

Faithful Shepherd Catholic School and Tri-Parish Center  
 Board of Directors Meeting  
 May Approved Minutes  
 Date: May 1, 2018

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Jen Neuman	Cara Geheren	Father Steven Hoffmann	Mike Randall, Executive Director
Molly Ryan	Jason Skagen	Yvonne Houle-Gillard	Sheila Hendricks, Principal
		Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:33PM.	Yvonne Houle-Gillard
<b>Adoption of Agenda</b>	<p><b>Motion: Jen Neuman</b> made a motion to approve the May 2018 agenda.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p>	Geheren
<b>Approval of Minutes</b>	<p><b>Motion: Jen Neuman</b> made a motion to approve the April 2018 Minutes with amended adjustment.</p> <ul style="list-style-type: none"> <li>• Add to the April 2018 Minutes: Yvonne Houle-Gillard approved the Strategic Plan electronically.</li> </ul> <p>The motion was seconded by Jason Skagen and was unanimously approved.</p>	Geheren

	<b>New Business</b>	
<p><b>FSCS Discovery Center Preschool</b></p>	<p><b>Lake Area Discovery Center Leadership Structure:</b></p> <ul style="list-style-type: none"> <li>• Board Members are comprised of Church/School Partners and Members at Large</li> <li>• 8 Catholic Organizations with LADC; LADC Executive Director is Janet Miller</li> <li>• Program Directors: 2 oversee classroom environments, offer teacher coaching</li> <li>• FSCS Site Director: Nicole Liffrig</li> </ul> <p><b>Marketing Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Integrating pre-K families into the school</li> <li>• New in Fall '18: Uniforms for 3, 4 and 5 year olds</li> <li>• School PTO/Parent Organization: All pre-K parents are invited to all school events, activities and initiatives</li> <li>• School Newsletters/Event Information: All school newsletters and other event flyers are distributed to the pre-K parents both electronically and as a hard copy.</li> <li>• Buddy Days: 7<sup>th</sup> graders participate in monthly 'buddy days' with preschool students</li> <li>• Staff logo wear and meetings</li> <li>• Pre-K students attend 'specialist' classes in the school. (LADC pays for the specialist.) This year, students attended music specialist classes. Next year, students will attend physical education classes.</li> <li>• Pre-K students eat in the school cafeteria</li> <li>• School may determine the faith formation curriculum for pre-K (FSCS Discovery Center Preschool uses the 'Allelu' faith formation curriculum.)</li> <li>• Plan and implement 3 partnered events with the school for outreach to the community.</li> <li>• Pre-K staff are included in all kindergarten admission events and kindergarten teacher(s) are invited to pre-K events (circus, open house)</li> <li>• Pre-K and kindergarten host a kindergarten connections morning</li> <li>• School marketing materials direct all new inquiries to one contact person: Pre-K through 8<sup>th</sup> grade school.</li> <li>• All pre-K tours experience the school.</li> <li>• Website's preschool landing page reflects the school logo.</li> <li>• Principal is welcome to review resumes and sit in on interviews as needed.</li> </ul>	<p>Janet Miller, Nicole Liffrig</p>

	<p><b>Miscellaneous Notes:</b></p> <ul style="list-style-type: none"> <li>• Wrap Around Care from 2:30 to 5:30 – Janet Miller is working on and will discuss with Mike Randall the ability to get students out into the building during this time frame.</li> <li>• Currently, 62 students</li> <li>• 86% full for the fall, 60 students on site in the fall.</li> <li>• Last year, 13 siblings in preschool. This year, 8 siblings in preschool.</li> <li>• Accreditation Team will be out soon for preschool.</li> </ul>	
<p><b>Plan for Bond Funds</b></p>	<p>Monies from the bond funds have been used to pay for the new chiller, new phone system and miscellaneous repairs.</p> <p>The goal is to use the remaining bond funds to help with capital improvements (parking lot, library). Mike will work with the Finance Committee (May meeting) to determine use of remaining funds.</p>	<p>Randall</p>
<p><b>Old Business</b></p>		
<p><b>Update on Policy Alignment Process</b></p>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>• Deleted many policies within the Board Policy Manual because they are a duplicate of our Bylaws and/or Parent Student Handbook.</li> <li>• Items related to personnel will move to Faculty Handbook.</li> <li>• Board will continue to be responsible to approve the Parent Student Handbook.</li> <li>• Identified Facilities Use Policy needs to be updated</li> <li>• Keep Policy 703</li> <li>• 3-year pro-forma: Incorporated changes from last board meeting.</li> <li>• Inventory all electronic items regardless of cost, classroom teachers inventory chairs, tables, desks, etc.</li> </ul> <p><b>Motion: Yvonne Houle-Gillard</b> made a motion to approve the revised policies within the Board Policy Manual.</p> <p><b>The motion was seconded by Molly Ryan and was unanimously approved.</b></p> <p>Next steps with the Alignment Committee: Work on the Committee Charters (Development, Finance, Marketing) – feedback.</p>	<p>Ryan</p>

