

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
January Approved Minutes  
Date: January 9, 2018**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Cara Geheren <i>(Arrived at 7:15)</i>	Fr. Steven Hoffman	Mike Randall, Executive Director
Molly Ryan	Jason Skagen	Tom Kraus	Sheila Hendricks, Principal
Jen Neuman		Yvonne Houle-Gillard	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:31PM.	Skagen
<b>Adoption of Agenda</b>	<p><b>Motion: Yvonne Houle-Gillard</b> made a motion to approve the January 2018 agenda with approved adjustments.</p> <ul style="list-style-type: none"> <li>• Add approve Hairball contract increase under Old Business</li> <li>• Add who will be a part of the Governance Task Force (within Strategic Plan Update) under Old Business</li> </ul> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p>	Kraus
<b>Approval of Minutes</b>	<p>The November 2017 Minutes were approved electronically (with approved adjustments) on Wednesday, December 6<sup>th</sup> and Thursday, December 7<sup>th</sup>. All nine board members responded and approved the minutes unanimously.</p> <p><b>Motion: Jen Neuman</b> made a motion to approve the December 2017 Minutes with approved adjustments.</p> <p><b>The motion was seconded by Jason Skagen and was unanimously approved.</b></p>	Kraus

	New Business	
<p><b>Middle School Math Presentation</b></p>	<p>Debbie May-Olson provided an overview on our Science Curriculum Design.</p> <p>Debbie is our Middle School Science Teacher. She has her BA from the University of St. Thomas in Science/Math &amp; Elementary Education with MN Middle School Science Licensure. Her Masters of Education in Teaching and Learning from St. Mary's University and her Post Baccalaureate Certificate in Advanced Curriculum Design for the Differentiated Classroom from the University of St. Thomas as well.</p> <p>What is curriculum? <i>Educators typically refer to the <b>knowledge and skills</b> students are expected to learn, which includes the <b>learning standards</b> they are expected to meet; the <b>units and lessons</b> that teachers teach; the <b>assignments and projects</b> given to students; the <b>books, materials, videos, presentations, and readings</b> used in a course; and the <b>tests, assessments, and other methods</b> used to evaluate <b>student learning</b>.</i></p> <p><u>FSCS Middle School Science Curriculum:</u></p> <ul style="list-style-type: none"> <li>• <b>6<sup>th</sup> Grade:</b> Water Science, Oceanography Engineering, Weather, Forces, Motion and Energy, Cells and Heredity</li> <li>• <b>7<sup>th</sup> Grade:</b> Diversity of Life (Plants, Classification Systems, Microscopic Organisms), Environmental Engineering, Human Body, Animals, Sound and Light</li> <li>• <b>8<sup>th</sup> Grade:</b> Environmental Science, Environmental Engineering, Intro to Chemistry, Earth's Structure, Earth's Interior</li> </ul> <p>Why do teachers at FSCS teach what they do? We are on a three-year curriculum review cycle.</p> <p>What happens each year? Teachers form a committee of one teacher per grade level. They meet throughout the year, assign tasks and report.</p> <p>Debbie's role in the Science curriculum review cycle:</p> <ul style="list-style-type: none"> <li>• Year 1 Science Committee (2015-2016): Research – Next Generation Science Standards &amp; MN Science Standards - <b>learning standards</b></li> <li>• Year 2 Science Committee (2016-2017): Implement Engineering Curriculum K-8 – teach and train, Discovered what other schools did, Tested out Curriculum materials – Winter/Spring '17, Write "I cans" – <b>knowledge and skills</b></li> <li>• Year 3 Implementation (2017-2018): Create and Design – <b>student learning</b>, Minnesota Science Teacher Association Convention 11/17, Online Resources Sharing Groups, Other</li> </ul>	<p>May-Olson</p>

