

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

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Cara Geheren	Fr. Steven Hoffman	Mike Randall, Executive Director
Molly Ryan	Jason Skagen	Tom Kraus	Mary McCoy, Recording Secretary
Jen Neuman		Yvonne Houle-Gillard	Anita Duckor, Strategic Planning

Description	Discussion	Action By
Invocation	The meeting began at 6:34PM.	Skagen
Adoption of Agenda	<p>Motion: Tom Kraus made a motion to approve the December 2017 agenda with approved adjustments.</p> <ul style="list-style-type: none"> Add Board Audit Approval under Old Business <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Geheren
Approval of Minutes	The November Minutes were not emailed to the board with the December agenda. Mike Randall will send the November Minutes to the board on Wednesday, December 6 th for electronic approval.	Geheren
	New Business	
Election of Recording Secretary	<p>Motion: Jen Neuman made a motion to approve the election of Mary McCoy as the new Recording Secretary.</p> <p>The motion was seconded by Molly Ryan and was unanimously approved.</p>	Geheren

<p>Middle School Math Presentation</p>	<p>Colleen Duffy provided an overview on our Middle School math program. Colleen is a product of Catholic School education and has been teaching for 30 years. She is in her 16th year of teaching at FSCS. She currently teaches two 6th Grade math classes, two 7th Grade Pre-Algebra classes and two 8th grade Algebra classes.</p> <p>6th Grade Math consists of Accelerated (scoring 95th percentile or better), Advanced (scoring from 80th to 94th percentile), Regular and Concepts (if needed). Students qualify for Accelerated and Advanced Math classes through NWEA math and reading scores.</p> <p>7th Grade Pre-Algebra consists of Accelerated, Advanced and Regular classes. (Concepts if needed.)</p> <p>8th Grade Algebra consists of Accelerated 7th Grade, Advanced and Regular.</p> <p>8th Grade Geometry consists of Accelerated 8th grade (scoring at the 95th percentile or better).</p> <p>Barbie Miller teaches all Accelerated and Geometry classes. Colleen Duffy teaches all Advanced and Regular classes. April Kirby teaches the 8th Grade Concepts class.</p> <p>2016-2017 Statistics: $18/34 = 53\%$ tested into Geometry; $27/34 = 79\%$ tested into Advanced or Honors Math Classes in high school.</p> <p>New this year: Colleen is teaching a flipped classroom in her 7th and 8th grade classes. The flipped classroom inverts traditional teaching methods, delivering instruction online outside of the class and moving "homework" into the classroom.</p> <ul style="list-style-type: none"> • In the flipped classroom, students watch a video Colleen created and try some practice problems at night for homework. • The next day in class, they go through some examples and problems from the night before. • Students have class time to work on problems where the teacher is available to help and other students at their team tables are available to help. <p>Benefits of a flipped classroom:</p> <ul style="list-style-type: none"> • Discussions are led by the students. • These discussions typically reach higher orders of critical thinking. • Content is given context as it relates to real-world scenarios. • Student-led tutoring and collaborative learning forms spontaneously. 	<p>Duffy</p>
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	<ul style="list-style-type: none"> Students take ownership of the material and use their knowledge to lead one another without prompting from the teacher. Students are actively engaged in problem solving and critical thinking that reaches beyond the traditional scope of the course. Students transform from passive listeners to active learners. <p>Colleen Duffy is the only teacher using the flipped classroom at this time.</p>	
	Old Business	
Strategic Planning Update	<p>The following work has been completed:</p> <ul style="list-style-type: none"> Developed FSCS Overarching Strategies for the Board to discuss and move forward with. Strategic Initiative examples provided to all the Task Force Chairs. Consultant has attended at least one Task Force meeting to provide input and advice. FSCS Strategic Plan outline has been revised and presented at the Board Strategic Planning Session. <p>Our next steps are:</p> <ul style="list-style-type: none"> Discuss and prepare the Students Feedback exercise that will be conducted in January. Continue to support the Task Forces' work. 	Geheren
External Board Communication Plan	<p>The external board communication plan is a living document that will be updated and refined on an ongoing basis. It is a tool to help the board keep on track and stay ahead of its responsibilities. <i>(This document does not require board approval.)</i></p> <p>Yvonne Houle-Gillard stated the excel document is divided into three tabs:</p> <ul style="list-style-type: none"> Draft Calendar – Identifies board activities based on bylaws, charters, policies, 2017-2018 goals, or discussions that have occurred during board meetings. Some items on the calendar will not occur this year (such as board training in August), but have been captured for planning purposes for 2018. TDB – Not sure how or when to track these items Possible Changes to Bylaws etc. – During the review, a few areas have been identified where Yvonne mentioned they 	Geheren

