

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
September Approved Minutes
Date: September 5, 2017**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak (at 7PM)	Fr. Steven Hoffman	Mike Randall, Executive Director
Molly Ryan	Cara Geheren	Tom Kraus	Sheila Hendricks, Principal
Jen Neuman	Jason Skagen	Yvonne Houle-Gillard	Maria Brandel, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:31PM.	Fr. Steven Hoffman
Adoption of Agenda	Motion: Fr. Doug Ebert made a motion to approve the September 2017 agenda with approved adjustments. The motion was seconded by Jen Neuman and was unanimously approved.	Geheren
Approval of Minutes	Motion: Molly Ryan made a motion to approve the June 2017 Minutes with approved adjustments. The motion was seconded by Tom Kraus and was unanimously approved.	Geheren
	New Business	
Parent/Student Handbook Approval	There was discussion about discrepancies in verbiage between the FSCS by-laws and the parent/student handbook. They also discussed the Board's role as it pertains to these types of documents – are they to create, maintain, enforce? Or should Administration come up with recommendations and handle on their own? After updating the Handbook (grammatical errors, inconsistencies with by-laws, Board edit suggestions, etc.), the Board would like an electronic vote to take place prior to the next schedule Board meeting. Then, the School can upload to the website and get signature sheets out to parents.	Geheren

	Old Business	
Strategic Plan Update	<p>The Strategic Plan updates will become a regular agenda item to reflect in the Board Minutes. Anita Duckor is our Strategic Planning Coordinator.</p> <p>Currently, the parent/teacher/staff surveys are being prepared to be able to send out in the next couple of weeks.</p>	Geheren
	Committee Reports	
Executive Director's Report	<p>Written report attached.</p> <p>The Board requested that, at each month's meeting, Administration would provide an Enrollment Reporting form. It will make it easier to track numbers, trends, percentages, etc.</p>	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • FSCS has hired an aide for kindergarten that we will share with LADC. • Feedback from 1st grade families regarding 2 classrooms vs. 3 has been supportive after Administrative communication. 	Hendricks
Marketing	<p>Did not meet.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Jen Neuman is hoping that the Strategic Plan will help drive the re-engagement of this committee with specific objectives. • The role of this committee should be to provide oversight and input; not to do all the groundwork. • Committee chairperson – OPEN • Board liaison – Jen Neuman 	Neuman
Development	<p>Did not meet.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Committee chairperson – Tom Cierzan • Board liaison – Yvonne Houle-Gillard <p>Next meeting- September 20th.</p>	Houle-Gillard
Finance	<p>Written report attached.</p> <ul style="list-style-type: none"> • Committee chairperson – Aida Schaefer • Board liaison – Tom Kraus 	Kraus

	<ul style="list-style-type: none"> • Plan is to produce a final budget before the next finance meeting and before the October board meeting. • Replaced Christina Burke with All In One Accounting • Audit 	
Executive Committee	First meeting – reviewed committee’s purpose and expectations and worked on agenda for the September meeting.	Geheren
Facilities	<p>Did not meet.</p> <ul style="list-style-type: none"> • Committee chairperson – Sean Curran • Board liaison – Fr. Doug Ebert 	Fr. Ebert
Motion to Approve Committee Chairpersons	<p>Motion: Molly Ryan made motion to approve all the committee chairpersons as named above.</p> <p>Jason Skagen seconded the motion, and it was unanimously approved.</p>	Geheren
	Additional Notes	
Closing Prayer	The meeting ended at 7:35 PM.	
Executive Session	The Board adjourned and then went into Executive Session following the public meeting.	Board

Next Board Meeting: - October 3rd, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

Executive Director Report – September 2017

Enrollment Update

	2017-18	2016-17
Kindergarten	42	46
First	46	37
Second	38	39
Third	36	45
Fourth	49	45
Fifth	45	54
Sixth	48	53
Seventh	41	45
Eighth	44	38
	391	402

Facility Update

- The new chiller is working properly.
- New phone system will be activated September 12.

Finance Update

- The finance committee will review a final 2017-18 budget at their September meeting and submit to the board in October.

Fundraising Update

- SeptemberFest weekend is September 15-17. Sponsorship sales are going well. Most are back from last year and our three largest sponsors have increased their level of support.
- Craig Johanns is hopeful that the Board will again be a sponsor.

Staffing Update

- We have hired Patti Johns to replace Maria Brandel. Patti comes from St. Thomas Academy where she held a similar position and has experience in PowerSchool and was their substitute teacher coordinator.
- Interviews for the Admissions Marketing position will be held the next two weeks.

