

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
August Approved Minutes  
Date: August 1, 2017**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Tom Kraus	Mike Randall, Executive Director
Molly Ryan	Cara Geheren	Yvonne Houle-Gillard	Sheila Hendricks, Principal
Jen Neuman			Maria Brandel, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:35PM.	Fr. Tim
<b>Adoption of Agenda</b>	<p><b>Motion: Fr. Doug Ebert</b> made a motion to approve the August 2017 agenda with approved adjustments.</p> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p>	Fr. Tim
<b>Approval of Minutes</b>	<p><b>Motion: Fr. Doug Ebert</b> made a motion to approve the June 2017 Minutes with approved adjustments.</p> <p><b>The motion was seconded by Tom Kraus and was unanimously approved.</b></p>	Fr. Tim
	<b>New Business</b>	
<b>2017-2018 Board/Officer Elections</b>	<p>Board of Directors</p> <ul style="list-style-type: none"> <li>• Chairperson (required) <ul style="list-style-type: none"> <li>○ Dick Engler resigned his position on the FSCS Board of Directors, and therefore, his role as Chairperson.</li> <li>○ Fr Doug Ebert nominated Cara Geheren. She accepted, and the vote was unanimous.</li> </ul> </li> <li>• Vice Chairperson (required) <ul style="list-style-type: none"> <li>○ Molly Ryan nominated Tom Kraus. He accepted and the vote was unanimous.</li> </ul> </li> <li>• Recording Secretary (required) <ul style="list-style-type: none"> <li>○ Maria Brandel was asked by the Board if she would accept staying on as Recording Secretary. She accepted. The vote was unanimous.</li> </ul> </li> </ul>	Fr. Tim

	<p>Officers of school</p> <ul style="list-style-type: none"> <li>• President (Archbishop-appointed, not subject to election) <ul style="list-style-type: none"> <li>○ Fr. Tim is the Archbishop-appointed President of the school (Canonical Administrator)</li> </ul> </li> <li>• Vice President (required) <ul style="list-style-type: none"> <li>○ Molly Ryan nominated Fr, Doug Ebert. The vote was unanimous.</li> </ul> </li> <li>• Corporate Treasurer (required) <ul style="list-style-type: none"> <li>○ Tom Kraus resigned as Treasurer. Tom Kraus nominated Jason Skagen as Treasurer; Molly Ryan seconded the nomination. The vote was unanimous.</li> </ul> </li> <li>• Corporate Secretary (required) <ul style="list-style-type: none"> <li>○ Molly Ryan was asked to stay on in this role. She accepted and the vote was unanimous.</li> </ul> </li> </ul>	
<p><b>Board Reception for Faculty</b></p>	<p>Last year, the Board hosted a breakfast for the teachers on the Tuesday of Workshop Week. The Board is planning to do this again for this year.</p> <p>August 29<sup>th</sup> at 7:30AM (prior to the 8:00AM meeting start).</p> <p>2017-2018 Workshop Week is August 28-September 1</p> <p>Yvonne Houle-Gillard will set up the Perfect Potluck site to organize who will bring what.</p>	<p>Fr. Tim</p>
<p><b>Meet and Greet Reception for Sheila</b></p>	<p>Fr. Tim introduced the idea of the Board hosting a community reception/Meet and Greet for Sheila Hendricks.</p> <p>The thought is to have Sheila in the cafeteria with treats and refreshments during Meet and Greet Night on August 31 from 3-6PM. Two to three Board members will take an hour shift, as well. The Board members will divide the duties and organization of this event.</p> <p>Mike Randall and Fr. Tim said they have discussed that a letter will go out to the school community and parish bulletins after Labor Day to introduce Sheila to the community.</p>	<p>Fr. Tim</p>
	<p><b>Old Business</b></p>	
	<p>No old business.</p>	

