

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
January Approved Minutes  
Date: January 3, 2017**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Fr. Steven Hoffman	Mike Randall, Executive Director
Dick Engler	Tom Durand	Tom Kraus	
Molly Ryan	Cara Geheren	Jen Silgen	Maria Brandel, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:32 PM.	Fr. Steven
<b>Adoption of Agenda</b>	<p><b>Motion: Tom Kraus</b> made a motion to approve the January 2017 agenda with approved adjustments.</p> <p><b>The motion was seconded by Tom Durand and was unanimously approved.</b></p>	Engler
<b>Approval of Minutes</b>	<p><b>Motion: Tom Kraus</b> made a motion to approve the December 2016 Minutes with approved adjustments.</p> <p><b>The motion was seconded by Fr. Tim Wozniak and was unanimously approved.</b></p>	Engler
	<b>Old Business</b>	
<b>Update on Arbitrage Appeal</b>	<p>As a result of the arbitrage appeal a few months ago, as a show of good faith and business loyalty, Froehling, Anderson offered to perform Faithful Shepherd's annual audit for free for the 2017-2018 school year (a value of about \$16,000). The Finance Committee would like to accept their offer, with the understanding that by doing so, Faithful Shepherd will not be bidding out the audit for that year. Instead, Faithful Shepherd will look in to bidding it out the year after that to see if we can get a lower price for performing the audit.</p> <p><b>Motion: Tom Kraus</b> made motion to accept the offer from Froehling, Anderson to perform Faithful Shepherd's 2017-2018 audit.</p> <p><b>The motion was seconded by Jennifer Silgen and was unanimously approved.</b></p>	Kraus

	New Business	
<p><b>MNSAA Strategic Plan</b></p>	<p>Dick Engler previously asked the members of the Board to look at the current MNSAA strategic plan of Faithful Shepherd, and bring to the meeting tonight any questions, discussion items, etc. Are there any items to add, subtract, change?</p> <p>Every 7 years, the school needs to provide a strategic plan to MNSAA. This comes after the school does a self-evaluation, then a team from MNSAA visits the school to provide their input based on the school's self-evaluation. Based on that input, the school revises their plan and submits it to MNSAA. This document is a "living document", meaning that it can be evaluated and changed at any time. The Board would like to evaluate this now in order to re-direct the strategic plan and familiarize all involved with the goals of the school.</p> <p>Current Specific Objectives:  Fiscal Responsibility  Enrollment  Communication (Community Outreach)  Curriculum</p> <p>Possible objectives to be added?  Catholic Identity  Facilities  School Culture</p> <p>Faithful Shepherd's plan format follows the same format that is available on MNSAA's website, which is also the same format that area Catholic schools follow.</p> <p>The Strategic Plan should have three components: Objectives, Strategies, Action Items, using their format.</p> <p><b>Motion: Dick Engler</b> moves that The Board proposes to hire someone to take them through the strategic planning process. The goal is to have the board and staff OWN the plan; reset the group, come up with a direction. The Board will gather some potential names together from various contacts and re-discuss at the next meeting.</p> <p><b>The motion was seconded by Tom Durand and was unanimously approved.</b></p>	<p>All</p>
<p><b>Administrative Structure 2017-2018</b></p>	<p><b>Motion:</b> After discussion by the Faithful Shepherd Board of Directors, <b>Molly Ryan</b> made motion that the Faithful Shepherd Board of Directors hires a principal for the 2017-2018 school year.</p> <p><b>The motion was seconded by Dick Engler and was unanimously approved.</b></p>	<p>Engler</p>

