

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

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert			Mike Randall, Executive Director
Joe Keating	Cara Geheren	Tom Kraus	Sheila Hendricks, Principal
Jen Neuman	Jason Skagen	Yvonne Houle-Gillard	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:36PM.	Neuman
Adoption of Agenda	<p>Motion: Yvonne Houle-Gillard made a motion to approve the November agenda.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Geheren
Approval of Minutes	<p>Motion: Jason Skagen made a motion to approve the October Minutes.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Geheren
New Business		
Push-In Model	<p>Ms. Price and Mrs. Swartout presented Co-Teaching: Push-In Model. They are co-teaching this year, five days/week, in Mrs. Swartout's 5th grade Reading class.</p> <p>What is push-in? Push-in services happen in the general education</p>	Heidi Price Jenny Swartout

classroom. The general education teacher, special education teacher and others (like speech therapists or occupational therapists) work collaboratively. This is called inclusive education.

The push-in provider brings the instruction and any necessary materials to the student. A reading specialist, for example, may come into the class to work with a student during language arts.

What are the benefits of a push-in model?

- Students miss less instructional time because they're not spending as much time moving between classrooms.
- There's less disruption to a student's daily schedule.
- There's more direct interaction between all of a student's providers.
- Students get to learn and practice skills in the general education classroom, which keeps them in the least restrictive environment.

What is Collaboration? Collaboration is a style of interaction between at least two co-equal parties voluntarily engaged in shared decision making as they work toward a common goal. One model for collaboration is co-teaching.

What is Co-Teaching? A teaching relationship in which general and special educators share responsibility for planning, delivery and evaluation of instruction for a heterogeneous group of students.

Teachers work in a coactive and coordinated fashion in which they use techniques which allow students of varying abilities to achieve their potential.

Components of Co-Teaching Relationship:

- Teachers are equally responsible for what happens in the classroom
- Decisions are made together
- Teachers share all roles
- Students needs determine classroom practice
- Both teachers facilitate learning and impact knowledge

	<p>What does Mrs. Swartout's Reading Classroom look like this year?</p> <ul style="list-style-type: none"> • Ms. Price and Mrs. Swartout are seen as two teachers not lead teacher and learning specialist teacher. • Daily interaction of planning and discussing our topics being presented during the school week. • Weekly meetings to discuss and plan our lessons. 	
FSCS Board Handbook	<p>A one-page document has been put together for the Board of Directors. This new Board of Directors Handbook document includes electronic links to essential board information such as: FSCS Articles of Incorporation, FSCS Bylaws, Board Policy Manual, Committee Charters, etc.</p> <p>Yvonne will add 'FSCS Board Handbook document reviewal' to the board calendar to ensure this document is updated going forward.</p>	Houle-Gillard
FSCS Onboarding Process	<p>The board is working to put documentation in place to assist our new members in becoming familiar with the Board process(es).</p> <p>The goal is to approve the onboarding process in April 2019 to coincide with the new board member selection process.</p>	Geheren
Old Business		
Approve Street Assessment Payment	<p>We have a \$18,076.56 street assessment payment due. The Finance Committee recommends paying the total amount due now (interest free) vs. paying a portion now and paying the remainder (plus interest) with property tax payments over the next 10 years.</p> <p>Motion: Fr. Doug made a motion to approve the \$18,076.56 street assessment.</p> <p>The motion was seconded by Tom Kraus and was unanimously approved.</p>	Kraus
Administration Reports		
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • November 8th at 6:30: Prospective Parent Night • Strategic Plan Update: Sent Google document to our teachers asking what changes they would like to see/do to bring their classrooms into the library space. 	Randall

Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • St. John Neumann – All Saints Day Mass was wonderful! After Mass, Sheila spoke with the parent of a new 7th grade student. He commented on how our school was so much better than his student's prior school, especially pertaining to our new STEM program. 	Hendricks
	Committee Reports	
Marketing	<p>No written report this month.</p> <ul style="list-style-type: none"> • Marketing (Metre Agency) updates included within Executive Director's Report. 	Neuman
Development	<p>Written report attached.</p> <ul style="list-style-type: none"> • Septemberfest and Gala updates included within Executive Director's Report. • STARFUND kickoff on 11/14/18. • STARFUND Grandparent's Letter will be mailed shortly, encouraging support of the STARFUND and school. 	Houle-Gillard
Finance	<p>No written report this month.</p> <ul style="list-style-type: none"> • Dashboard sent to Board members today. The Board was asked to review the confidential document and provide feedback accordingly to Tom Kraus. • Per Tom, we are ahead of plan financially in terms of the operating budget. • Working on Audit recommendations: <ul style="list-style-type: none"> ○ Faculty and staff will complete video training on careful use of online accounts ○ Process for approving new vendors was developed by Mike Randall and Kelly Larson. 	Kraus
Executive Committee	<p>No written report this month.</p> <ul style="list-style-type: none"> • Committee met this month, reviewed calendar, set agenda and began to look at both a Board assessment tool and a performance evaluation process for the Executive Director. 	Geheren
Facilities	<p>No written report this month.</p> <ul style="list-style-type: none"> • No meeting held in October, committee will meet in November. 	Skagen