	<p>Catholic School Connections, Former Student Feedback.</p> <ul style="list-style-type: none"> <li>• Every 7 years the process starts again, work through the first 3 years and improve the next 4 then start to review the process again.</li> </ul>	
<p><b>Gala Electric Moment</b></p>	<p>Dr. Hendricks discussed options for our 2018 Gala Electric Moment after conversations with Mike Randall and feedback from our teachers.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• <b>Interactive SMART Boards:</b> SMART Boards are used daily at FSCS and are an integral part of our daily classroom. In seven of our classrooms, our SMART Boards are 10 years or older.</li> <li>• <b>STEM (Engineering) Curriculum:</b> STEM Curriculum programs are being explored at this time. Two examples include: <ul style="list-style-type: none"> <li>○ <b>Project Lead the Way</b> (PLTW provides transformative learning experiences for students and teachers. PLTW creates an engaging, hands-on classroom environment and empowers students to develop in-demand knowledge and skills they need to thrive. OR</li> <li>○ <b>C-STEM</b> (<i>Catholic - Science, Technology, Engineering and Mathematics</i>) Dr. Hendricks will attend a CSCOE meeting this Friday to learn all about C-STEM.</li> </ul> </li> <li>• <b>STEM Lab:</b> Area to house computers, 3D printer, plotter. Students would perform work in the STEM Lab using the STEM Curriculum. More powerful computers (in addition to Chromebooks) would be needed to run the STEM software.</li> <li>○ Jason Skagen wondered if it would be good to have 1 item to focus on for the Electric Moment vs. several. Parents wondered in the past if we were able to get all of the items asked for.</li> <li>○ Father Doug likes combining the wording STEM and Technology for the Electric Moment.</li> <li>○ Jen Neuman wondered if we could post details on the Electric moment for families (provide an update to families) during the school year.</li> <li>○ Dr. Hendricks mentioned both of the STEM Lab classrooms she visited were full of energy and excitement.</li> </ul> <p><b>Motion:</b> Jason Skagen made a motion to utilize the 2018 Gala Electric Moment funds for a new STEM Lab. If we reach our Electric Moment goal, CSCOE will match our goal and we will use the matching funds to purchase SMART Boards.</p> <p><b>The motion was seconded by Father Doug Ebert and was unanimously approved.</b></p>	<p>Hendricks</p>

<p><b>Process to review Grievance Policy</b></p>	<p>Cara mentioned the review of the Grievance Policy would be completed by the end of February. One to two people will collect feedback and provide to Dr. Hendricks. Molly Ryan volunteered to work on this item. Board members should provide their feedback to Molly. Molly will work with Mike and Sheila and bring back to the board at the February board meeting.</p>	<p>Geheren</p>
<p><b>Monthly Board Report/Newsletter</b></p>	<p>Cara mentioned the monthly board report will go into the newsletter. Looking for 'topics' in the report vs. what happened in the board meeting. Cara and Jen Neuman will work on the first monthly board report.</p> <ul style="list-style-type: none"> <li>• Yvonne Houle-Gillard likes this idea of putting more information in front of our community vs. waiting.</li> <li>• Tom Kraus suggested adding 5 minutes in each meeting to discuss the topic for the next monthly board report.</li> </ul> <p><b>Meet the Board:</b> Molly, Yvonne and Cara will help coordinate the Meet the Board items for our website. Molly mentioned each board member should include their name, spouse, children, unique skills, what you love about FSCS, parish, committees you are a part of, etc. Cara mentioned we want to get this done quickly to place on website.</p>	<p>Geheren</p>
<p><b>Proposed Road Improvements</b></p>	<p>Mike informed the board of proposed road improvements for Discovery Drive and Columbia Drive during the summer of 2018. Improvements include replacing the concrete drive apron on Columbia Drive.</p> <p>FSCS has been given an assessment rate for these improvements. Assessments apply to all land owners. Cara contacted the city and they mentioned the final cost is typically 20% to 30% below the assessment rate. The city would issue FSCS a statement and payments would begin in 2019. Cara provided the city with our June school end date and our beginning date in September.</p> <p>Cara mentioned we should pay attention to who the city hires as a contractor to see if/what their price is for a possible parking lot project.</p> <p>A public hearing will be held next Monday on this assessment.</p>	<p>Randall/Geheren</p>
<p><b>Old Business</b></p>		
<p><b>Strategic Planning Update</b></p>	<p><b>The following work has been completed:</b></p> <ul style="list-style-type: none"> <li>• Finalizing the FSCS Overarching Strategies that includes the Board feedback.</li> <li>• Consultant met with the FSCS Student Council to discuss what was the best way to solicit student feedback and what topics should be</li> </ul>	<p>Geheren</p>

