

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
February Approved Minutes  
Date: February 7, 2017**

**Board Members Present:**

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

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:32PM.	Fr. Tim
<b>Adoption of Agenda</b>	<b>Motion: Dick Engler</b> made a motion to approve the February 2017 agenda with approved adjustments.  <b>The motion was unanimously approved.</b>	Engler
<b>Approval of Minutes</b>	<b>Motion: Fr. Tim Wozniak</b> made a motion to approve the January 2017 Minutes with approved adjustments.  <b>The motion was seconded by Tom Durand and was unanimously approved.</b>	Engler
	<b>New Business</b>	
<b>Enrichment Presentation</b>	Medora Schou, K-5 Enrichment Coordinator, presented to the Board an overview of the Faithful Shepherd Enrichment program and how it's implemented.  <ul style="list-style-type: none"> <li>- Mrs. Schou provided the Mission Statement of the Enrichment Program.</li> <li>- She explained the 4 Levels of Service and some key points of what each one contains. She gave examples of some activities and lessons that are currently being taught in some of the classes; like cribbage, Skyping with the author of the novel the class completed reading, working on real world problems in math, etc.</li> <li>- Mrs. Schou answered questions for Board members, including inquiries on student qualifications to be in the different Levels of Service, how many students are currently in Level 3 Math and Reading, how are the students who aren't enrolled in Level 3 are serviced within their own classroom, and the differences between K-5 Enrichment and that of the Middle School.</li> </ul>	Mrs. Schou

	<ul style="list-style-type: none"> <li>- This year, Faithful Shepherd formed an Enrichment Team (Committee). Their focus is to grow the program while also providing a more seamless transition from K-5 Enrichment to the Middle School.</li> </ul>	
<p><b>Bond Funds For Capital Expenditures</b></p>	<ul style="list-style-type: none"> <li>- The Finance Committee discussed at the last meeting the need to create a capital budget. Their plan is to begin this task at their next meeting.</li> <li>- Faithful Shepherd has some money in bond funds to use for capital improvements by May 20, 2019. This money can be used for capital projects that are either in need of fixing/repairing OR used for a project that will enhance our facility.</li> <li>- Finance and Facilities Committees will work together on the capital budget and identify the possible projects based on need, eligibility to use bond funds, etc.</li> <li>- There is a timeline during which these funds need to be used. We are operating under that timeline and our need is to make sure that those funds are used before the deadline, either capital projects or to pay down our debt.</li> <li>- Focus on working together with the Strategic Plan – we have an opportunity to use money for something strategic to enhance our facility.</li> <li>- Dick Engler suggested to get an educational architect to see what the school could use and need. Mike Randall said we had someone to do that – he looked at the library.</li> <li>- The objective is move forward with the strategic planner. Shouldn't take more than a year.</li> </ul>	<p>Kraus</p>
<p><b>Parishioner vs. Non-parishioner Tuition</b></p>	<p>The Board entered discussion regarding the parishioner vs. non-parishioner tuition rates. It was noticed that the non-parishioner rate for next school year is getting high.</p> <ul style="list-style-type: none"> <li>• What are the qualifications to be a "parishioner"?</li> <li>• Why have two separate rates?</li> </ul> <p>Currently, the school has about 20 students who pay the non-parishioner rate, equaling about \$40,000 in additional tuition. Would we obtain more non-parishioners with a lower rate?</p>	<p>Kraus</p>

