

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
February Approved Minutes
Date: February 6, 2018

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Molly Ryan	Father Tim Wozniak (Arrived at 7:25)	Tom Kraus	Mike Randall, Executive Director
Jen Neuman	Cara Geheren	Yvonne Houle-Gillard	Sheila Hendricks, Principal
	Jason Skagen		Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:35PM.	Geheren
Adoption of Agenda	<p>Motion: Tom Kraus made a motion to approve the February 2018 agenda with approved adjustments.</p> <ul style="list-style-type: none"> • Add Monthly Board Meeting Update after Committee Reports <p>The motion was seconded by Jason Skagen and was unanimously approved.</p>	Geheren
Approval of Minutes	<p>Motion: Jen Neuman made a motion to approve the January 2018 Minutes with approved adjustments.</p> <ul style="list-style-type: none"> • Add Executive Session/January Vote within the January 2018 Minutes <p>The motion was seconded by Molly Ryan and was unanimously approved.</p>	Geheren

	New Business	
Read Naturally Presentation	<p>Tom and Candyce Ihnot provided an overview of the Read Naturally program at Faithful Shepherd, which is in its second year here. Ten volunteers assist with the program at FSCS, almost all volunteers are teachers. The volunteers come to FSCS three times per week (Tuesday, Thursday and Friday) assisting 15 - second graders and 11 - 3rd graders.</p> <p>Tom and Candyce have five grandchildren who attend FSCS. They have a strong commitment to Catholic schools, have taught in Catholic schools and are grateful for Catholic education.</p> <p>Back in 1989, Candyce developed the Read Naturally Strategy. She combined three research-proven methods (teacher modeling, repeated reading, and progress monitoring) into a simple set of steps that would later become known as the <u>Read Naturally Strategy</u>. Eventually, this strategy would help millions of struggling students read more fluently.</p> <p>In accordance with Read Naturally's commitment to deliver reading programs based on research-based instructional strategies, Read Naturally's programs develop and support the five (5) components of reading identified by the <u>National Reading Panel</u>: Phonemic Awareness, Phonics, Vocabulary, Fluency (ability to read like you speak) and Comprehension.</p> <ul style="list-style-type: none"> • Fluency correlates highly with reading comprehension • Students become fluent by reading aloud. Setting aside time for independent (silent) reading is not sufficient. • In 10 minutes of independent reading, a fluent reader might read 2,000 words whereas a struggling reader may only read 500 words. <p><u>Research Proven Strategies:</u></p> <p>* Teacher Modeling – Proficient reader reads slowly with struggling reader.</p> <p>* Repeated Reading – Read same thing over again for accuracy.</p> <p>* Progress Monitoring – Need motivation to learn and help student to monitor progress.</p> <p>When you put these 3 strategies together, you get Read Naturally!</p> <p>Read Naturally Live: Understanding the Steps – Although students work mostly independently in Read Naturally Live, teachers need an understanding of the steps of the program.</p> <ol style="list-style-type: none"> 1. Select a Story: Student selects the story he/she wants to read. Choosing the story deepens the student's investment in the material. 2. Key Words: Student reads the key words and their definitions while 	Tom & Candyce Ihnot

	<p>listening to audio recording. The key words provide definitions that are important to understanding the story. In the Phonics series, the student listens to a phonics lesson and reads words that have the featured phonics patterns.</p> <p>3. Prediction: Student uses the title, key words, and picture to write a prediction of what he or she thinks the story is about. The prediction prepares the student’s mind for reading the story.</p> <p>4. Cold Timing: Teacher may time student for one minute, or student may complete this step independently. The student clicks unknown words while reading, and then clicks the last word read when the timer expires. Read Naturally Live calculates the number of words read correctly per minute and displays this cold-timing score on a graph. This step establishes a baseline for progress monitoring, the component of the Read Naturally Strategy that motivates the student to improve.</p> <p>5. Read Along: Student reads along quietly with a recording of the story, typically three times. This step is the teacher-modeling component of the Read Naturally Strategy, which helps the student learn new words and master others as well as learn proper pronunciation, expression and phrasing.</p> <p>6. Practice: Student practices reading the story without audio support three to ten times until able to read it accurately, with expression, and at the goal rate. This step is the repeated-reading component of the Read Naturally Strategy, which helps the student improve fluency, master difficult words and understand the story.</p> <p>7. Quiz: Student answers questions about the story. Responding to the text holds the student accountable for meaning, develops the ability to answer many types of questions, and provides teachers with information about how well the student comprehends the story.</p> <p>8. Retell/Word List: Student retells or summarizes the story to improve comprehension.</p> <p>9. Pass: Student reads the story for the teacher to show that he/she can read it at the goal rate, with appropriate expression, and with three or fewer errors. Teacher corrects or reviews the comprehension questions with the student and the retelling of the story.</p>	
<p>Review/Approve Grievance Policy</p>	<p>Due to time constraints, Cara requested any additional feedback from Board members on today’s Grievance Policy emails be forwarded to Molly Ryan. Cara proposed the feedback can be discussed in the next Executive Committee meeting.</p>	<p>Geheren</p>