	<p>covered. It was decided that the consultant will design three surveys and the surveys will be reviewed by the Student Council, Principal and faculty member Debbie May-Olson.</p> <ul style="list-style-type: none"> <li>○ K-2<sup>nd</sup> Survey – 3 to 5 questions with Happy Faces.</li> <li>○ 3-5<sup>th</sup> Survey – 7 to 10 questions using a scale and comment section</li> <li>○ 6 – 8<sup>th</sup> Survey – 7 to 10 questions using a scale and comment section.</li> </ul> <p>To keep the survey information confidential, the surveys will be printed, students will complete them at school and they will be sealed in an envelope for the Consultant’s eyes only.</p> <ul style="list-style-type: none"> <li>• Consultant sent two friendly reminder emails to the Task Force Chairs these past few weeks that explained the next steps in the Task Force scope of work.</li> <li>• An update from the Chair and Executive Director was sent to the Parents on Monday, January 8, 2018.</li> </ul> <p><b>The Strategic Planning Committee next steps are to:</b></p> <ul style="list-style-type: none"> <li>• Finalize the Overarching Strategies</li> <li>• Review and assess the Strategic Initiatives submitted by the Task Force Chairs.</li> <li>• Review the student feedback and determine what is appropriate to add to the Strategic Plan.</li> </ul> <p><b>Governance Task Force:</b>  Cara Geheren asked the board if anyone else would like to be a part of the Governance Task Force. Currently Yvonne, Molly and Cara are all a part of the task force, but it would be nice to have a priest involved as well. Father Tim’s name came up to be a part of the task force and Cara Geheren would follow up with him directly.</p>	
<b>Septemberfest 2018</b>	A motion was made to approve the contract increase for Hairball. The motion passed with Fr. Steven abstaining.	Randall/Geheren
	<b>Committee Reports</b>	
<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>• Septemberfest: Only a few more sponsorships are left to collect.</li> </ul>	Randall
<b>Principal’s Report</b>	<b>Written report attached.</b> No additional comments.	Hendricks

<b>Development</b>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Development Committee focused on STARFund this past month.</li> </ul>	Houle-Gillard
<b>Finance</b>	<p><b>No written report this month.</b> Finance Committee met to discuss FSCS budget in early December, budget favorable at this time.</p>	Kraus
<b>Executive Committee</b>	No additional comments.	Geheren
<b>Facilities</b>	This committee will meet the 2 <sup>nd</sup> week in February.	Skagen
<b>Additional Notes</b>		
<b>Closing Prayer</b>	The meeting ended at 8:07 PM.	Houle-Gillard
<b>Executive Session</b>	<p>The Board adjourned, followed by the Executive Session.</p> <p><b><u>During the Executive Session:</u></b></p> <p><b>Motion: Jason Skagen</b> made a motion to approve acceptance of an unsolicited gift to the school.</p> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p>	

**Next Board Meeting:** - February 6<sup>th</sup>, 2018 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

## **Executive Director Report – January 2018**

### **Fundraising Update**

- STAR Fund – To date we have received 96 gifts totaling \$70,540 (cash and pledges). This compares to 86 gifts totaling \$46,436 at this time last year. We will send out another mailing and do some follow-up calls before our June 30, 2018 year-end and are looking at hosting an event for our alumni parents.
- Gala – Just a reminder that the date for the Gala this year is Saturday, February 10. The committee is meeting regularly and beginning to collect donations for both the Silent and Live Auction. They have secured \$8,000 in sponsorship money to date.
- CSCOE Grants – We have received two \$25,000 grant opportunities from the Catholic Schools Center of Excellence. The first is a Matching Gift where they will match donations made to the STAR fund from current and former parents. The \$25,000 match needs to be used to attract new students to our school. The second \$25,000 grant is a Challenge Gift to be used for the Electric Moment as part of the Gala. We need to raise the full \$25,000 in order to qualify for the match. Additionally, we received a \$10,000 grant as part of CSCOE's Three RRR's program – Recruit, Retain and Reward. Dr. Hendricks has explained this program in her report.

