

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**September Approved Minutes**  
**Date: September 4, 2018**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Fr. Steven Hoffman	Mike Randall, Executive Director
Joe Keating	Cara Geheren	Tom Kraus	Sheila Hendricks, Principal
	Jason Skagen	Yvonne Houle-Gillard (6:40 Arrival)	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:32PM.	Fr. Steven
<b>Adoption of Agenda</b>	<p>Add:</p> <ul style="list-style-type: none"> <li>• New Business: Communication with families</li> <li>• Within Executive Director's Report: Septemberfest Band discussion for 2019 event</li> </ul> <p><b>Motion: Fr. Tim</b> made a motion to approve the September 2018 agenda.</p> <p><b>The motion was seconded by Jason Skagen and was unanimously approved.</b></p>	Geheren
<b>Approval of Minutes</b>	<p>Note: Jen Neuman accepted the nomination of Corporate Secretary for the 2018-2019 School Year.</p> <p>Changes to Minutes should include:</p> <ul style="list-style-type: none"> <li>• Add 'Septemberfest' wording prior to 'Sponsors include' within Executive Director's Report.</li> <li>• No Executive Session was held on August 7, 2018.</li> </ul> <p><b>Motion: Tom Kraus</b> made a motion to approve the August 2018 Minutes.</p>	Geheren

	<b>The motion was seconded by Jason Skagen and was unanimously approved.</b>	
	<b>New Business</b>	
<b>STEM Lab Presentation</b>	<p>The Board toured our new STEM lab which was updated over the summer to resemble an industrial space including two 3D printers, 27 new laptop computers (to handle 'heavier' software requirements) and two new interactive wall spaces to the left and right of the Smartboard.</p> <p>This summer, April Kirby attended a five-day STEM training at the University of Minnesota College of Engineering. She is excited about the great STEM learning opportunities for our students.</p> <p>Our STEM program is part of Project Lead the Way (PLTW). PLTW is a non-profit organization founded in 1997, providing transformative learning experiences for students in grades K through 12. There will be hands on opportunities to practice problem solving and communication as well as encourage creative and critical thinking.</p> <p>This year, the middle school grades will begin with the Design &amp; Modeling Unit. In this unit, students discover the design process and develop an understanding of the influence of creativity and innovation in their lives. They are then challenged and empowered to use and apply what they've learned throughout the unit to design a therapeutic toy for a child who has cerebral palsy.</p> <p>Each middle school grade will work on the Design &amp; Modeling unit, but there will be flexibility with students at the various age levels. Since Specialist Classes are on a 3-day rotation, the students will work on the Design &amp; Modeling Unit during the 2018-2019 school year.</p> <p><b>STEM is cross curricular.</b></p> <ul style="list-style-type: none"> <li>* Science: Human Body/Cerebral Palsy</li> <li>* Technology: Computer aided design/ research</li> <li>* Engineering: Design process</li> <li>* Math: Measurement, area/surface area, data collection/analysis, linear functions/graphing, 3D coordinate planes</li> <li>* Art: Methods of sketching</li> <li>* Religion: Empathy, help others</li> <li>* Life Skills: Teamwork</li> </ul> <p><b>Activity – Project – Problem (APB):</b> The activity, project and problem (APB's) are the building blocks of PLTW's curriculum. The activity, project, and problem-based (APB) instructional design centers on hands-on, real-world activities, projects, and problems that help students understand how the knowledge and skills they develop in the classroom may be applied in everyday life.</p>	April Kirby

	<p>The APB approach scaffolds student learning through structured activities and projects that empower students to become independent in the classroom and help them build skill sets to apply to an open-ended design problem.</p> <p>This approach provides students with unique opportunities to work collaboratively, identify problems, apply what they know, persevere through challenges, find unique solutions, and lead their own learning.</p> <p>APB Activities &amp; Projects:</p> <ul style="list-style-type: none"> <li>* Design Process</li> <li>* Group Norms</li> <li>* Measurement/Dimensioning</li> <li>* Sketching</li> <li>* Communication of ideas</li> </ul> <p>Sarah Meier and April Kirby will partner in the STEM lab. Sarah will be taking online STEM training in early September.</p> <p>The STEM teachers will work with our K – 5 teachers as well to let the K – 5 students experience the 3D printer.</p> <p>Next year, our incoming 6<sup>th</sup> graders will learn the Design &amp; Modeling unit. The 7<sup>th</sup> and 8<sup>th</sup> graders will learn a new unit to build upon what they have learned within the Design &amp; Modeling unit.</p>	
<p><b>Approve Committee Chairs</b></p>	<p><b><u>Finance:</u></b> John Tauer accepted nomination to be Finance Chair.</p> <p><b>Motion:</b> Tom Kraus made a motion to approve John Tauer as Finance Chair.</p> <p><b>The motion was seconded by Fr. Doug and was unanimously approved.</b></p> <p><b><u>Development:</u></b> Mike Orme</p> <p><b>Motion:</b> Yvonne Houle-Gillard made a motion to approve Mike Orme as Development Chair.</p> <p><b>The motion was seconded by Fr. Tim and was unanimously approved.</b></p> <p><b><u>Facilities:</u></b> Jason Skagen will chair Facilities until a replacement is found.</p> <p><b>Motion:</b> Fr. Doug made a motion to approve Jason Skagen as Facilities Chair until a replacement has been found.</p> <p><b>The motion was seconded by Fr. Tim and was unanimously approved.</b></p> <p><b><u>Marketing:</u></b> Vacant</p>	<p>Geheren</p>

