

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
December Approved Minutes
Date: December 6, 2016**

Board Members Present:

| St. John Neumann | St. Thomas Becket | Church of St. Peter | Other Attendees |
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| Fr. Doug Ebert | Fr. Tim Wozniak | Tom Kraus | Mike Randall, Executive Director |
| Dick Engler | Tom Durand | Jen Silgen | Debbie May-Olson, Peggy Hirsch, Brandon Kane (presenters) |
| Molly Ryan | Cara Geheren | | Maria Brandel, Recording Secretary |

| Description | Discussion | Action By |
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| Invocation | The meeting began at 6:31PM. | Durand |
| Adoption of Agenda | <p>Motion: Dick Engler made a motion to approve the December 2016 agenda with approved adjustments.</p> <p>The motion was unanimously approved.</p> | Engler |
| Approval of Minutes | <p>Motion: Fr. Doug Ebert made a motion to approve the November 2016 Minutes with approved adjustments.</p> <p>The motion was seconded by Fr. Tim Wozniak and was unanimously approved.</p> | Engler |
| | Executive Director's Report | |
| | <p>Written Report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Mike Randall clarified that Prospect = a family that has toured the school, and Lead = Someone that has called/requested information. • Mike was asked by the Board for clarification on the Enrichment program. Mike will invite Medora Schou to present to the Board either for January's or February's meeting. • The Board thought that tonight's STEM presentation was very informative and would like presentations like this to be a part of the Coffee With the Executive Director, or available for more of the parent community to hear. • The winter testing window for the NWEA tests is January 3-13. The Board was concerned about it starting on the first day after Christmas Break. Ms. Sarah Meier was on hand to explain that the window is wide due to the large group of students requiring special testing accommodations, but that the majority of the tests won't | Randall |

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| | <p>be proctored until the following week. If the teachers of the students needing accommodations would like to reserve the lab earlier than that to get ready, though, the lab is set aside for that.</p> | |
| | Old Business | |
| Update on Discipline Policy | <p>Brandon Kane was present at the meeting to go over the again-revised Discipline Guidelines. The Discipline Committee took the recommendations of the Board from the November meeting, corrected and cleaned up the document, and sent it out again prior to December's meeting. The Board asked their questions to Brandon, who went over and explained the thought process of the Guidelines.</p> <p>The Board raised some questions about the Guidelines:</p> <ul style="list-style-type: none"> • What is the problem we're trying to solve? Behavior issues? Consistency in discipline? Fairness of consequences? What is the objective – to dole out punishment, or to create good behavior? Is it too specific? Not specific enough? • Pare it down, summarize, to give out to parents. The current Guidelines still seem too specific and "wordy". • Then, the more specific Guidelines can be used as a tool and as a backup for teachers and administrative decisions. It can be more detailed for that purpose. <p>Next Goals:</p> <ul style="list-style-type: none"> • Amend the handbook for a more complete list, but make it more simplified at the same time. • Then, use the Discipline Guideline as the training guideline for teachers to promote understanding across the board and also consistency in execution of the Discipline Guidelines. <p>Molly Ryan is to send her comments and suggestions to Brandon Kane to take back to Discipline Committee for revision for the January Board meeting.</p> | Kane |
| | New Business | |
| STEM Presentation | <p>Ms. Debbie May-Olson, Middle School Science Teacher, and Mrs. Peggy Hirsch, 3rd grade teacher, presented to the Board a talk about STEM integration into FSCS.</p> <ul style="list-style-type: none"> • Both of these teachers visited STEM schools in the district, as well as other area Catholic schools; attended seminars over the summer and courses throughout the year in order to learn more about engineering and then bringing it back to Faithful Shepherd in order to develop the rest of the staff. • They found that Faithful Shepherd is currently strong in the Science, Technology and Math part of STEM, but are | Hirsch/May-Olson |

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| | <p>looking to improve the Engineering. Engineering has been taught informally over the grade levels, but wanted consistency across the board.</p> <ul style="list-style-type: none"> • Part of this staff development included Ms. May-Olson and Mrs. Hirsch working with FSCS staff with the new science kits that FSCS purchased last spring. • During the Dec. 2 in-service, they also worked with grades K-5 to match our science standards with the national standards, and it was found we are right on track. • They talked about the new EIE kits that we purchased last spring. Each kit explores: What is Engineering? What is Technology? They each have a literacy connection. They each have career exploration. They also all have expanded online resources. <p>The goals for the rest of this year are to complete creating the I Can statements for Engineering grades K-8 and to continue giving teachers tools to utilize the curriculum.</p> | |
| MNSAA Strategic Plan | <p>Dick Engler proposed to set aside Board meeting time to go over the current Strategic Plan; to study it, take notes, and have questions ready for the January Board meeting. Some things to ask: What is it? Where are we going? What do we need to accomplish?</p> <p>Our current Strategic Plan going through May 2018. Then, MNSAA will visit the school and begin the process for the next strategic plan.</p> | Engler |
| | Reports of Committees | |
| Marketing | <p>Written report attached.</p> <ul style="list-style-type: none"> • Ellen Kane – new member, current FSCS parent • Some parents have told the committee that they'd like to help out on various things, but that they couldn't commit to officially join. | Durand |
| Development | Did not meet due to training for Star Fund calls. | Silgen |
| Finance | <p>Written report attached.</p> <ul style="list-style-type: none"> • Budgeting for next year has started. Will present to the Board at January's meeting. • Tuition is set after budget, see where we're at. The Finance Committee will present draft budget at January's | Kraus |