### **Annual Report Update**

- The 2016-17 Annual Report is being sent to the graphic designer next week and should be at the printer the week of January 22. The report will include financial information, a list of donors, and articles highlighting the school.

### **Finance Update**

- Aida Schafer is working on the Financial Dashboard that will provide a snapshot of the school's financial picture and will be shared with the board on a monthly basis. She hopes to share with the Finance committee in January to finalize. Our financials look good through the month of November as we are on track to achieve a balanced budget.

### **Admissions Update**

- Our next Open House is scheduled for February 6 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 will also be sending out close to 5000 direct mail postcards to area households with a purchased list and lists obtained from area school districts. It will promote both this Open House as well as our Middle School Open House on January 24.
- Our Middle School Open House is January 24 at 7pm. The program will include talks from several high school principals, recent graduates, and parents of several graduates. We will also preview several middle school programs followed by presentations from each teacher. In addition to promoting in our newsletter we will be inviting all 4<sup>th</sup> and 5<sup>th</sup> grade parents, promoting at our local parishes, and doing a direct mail piece.

- On January 29 we will be hosting coffee and donuts for our preschool parents with the chance to meet our Kindergarten teachers and principal. Following that will be a Catholic Schools Week event for the preschoolers with their 7<sup>th</sup> grade buddies.
- We will be hosting an event for St. Thomas Becket preschool students on February 5. Parents will 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.

### **Enrollment Update**

- Current enrollment is 391 as a Kindergarten student transferred from the public school after Christmas break. They had attended our preschool and were unhappy with the public school. We will begin enrolling for the 2018-19 school year once tuition is set.



## Principal Report – January 2018

### Communicate, Collaborate, Celebrate

**Advent/Christmas Concerts** – Amazing performances from our students at each concert. Our students worked very hard and wanted their program to be the best it could be. This is a great reflection on the parents and on our music program. Each performance packed a full gymnasium which is wonderful support to our students. Each performance had a theme:

- PreK-K - Angels are all around us touching our lives and helping us through our earthly journey.
- 4th - 5th grade - During busyness in our lives, they were able to discover what is important.
- 1st, 2nd, 3rd grade - Don't wait around for tomorrow, keep our eyes open for the signs God is giving us and take advantage of the opportunity.
- Middle School - The baking is done, presents are mostly wrapped, something is missing? The quest is to find Christmas.

Receptions before and after programs were well received. Many positive comments! Great work to Mr. Brones and Mr. Wolf.

**December Faith in Action Friday/Advent** - Beautiful, generous donations to Dakota Woodlands:

- 112 hats
- over 700 gloves and mittens
- 540 socks
- 238 children's undergarments
- \$1,091.31

This is a wonderful example of giving to those who are experiencing a difficult time. We may never know how these gifts encouraged them and gave them hope.

**PowerSchool** – Lisa LaFrance is checking into PowerSchool to see if teachers can access an incident reports option as an internal communication document for discipline procedures.

**Project Lead the Way** – Sarah Meier and I visited Shakopee Area Catholic Schools to observe two Project Lead the Way classes. We met with the teacher and principal. They have had PLTW as part of their curriculum for 8 years. The first seven years it was taught in middle school. This year they have expanded to K-5. Some positive take away ideas from observation: students collaborate in teams; students are exposed to real world scenarios; students use creativity to design and build models both electronically and hands on. I asked students what they most liked about the course. Their responses all related to hands on experiences and real-world events.

**Minnehaha Academy** – Madrigal Singers from Minnehaha Academy came to Faithful Shepherd on Wednesday, December 20 and performed as a thank you to our community for reaching out to them through our October Faith in Action Friday. Their performance of three songs moved everyone in attendance. Several people in the audience were moved to tears. It was a powerful moment at Faithful Shepherd.

**MNSAA** – On June 30, 2020, the seven-year accreditation eligibility status for Faithful Shepherd Catholic School will

expire. For our school to renew its accreditation eligibility with the Minnesota Nonpublic School Accrediting Association (MNSAA) a school profile, self-study, and a school strategic plan for improvement need to be developed and an onsite visit conducted before this date.

