**Faithful Shepherd Catholic School and Tri-Parish Center**

**Board of Directors Meeting**

**February Approved Minutes**

**Date: February 5, 2019**

**Board Members Present:**

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

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| --- | --- | --- |
| **Description** | **Discussion** | **Action By** |
| **Invocation** | The meeting began at 6:36PM. | Fr. Doug |
| **Adoption of Agenda** | **Noted Changes to Agenda:** * Gala Electric Moment should be under Old Business vs. New Business.
* Closing Prayer will be Fr. Steven.

**Motion: Jen Neuman** made a motion to approve the February agenda with the noted changes above.**The motion was seconded by Fr. Doug and was unanimously approved.** | Geheren |
| **Approval of Minutes** | **Noted Changes to Minutes:*** Within the Finance Committee Report Section, Dashboard **was** distributed to Board Members prior to the January Board Meeting.

**Motion: Tom Kraus** made a motion to approve the January Minutes with the noted Finance Committee Report change.**The motion was seconded by Fr. Steven and was unanimously approved.** | Geheren |
|  | **New Business** |  |
|  | No New Business this month. |  |
|  | **Old Business** |  |
| **Gala Electric Moment** | Mike Randall presented on the **2019 Gala Electric Moment: Library Remodel.** The Library Remodel consists of many great opportunities for our Faithful Shepherd students including: * Creation of a Makerspace with tables/seating for 24 as well as Makerspace storage. *The Makerspace will be incorporated into Computer K-5 curriculum in 2019-2020.*
* Moveable Smartboard with virtual reality capabilities
* Updating the fishbowl area for enhanced classroom learning opportunities
* Creation of a common space for our Middle School students in the library loft
* New bookshelves, soft sided seating and carpeting throughout the library

Within the next few weeks, Mike and Sheila will look at furniture and/or visit schools with this furniture to see how it holds up. There will be fewer books in the Library with the remodel. One third will be on display, one third within storage (to rotate out) and the remaining one third may be donated. We will be utilizing an intern from St. Kate’s to assist with this project.Mike is looking for Board approval of the Library Remodel project for the Gala Electric Moment.Tom Kraus mentioned the Library Remodel is a part of the Strategic Planning Process and he supports this project.Cara Geheren mentioned our Library is a beautiful, underutilized space, it is a unique environment with great opportunity.Yvonne Houle-Gillard is concerned about the loss of books.Jason Skagen inquired about the time line for this project. Mike mentioned it would be worked on over the summer. It would take 8 to 12 weeks from order to completion.**Motion: Jen Neuman** made a motion to approve the Library Remodel project as the 2019 Gala Electric Moment.**The motion was seconded by Yvonne Houle-Gillard and was unanimously approved.** | Randall |
|  | **Administration Reports** |  |
| **Executive Director’s Report** | **Written report attached.****Additional comments:*** We have 20 Kindergarten applications at this time.
* STEM Open House Date to be rescheduled.
* February 20th School Mass will be held at St. Peter’s Church at 10 a.m.
 | Randall |
| **Principal’s Report** | **Written report attached.**  | Hendricks |
|  | **Committee Reports** |  |
| **Marketing** | **No written report this month.*** See Executive Director’s Report for Marketing updates.
 | Neuman |
| **Development** | **Written report attached.*** Thank You cards signed for STARFUND.
* Committee discussed establishing a vetting process for new fundraising events.
* October 16, 2018 Development Committee Meeting Minutes approved and attached.
 | Houle-Gillard |
| **Finance** | **No written report this month.** * December Dashboard distributed.
* Budget favorable at this time.
* Finance Committee would like feedback from Board regarding Dashboard.

  | Kraus |
| **Executive Committee** | **No written report this month.** * The Committee met on January 16th.
* Working on Board assessment and performance evaluation processes, library discussion.
 | Geheren |
| **Facilities** | **No written report this month.*** Upcoming meeting once library remodel finalized.

  | Skagen |
| **Monthly Board Update** | Revisit next meeting, report in March. | Geheren |
|  | **Additional Notes** |  |
| **Closing Prayer** | The meeting ended at 7:30 PM.Both Yvonne and Cara will be absent from the March 5th meeting due to conflicts. Tom Kraus will run the March Board Meeting.  | Fr. Steven |
| **Executive Session** | The Board adjourned, no Executive Session. |  |

**Next Board Meeting:**  - March 5, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.**Executive Director’s Report – February 2019**

**Enrollment Update**

Registrations packets were sent home the week of January 14 with a requested return date of March 1. We have a current list of 77 prospective Kindergarten students who have expressed an interest in our school, 19 of whom have already applied (4 are siblings) and 5 have told us they will apply. In addition, there are another 17 potential siblings who have not yet applied. We continue to work closely with our preschool director and staff to retain as many of those students as possible.