<b>Gala Electric Moment</b>	<p>The proposal for the 2017 Gala Electric Moment funds raised are:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> \$10,000 – finish the rest of the teacher computers that was started with last year’s Electric Moment monies.</li> <li>- Next \$5000 – Fund the trip to the Robotics week-long training in PA for Brandon Kane and Colleen Duffy. This training will make these two teachers Lego Robotics certified, and they will have the opportunity to bring back curriculum and discounted kits from the training.</li> <li>- Next \$5500 – upgrade the sound system in the gym.</li> <li>- Anything over that – Robotics</li> </ul> <p><b>Motion: Cara Geheren</b> made motion that the 2017 Gala’s Electric Moment monies raised be used as outlined above.</p> <p><b>The motion was seconded by Tom Durand and was approved with a vote of 6-2. (Yes: Engler, Wozniak, Durand, Geheren, Hoffman, Silgen. No: Kraus, Ryan).</b></p>	Ryan
<b>Old Business</b>		
<b>2017-2018 Tuition</b>	<p>Between the January and February Board meetings, the following motion took place via electronic vote:</p> <p><b>Motion: Tom Kraus</b> made motion that the tuition rates for the 2017-2018 school year will be \$5985 for parishioners and \$7978 for non-parishioners.</p> <p><b>The motion was seconded by Jen Silgen and was unanimously approved.</b></p>	Board
<b>Strategic Plan Facilitator</b>	<ul style="list-style-type: none"> <li>- Since the last Board meeting, various Board members sought out leads for a strategic planner who will lead the Board throughout the strategic planning process.</li> <li>-</li> <li>- Dick Engler passed out 2 proposals to members tonight, and they are waiting on up to 3 more proposals. The Board members are to review the proposals and give their feedback back to Dick Engler in the next couple of days.</li> <li>- At the next Board meeting (March), they will narrow the field down to two and then set up interviews for each. A decision on the strategic planner will be made at the April Board meeting.</li> </ul>	Engler
<b>Principal Job Description</b>	<ul style="list-style-type: none"> <li>- Since the last Board meeting, members received a current principal job description to review and use to make suggestions of the qualifications they would most like to see in a new principal. Dick Engler gathered the suggestions and compiled the responses. The top responses were:</li> </ul>	Engler

	<ul style="list-style-type: none"> <li>-</li> <li>o Mission and Vision</li> <li>o Actively Supportive Faith</li> <li>o Dynamic Personality</li> <li>o Strong Listening Abilities</li> <li>o Ability to Effectively Manage People</li> <li>o Good Conflict Management</li> <li>o Curriculum Leader</li> <li>o Strong Discipline Ability</li> </ul> <ul style="list-style-type: none"> <li>- Mike Randall also sent the current job description to the faculty to ask of them the same task.</li> <li>- The search committee is to meet this month to finalize the job description and begin the search.</li> </ul>	
	<b>Executive Director's Report</b>	
	<p><b>Written Report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>- Break down preschool numbers by oldest and youngest</li> <li>- Plan to record the testimonials given at the Middle School Information Night</li> </ul>	Randall
<b>Marketing</b>	<p>The Marketing Meeting did not meet in January, but Shawnessy Schwartz compiled the attached summary of upcoming marketing events.</p> <p>The Board continues to look for marketing people to join the committee. It was suggested to look to the parishes. Each Board member will work on getting the name of one person to join the committee.</p>	Durand
<b>Development</b>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>- Craig Johans to attend the March BOD meeting</li> <li>- Invite Gala chairs to the April BOD meeting for recap, pros/cons, etc.</li> </ul>	Silgen
<b>Finance</b>	Did not meet this month. Working on choosing date for their next meeting.	Kraus
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>- Discussed principal job description and 2017-2018 school budget.</li> <li>- Finishing up parent survey.</li> <li>- Faculty/Staff survey is completed, but just needs to be typed up. During tonight's Executive Session meeting, it will be decided when the survey will be given out.</li> </ul>	Engler
<b>Facilities</b>	Did not meet. Will meet in February.	Fr. Ebert

<b>Closing Prayer</b>	The meeting ended at 8:25PM.	Kraus
<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board

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

## Executive Director's Report – February 2017

### Enrichment Update

The fourth and fifth grade students in Level 3 Reading finished reading *Weeping Under This Same Moon* by Jana Laiz. Students read about Mei, a Vietnamese War refugee who arrived in New York with two younger siblings after surviving a boat ride from Vietnam to Malaysia. They also read about Hannah, an Earth Avenging teenager who did not fit in at her school. When Hannah saw a news report of "boat people" arriving in the United States, she knew she wanted to help. She contacted the International Rescue Committee (IRC) and was assigned to five Vietnamese families living in the Bronx. Through her volunteering, Hannah's life wove together with Mei's, and they formed a relationship that still exists today. After reading the book, students Skyped with author Jana Laiz and were surprised to find the character, Hannah, was based on Laiz's life. Laiz showed a variety of photographs she had taken over the years of Mei and her family as they celebrated many life events together. The fourth and fifth graders also asked insightful questions about the book and Laiz's life. Laiz was delighted by the thoughtful questions and comments students shared. It was an amazing experience for the students to connect their historical fiction book to the author and her life!