To prepare for MNSAA accreditation, we are invited to attend a training workshop in May 2018. Attendance at this workshop will ensure that we have all the materials our school needs to begin the accreditation process. We will receive a Member Handbook that contains instructions for meeting the MNSAA requirements. Together we will look at a recommended two-year timeline for completing the process, review MNSAA standards and evidence of compliance, analyze a model self-study report, and walk-through the template for creating a strategic school improvement plan. This will be an opportunity to also learn from other school leaders' questions.

**Catholic Schools Eighth Grade Quiz Bowl** - Each year the Catholic High Schools of the Twin Cities organize and sponsor a Quiz Bowl for Eighth Grade students. The goals of the event are "to recognize the challenging academic environments in which Catholic school students have been educated, and to recognize 168 of the 'best and brightest' eighth grade students in our schools."

Monday, December 18 a group of students from Faithful Shepherd joined 41 other middle school teams at the University of Saint Thomas for a full day of Jeopardy-style competition. Our students did us proud! Not only did they come in 5th out of 41 schools, they also represented FSCS with distinction.

Congratulations to Katie M., Nate M., Cady P., and Lottie P. for their outstanding participation in the annual Catholic Schools' Quiz Bowl and to their coach, Mrs. Miller.

**NWEA Regional Applying Reports** – Through CSCOE's financial support, Tierney sent a representative to meet with our teachers to discuss their progress on NWEA data analysis. It was one of three visits. Some of the take away from first visit: Cautioned me (strongly) against interpreting a score which shows the child is scoring at the same grade as an average 11th grader, as the fact that the child is at the 11th grade level and should be in 11th grade! A literature example - just because a child has a Lexile index showing that he can read Shakespeare, does not mean that the child can read and understand Shakespeare. Are RIT scores in the "bands" appropriate for placement in the accelerated classes? What do those "bands/levels" mean? What are they saying about the child? If the Lexile index to read Shakespeare does not mean that the child can read Shakespeare, then what does it mean? If the band that I look at to compare an 8th grader results shows that they are performing at the 11th grade level, but that doesn't mean that they can do 11th grade math, then what does that band tell me? Anything of value? The more we look at the NWEA, the more it appears that what is of value is the broken-down results which show that a child is good at as specific outcome, but struggles with a different outcome. In other words, NWEA doesn't show where the children excel but rather where their weak spots are. This helps us realize that we have much to learn about the use of NWEA in making decisions about our children.

**CSCOE's Recruit, Retain, Reward Grant** - We submitted a grant for \$10,000 to honor our teachers. We were approved for the full amount. Our teachers whom Mike and I have designated for their over and above commitments will be receiving a bonus in their January 31 payment.

**Teacher Celebrations** – As part of our theme Communicate, Collaborate, Celebrate, faculty gathered together Tuesday, December 19 sharing in conversations, delicious food, and laughter. The game we played was about celebrations. Our talented, hard-working staff enjoyed an hour together. It is nice to get together and not talk about our work.

When we take time to share and listen to celebrations, we are reminded of so many blessings all around us.

God bless,  
Sheila Hendricks, Ed. D.

## Faithful Shepherd Development Committee Meeting

December 6, 2017

**Attendees:** Tom Cierzan, Michael Orme, Joe Spah and Mark Hechtl.

**Unable to attend:** Mike Randall, Catherine Skagen, Michelle Weber, JJ Kirby, Yvonne Houle-Gillard and Jeff Simek

1. October meeting minutes were approved.
2. STAR Fund Updates 2017-2018:
  - a. Total Generated Results
    - i. Total Raised: \$21,700 (33 Donors)
    - ii. Parent Total: \$8425 (22 Donors)
  - b. Parent Alumni Mailing will be sent December 10-15
  - c. STAR Fund will be promoted in the December 13<sup>th</sup> weekly school e-newsletter to include a link to the STAR Fund giving page.
  - d. Overall the committee felt the calling is much easier this year as families are more familiar with STAR Fund
  - e. Committee signed roughly 100 thank you notes to STAR Fund supporters
3. Next Development Committee meeting was set for January 17, 2018 at 6:00 pm
4. Meeting Adjourned at 6:40 pm