	<p>The Executive Committee will discuss and dive deeper into the policy/policies. Cara is looking for specific feedback from Board members before bringing to the Executive Committee.</p> <ul style="list-style-type: none"> • Sheila Hendricks and Mike Randall will look at other school's Grievance Policies. • Sheila Hendricks has been invited to attend the Executive Committee meeting on February 20th. • Board will discuss and approve Grievance Policy at the next board meeting. 	
	Old Business	
Strategic Planning Update	<p>Cara mentioned we are moving swiftly to have the Strategic Plan reviewed and approved.</p> <p>Goal: Strategic Plan reviewed by Board in March, entire plan approved by Board in April.</p> <p>Student feedback is currently being reviewed by Anita Duckor.</p>	Geheren
	Committee Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • We have 14 new kindergarten applications at this time. • 192 Gala RSVPs • Gala sponsorship amounts similar to last year 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Board would like to see alumni news added to newsletter, teacher news added to newsletter too. 	Hendricks
Marketing	No written report, strategic plan underway	Neuman
Development	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Next meeting will be held on March 14th. 	Houle-Gillard

Finance	<p>No written report this month.</p> <p>Rescheduled January Finance meeting due to snowstorm.</p> <ul style="list-style-type: none"> • Discussed financial results (favorable, no real changes at this time) • Dashboard should be ready in March 	Kraus
Executive Committee	The committee reviewed previous board action items, reviewed Mike Randall's year to date goals, and completed the February 6 th agenda.	Geheren
Facilities	This committee will meet next week. Committee will review the capital plan (10 years) and choose preventative maintenance provider.	Skagen
Monthly Board Update	Yvonne Houle-Gillard volunteered to write up this month's board update for the school newsletter. Topics could include: Read Naturally program, Strategic Plan Update, etc.	Geheren
	Additional Notes	
Closing Prayer	The meeting ended at 7:55 PM.	Neuman
Executive Session	The Board adjourned, followed by the Executive Session.	

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

Executive Director Report – February 2018

Fundraising Update

- SeptemberFest – current net \$55,800
- STAR Fund –111 gifts totaling \$77,250 (includes \$3,250 in pledges).
- Gala is Saturday, February 10. Current RSVP total is 192. We have about \$11,000 in sponsorship money and a very exciting Live auction planned!

Annual Report Update

- The 2016-17 Annual Report has been mailed.

Finance Update

- Aida Schafer shared a draft of the dashboard with the Finance committee at their January meeting. She will be making a few adjustments and it should be ready to share at the February board meeting. In the meantime, I have included a one page summary of our financials through December, 2017.

Marketing Efforts:

Middle School Information Night- held 1/24

- An email blast to all leads was sent 1/16
- All current 4th & 5th families received an email invite 1/16
- Faith Formation Classes at St. Patrick's in IGH & Faith Formation Classes at Mary Mother in Burnsville and at STB received email and/or flyer invitations 1/16
- Bulletin announcements in the month of January at St. Patrick's in IGH, Mary Mother in Burnsville, SJN, SP, STB advertising our Middle School Night
- Flyer invitation to Middle School Information Night was posted at Shepherd of the Valley in Apple Valley & at Hosanna! in Lakeville- 1/15
- An article ran in The Sun Times dated 1/12 advertising our Middle School Night

A total of 40 parents attended, 3 of those were pending MS leads. 2 of the 3 pending leads have enrolled for next year (grades 5 and 7 next year). The other lead is shadowing on 2/8 (grade 6 next year).