<b>Changes to Handbook</b>	Our goal is to adopt the Parent/Student Handbook in June. Sheila Hendricks and Mike Randall will present any updates/changes at the June Board Meeting for the board to review.	Geheren
<b>Strategic Plan Update</b>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>• The Board approved the Strategic Plan at the April Board Meeting.</li> <li>• The Board Committee Task Force Summit was well attended.</li> <li>• Cara presented the Strategic Plan to faculty in April.</li> <li>• Strategic Plan was shared with parents via email.</li> <li>• May 22<sup>nd</sup> – Coffee and sharing of Strategic Plan (Mike &amp; Cara).</li> </ul> <p>Next steps: Share plan with parishes, share with CSCOE and Archdiocese as well.</p>	Geheren
<b>Administration 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>• At this time: 29 kindergarten applicants, recently registered a new 6<sup>th</sup> grade boy &amp; 8<sup>th</sup> grade boy (siblings), 14 new registrations in grades 1 – 8 so far.</li> <li>• Tom Kraus is working on creating an Enrollment Tracking Report.</li> <li>• Committee put together to evaluate Septemberfest, how to reduce financial risk to the school, long term – are there changes to recommend for music venue, etc. Committee will make their recommendation(s) to the board after their evaluation.</li> </ul>	Randall
<b>Principal's Report</b>	<p><b>Written report attached.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• School Counselor and Sheila Hendricks to discuss The Positivity Project and how to implement a program like this at FSCS.</li> <li>• Sheila spoke at SJN on April 29<sup>th</sup> at 8AM and 10AM Masses, reaching out to parishes and making connections, people appreciate this good discussion, Sheila mentioned good things are happening at FSCS!</li> </ul>	Hendricks
<b>Committee Reports</b>		
<b>Marketing</b>	<b>No written report this month.</b>	Neuman
<b>Development</b>	<b>No written report this month.</b>	Houle-Gillard

<b>Finance</b>	<p><b>No written report this month.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Dashboard still in the process of being rolled out.</li> </ul>	Kraus
<b>Executive Committee</b>	<p><b>No written report this month.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Working on Board Policy Manual, Executive Director review, Principal review.</li> </ul>	Geheren
<b>Facilities</b>	<p><b>No written report this month.</b></p> <p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>• Once we learn who wins the bid to fix the street, we can begin to finalize the bid package for the parking lot.</li> </ul>	Skagen
<b>Monthly Board Update</b>	Molly will write up monthly board update for May.	Geheren
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 8:25 PM.	Molly Ryan
<b>Executive Session</b>	The Board adjourned, followed by the Executive Session.	

**Next Board Meeting:** - June 12, 2018 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

## Executive Director Report – May 2018

### Enrollment Update

- Kindergarten Enrollment:
  - 28 applicants for Kindergarten.
  - 15 are new families, 13 are siblings.
  - We are waiting on 7 potential sibling applications and 5 other potential applicants who have expressed interest/toured the school.
  - We continue to reach out to prospective families as detailed below.
- Grade 1-8 enrollment
  - We have 12 new registrations for grades 1-8 (compared with 7 last year) and continue to receive inquiries/tours.

### Re-enrollment Update

- To date we have received 285 - \$400 deposits for next year (of a possible 345). Of the remaining 60 students, we have heard from 41 that they are returning but need time to pay the \$400. We continue to reach out to the remaining families.
- We know that 6 students are not returning and 3 are undecided compared with 11 confirmed and 9 undecided at this time last year.