	Executive Director's Report	
	<p><b>Written Report attached.</b></p> <p><b>Additional comments:</b></p> <p><b>Star Fund current update:</b> \$49,000 star fund donations; about 70 gifts. Percentage is ahead of last year at this time.</p> <p><b>MS open house:</b> the focus is primarily internal; we are inviting 4<sup>th</sup> and 5<sup>th</sup> grade families, plus adding it to a mailing going out to 5000+ households (Faithful Shepherd purchased this mailing list).</p> <p>It was suggested to open it up to current MS families, too.</p> <p>Video record the testimonials while they're here; great marketing tool.</p> <p>Current Visitation senior to speak at the open house– the question of Faithful Shepherd also asking a student from St. Thomas Academy or Cretin-Derham Hall was asked. Also scheduled to speak at the Open House are the principals from Holy Angels and Cretin-Derham Hall.</p>	
<b>Marketing</b>	<p>Did not meet.</p> <p>Next meeting scheduled for Jan. 14.</p>	Durand
<b>Development</b>	<p>Did not meet.</p>	Silgen
<b>Finance</b>	<p>Summary of financials – met right before the holidays. Did not make a committee report.</p> <p>There will be more talk about the budget during tonight's Executive Session. The Finance Committee felt that they are not yet ready to present budget and tuition recommendation for approval during tonight's Board meeting, but are meeting on Thursday. In order to communicate to families the tuition rates for the 2017-2018 school year in a timely manner, the Board may need electronic approval of the budget/tuition before the February meeting.</p>	Kraus
<b>Executive Committee</b>	<p>The committee last met in December. Discussed various budget scenarios at length.</p> <p>The committee is working on Executive Director evaluation – completed the tool to be used by faculty and staff.</p> <p>The committee is working on 3-5 questions for committee heads and parents to bring to the next Executive Committee meeting.</p> <p>By-laws – Molly Ryan, Dick Engler and Fr. Doug are working on them. They have submitted them to Jason Slattery from the Archdiocese for review, as well.</p>	Engler

<b>Facilities</b>	Did not meet.	Fr. Ebert
<b>Closing Prayer</b>	The meeting ended at 7:36 PM.	Durand
<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board

**Next Board Meeting:** - February 7th, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

## **Executive Director's Report – January 2017**

### **NWEA Testing**

The Winter session of NWEA testing is set for January 3-13, with most students taking the test the week of January 9. The longer testing window allows for additional time for students with accommodations. Individual and school-wide test results will be sent home to parents once all results are compiled. We are also looking into sending as many teachers as possible to a three-day NWEA Teacher Academy in early August. The Academy is sponsored by CSCOE and is designed to help teachers utilize data from the NWEA tests in their lesson planning.

### **Middle School Review**

I met with principals Heidi Foley from Holy Angels and Mona Passman from Cretin-Derham Hall on December 22. They have both agreed to help us review our middle school program. They recommended having teachers from their Math, English, Science and Social Studies programs meet with our teachers individually to review our curriculum. They will free up time in their teachers schedules to come to Faithful Shepherd and meet with our teachers. Both Heidi and Mona also agreed to attend our Middle School Open House to talk about how well prepared our Middle School students are when they come to their schools.

The Middle School Open House is scheduled for February 15 at 7pm and will feature a 30 minute program with several speakers talking about our Middle School programs followed by breakout sessions with our teachers discussing what to expect in Middle School. This format has been used by several other Catholic elementary schools and proven successful.

In addition, at our next In-Service day on February 10, the Middle School team will meet to do a self-evaluation of our program and discuss ways to make improvements.

### **Fundraising Update**

- STAR Fund
  - To date, we have received 69 gifts totaling \$45,170. Final calls are being made by our volunteers. We will also send out another mailing and with some follow-up calls before our June 30, 2017 year-end.
- Gala
  - Just a reminder that the 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.

### **Admissions**

- Our next Open House is scheduled for February 7 from 8:30-10:30am. The event is being promoted on Facebook, newspaper ads, parish bulletins, emails to parish families with kids ages 2-12, our preschool families, and all other leads. We also purchased a 5,000+ mailing list for school age children in the surrounding area and will be mailing them a postcard promoting both this Open House as well as our Middle School Open House.
- We will be hosting an event for St. Thomas Becket preschool students on February 1 during Catholic Schools week. Parents drop their kids off at Faithful Shepherd and they spend a few hours with our Middle School students doing various activities and we then bus them back to St. Thomas Becket.

- We are also hosting a Magic Show on January 14 in partnership with our Preschool staff as a way to attract younger students into our school. The event will feature a 35 minute Magic Show followed by craft and snack stations.
- On February 2 we will be holding the Discovery Preschool 'Kindergarten Experience.' Our Discover preschool students will visit each Kindergarten classroom and will have a different activity for 20 minutes in each room. The activities will be led by both our preschool staff and a kindergarten teacher.

### **Catholic Schools Week**

Catholic Schools Week is January 30-February 3. We will again have activities planned throughout the week, including the very popular "Minute to Win It" competition between our three parish priests! This year our choir will be performing at St. Thomas Becket, and we will have student speakers at many of the parish masses.