Principal Report – September 2017

Staffing Updates

- K-5 Spanish – (Kelly Brunner) taught K-6 Spanish at Oak Point Elementary, Eden Prairie
- Kindergarten Educational Assistant – (Chris Kilgarriff). Shared employee with preschool

Teacher Workshop 2017-18 – Collaborate, Communicate, Celebrate

- Collaborate –
 - To work with another person or group in order to achieve or do something.
 - To work jointly with others or together especially in an intellectual endeavor.
- Communicate-
 - To give information about something/someone by speaking, writing, moving your hands
- Celebrate –
 - To praise someone/something: to say someone/something is great or important.

New Staff Orientation was held on Friday, August 25

Monday, August 28 – Workshop week began with all faculty sharing in a prayer service. Each person brought a scripture, prayer, quote to share in the prayer service. It was a fabulous sharing of faith and inspiration.

- **Technology Integration** was a focus for Monday's breakout sessions. Mrs. Meier and Sheila met with teacher teams to collaborate on how technology can become a more integral part of classroom curriculum. All grade level teachers shared ideas of how technology can be incorporated into some areas of curriculum in trimester one.
- **Teacher testimonies** – Three teachers spoke about new ideas they are looking forward to in the 2017-18 school year.
- **Prayer Trail** – FSCS alumni/Girl Scout, Katie McCoy, led staff through a cleaned and renovate prayer trail, a service project that she and three other girl scouts completed this summer. It is encouraged that teachers take their students to this outdoor space.

Tuesday, August 26 – Began with a wonderful breakfast from the Board. Thank you!

- **Professional Learning Communities** was the focus of Tuesday's discussion. Using DuFour's PLC model incorporating the four critical questions:
 1. What knowledge, skills, and dispositions should every student acquire as a result of this unit?
 2. How will we know when each student has acquired the essential knowledge and skills?
 3. How will we respond when some students do not learn?
 4. How will we extend the learning for students who are already proficient?

Professional Learning Committees will meet second and third Tuesday of each month.

Wednesday, August 30 – Standardized testing, teacher assessment/growth, and differentiation were topics of focus.

- **Prayer** – All faculty gathered in the outdoor classroom for worship in prayer and music.
- **Standardized testing** is an instrument used to help teachers improve instruction. The commitment is to take time to understand what the data is telling the educators.
- **Differentiation** is answering the four critical questions from DuFour's PLC model.
- **Teacher Assessment/Growth** – teachers are choosing one area of strength and one area of growth where they are asking me to coach them this year. I have chosen differentiation as an area I will be looking at in their pedagogy. My goal is to be out in teacher classrooms on a weekly basis.
- **Closing** – Teachers shared out one idea that they gleaned from the three days of collaboration, communication, celebration. Again, a positive sharing of ideas and goals.

Thursday, August 31 – Technology integration follow up with Sarah Meier, teacher teams, and Sheila to formulate a plan for trimester one. Lunch provided by FSCS. Meet and Greet 3-6PM.

Finance Committee Meeting

Tuesday, August 22

Minutes

Present: Mike Randall, Tom Kraus, Aida Schaefer, Amy Spencer, Kelly Larson, John Tauer

Absent: Mike Nesdahl

- 1) Approval of minutes
 - a. No minutes to approve
- 2) Review 2017-18 Budget
 - a. Committee would like to insert the current actuals for 2016-17 for a more accurate comparison in reviewing the 2017-18 budget. Kelly will work with All-In-One Accounting to include that for next month's meeting.
 - b. Question about Participation Fees being under-budgeted. Kelly will have Dan Keller review the numbers one more time.
 - c. Suggestion made to move some of the contracted services like All-in-One accounting out of Office administration salaries and benefits and into Contracted services.
- 3) Audit Update
 - a. Auditors were in the office for three days last week and will return August 28-29 to finish up. Things appear to be going well.
- 4) Christina's Replacement
 - a. All-In-One accounting has been contracted to fulfill the duties previously completed by Christina. They have been in the office twice and seem to be catching on quickly. Primary focus has been audit preparation.
- 5) Capital projects update
 - a. Chiller is installed and is under-going some service work to determine why it isn't starting each morning. Should get \$7-\$11,000 in rebates.
 - b. New phone system will be activated September 12.
 - c.

Next Meeting – Tuesday, September 19 @ 6:30.