	<p><b>Motion: Fr. Doug Ebert</b> made a motion to approve the August 2016 agenda with approved adjustments.</p> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p>	Engler
<b>Approval of Minutes</b>	<p><b>Motion: Tom Kraus</b> made a motion to approve the June 2016 Minutes with approved adjustments.</p> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p>	Engler
	<b>Executive Director's Report</b>	
	<ul style="list-style-type: none"> <li>Written report attached.</li> </ul>	Randall
<b>Academic Leadership Team Update</b>	<ul style="list-style-type: none"> <li>The Academic Leadership Team members were chosen by Mike Randall – he asked those he thought would be interested, would be open and approachable. He would like for them to meet weekly during the school year. They will not have additional committee requirements. There is the possibility that more members could be added during the school year.</li> </ul>	Randall
<b>Staffing Update</b>	<ul style="list-style-type: none"> <li>Ashley Keil was hired for kindergarten</li> <li>Still looking to hire grades 4-8 music teacher (2 interviews on Friday)</li> <li>Shanna Williams will be contracted to do weekly Masses and Choir</li> </ul>	Randall

<b>Enrollment Update</b>	<ul style="list-style-type: none"> <li>Update to written report – enrollment at 401, due to 8<sup>th</sup> grader that withdrew this week.</li> </ul>	Randall
<b>Fundraising Update</b>	<b>No additional comments to written report.</b>	Randall
<b>Other Q&amp;A on ED's Report</b>	<b>No additional comments to written report.</b>	Randall
<b>Old Business</b>		
<b>Confirm 2016-2017 Annual Board/Officers</b>	<p>Board:</p> <ul style="list-style-type: none"> <li>Chairperson - <b>Dick Engler</b></li> <li>Vice Chairperson - <b>Tom Kraus</b></li> <li>Recording Secretary – <b>Maria Brandel</b></li> </ul> <p>Officers of School:</p> <ul style="list-style-type: none"> <li>President – <b>Fr. Tim Wozniak</b></li> <li>Vice President – <b>Fr. Doug Ebert</b></li> <li>Corporate Treasurer – <b>Tom Kraus</b></li> <li>Corporate Secretary – <b>Molly Ryan</b></li> </ul>	Engler
<b>New Business</b>		
<b>Executive Director's Goals</b>	<ul style="list-style-type: none"> <li>The Board discussed The Executive Director's goals for the 2016-2017 school year.</li> </ul>	Board
<b>2016-17 Board Objectives</b>	<ul style="list-style-type: none"> <li>Review and Update by-laws (May 2017) <ul style="list-style-type: none"> <li>Dick Engler will ask for volunteers in September to help rewrite the by-laws</li> </ul> </li> <li>Complete self-assessment (May 2017) <ul style="list-style-type: none"> <li>Dick Engler suggested that, after each BOD meeting, the BOD will do an evaluation about that meeting- what worked, what didn't. (To be completed in Executive Session without Mike Randall). Then, in May, the BOD will do a self-assessment.</li> </ul> </li> <li>Hold two Board Summits with Board Committees</li> <li>Board/parent meetings <ul style="list-style-type: none"> <li>In addition to the Coffees (board members should be there), State of Schools (printed, not a live format, can include Annual Report), Listening sessions, etc.</li> </ul> </li> </ul>	Engler