<b>Board &amp; Executive Director Goals</b>	<p>Cara will send out the goals to the Board for review. Feedback will be due September 12<sup>th</sup>.</p> <p>Goals will be discussed at the next Executive Committee Meeting and Board meeting. Cara will track feedback and send out to the Board.</p> <p>Mike and Cara are working on the Executive Director goals which will be finalized by October.</p>	Geheren
<b>Annual Letter from Board to Parents</b>	<p>Is Board information current on website? Mike Randall to complete.</p> <p>The annual letter will include upcoming work that will happen this year at Faithful Shepherd. Cara, Mike and Jen will work on the letter and tie back to the strategic plan. The letter will be routed to the Board for feedback before sending out to families.</p>	Geheren
<b>Audit Update</b>	<p>The Audit will be presented at the 9/25/18 Finance Meeting. The Board is encouraged to attend. It is a good learning opportunity to understand the financial piece of the school, which is a part of the Board member responsibility.</p> <p>The Audit will come to the October Board Meeting for approval.</p>	Randall/Geheren
<b>Senior Housing Development</b>	<p>Plans to build a senior housing development on the NE corner of Yankee Doodle Road and Lexington Avenue went before Eagan's Planning Meeting in September. Mike Randall attended the meeting.</p> <p>The 4 story, 173-unit senior housing development will include both assisted and independent living accommodations as well as a preschool.</p> <p>Mike voiced concerns to the planning commission which included: lack of notice to FSCS regarding the development - construction concerns with parking/safety, traffic – there will be transportation issues with the housing development's entrance located off of Discovery Drive.</p> <p>Mike spoke with the developer after the meeting and the developer is willing to meet with Mike to discuss working together.</p> <p>The senior housing development will go before the next Eagan City Council meeting held in September.</p>	Randall
<b>Communication with Families</b>	<p>Fr. Steven wondered if there is a sense we need to communicate with families at this time regarding recent news within the Catholic Church. Fr. Doug mentioned he sent letters to his congregation and Fr. Tim spoke to his congregation after Masses. Fr. Steven also mentioned he has communicated to families with visits and emails.</p> <p>As a group, it was decided Dr. Hendricks would include a note within the school newsletter ('News from the Principal' section) regarding Faithful Shepherd following the Safe Environment requirements and volunteer compliance items as outlined by the Archdiocese of St. Paul and</p>	Hoffman

	Minneapolis.	
	<b>Old Business</b>	
<b>Update on Policy Alignment Process</b>	The Committee Charters have been aligned in a similar format, similar vocabulary, etc. Edits will go to Mike Randall for review, then to committees for review, then back to the Board.	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>• Septemberfest: 800 tickets sold, event sponsorship up a bit from last year, expo on track with last year, next year possibly change format, 4 or 5 bands, variety of music – will have to evaluate after event to see if change in 2019.</li> <li>• Draft of Dashboard sent out to Board.</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>• Workshop week was inspiring!</li> </ul>	Hendricks
	<b>Committee Reports</b>	
<b>Marketing</b>	<b>No written report this month.</b>	Neuman
<b>Development</b>	<p><b>No written report this month.</b></p> <ul style="list-style-type: none"> <li>• Next meeting September 18<sup>th</sup>.</li> </ul>	Houle-Gillard
<b>Finance</b>	<p><b>No written report this month.</b></p> <ul style="list-style-type: none"> <li>• Finance Committee met last week. <ul style="list-style-type: none"> <li>○ We are ahead in terms of preparation and completion of the audit.</li> <li>○ Dashboard comes out next month.</li> </ul> </li> </ul>	Kraus
<b>Executive Committee</b>	<p><b>No written report this month.</b></p> <ul style="list-style-type: none"> <li>• Executive Committee did not meet yet.</li> </ul>	Geheren
<b>Facilities</b>	<b>No written report this month.</b>	Skagen

	<ul style="list-style-type: none"> <li>• Parking lot complete.</li> <li>• Gym refinishing complete.</li> <li>• Recess &amp; Athletic shed in process, Cub Scouts helping with project.</li> <li>• Chiller: Non-warranty issue popped up, Jason contacted company and they will fix for free (oil separation).</li> </ul>	
<b>Monthly Board Update</b>	No monthly Board update. Will include pertinent information within the annual letter.	Geheren
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 8:04 PM.	Fr. Tim
<b>Executive Session</b>	The Board adjourned, no Executive Session was held.	