### Marketing Efforts:

- Dropped off a Welcome to the Neighborhood basket for MN Vikings New HQ on 4/10. Included Star wear, cookies, FSCS water bottles and a card signed by students. Received positive response from Vikings HR Director same afternoon.
- Working with Knights of Columbus at SJN related to FS participating in New Parishioner Events.
- Inviting area preschools to complimentary matinee performances for Lion King JR as well as SJN, STB and LADC.
- Submitted article to SunTimes related to our STEM Lab. Ran April 13
- Mailer done 4/10 related to STEM Lab coming- sent to over 4,800 households
- Email blast sent 4/9 related to STEM Lab coming- sent to STB, SP, SJN, All leads, All newly enrolled families
- Sponsored a Craft Table at Family Fun Night at St. Patrick in Inver Grove Heights on 4/6. Approximately 50 kids did crafts. Parish of 1200 people. We were the only school represented. Very positive experience & great school exposure. Will look to participate again next year.
- Met with Kathy Raible- Faith Formation Director at Church of St. Peter to learn how to further partner. Distributed our information to their Sunday School.
- Met with Nicole Bettini at SJN- she is Faith Formation Director, to learn how to further partner.
- Hospitality Weekends held at STB and SP weekend of April 14/15. Choir sang at 9 AM STB Mass.

### Upcoming Marketing Efforts:

- Hospitality Weekend at SJN April 28/29. Dr. Hendricks speaking after 10 AM Mass

- Pizza Bingo Night- will have our preschool included in this event
- Summer Programs at FS- Will work to market/advertise these programs to prospective students
- Working w HSA related to their upcoming events so can partner marketing to prospective leads where applicable

#### **Fundraising Update**

- STAR Fund –We have raised \$94,700 from 126 donors, thus qualifying for the \$25,000 Matching Gift from CSCSOE.
- We kicked-off Read-A-Thon on April 4. To date we have raised \$10,000, about where we were at this time last year. We are hoping for a big turn in day this Friday to help us hit our School-wide goal of \$35,000.

#### **Finance Update**

- Our financial outlook is still trending positive through March (*report attached*). Based on a year-end forecast by the finance committee, we should be able to fund portions of the year one objectives of the new strategic plan.

## Principal Report – May 2018

### **Communicate, Collaborate, Celebrate**

**Electric Moment Technology Update** – Ten classrooms are targeted for upgrade. New Smartboard and Epson Brightlink projectors and components have been ordered and are starting to arrive. The installation of new classroom equipment will occur the week of 4/30 – 5/4. The engineering team will install 2 classrooms per day. Teachers are grateful and excitedly anticipating the new technology updates that will be happening in their classrooms. It is wonderful how the community has embraced the technology and STEM advancements at Faithful Shepherd. Also, we are grateful to CSCOE for their matching grant to help make this all possible.

**For His Glory** – “Last week Dr. Hendricks, Melissa Nesdahl, and I had an opportunity to attend a conference in Minneapolis called **For His Glory** (4HG). The keynote speaker was Matt Birk, former NFL player and St. Paul native. “For His Glory,” conveys a great message to Catholic schools to encourage physical education and athletics with the goal to embrace our God given talents.” (Dan Keller)

- **4HG**- Catholic School Center of Excellence (CSCOE) is teaming with 4HG to bring materials to Catholic Schools for the fall of 2018. We hope to present 4HG at our fall back to school evenings. Please keep Matt Birk in your prayers as he is the face of 4HG. He will be working with many committed people in trying to create a healthy, competitive, team-building mentality into sports.
- **4HG Prayer** – Dear Jesus, I play for your glory. Win or lose, may I always do my best and remember that my worth is always found in you. Holy Spirit, play through me. Amen.
- If you are interested in this topic, I encourage you to Google 4HG.

**Screenagers – Mark your calendars.** – Hosted by Home and School, **May 22, 6:30-8:30PM**. A current parent sent me information on Screenagers, a documentary regarding kids growing up in the digital age, intended for parents to see with their middle school or late elementary kids. “I have seen it with my kids, and I will tell any parent who will listen about it!” (current parent)

- Dr. Nolan who serves as one of our school psychologists will be facilitating.
  - Dr. Nolan is a psychologist, author, speaker, and partner with Dr. Steve Kahn in Phoenix School Counseling LLC. Recently she co-authored *Real World, Real Challenges: Adolescent Issues in Contemporary Society* a college textbook on adolescent development. She has conducted and published research on school performance and mental/behavioral health in the USA and abroad.  
Dr. Nolan is the president elect for the Minnesota School Psychology Association and chairwoman for the Issues in Human Diversity Committee for the International School Psychology Association. She serves schools and families with mental/behavioral health, school performance, and social/emotional learning needs.  
Dr. Julene D. Nolan, Psy.D., LP, NCSP  
Licensed Psychologist  
Nationally Certified and Licensed School Psychologist

This is a topic that has been brought to my desk throughout this year. I highly encourage our parents to take a couple hours to attend Screenagers. I believe this could be life changing for many students and families.