Monthly Board Update	Jen Neuman will write up a board update for next Wednesday's newsletter.	Geheren
	Additional Notes	
Closing Prayer	The meeting ended at 8:17 PM.	Skagen
Executive Session	The Board adjourned, no Executive Session.	

Next Board Meeting: - December 4, 2018 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – November 2018

Enrollment Update

We have enrolled six more students since our last Board meeting, increasing our enrollment to 387, two shy of our enrollment last year! Families transferring in continue to tell us that they had heard very positive comments about our school and decided to make the switch.

	Enrollment
Kindergarten	31
First	44
Second	45
Third	36
Fourth	39
Fifth	50
Sixth	50
Seventh	49
Eighth	43
	387

Marketing Efforts:

Sales/Marketing Efforts for the month of October:

- Participated in Church of St. Peter Fall Festival. 3 leads. Gave out FS bags.
- Obtained updated K-8 Student Lists for Districts 197 & 199 & 196. Mailing sent the week of October 22nd promoting Prospective Night and Open Houses.
- Kindergarten Experience Event hosted for St. John Neumann families on October 26. 35 invited, 3 families attended.
- Kindergarten Experience Event hosted for St. Thomas Becket on Oct 31. 13 attended.
- Held Hospitality Weekends at St. Thomas Becket and Church of St. Peter Oct 26-28.
- Participated in New Parishioner Breakfast October 28th at St. Thomas Becket. Middle Schoolers entertained children with crafts at the event.
- Attended Halloween HodgePodge October 28th at Eagan Community Center. 800 give-aways.
- Participated in Treat Truck Event at St. John Neumann on October 27th.
- 75 dedicated invite given to all FSCS Preschool families for the Prospective Night.
- Prospective Night/Open House flyers given to area preschools.
- Bulletin entries for Prospective Night/Open House for 3 parishes as well as at Mary Mother in Burnsville, St. Patrick's in Inver Grove Heights, and sent to Sun Times Eagan.
- Email Blast to prospective families advertising our Prospective Night and Open Houses.

- Email Blast to 3 parishes advertising our Prospective Night and Open Houses.
- Email Blast to LADC Families advertising our Prospective Night and Open Houses.

Strategic Plan Update

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

Strategic Initiative: Evaluate facility for effective MS environment. Create a commons-like space for MS students. Repurpose unused MS office space for student-oriented small group work.

Held our first committee member with several middle school teachers. Brainstormed ideas on how to utilize current space and create a commons area. Plan is to research ideas and share with full middle school staff in two weeks for feedback and input.

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

Met with representatives from KI furniture. They have worked with several schools, including Our Lady of Grace in Edina, to repurpose and redesign library spaces. They will give us an initial design as a starting point from which to work.

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

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

Getting bids on printing Saints banners to hang in the gym and on an internal digital signage system with display monitors around building.

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.

Work continues with the Metre Agency. They conducted a focus group interview with first grade students as well as a parent focus group on October 25. Continue to meet with them every two weeks. Next steps are to begin reviewing logo clean-up, new website wireframe, brand guidelines, and set-up photo shoot.

Overarching Strategy: Strengthen organizational effectiveness.

Strategic Initiative: Hire professional marketing services.

(See above)

Fundraising Update

- Current net for SeptemberFest is \$106,700! Anticipated net is \$115,000, almost double last year's total! I have been meeting with Jon Weber to finalize plans for next year, including musical talent. Will present plan to the Board in December.
- Our Gala planning committee held their first meeting on October 9. They have about 10 people on the committee so far and are recruiting more members. This year's Gala will be held February 23 at Southview Country Club.
- Kick-off for the STAR Fund campaign will be November 14 @ 6PM. We currently have 17 volunteers who have agreed to make calls. Mailing will go out week of November 19. The alumni parent campaign chaired by Jim and Deb Burns and Brian and Marcia Howard will host an alumni parent gathering November 15 at Union 32 in Eagan. Solicitation letters will be mailed November 2.