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| | meeting for approval to set tuition rate. The tuition rate is communicated to parents after the January Board meeting via the re-registration packet. | |
| Executive Committee | <ul style="list-style-type: none"> The Executive Committee is finalizing the draft format of the evaluation of the Executive Director by the faculty and staff. Fr. Doug, Molly Ryan, Dick Engler met to discuss by-law re-do. They have some questions and have calls in to a couple of people at the Archdiocese. The date for the next meeting needs to be rescheduled, as Fr. Tim can't make it. | Engler |
| Facilities | <p>Written report attached.</p> <p>Exploration with City of Eagan for use of our fields.</p> <ul style="list-style-type: none"> City of Eagan took care of our fields back when they used them more, so the goal is to get back to that point. Pros: brings young kids here, saves us money. Looking for financial gain, too, for site development. To do: What improvements do our facilities need for a higher volume of visitors? Building security will be also need to be looked at. <p>Chiller/HVAC – how can we rebuild using existing components? Putting more money into it isn't the best option. Most likely going to need to get all new.</p> <p>Needs plan for a Garden Club....who will organize it? Needs to keep it up.</p> | Fr. Ebert |
| Closing Prayer | The meeting ended at 8:07PM. | Silgen |
| Executive Session | The Board adjourned and then went into Executive Session following the public meeting. | Board |

Next Board Meeting: - January 2nd, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

Executive Director's Report – December 2016

Staffing Update

We hired Lisa LaFrance to replace Nate Jorgensen as our Technology Specialist. Lisa has been doing the same work with other schools and is very familiar with FSCS, as her daughter Marie graduated in 2015. Lisa is working to become familiar with our system and trouble-shoot current areas of concern. Her long-term goal is to work closely with our teachers to help them implement the effective use of technology into the classroom.

K-5 Enrichment

The FSCS enrichment program is off to a strong start. In Level 2 enrichment, the Kindergarten students read *Curious George*, found examples from the text that show his curiosity, and then did some hands-on experiments related to events in the book and areas of curiosity.

In second grade, students used a deck of cards to create brain teasers using deductive reasoning skills. They also used function tables called "in and out boxes" to think algebraically.

Third grade students just finished a novel unit on *Mr. Popper's Penguins*. They used textual evidence to explain how the penguins showed their curiosity as well as how Mr. Popper and his family changed as a result of the penguins joining their family.

Students in Level 3 completed an inquiry unit based on student-formed topics and questions. They worked in teams to answer their questions through research and present their findings. Presentations ranged from an interview with a cloud expert to a debate about Macs vs. PCs to a museum about wolves.

In math, students started the year learning about diameter, radius, circumference and area of a circle by performing a reader's theater. Students also completed a place value challenge that involved research and creativity. We are in the midst of a multiplication unit - learning a variety of ways to multiply two-digit by two-digit numbers.

Middle School Update

Writers Workshop

Writers' Workshop focuses on building the student's writing through examining and practicing the writing process; sentence, paragraph, and essay structure; grammar and mechanics; and overall writing fluency. Students learn to write unified and coherent paragraphs, explore a variety of stylistic techniques, and practice the tools necessary in performing research and using resources effectively. Because this course collaborates with other Middle School classes, some assignments for other classes are worked on in Writer's Workshop (WW). For example, if a student is writing a research paper for science, a score will be awarded in Writer's Workshop for the writing aspect of the assignment. This year, WW is graded as a Pass/Fail class. Assignments that fall under the same ELA Learning Targets will be factored into their ELA grade.

TRimester Enrichment Classes (TREC)

The Middle School is reintroducing TREC classes this year. The purpose of these classes is to offer students a chance to apply what students learn in their traditional school subjects and take that knowledge a step further in a fun, creative atmosphere. Students select classes that meet their interests and the classes meet for about an hour each Wednesday afternoon for one

trimester. TREC classes will be offered 2nd and 3rd Trimester this year. Students are encouraged to sign up for one STEM-related class. This year's offerings include Book Club, Engineering Exploration-STEM Challenges, Fantasy Baseball, Geocaching, Me Book, and Digital Photography. Teachers developed "I Can" targets for each class.