**Junior Achievement** – Thank you to all the Junior Achievement volunteers. Your service to our students and teachers is greatly appreciated. Junior Achievement (JA) “...empowers students to make a connection between what they learn in school and how it can be applied in the real world, thereby enhancing the relevance of their classroom learning and increasing their understanding....” (Junior Achievement of the Upper Midwest, Inc.)

**Electric Moment Technology Update** – Ten classrooms are targeted for upgrade. New Smartboard and Epson Brightlink projectors and components have been ordered and are starting to arrive. The installation of new classroom equipment will occur the week of 4/30 – 5/4. The engineering team will install 2 classrooms per day. Teacher training will follow after installation. Tierney will spend one day at Faithful Shepherd, and teachers will have the opportunity to receive technology training.

**Positivity Project (P2)** – Mrs. Virnig and I attended The Positivity Project seminar on Thursday, April 26. The Positivity Project’s mission is to empower America’s youth to build positive relationships and to understand, appreciate, and exemplify the character strengths in all of us. With the explosion and pervasiveness of technology, relationships are different than they were ten – twenty years ago. The Positivity Project will help students have more confidence in themselves and build relationships on the foundation of character and the good in people.

The 24 Character Strengths of Positive Psychology (which is what P2 is based on) are closely aligned with the virtues of our Catholic Faith. The P2 Project will help bring the Faith to life for our students, and reinforce a strong and caring culture with less narcissism and more empathy.

This is a step to helping students develop an Other People Matter mindset.

**C-STEM Update** - Thank you to the following for serving on the STEM ad hoc committee: Kathy Malmquist, Peggy Hirsch, Jenny Swartout, Debbie May-Olson, Sarah Meier, and Kelly Brunner.

We have chosen Project Lead the Way curriculum for the 2018-19 school year for 6-8 grade curriculum. STEM will be offered as a specialist course. We are still looking at scheduling options.

The next step will be determining and designing our new STEM lab. We will organize presentations of STEM lab designs.

**Nurturing Parish/School Relationships** – One area of growth in Catholic Identity in our Strategic Plan is nourishing parish and school relationships. I spoke at St. John Neumann’s after both 8:00 and 10:00 masses on Sunday, April 29.

**Celebrations/Mistakes (learning opportunities)** – At our April faculty meeting, several teachers shared a celebration or a mistake and the learning opportunity.

- I started by sharing a mistake I had recently made and what I learned. – I realized that I had asked K-5 teachers to complete a task which I thought I had given clear direction. I learned that the direction was not clear. My learning opportunity has giving me the awareness to be sure to check in with teachers to be sure they are clear. Great opportunity for growth.
- **Mrs. Swain** – Shared about the first grade STEM project – making their own Play-Doh. The objective is for the home-made Play-Doh to be gooey and that the children like the store-bought Play-Doh better. Well, Mrs. Swain said, “That’s not what happened.” Her first-grade class this year loved the gooey, sticky, home-made Play-Doh. She said it was a STEM project that backfired! Mrs. Swain turned it into a learning opportunity and started asking deeper questions about the store-bought Play-Doh. Great story!
- **Mr. Brew** – Celebrated 8<sup>th</sup> grade World Geography RAFT project. He said that students are bringing in great projects demonstrating what they have learned.
- **Mrs. Friesen** – Shared about *The Boy Who Harnessed the Wind*. She said students were extremely excited about creating their own wind turbines (STEM related). When their creations didn’t work at first, the students were frustrated; however, Mrs. Friesen turned this into a learning opportunity. She helped the students discover what went wrong and to problem solve. Great!
- **Ms. Brunner** – Is very pleased with her 4<sup>th</sup> graders Spanish market. She said students are so excited about the market. They are demonstrating proficiency in the Spanish terms. Ms. Brunner said, “It has been a great success.”
- **Ms. Pfahl** – Celebrated the individual who donated frames for the 8<sup>th</sup> grade water-color painting project. She said that the 8<sup>th</sup> grade creations were so well done that they needed the frames. Secondly, Ms. Pfahl is so impressed by the amount of teamwork that goes into the musical. She has not been a part of such a large

musical production. Ms. Pfahl commented on how well the students are working and taking ownership in the creation.

- **Mr. Keller** – Was very impressed with the first and second grade Gala event that took place in the gym in April. He said it was great to see the teachers moving and grooving with their students. Secondly, Mr. Keller celebrated that Faithful Shepherd has 50 students out for track. The largest track team he has experienced at Faithful Shepherd. He is thrilled that so many students are participating.

Many great happenings every day at Faithful Shepherd.

God Bless,  
Sheila Hendricks Ed.D.