### Wax Museum

Our third grade students will be putting on their Wax Museum presentation on Friday, February 24. Students choose a historical character they admire, research them, and then put together a three minute presentation and display wall explaining who they are and what they have accomplished. It's a fun event and the students do a great job putting together their displays, researching their subjects and then reciting their presentation to the public.

### NWEA Testing

The Winter session of NWEA testing is complete and test results were sent home to parents on January 25. School-wide test results will be posted on our website soon. The next testing window is scheduled for May 15-19. The Catholic Schools Center of Excellence is committing resources in the coming year to help schools better utilize the data generated from the NWEA tests. Plans include training sessions for both administrators and teachers.

### Middle School

Our 7<sup>th</sup> graders head off to Washington D.C. on Saturday, February 4 for an exciting week of exploring and learning in our nation's capital. The trip is being planned this year by Mrs. Hannah Smith, who will be joined by staff members Dan Keller, Krista Engel and Andy Wolf as chaperones. The tour is led by Washington Workshops, an experienced tour group. Stops include the US Holocaust Museum, Arlington National Cemetery, The Pentagon, and the African American History Museum to name a few.

The Middle School Open House is February 15 at 7pm. Speakers include Heidi Foley, Principal at Holy Angels, Mona Passman, Principal at Cretin-Derham Hall, Alex Roth, freshman at STA, Anna Stolke, Senior at Visitation, and Craig Johanns, parent of two FSCS graduates and a current 7<sup>th</sup> grader. The program will also include breakout sessions with our teachers and specialists.

### Fundraising Update

- STAR Fund
  - To date, we have received 98 gifts totaling \$54,132. Thank you notes were sent to all donors. We will also send out another mailing and with some follow-up calls before our June 30, 2017 year-end.

- Gala
  - The Gala is Saturday, February 25. The committee is meeting regularly and collecting many great donations for both the Silent and Live Auctions. Please plan on attending.

### **Admissions**

#### **Enrollment Update:**

- Recent Marketing efforts have been outlined in the report provided by Tom Durand.
- Next Open House is scheduled for February 7 from 8:30-10:30am.
- Kindergarten enrollment:
  - 14 new families have applied
  - 4 current families have applied (of a possible 22)
- Grades 1-8 enrollment - 5 new students registered (grades 1,3,6)

#### **Re-enrollment Update**

- 28 \$400 deposits received (of a possible 363). ***Deadline March 1***

### **Catholic Schools Week**

Catholic Schools Week wrapped up on Friday with the annual Faculty vs. 8<sup>th</sup> grade Basketball Game. After some questionable officiating, the students hit a last second shot to win the game! This capped off an exciting yet purposeful week of celebrating Catholic education. In addition to the fun festivities planned throughout the week, students collected over 450 pounds of food and \$430 for the Open Door Pantry, along with many coats and jackets for Joseph's Coats.

Catholic Schools Week kicked off on Sunday in our parishes. Our choir performed, our families brought up the gifts, and our students in uniforms handed out bulletins and served donuts. Most rewarding was hearing three of our students give speeches expressing what attending Faithful Shepherd meant to them and thanking our parishes for their support.

A parent stopped by my office and told me how impressed he was with the student who spoke at his parish. It made him feel proud of our school and happy that his children attend FSCS. How affirming it was to hear a parent say how happy they are to have chosen Faithful Shepherd Catholic School as the place to educate their children. Those positive statements have such a powerful impact.

### **Faculty In-Service**

Our third Faculty In-Service day is set for Friday, February 10. K-5 staff will be reviewing new reading materials for next year. Our Middle School staff will spend time reviewing our middle school curriculum and programs and looking at ways to strengthen both. Specialists will be working on the Middle School play, and we will be having lunch together as a group.

**Marketing Materials:**

After a review of content by the Marketing committee, a first draft of the Marketing Brochure content and design has been received. Further edits are expected with the goal of having the brochures printed by Spring.