Finance Update

- Financials are trending positive through September. Finance committee has an updated Dashboard to share. Plan is to revise once more to be a bit more succinct. Finance committee is recommending paying our street assessment of \$18,076.56 in full. Payment is due by 12/06/2018.

Facilities Update

- Had to replace two garbage disposals in kitchen. Work to be completed November 2.

Principal Report – November 2018

Mission Statement

Grounded in our Catholic Faith, we enrich each student's journey from pre-K to 8th 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.

Strategic Plan

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

Strategic Initiative: Strengthen Catholic Science, Technology, Engineering, and Math (C-STEM) in the curriculum.

Action Step: April Kirby, middle school STEM instructor, proposed two new Project Lead the Way curriculums for Middle School STEM: Computer Science for Innovators and Makers; Automation and Robotics.

At a leadership luncheon at Cretin-Derham Hall in October I asked if their STEM program has any prerequisite courses that would help prepare students for their high school STEM experience. I will wait for their response. I have reached out to Academy of Holy Angels with the same question.

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

Action Step: Continue to improve a defined character-building program(s)...

Third grade team presented P2 anecdotes at October's faculty meeting.

Trying to engage parents in P2, I add a character chart and video of the character trait of the week to weekly newsletter. To help encourage/engage teachers, each Friday I share a video of next week's character trait using one of the grade level curricula. Please click on below video link to see an example of this week's character trait – creativity - from 4th grade curricula:

<https://youtu.be/nFA6JSrzV6k>

October's character traits: Open Mindedness; Integrity; Perspective; Creativity

November's character traits: Bravery and Gratitude (Gratitude is on for two weeks in November); Last week in November: Knowing my words and actions affect others

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

Strategic Initiative: Enhance the liturgical experience of FSCS Mass

Action Step: Provide more engaging musical experience

Mr. Wolf is introducing a new song each week for school mass. Mr. Brones has agreed to share his gift of guitar music at each school mass. Also, one of our students is accompanying Mr. Brones and sharing her gift of guitar playing at each school mass.

Action Step: For Priests to engage more students during Mass.

Priests have been doing a wonderful job of getting all students involved in the homily.

Father Peter stayed after school mass at St John Neumann with students from 5th through 8th grades. Middle School students had prepared questions for Father Peter. Some of the

questions were about being a priest, some were about the mass, and some were about Eucharist. Father Peter did a wonderful job communicating with our middle school students.

Overarching Strategy: Commit to a collaborative community engagement strategy.

Strategic Initiative: Strengthen the FSCS school, parish, and family relations, and engagement.

Action Step: Execute and plan for strategic collaboration between the parishes and school. Faithful Shepherd's first school mass at one of our Parishes took place at Saint John Neumann on November 1, 2018, All Saints Day. Good attendance from both Faithful Shepherd families and St John Neumann parishioners. Some parishioner responses were very positive. They thoroughly enjoyed seeing all the students together at mass. Father Doug's comment: "This brings life to our church." It is a small step in fulfilling our mission to grow into one body of Christ. Thank you to Saint John Neumann for their warm presence in welcoming students, faculty, and families.

St. John Neumann and St. Thomas Becket's preschool visited Faithful Shepherd in October. (4 families from St. John Neumann; 13 students and 4 teachers from St. Thomas Beckett) Preschool students rotated from gym, music, robotics, and snack. Faithful Shepherd students welcomed preschool students and interacted with them to help them enjoy each class experience. Gen Claude and I visited with parents as they dropped students off in the morning. Preschool teachers stayed here with students. It was a positive experience.

Faculty Meeting- Celebrations/Mistakes

Share outs from October faculty meeting:

Mrs. Tobja – Celebrated new Wobble Chairs in her classroom and how well students have responded to them.

Mrs. Smith – English Language Arts (ELA) new middle school schedule is working beautifully. She is impressed with the material and depth that has been covered already this year.

Ms. Pfahl – Celebrated 100% student participation in Square One Art. She is very excited about this year's projects.