Fundraising Update

- STAR Fund
 - Our 24 volunteers have begun to make their calls to parents. To date, we have received 39 gifts totaling \$17,380. Calls will continue over the next few weeks.
- Gala
 - New date for the Gala this year is Saturday, February 25. The committee is meeting regularly and beginning to collect donations for both the Silent and Live Auction. Chairs this year are Angie Palen and Elizabeth Pershing.

Admissions

- Our *Parent Information Night* was a success. We had 19 families attend the event, 14 of whom are interested in Kindergarten for 2017, two for grades 4 & 6 in 2017, and three for Kindergarten in 2018. We also had four families express interest in our preschool. The program was well received and created a very positive feeling among those in attendance. We are planning a similar event for our Middle School on February 15.
- Our next Open House is December 7 from 8:30-10:30am. The event is being heavily promoted on Facebook by the Catholic Schools Center of Excellence, a billboard on 494 & 35E, emails sent to parish families with kids ages 2-12, our preschool families, and all other leads.
- We currently have 29 prospects for Kindergarten, and four for grades 1-8. We have 44 leads for Kindergarten and 7 for grades 1-8. A prospect is considered someone who has toured or visited the school and a lead has requested information. Our preschool has 34 prospective kindergarten students, 12 of whom have siblings in the school and 11 who we have identified as "good" prospects. We have several events and marketing efforts targeted for the preschool, including a pre-Christmas concert reception, Wine & Cheese party for parents, Magic Show, and a "buddy" day with our Kindergarten students during Catholic Schools Week. Our 7th grade buddy program will begin next week.
- We will be holding a Middle School Open House for 4th & 5th grade parents in early February. We will be following a format other schools have used and found successful.

Staff Development

- We held our second Staff In-Service day on December 2. Teachers spent the day finalizing updates to our Reading "I Can" learning targets, and began the process of reviewing and updating our Science learning targets. They also spent time reviewing and updating their websites. The goal is to have more uniform and updated websites by early January.

NWEA Testing

- The second round of NWEA testing will be conducted January 3-13.

FSCS Marketing Committee Meeting Minutes

November 30, 2016 – 6:30 p.m. to 8:00 p.m.

Attending: Mike Randall, Shawnessy Schwartz, Gabriela Bonnadonna, Ellen Kane, Tom Durand

Notes and Agenda

1. Administration Update

- a. Shawnessy Schwartz provided brief update of Prospective Parent Info Night attendance, upcoming open house events and marketing efforts.
- b. Reviewed Preschool Outreach efforts. Planned preschool outreach efforts include personal email invitations to open house events, hosting of pre-K & K concert reception, planned January community event hosted in tandem with preschool, 7th grade buddy program and exclusive early start of February open house available to preschool families only.
Action Item: Committee agreed to analyze efforts towards the end of enrollment period to discuss what worked, what did not and what changes can be made next year.
- c. Committee came to an agreement that lead/prospect/enrollment updates will be provided to the board by Mike Randall moving forward in an effort to reduce redundancy in board reports.

2. Marketing Brochure Redesign Update

- a. Marketing Committee is working on creating a new marketing brochure for the school. Have obtained a copywriter and designer thru Gabriella.
- b. Gabriella brought first round of copy to the meeting for committee to review. Committee went through copy line by line making edits and identifying gaps. Gabriella will take edits and notes back to the copywriter.
- c. **Action Item:** Shawnessy Schwartz to send collection of images to Gabriella for use in design phase
- d. **Action Item:** Goal is to have copy edits completed by end of December and have first design ready to review in time for next Marketing Committee meeting on January 11.

3. Re-enrollment Discussion

- a. Committee discussed different ways to encourage parents to re-enroll for following school year on a timely basis. Mike Randell provided insight on changes that were implemented last year including the moving up of the registration dates to allow for earlier detection of families who are undecided.
- b. Idea of providing a financial incentive was regarded as best way to encourage timely re-enrollment.

- c. Discussed sending parents who miss re-enrollment deadline a message explaining the impact of timely re-enrollment on the school's budget, teachers and the school community.