<b>Public Comment Proposal</b>	<ul style="list-style-type: none"> <li>Molly Ryan presented a proposal outlining the suggestion of allowing public comment time before a board meeting. Discussion was had over each point in the proposal. Molly Ryan will retype the proposal, which will include all the changes, and there will be an electronic vote prior to September's board meeting, so that, if approved, this time slot can start in September.</li> </ul>	Ryan
<b>Reschedule Nov. BOD Meeting</b>	<ul style="list-style-type: none"> <li>The November 1<sup>st</sup> BOD meeting needs to be rescheduled due to All Saints Day. Can't do Nov. 8<sup>th</sup> due to Election Day. Decided to move it to Wednesday, November 2<sup>nd</sup>.</li> </ul>	
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li><b>Motion: Dick Engler</b> made motion that, in lieu of a Personnel Committee that would meet with The Executive Director monthly, now the members of the Executive Committee (officers of the Board of Directors) will meet monthly with the Executive Director.</li> </ul> <p><b>The motion was seconded by Jen Silgen and was unanimously approved.</b></p>	
	<b>Reports of Committees</b>	
<b>Confirm Liaisons</b>	<ul style="list-style-type: none"> <li>Marketing – Tom Durand</li> <li>Development – Jen Silgen</li> <li>Finance – Tom Kraus</li> <li>Personnel – Dick Engler – Is now Executive Committee</li> <li>Facilities – Fr. Ebert</li> </ul> <p>It was discussed that the 2 Back to School Nights could be used to recruit new committee members, especially for the Marketing Committee.</p>	
<b>Marketing</b>	Did not meet	Durand
<b>Development</b>	Did not meet	Silgen
<b>Finance</b>	Did not meet	Kraus
<b>Personnel</b>	Did not meet	Engler
<b>Facilities</b>	Did not meet	Fr. Ebert
<b>Closing Prayer</b>	The meeting ended at 8:10PM.	Silgen
<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board

**Next Board Meeting:** - September 6<sup>th</sup>, 2016 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting.

## **Executive Director's Report – August 2016**

### **Academic Leadership Team**

The current members of the Academic Leadership Team are Colleen Duffy, Liz Neufeld, Sarah Meier and Brandon Kane. We have met three times and the committee is very willing to put in the time and effort required to help move the school forward. I have told the committee that we will plan to meet weekly at the beginning of the year and hopefully less frequently later. We have decided on our areas of focus and assigned specific members to oversee those areas:

- A) Professional Development – Colleen Duffy
  - In-service training
  - Faculty meetings
  - Collaboration and teamwork
  
- B) Curriculum Development – Liz Neufeld
  - Review Science Targets
  - Update Science “I Can” statements
  - Review and order new Reading materials
  
- C) Student Discipline – Brandon Kane
  - Create a discipline oversight committee
  - Update Discipline policy, including Bullying
  
- D) Technology/STEM/NWEA Testing – Sarah Meier
  - Incorporate STEM into daily curriculum
  - Oversee technology training for staff
  - Coordinate NWEA testing

Each person has reached out to other teachers to assist them with their respective areas of oversight and have found the teachers to be very receptive. We have also begun planning for our teacher workshop week as well as plans for our Faculty In-service days. As I mentioned in my update to parents, I am working on keeping Sue Lovegreen on staff to oversee teacher observations and am looking into hiring someone to oversee student discipline and someone to monitor the playground. Brandon is working with Broque Brew and hopes to update our discipline and bullying policy before the start of the school year.

### **Staffing Update**

The remaining open positions are Kindergarten and Music. I have offered the final Kindergarten position to a candidate who was interviewed by me, Brandon Kane and Kathy Malmquist. I am hoping to finalize the offer on August 1. We have two candidates for the part-time music position and Shanna Williams has agreed to participate in the interview process. I am planning to hire Shanna to coordinate our masses and direct the choir as neither of the Music candidates are interested in those two areas.

### **Enrollment Update:**

- Current enrollment is 402. Breakdown is as follows:

Kindergarten	45
First	37
Second	39
Third	47
Fourth	43
Fifth	53
Sixth	53
Seventh	46
Eighth	39
	402

- 1 Kindergarten pending approval. 2 siblings pending
- 2 tours in past week (6<sup>th</sup> & 8<sup>th</sup> grades)
- 1 pending application for 4<sup>th</sup> grade (move from UK)
- 1 8<sup>th</sup> grader withdrew

### **Fundraising Update**

- SeptemberFest
  - Date is September 16-18.
  - Budgeted goal is \$65,000.
  - Craig Johannis has secured most of the sponsors from last year and has added the Minnesota Vikings (\$5,000), Cub Foods (\$3,500), Bald Man Brewery (\$2,500) and the Urdahl Group (\$2,000).
  - Craig would like the board to again consider being sponsors. Last year the Board donated \$3,000. I will have forms available on Tuesday.