Mrs. Miller – Shared a fun story about preparing her students to be respectful to our Kenya visitors. Part of the respect was to eat with utensils and not pick food up with our hands. Several of our student council members joined us for lunch. Much to the surprise of student council members, our Kenyan guests picked up their chicken sandwich with their hands. Our student council members were shocked; however, Mrs. Miller had given them clear directions, that out of respect, students should not pick up food with their hands, so they didn't. Mrs. Miller said in the next day debriefing during math class. The students told their story and said, "Do you know how hard it is to cut chicken sandwiches?" It brought laughter to our faculty.

Mr. Brew – Shared his story about preparing for two new middle school students. The previous Friday, he had everything ready to go as he smugly left school. On Monday as the students, parents, and principal were standing outside his classroom, he realized he hadn't looked for open lockers! He panicked for about 30 seconds, then told the students, bring your items into the classroom, I'll get you a locker by noon. This also was something we all related to, thinking we are on top of our game, to find out we have forgotten something. Once again laughter was heard among faculty. Great stuff!

Quote from this week's P2 character trait - creativity:

"There is no innovation and creativity without failure." Brene Brown

God bless,

Sheila Hendricks, Ed.D.

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Faithful Shepherd Catholic School
Development Committee Meeting Minutes – October 16, 2018
(Unapproved)

Attendees: Mike Orme, Mike Randall, Joe Spah, JJ Kirby, Michelle Weber (via phone), and Yvonne Houle-Gillard.

Unable to attend: Tom Cierzan, Jeff Simek and Mark Hechtl.

1. An item, The Development Committee’s Role, was added to the agenda. The October agenda was approved.
2. The September Committee meeting minutes were approved.
3. Michelle Weber provided a recap of SeptemberFest 2018.
 - Family Fun Night was a great community building event with expenses and revenues similar to the prior year.
 - Poker revenues were down a bit from the prior year; however, it was well attended with 50 participants.
 - Rock the Flock had over 3600 patrons and 12,000 beers served. The weather was favorable, expenses were down, and revenue was up. Patrons were extremely appreciative of the free bottle of water they received as they left.
 - We are on track to make \$100,000 net profit, compared to \$60,000 raised in 2017. There is still some money to collect.
 - 94% of volunteer positions were filled, over 900 hours of volunteer time donated.
 - St. John Newman called to host the 2019 outside Mass.
 - The committee thanked Michelle and Jon for their leadership of SeptemberFest.
 - Jon Weber is willing to chair the 2019 event. He is interested in having another couple shadow the 2019 preparations and event in preparation for the following year.
4. The committee discussed plans for STAR Fund 2018-2019
 - JJ Kirby asked a couple to co-chair the event, but has not yet received a reply. He will follow up with them.
 - Committee members have agreed to volunteer for the STAR Fund and call other FSCS parents to recruit additional STAR Fund callers.
 - **Mike Randall** will send a letter to K-2 families about the STAR Fund Committee and request volunteers to assist as STAR Fund callers.
 - There will be an alumni parent reception on November 15 from 5:00-7:30 at Union 32; it will include a short program focused on the STAR Fund. Jim and Deb Burns, and Brian and Marcia Howard are hosting the event.
 - **Mike Randall** will contact Jim and Brian about the possibility of a STAR Fund calling event for alumni parents.
 - Tom and Cathy **lnnot** are FSCS grandparents. They are going to write a letter sent to FSCS grandparents to encourage them to support the STAR Fund.
 - Mike submitted a request to CSCOE for a challenge grant to match alumni parent donations. The funding could be used for scholarships for new students.
 - The STAR Fund Kick Off will be on November 14. A pre-letter will be sent the week of November 12 and the formal “ask” will be mailed the following week.

5. Mike Randall provided an update on 2019 Gala.
 - The committee held its first meeting last week.
 - Meagan Galbari and Elizabeth Pershing will co-chair the event. Tracey Citron will be shadowing the co-chairs; she and Megan will serve as co-chairs for the 2020 Gala.
 - Gala will be held on February 23 at the Southview Country Club.
6. Development Committee Role – The committee discussed its charter. It includes having representatives from fundraising committees be part of the development committee and establishing a budget for fundraising events. Faithful Shepherd needs to raise a minimum of \$250,000 from fundraising activities; this is the amount of fundraising included in the 2017-2018 budget required to support general operations. It was clarified that electric moment funds are designated funds, which are kept separate from general operating funds.
 - **Mike Randall** will gather fundraising results from the past 3 years and share with the committee.
 - **The Development Committee** will establish goals for 2019-2020 fundraising events in Spring 2019.