	<b>Committee Reports</b>	
<b>Executive Director's Report</b>	<p><b>Written report attached.</b></p> <p>The Board discussed the attached report and gained some insight and clarification from Mike Randall.</p> <p>Mike Randall will provide a full report at September's Board meeting. This report will contain:</p> <ul style="list-style-type: none"> <li>• Of the students who left FSCS for this upcoming year, what were the reasons for leaving?</li> <li>• Where did they go?</li> <li>• Number of non-siblings we received from LADC</li> <li>• What is the comparison of percentage of leaving students between last year and this year?</li> </ul> <p>Mike Randall has spoken to LADC to ensure that they are screening their applicants for families who are likely to stay at FSCS for school. They agreed. He also suggested that they raise their tuition. FS needs to pay more attention to them and foster those relationships to help retain them.</p> <p>We feel that the Strategic Plan will help tie these goals and tactics together across committees.</p> <p>Replacement for Shawnessy – budgeted for PT. Molly Ryan suggested that it be a requirement for the Enrollement Coordinator to have kids here. Mike Randall responded that other possibilities would be graduates of FSCS or children that attend/ed another Catholic school.</p>	Randall
<b>Principal's Report</b>	<p><b>Written report attached.</b></p> <p><b>2017-2018 Class sizes –</b></p> <ul style="list-style-type: none"> <li>• Two Kgn (19-20 kids each)</li> <li>• Two 1<sup>st</sup> grades. (45 kids)</li> </ul> <p>Discussion took place regarding the pros and cons between 2 classes vs. 3 classes. What is the definition of "small class sizes" and does FSCS still fit within that definition? Many 1<sup>st</sup> grade parents said they were told that there'd be three 1<sup>st</sup> grade classes this year; why the change?</p> <p>Sheila Hendricks said that research and literature show that small class sizes aren't always an indicator of successful students; that it lies greatly with the outstanding teachers. Administration is confident that the two 1<sup>st</sup> grades teachers we</p>	

	<p>have, plus the addition of an experienced Education Assistant will help greatly the goal of successfully teaching the students, regardless of class size.</p> <p>Cara Geheren stated that, while Board discussion of Class Size is ok, it is not the Board's role to make the decision; it is Administration's. It is not an action item.</p> <p><b>Positions open:</b></p> <ul style="list-style-type: none"> <li>• K-5 Spanish and MS Writer's Workshop. Looking at old applicants to see if they are still interested.</li> </ul> <p><b>Difference between Yet Lab and Writer's Workshop</b></p> <ul style="list-style-type: none"> <li>• Yet Lab: Spelling and Grammar components of the ELA program. Molly Ryan suggested that the course title be changed to something that better reflects the educational component of the course.</li> </ul>	
<b>Marketing</b>	<p>Did not meet.</p> <p><b>Board Liaison to the Marketing Committee – Jen Neuman</b></p>	
<b>Development</b>	<p>Did not meet.</p> <p><b>Board Liaison to the Development Committee – Yvonne Houle-Gillard</b></p>	
<b>Finance</b>	<p>Did not meet.</p> <p><b>Board Liaison to the Finance Committee remains Tom Kraus.</b></p>	Kraus
<b>Executive Committee</b>	<p>Did not meet.</p> <p><b>Executive Committee Members are the Board Officers:</b></p> <ul style="list-style-type: none"> <li>• Fr. Tim</li> <li>• Cara Geheren</li> <li>• Molly Ryan</li> <li>• Jason Skagen</li> </ul>	Fr. Tim
<b>Facilities</b>	<p>Did not meet.</p> <p><b>Board Liaison to the Facilities Committee remains Fr. Doug Ebert.</b></p>	Fr. Ebert

	Additional Notes	
<b>Closing Prayer</b>	The meeting ended at 8:35PM.	Fr. Doug
<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board

**Next Board Meeting:** - September 5th, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

## Executive Director Report – August 2017

### Enrollment Update

	\$400 Tuition Deposits Received	No Response Current Families	New Apps Pending	Potential Enrollment
Kindergarten	40	0	1	41
First	45	1	0	46
Second	36	1	0	37
Third	38	0	0	38
Fourth	46	2	0	48
Fifth	44	0	1	45
Sixth	45	3	0	48
Seventh	38	4	0	42
Eighth	41	2	1	44
	<b>373</b>	<b>13</b>	<b>3</b>	<b>389</b>

- Continue to reach out to current families who have not sent in their \$400.
- Potential family of three boys (K,3,5)

### Facility Update

- The new chiller is installed and after some minor adjustments is working properly.
- New phone system is being installed and should be completed before school starts.

### Fundraising Update

- SeptemberFest weekend is September 15-17.
- Craig Johanns has most of the large corporate sponsors back, some at higher levels. He would like the Board to consider being a sponsor again. I will send out forms soon.

### Staffing Update

- Shawnessy Schwartz has resigned her position as Admission Marketing Coordinator to focus on her consulting business.
- Maria Brandel has resigned her position and will be taking a position at Eastview High School. Both of these positions will be posted soon.

## **Principal Report – August 2017**

### **Staffing Updates**

The following positions have been filled for the 2017-18 school year:

- Middle School Spanish (Kaitlin Kraemer)
- K-5 Spanish (still interviewing)
- Fourth Grade (Maureen Martin - moved Jenny Swartout to 5<sup>th</sup> grade)
- Enrichment Teacher (Lita Friesen, former Enrichment teacher)
- Art Teacher (Sarah Pfahl)

### **Workshop Week**

- Teacher Workshops are planned for August 28-31 with a full day of meetings and staff development.
- New computers have been ordered for the computer lab. Mrs. Meier is working with several teachers to come up with an integration plan that will be shared with all teachers during workshops.