	<p>would recommend changes to bylaws, charters, policies, etc.</p> <p>Cara Geheren mentioned revisiting the board policy manual and committee charters by June 2018. A committee is needed to help with this process. Yvonne Houle-Gillard and Molly Ryan volunteered to assist Cara with this process.</p> <p>Yvonne Houle-Gillard mentioned the Meet the Board Communication will be published in January. There should be a bio blurb for the board and a template should be created for board photos (individual or group). The website has outdated board information which should be updated.</p> <p>Jason Skagen suggested the board information on the website should be updated each August. Cara stated the External Board Communication Plan will help keep the board on track to update these items accordingly. The goal is to be ahead of and not reacting to things.</p>	
Board Summit Update	<p>The Board Summit Update is scheduled for December 13th at 7PM. The meeting is open to all committee members and chairs. Cara will be unable to attend due to a work conflict. Jen Neuman, Yvonne Houle-Gillard and Tom Kraus will be there and will present the Board Objectives. Anita Duckor will help write the update for the Strategic Plan and will be at the meeting as well.</p>	Geheren
Board Approval Audit	<p>The Board approved the audit electronically on November 13, 2017.</p>	Geheren
	Committee Reports	
	<p>Discussion occurred regarding committee reports and when they should be submitted. Written reports should be submitted to Mike Randall three days before the next Board Meeting. Mike Randall will then circulate the committee reports, board meeting agenda and prior month meeting minutes the Friday before the next Board Meeting.</p>	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> Septemberfest: Still waiting for sponsorships from donors. Craig Johanns will contact donors directly with outstanding sponsorships. 12/1/17 Inservice: <ul style="list-style-type: none"> Speakers on Special Education Through the Eyes of a Parent and Autism and Education. Positive feedback from teachers. Debbie May Olson, Jenny Swartout, Lita Friesen and Mike Randall attended Project Lead the Way and STEM session at St. Joe's in WSP. 	Randall

	<ul style="list-style-type: none"> Mike Randall will meet with Sheila Hendricks in December to create/transition academic goals. Will bring to the Board in January. 	
Principal's Report	No written report this month.	Hendricks
Marketing	No committee yet.	Neuman
Development	No written report this month. Held STAR Fund kick off meeting on November 15, 2017.	Houle-Gillard
Finance	No written report this month. No additional comments.	Kraus
Executive Committee	<p>The Executive Committee met on November 21, 2017.</p> <ul style="list-style-type: none"> Tracked progress of previous board action items Discussed External Board Communication Plan, a few items still need to be updated. Planned November Board Agenda Discussed Strategic Planning progress 	Geheren
Facilities	This committee did not meet during November.	Skagen
	Additional Notes	
Closing Prayer	The meeting ended at 8:10 PM.	Ryan
Executive Session	The Board adjourned, followed by the Executive Session.	

Next Board Meeting: - January 9th 2018 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

Executive Director Report – December 2017

Finance Update

- The Finance committee reviewed several options for a Financial Dashboard that would provide a snapshot of the school's financial picture and would be shared with the board on a monthly basis. The committee discussed what information they would like to include and we will have Jenny from All In One accounting put together a mock-up to review at the December Finance meeting.

Fundraising Update

- The STAR Fund kick off meeting was held November 15. This year's campaign is being chaired by Jen and Pat Silgen and Tricia and Steven Muetzel. They are being joined by 18 parent volunteers who are making calls to parents as a follow-up to the mailing that went out on November 17. To date, we have raised a total of \$19,000 from 25 donors. That is about where we were last year in terms of dollars raised but with fewer donors.
- We will also be kicking off an Alumni Parent campaign later this week. That effort is being co-chaired by Jim and Deb Burns and Brian and Marcia Howard. A letter will be mailed to all alumni parents and a gathering is being planned for March 1. I have submitted a request for a Matching Gift and am waiting to hear back.
- AIM Higher Foundation – we received word recently that we will be receiving \$12,000 from the AIM Higher Foundation to provide scholarship assistance this year. We received half of the funds now and will receive the remainder in March, 2018.
- The date for this year's Gala is February 10. Planning is underway. Please plan to attend!

Admissions Update

- Our *Prospective Parent Information Night* on November 9 drew 13 prospective families. The program was well received and most of the families stayed for the Kindergarten presentation. Our first Open House is this Wednesday, December 6 from 8:30-10:30. Jen Claude has been promoting the event through Facebook, emails to families at all three parishes, our own preschool, and other preschools in the area.

Enrollment Update

- Current enrollment is 390 as we had a 7th grade transfer in from the public school November 16. We also had two students shadow this week in Kindergarten and 5th grade. Both have indicated that they will transfer soon. The 5th grader is from another Catholic school and the Kindergarten student from a public school.