### **School Climate Survey Follow-up Steps**

- Communication
  - Marketing Outreach
    - Working with Shawnessy and the Marketing committee to update marketing materials. We have submitted a grant application to CSCOE for funding and Gabriela Bonadonna is working on finding a designer and copywriter through her contacts at a reduced rate.
    - Have updated our “working” marketing plan with Shawnessy and it is attached. I am also working with Gabriela and the Marketing committee to develop a broader “brand” marketing plan for the school.
- Finances

- Rather than offering a “multi-child” discount this year will be promoting financial aid option for families with more than one child. Will continue to explore how an actual discount would impact our budget.
- Communication
  - I will be hosting several “coffee discussions” with parents throughout the school year focused on current topics/concerns. Will be using a sign-up form similar to what we use for conferences.
  - Planning to send out “State of the School” update each trimester.
- Retention
  - Part of the attached marketing plan includes steps we will be undertaking this year to improve retention. I have also reached out to Cretin-Derham Hall about putting together a team of teachers and administrators to evaluate our middle school and give us ideas on ways to improve, better prepare students for high school, and increase our retention. They are very willing to help. I will also reach out to Holy Angels about doing the same thing, possibly in unison with CDH. The more kids we retain through 8<sup>th</sup> grade benefits those two schools directly as they then have a larger pool of kids to recruit.
  - In the Middle School, we will be adjusting the Wednesday schedule so that home base will have an hour at the end of the day. The plan is to start the year using that time to build rapport with the kids and their teacher. We will then be returning to the TREC classes that were used in the past. Teachers are coming up with ideas of classes to offer such as robotics, geocaching, engineering, etc.
  - The teacher we hired to replace Sue Lovegreen, Sara Holscher, will be conducting a Writers Workshop for middle school students to replace one study hall. The initial plan is to offer writing assistance for work they are currently doing in the classroom. As she gets settled in and can assess the student’s progress, she may offer more writing options such as creative writing.
- Enrichment
  - Medora Schou is working with the teachers to set-up the Enrichment schedule. She has time allotted in her daily schedule to work with the teachers to fine-tune the enrichment program and create a smooth transition between grade levels.
- Bullying
  - Brandon Kane is putting together a committee to review our Discipline and Bullying policy before the start of the year. May look at having a separate Discipline/Bullying Handbook. We are also looking at creating a “Behavior Intervention Committee” to handle more serious discipline issues. Would involve ED, school counselor, classroom teachers, discipline person.

## Other

- Raiser's Edge Update – We met with RE database staff from the Archdiocese and Cretin-Derham Hall to get advice on setting up our system. Mary McCoy is now updating the data and will have it finished by the start of school.

## Goals

- 1) **Finance:** Closely monitor the school's financial statements in concert with the Finance Committee. Continually review ways in which to reduce expenses and stream line operations.
- 2) **Communication:** Host regular Coffee Gatherings with parents throughout the school year so that they can voice their concerns and ask questions about the school. I will use a sign-up system similar to conferences.
- 3) **Academic:** Complete the planning process for the library repurposing so that work can begin during the summer of 2017. Complete the review process of our Middle School and implement any recommended changes.
- 4) **Discipline:** Update Discipline/Bullying policy and hire person to oversee discipline.
- 5) **Enrollment:** Grow Kindergarten enrollment to 50. Add another 4-5 year old classroom to preschool. Improve retention rate.
- 6) **Fundraising:** Increase annual fundraising income to \$300,000. Evaluate readiness for Campaign Feasibility Study.