Upcoming Open House- to be held Feb 6

- A postcard mailing was sent out in the middle of January to a list of 6059 households in Farmington, Lakeville, Rosemount, South St. Paul, and St. Paul with children 3-13, income minimum of \$86,000.
- A postcard mailing was sent out in the middle of January to a list of households in district 199 with children in grades 1-4.
- Poster at the YMCA posted 1/15 to advertise the Open House

- An ad was run in The Catholic Spirit 1/25 issue advertising our Feb Open House and in the in The Sun This Week Best of Mailer 1/23 issue
- An article ran in The Sun Times dated 1/12 advertising our February Open House
- An email blast was sent 1/25 to the parishes of SJN, STB and SP with children ages 3-12 advertising that Enrollment is Now Open and promoting our Feb Open House
- An email blast to all pending leads was sent 1/25 advertising that Enrollment is Now Open and promoting our Feb Open House
- An email blast to all current preschool families was sent 1/25 advertising that Enrollment is Now Open and promoting our Feb Open House
- Flyers to all preschoolers went home week of 1/29 at SJN
- Flyers to all pre-k preschoolers went home week of 1/29 at STB

Other marketing efforts:

- Meet/Greet held 1/29 for our 32 Kinderstart preschool families. The next day we received 2 new enrollment applications
- Hospitality Weekend at all parishes held 1/27 weekend. Several leads were received
- Ongoing communication with area preschools and with pending leads
- STB Kinderstart class is visiting 2/5. Their 18 preschoolers will be spending time with our robotics, music and PE departments

Enrollment Update

- Kindergarten Enrollment:
 - 12 applicants for Kindergarten (14 at this time last year).
 - 10 are new families, 2 are siblings (of a possible 22)
 - 6 are from our preschool, and 5 five of those are new families (had 3 last year)
- Grade 1-8 enrollment
 - 2 new registrations
- Re-enrollment packets went home January 17 with a return date of March 1.

Principal Report – February 2018

Communicate, Collaborate, Celebrate

Catholic Schools Week - (Sunday, January 28 - Saturday February 3) 2018 Catholic Schools Week Theme:

Catholic Schools: Learn. Serve. Lead. Succeed.

Saint Peter's – It was an honor to kick off Catholic Schools Week by speaking at Saint Peter's Parish after the 9:00 and 11:00 Sunday Mass services. It truly was wonderful to worship with and meet some of Saint Peter's parishioners. It is a warm and welcoming community of faith.

Linus Blanket Project - Wonderful celebrations are happening each day for Catholic Schools Week. The Linus Blanket project was completed yesterday, and Father Mark blessed the blankets today at school Mass before they were picked up by a representative from the Linus Blanket organization.

Alumni – Great to see alumni students participate at school Mass today. They took part in many different parts of the Mass. Thank you.

Minute to Win It – I witnessed a great Faithful Shepherd Catholic Schools Week rather new tradition in Minute to Win It. I was asked to fill in for Father Doug and Father Mark to represent St John Neumann Parish. I believe beginners luck set in. St. John Neumann Parish will host the Minute to Win It trophy for the year! The excitement from all the students was energizing - a fun rivalry spirit. Father Tim and Father Steven were awesome! The students enjoy seeing our priests participating in the fun activities.

Home and School – A big thank you to our Home and School for recognizing staff at Faithful Shepherd. Each day they have supplied the staff with delicious treats. It truly is a wonderful gesture of appreciation.

Spelling Bee – Twelve brave students qualified for the 4-6 grade spelling bee. In round 13 there were two contestants remaining. There were parents and students in the audience which adds to the pressure. All twelve students did a great job handling nerves and demonstrating a strong performance at the spelling bee.

Letters to our military – When school resumed on January 2, there was a package at Faithful Shepherd for our students who had participated in writing letters to our deployed heroes. The letters from our students to soldiers were words of encouragement, words of praise, words of gratitude, and a lot of jokes. These letters were put into boodle boxes (care packages) and shipped to the Navy nurses stationed in Afghanistan.

The package at Faithful Shepherd on January 2 to our students consisted of letters, a certificate of appreciation, and a badge from the Unit. The soldiers expressed how they appreciated every letter and put them all over the walls in their "office". It's amazing how something that took very little time and expense, that seemed like a small act of kindness had such a profound impact on those who received them.

Great job students and teachers. This is yet another example of how students and staff continue reaching out, thanking others, and doing what Jesus calls us to do every day.

January Faith in Action Friday – Catholic Schools Week committee asked that our January Faith in Action focus stayed with Faithful Shepherd to support our scholarship fund. We collected \$572.44 which was given to NCEA-Student to Student Campaign.

Middle School Parent Information Night – On January 24 Faithful Shepherd hosted a Middle School Parent Information Night. Principals from Academy of Holy Angels and Cretin Durham Hall spoke, along with three alumni students, and two parents who have had children go through our Middle School.