**Marketing Events:**

We hosted the following Marketing/Enrollment related events in January:

*-A Magic Show on Saturday, January 14*

This event was hosted in partnership with our Discovery Center preschool and featured a magic show by Eric the Juggling Magician followed by craft stations, games and a snack. The event was promoted on Facebook, in local newspaper calendars, in our school newsletter, within the parishes and by email to all leads and our preschool. The event was attended by 32 families including current FSCS preschool and K-8 families, families registered for next Fall and new families.

*-Hospitality at the Parishes on January 28 & 29.*

FSCS kicked off Catholic Schools Week at all three parishes. Students in uniform and their families performed roles of service during and after Mass, helping greet parishioners, bring up the gifts, distribute bulletins, serve donuts and staff a FSCS informational table. In addition, 8th grade students read short speeches at the end of the Sunday morning Masses at each parish, thanking parishioners for their support. The FSCS choir also sang at St. Thomas Becket.

*-Preschool Events during Catholic Schools Week.*

Faithful Shepherd hosted 32 preschoolers from St. Thomas Becket on Wednesday, February 1. Preschoolers participated in many activities including a craft with a 6th grade buddy, a robotics demonstration and a parachute activity in the gym with Mr. Keller. All students received a FSCS backpack and information about our upcoming Open House on February 7.

On Thursday, February 2, 28 preschoolers from our Discovery Center Kinderstart class participated in a Kindergarten Experience. Preschoolers were paired with a Kindergarten buddy and moved with their buddy through all three Kindergarten classrooms for 20 minutes each, completing 1 activity in each room including a craft, story and snack. All preschoolers received a FSCS backpack and information about our upcoming Open House.

**Marketing Efforts:**

-A postcard mailing was mailed to a list of 5,081 households in Eagan, Mendota Heights, Lakeville, Rosemount, St. Paul and Inver Grove Heights with children ages 3-13 with a minimum family income of \$100,000. The postcard promoted both the February Open House and the Middle School Info Night.

-An email promoting the February Open House was sent to parishioners of all three parishes with children ages 3-13.

-An email announcing that enrollment is open was sent to all leads and our preschool Kinderstart families in mid-January. The email also included information about financial aid and our Open House.

-Follow up phone calls have been made to all leads. More follow up calls will be made in February.

**Upcoming Marketing/Enrollment Activities:**

-Open House on Tuesday, February 7 from 8:30-10:30am

-Middle School Parent Information Night on Wednesday, February 15 at 7pm

-Next Marketing Committee meeting on Tuesday, February 21 at 6:30pm.



**Development Committee Meeting**  
**Tuesday, January 10, 2017**  
**Minutes**

Members Present: Tom Cierzan, Jen Silgen, Catherin Skagen, Mark Hechtl, J.J. Kirby, Mike Orme,  
Joe Raasch, Jeff Simek, Michelle Weber

Members Absent: Jim Burns, Joe Spah

**Agenda**

1. Mike Randall gave a STAR Fund update reported that we had raised \$46,260 to date with 88 donors. We initially thought we had surpassed \$50,000 only to realize that the reporting system in our new database program was counting pledges twice. The majority of the funds have come from current parents (\$33,250) and then grandparents (7,220). Mike indicated that our focus over the summer is to clean up our alumni parent database so that we can do a better job soliciting them for donations next year as this will be a big growth potential.
2. We also discussed stewardship ideas for STAR Fund donors. The committee members signed thank you notes that were designed by our kindergarten students and we mailed one to each donor to date. We will also send out a “proof sheet of donors” this spring as another way to solicit more donors and recognize current donors. It was suggested to send pledge reminders to donors before sending out the proof sheet.
3. We talked briefly about how the Development committee could better support the SeptemberFest event. It was suggested we invite Craig Johanns to the March meeting and brainstorm ways to help – possibly in terms of helping solicit corporate sponsorships.
4. Mike gave a quick update on Read-A-Thon. April Kirby has agreed to again coordinate this effort and we will follow a timeline similar to last year’s. A suggestion was made to start letting parents know what date is set as our day off should we hit our school-wide fundraising goal (May 26). Mike will put a blurb in the school newsletter. Some suggestions were made in terms of incentives (out of uniform passes popular), and setting weekly goals (\$10,000/week).
5. The following meeting dates were set:
  - February 14 (since changed go February 22)
  - March 14
  - April 11
  - May 9
  - No June Meeting
  - August 22
6. Meeting adjourned – 7:00pm