Finance Committee - Report to Board

November 14, 2016 Finance Committee Meeting

Present: Amy Spencer, John Tauer, Tom Kraus, Mike Nesdahl, Mike Randall, Kelly Larson, Christina Burke

Absent: Aida Schaefer (Chair)

- 1. Approval of minutes:** No minutes were available to approve.
- 2. Review current financials:** Financials for the month of October and FYTD (July through September) were reviewed and discussed. Net income for the month was nearly exactly on plan. Revenue was slightly favorable for the month in the amount of \$765.33, while expenses were slightly unfavorable by \$335.29, resulting in an overall favorability in net income of \$421.04. There was some notable variability in operating expenses, however. Total Facilities Management expense was favorable by \$6,516.96 due to a member of the custodial staff working less than planned because of an absence following surgery. On the other hand, total Office Administration and Instructional expenses were unfavorable to plan by \$2,430.35 and \$3,917.20 respectively. The former was above plan in large part because of a new copier lease that the school entered into after the previous copier died unexpectedly (administration will work with the vendor to explore ways to reduce this expense going forward), while the latter was the result of a worker's compensation payment that had been planned for September that was delayed by a month (as described in last month's report). For the year the school remains favorable to budget by \$32,565.88.
- 3. Audit Segregation of Duties discussion:** The committee briefly discussed the "deficiency of internal control" finding that was described in the management letters from Froehling Anderson accompanying its 2016 audit report, and discussed ways that administration could address the issue of segregation of duties. The committee recognizes that given the size and structure of our organization there are limits to what can be done to address these issues, but administration will continue to look for opportunities to increase controls in this area.
- 4. Arbitrage update:** Tom Kraus provided an update to the committee about the meeting that was held with Froehling Anderson on October 18 to discuss the arbitrage penalty. As reported at our last Board meeting, Froehling is discussing a possible donation to the school from its partners as a way to "support our mission" and recognize the important and valuable relationship the firm has with the school. Mike had not heard from Froehling about this as of the time of the Finance Committee meeting.
- 5. Insurance update:** Administration has made decisions about the medical insurance plans that will be offered to employers for the 2017 calendar year. Three plan options will be available from which

employees may choose, each providing to insure either the employee only, employee and spouse only, employee and child(ren), or the employee's whole family. Total premium cost increases range from flat to an increase of 24% as compared to the 2016 plan. FSCS's portion of total premium costs will increase between 0-13%; however, the employee's portion of premium costs will increase between 24-37% depending upon the type of plan that is chosen. This news, not surprisingly, was met unfavorably by faculty and staff. The impact of these price increases on participation in the plans, and consequently the overall impact on the budget, is unknown at this time. A better estimate of the negative impact on the second half of the 2016-2017 budget will be available sometime in January.

6. **2017-2018 budget/tuition update:** Staff has begun developing a draft budget for the 2017-2018 school year which will be used to set tuition rates. A first draft of the budget will be available for the Finance Committee's review at the December Finance Committee meeting. A proposed budget will be presented to the Board of Directors for its approval in January.

7. **Other:**

- The next Finance Committee meeting is scheduled for Monday, December 19 at 6:30 p.m.

FACILITIES REPORT

FSCS BOARD OF DIRECTORS

- December 6, 2016
- *Update from FSCS Facilities Committee meeting on November 15, 2016 (5:30-6:30 PM).*
- Members present:
Mike Randall, Brad Neuman, Kevin Toboja, Bill Larson, Jason Skagen, Fr. Doug Ebert
- New Member:
- Jason announced that Sean Curran is joining the committee.
- Landscape
- Brush will be cleared away in steps. Step one will be to clear 5-12' of brush and sumac away from the pathway between Yankee Doodle and the school. Jon Weber is determining if this should be done now or should wait until spring.
- Mike Randall advised that he will work with HSA to assemble a parent-volunteer team to work on the gardens, trees, bushes, and woodchips on a regular basis.
- Chiller Issues
- Bill provided Fr Doug with chiller specs which will be forwarded with recent maintenance records for analysis.
- HVAC
- Bill Larson was unable to locate a preventative maintenance contract but is checking with

Kelly Larson to see if she has it. We expect to include Corval in all bids for renewal. Dale, our current contact with Schadegg, is retiring this year; we may need to reassess our options, depending on Dale's replacement.

- Boiler – safety check / rebuild status
- Mike Randall has determined that our boiler had a complete rebuild last year and should be good for another five years. The annual safety checks would have been completed with this rebuild. Preventative maintenance plans will begin this summer.
- Reestablishing City of Eagan use for FSCS Grounds
- Jason Skagen is meeting with the VP of EAA, President of Eagan Soccer, and President of Eagan Basketball to review options to encourage the city of Eagan to again rent and maintain our fields. He will update the committee as discussions progress.
- Jason noted that Eagan Soccer would prefer to lease space from a facility with multiple fields. FSCS has room for smaller fields, but this would require a rework of the current fields.
- Parking Lot
- Parking lot is due for a full top coat in the next 1-2 years. Kevin Toboja will evaluate the parking lot and develop a plan to enable collection of bids.
- No Current project updates. Next meeting is planned in January, 2017.
- Respectfully submitted by Fr. Doug Ebert