**Next Board Meeting:** - October 2, 2018 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director’s Report – September 2018

**Enrollment Update**

	Enrollment	Last year	Transfer students
Kindergarten	32	42	
First	44	46	2
Second	44	38	1
Third	36	38	1
Fourth	38	47	2
Fifth	50	45	4
Sixth	45	47	5
Seventh	49	42	2
Eighth	43	44	2
	<b>381</b>	<b>389</b>	<b>19</b>

- We have 19 students transferring into grades 1-8 this year (compared with 12 last year).
- We have 15 students not returning (compared with 30 last year).

**Marketing Efforts:**

- Attended St. John Neumann’s Summer Sizzle August 4&5. Had a booth with information about the school and gave away 125 school bags. They were a big hit and could be seen throughout the crowd promoting the school. Received several inquiries for the coming school year.
- Working to set a meeting with SJN related to expanded hospitality weekends, partnering with faith formation, increasing our presence at the parish, and strengthening preschool relationship to include their preschoolers visiting this fall.
- Will have a booth at *Family Fun Night* and will be distributing a flyer to area preschools inviting them to our *Family Fun Night*.
- Will be participating in STB Fall Festival on Sept 9<sup>th</sup> with a booth and give-away items.

**Strategic Plan Update**

**Overarching strategy:** Ensure a rigorous academic program that integrates the Catholic vision of faith, service, and community.

**Strategic Initiative:** Better utilize library space for academics and meetings.

Have begun to research new bookshelves and library furniture used in other schools. Will work with Principal and several teachers to research options and devise a plan.

**Overarching Strategy:** Strengthen the student’s faith experience through a commitment to gospel values.

**Strategic Initiative:** Visible signs of faith shown throughout the building.

Installed new classroom signs with teacher's name/room number and have included one of two Scripture messages on each of the signs. They have been well received by teachers and parents.

**Overarching Strategy:** Build long-term financial stewardship that is transparent, aspirational, and ensures long term viability.

**Strategic Initiative:** Develop and implement a Pre-K-5 Enrollment Attraction Strategy and Plan.

With the help of Jen Neuman and Rob Grady, we reviewed five proposals from different firms and have selected two to bring in for interviews on September 6 (Metre) and September 10 (Imagewerks). Our plan is to select one of these firms and bring to the Board for approval. Both firms have projected timelines that have the work being completed by February.

**Overarching Strategy:** Strengthen organizational effectiveness.

**Strategic Initiative:** Hire professional marketing services.

(See above)

### **Fundraising Update**

- **SeptemberFest Weekend is September 21-23. Here is an update from Jon Weber:**

#### **Event Sponsors:**

Northwestern Mutual = \$12,300

Cub = \$7,500

Bremer Bank - \$2,500

MN Vikings = \$2,500

Total Construction - \$2,500

VW = \$5,000

Four corporate tents - \$10,000

Voggesang Ventures - \$2,500

TOTAL Event Sponsorship Current - \$44,800

#### **Expo:**

We have 2 tables sold @ \$1,000 and 24 tables sold @ \$500 for the Expo and are working with 12 more.

#### **Tickets:**

We currently have 714 sold!

- We have received a grant of \$11,750 for our annual marketing needs and an additional \$5,000 to be used for our website update as part of our Strategic Plan Initiatives.

### **Finance Update**



- Auditors have finished their field work and will be attending the Finance committee meeting on Tuesday, September 25 @ 6:30PM to present this year's audit. All Board members are invited to attend.

### **Facilities Update**

- Parking lot repaving is complete and went very smoothly. Contractor was very good to work with and finished on time.
- We installed banners on many of our light poles in the parking lot and may add more. Middle school classrooms were painted as well as the 1<sup>st</sup>/2<sup>nd</sup> grade pod area.
- Work is completed in our STEM lab and includes new paint and flooring, stand-up portable desks for the teacher, new laptop computers, and two 3D printers.
- A new outdoor storage shed is being built to house athletic and playground equipment.