Both principals spoke about how well prepared Faithful Shepherd students are when they start high school. Below are statistics shared from principal of Academy of Holy Angels about our students:

2017-18

19 Freshmen from Faithful Shepherd attending Academy of Holy Angels

- 40% in advanced English
- 50% in advanced math
- 79% in pre-AP Bio
- 90% in a world language
- 95% in an activity or sport

17 Seniors from Faithful Shepherd at Academy of Holy Angels

- All in 4th year math; 50% in AP Calculus; 1 takes 2 AP math courses
- All in 4th year science; 70% in AP science (chemistry, physics I or II); 3 in two AP science courses
- Senior Govt is required; 77% in AP US Govt.
- 4 seniors in a 4th year language
- 1 student is in 5 AP classes
- 1 student earned a perfect 36 on the ACT!
- Average ACT (on record so far) for Faithful Shepherd seniors is 28.5; Academy of Holy Angels overall is at 27.0
- 70% are academic letter winners (high honors)
- 40% are in National Honor Society
- 47% (8 of them) are on track to earn a STEM diploma at graduation
- 4 are in Campus Ministry Team (CMT)
- All are involved in activities or sports
- 4 are captains (softball, tennis, alpine ski, basketball)

From a principal's perspective, the above data along with the personal testimonies from our alumni and parents makes a strong statement that Faithful Shepherd Catholic School is doing an amazing job in our academics and programs. Well done teachers!

STEM – I have asked teachers to consider serving on a committee to look at what we currently offer for STEM curriculum, how does it align, and then explore ways to expand STEM at Faithful Shepherd. The first meeting will take place in February.

MNSAA – I have asked teachers to consider serving on a committee to lead Faithful Shepherd through the accreditation process. 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.

NWEA Regional Applying Reports – Tierney – February 13 – Meeting with grade level teachers in teams of four.
 Literacy data from NWEA – what it means and how to
 Communicate to parents.
Tierney – March 15 – Meeting with grade level teachers in teams of four.
 Teachers identify 3 lower achieving students in literacy.
 Design a lesson accommodating needs of all students.

Teacher Celebrations – From Tuesday, January 30 faculty meeting:

Peggy Hirsch – Fireworks burst activity where students recognize acts of kindness from other classmates and want to share at the end of each day.

Kate Larson – All students experienced success on math test of long division problems.

Debbie May-Olson – Celebrated a presentation she gave on Middle School Engineering to a group of educators at a conference last summer. She talked about stepping out of her comfort zone.

Hannah Smith – Celebrated the Middle School team – how they collaborate and support one another.

Barbie Miller – Celebrated a student transformation from hating math to math being favorite subject.

When we take the time to listen to others' celebrations, it helps us understand the many wonderful educational opportunities taking place every day at Faithful Shepherd.

God bless,
Sheila Hendricks, Ed. D.

Faithful Shepherd Development Committee Meeting

January 17, 2018

Attendees: Tom Cierzan, Trisha Muetzel, Catherine Skagen, Joe Spah, Mark HechtI, Mike Randall, Jen Silgen, JJ Kirby, Tom Durand, and Yvonne Houle-Gillard.

Unable to attend: Michelle Weber, Jeff Simek, and Michael Orme.

1. December meeting minutes were approved.
2. STAR Fund Updates 2017-2018:
 - a. Goal: \$60,000
 - b. Total raised to date: \$74,550 (103 Donors)
 - i. Donated by Parents: \$45,940 (63 Donors)
 - ii. Donated by Alumni Parents: \$14,425 (25 Donors)
 - iii. Donated by Grandparents: \$10,525 (6 Donors)
 - iv. Other \$3,660 (9 Donors)
 - c. We have also earned the \$25,000 matching grant from CSCOE
 - d. STAR Fund committee provided feedback about the campaign:
 - i. Consider sending the mailing before holiday cards start arriving and the busyness of the holidays begin – some parents commented that they had misplaced their letter
 - ii. Add STAR Fund information to banner page earlier
 - iii. Appreciated the reminder to make the calls
 - iv. Several of the parents called
 - v. More branding in more places (signs in the building, on the street sign)
 - vi. Could improve online payment (fewer clicks, easier to find, ability to donate in smaller increments)
 - vii. Need more/improved communication to parents about all of the FSCS fundraisers (purpose, how funds are used, how much was raised)
 - viii. From a timing standpoint, STAR Fund and Gala marketing and promotion could be better coordinated.
 - ix. How can we diversify the base of contributors?
 - x. Online spreadsheet and handouts were helpful
 - xi. Calling was easier than it was in year 1!
 - e. There are plans to send another mailing and make additional calls in May, after Gala and the Read-a-Thon.
3. Mike Randall provided an update on the strategic plan. The Board has created overarching strategies and drafted strategic initiatives. The plan will be approved by mid-April.
4. The next committee meeting is March 14 at 6 p.m. at FSCS.