## **Principal Report – September 2018**

### **Mission Statement**

Grounded in our Catholic Faith, we enrich each student's journey from pre-K to 8<sup>th</sup> grade by nurturing meaningful growth in academic achievement and service to Christ in the world.

### **Vision Statement**

We excel at academic preparation and development of the whole child, educating students in a diverse student body.

We inspire every student to build a lifelong commitment to Catholic values and service, to go forth as informed, ethical leaders with a lasting love of learning.

### **Staffing Updates**

- K-5 Spanish – Isabel Solano

*Isabel Solano is excited to join the Faithful Shepherd community as the Spanish instructor. Isabel has been a dedicated instructor with Futura Language Professionals since 2013. Her teaching experience spans preschool, elementary, and middle school students in both public and parochial schools. She is revered for her enthusiasm and positive relationships with student and administrators alike. Isabel obtained a bachelor's degree from El Instituto Tecnológico of Costa Rica and later obtained her teacher certificate from CELAC also in Costa Rica. As a native speaker, she will have the opportunity to ensure a unique prospective and enthusiasm for not only the Spanish language, but the cultural aspect as well. Isabel is looking forward to sharing her interactive teaching style with her new students!*

- Grade 2 – Jackie Abts
- Kindergarten – Katie Hoglund
- Read Naturally Specialist – Sarah Voelbel

### **Strategic Plan**

**Overarching strategy:** Ensure a rigorous academic program that integrates the Catholic vision of faith, service, and community

**Strategic Initiative:** Refine a STEM plan for Middle School

STEM lab has been updated. Twenty-seven computers have been purchased for the middle school STEM course. Design and Model is the first STEM – Project Lead the Way (PLTW) course that will be taught for the 2018-19 school year. Mrs. Kirby will be the lead teacher. Mrs. Meier will be an assistant teacher for middle school STEM. Mrs. Kirby attended a one-week PLTW course through the University of MN.

Mrs. Kirby led a forty-five-minute STEM introduction for faculty during workshop week. It was well received and generated positive discussion.

Grades 6-8 will be taking the Design and Model course on a specialist rotation (every 3<sup>rd</sup> day) for the duration of the year.

The STEM lab has been updated to resemble an industrial space: sealed cement floor, new paint, interactive wall space.

**Strategic Initiative:** Provide a positive school culture that reflects our Catholic values.

Positivity Project (P2) is the character-building program this is being implemented in the 2018-19 school year. Dan Keller and Megan Mosely will be the lead teachers. P2 is designed with twenty-four Character Strengths of Positive Psychology. These character strengths are closely aligned with

the virtues of our Catholic Faith. The Positivity Project will help bring the Faith to life for our students, as well as reinforce the type of culture we are trying to build. There is a strong focus on other people with the idea of decreasing narcissism and increasing empathy among our community (#other people matter).

Each week there will be the focus on one of the twenty-four characters. September's focus: week of September 9 - #other people matter; September 16 – Curiosity; September 23 - Teamwork/Citizenship; September 30 - Open Mindedness.

This is a school-wide initiative. Teachers will spend a minimum of 10 minutes a day on the character strength of the week.

**Overarching strategy:** Strengthen the student's faith experience through a commitment to gospel values.

**Strategic Initiative:** Hold annual retreat.

On Monday, August 27 (first day of workshop week) our faculty attended a retreat at Mount Olivet Retreat Center in Farmington. Carolyn Kolivitz was our retreat leader.

The retreats theme: Awakening to the Everyday Presence of God:

God's presence is so deeply woven into everyday life that it is often not obvious to us. Through quiet reflection and prayer as well as lively storytelling and discussion, this retreat invites us to start the new school year with an expanded awareness of God's loving and guiding presence in all that we experience.

Carolyn Kolovitz is a spiritual director at Loyola Spirituality Center in St Paul. Whether working with tween girls transitioning into womanhood, young adults embarking on new career paths, people at midlife feeling stuck on autopilot, or the dying as they review their lives and let go of the earthly realm – Carolyn focuses on self-compassion and connecting to what brings the most meaning to our lives.

Throughout the day faculty spent time in reflection and sharing.

### **Workshop Week – Monday, August 27 – Thursday, August 30**

A reflective, challenging, invigorating, fun week spent with a talented committed group. Some of the topics covered: Faculty Retreat, 3-year Strategic Plan, Positivity Project, CPR Training, Minnesota Nonpublic Schools Accreditation Association (MNSAA), NWEA Data Analysis, STEM/PLTW.

There have been so many great conversations, presentations, problem solving, creative thinking, collaboration, team building, and critical thinking happening this week. I wish every parent and School Board member could see what has gone on among faculty and staff this week. It is inspiring and exciting. I am looking forward to a great year!