**Marketing Efforts:**

**Sales/Marketing Efforts for the month of January:**

* We held our annual Middle School Information Night on January 24. About 30 people attended the event, mostly current families. We did have two prospective families attend. Program included presentations from Holy Angels principal Heidi Foley, FSCS alums Zach Muetzel and Marie LaFrance (both seniors in high school), alumni parent Cara Geheren, and our middle school STEM and ELA teachers. Parents then attended breakout sessions with the remaining middle school teachers. The program was well received by those in attendance.
* Mailed 5184 postcards promoting our *Middle School Info* *Night* and *February Open House* the week of January 7 to a purchased list and District 199 & 197 lists.
* Bulletin announcements for Church of St. Peter, St. John Neumann and St. Thomas Becket advertising Middle School Info Night, February Open House and Catholic Schools Week events.
* Bulletin announcement for Church of St. Patrick (IGH) advertising Middle School Info night. Information also given to Grades 5-Middle School Faith Formation Director.
* Email blast sent to STB, SJN, SP families with young children as well as sent to SP, STB and SJN Faith Formation Directors for distribution for February Open House.
* Ad placed in Eagan Sun Times Best of Eagan magazine- advertising Middle School Info Night and February Open House.
* Announcement placed in Eagan Sun Times newspaper regarding MS Information Night.
* Robotics event held January 18 for our preschoolers. They loved the chance to learn more about Marvin the Robot in a presentation given by FS alumni. Letter sent home to preschool families highlighting the experience.
* Invited prospective families to Middle School Information Night Jan 24.
* Catholic Schools Week- joint activities planned with preschool/K-8.
* 7th grade/Preschool buddy event on held January 23.

**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.

Plans are to use part of the library loft as a potential commons space, along with adding soft seating throughout the middle school pod. We are also looking at converting two office/storage spaces into flexible learning spaces for small group work.

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

We have received three proposals for updating the library space and all of the firms have experience working with schools and libraries. Proposals include soft seating, collaborative work areas, a Makerspace and interactive learning areas, and new book cases. We have also received three proposals for replacing the carpeting and are waiting for one more. Plan is to evaluate all proposals, visit sites to preview furniture, and make final decision once we know how much money is raised through the Electric Moment.

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

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

We have received a painting of Jesus from an artist affiliated with Our Lady of Grace Parish and School in Edina. Once framed, it will be put on display near our chapel. We are still trying to locate images of the saints representing our three parishes that will reproduce well in a large banner format in the gymnasium. We are also working to replace crucifixes in certain classrooms to represent various countries. Each classroom had one when the school opened.

**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.

Continue to work with Metre Agency to complete this initiative. We are close to finalizing the comprehensive marketing plan and communications calendar, work continues on the new website, and taping for new school videos will begin February 8.

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**Fundraising Update**

* Final net for SeptemberFest is $119,225.
* STAR Fund current total is $66,800 with gifts from 101 donors. Last year at this time we were at $79,000 with gifts from 113 donors. The dollar shortfall is primarily due to four donors who last year gave a total of $30,000 but have not yet donated this year. I’m hopeful that we will receive at least half of those gifts this year. I will continue reaching out to donors who gave last year, as well as new donors. We will do a final spring mailing and also look at doing a spring phone-a-thon. Giving among alumni parents is up while current parent giving is down. However, it’s important to note our increased level of sponsorships from our parent community for both SeptemberFest and the Gala.
* Our Gala planning committee continues to meet and solicit donations and sponsorships for this year’s event. This year’s Gala will be held February 23 at Southview Country Club. We have raised a total of $23,750 in sponsorships this year, compared with $10,000 last year.

**Finance Update**

* Financials continue to trend positive through December. Finance committee has an updated Dashboard that is included in the Board packet.

**Principal Report – February 2019**

**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: Evaluate the Middle School experience.**

 **Action Step:** Review class offerings by conducting a comparative study of

other area school offerings.

 Middle School teachers are reaching out to other area middle schools

 Collecting information on the following:

1. How many students do you have in middle school?
2. Where do your students typically go to high school?
3. What core classes do you offer in your middle school program. How often do they meet?
4. Which classes do you offer advanced, honors, or basic?
5. What specialist classes does your middle school offer” How often do they meet?
6. Do you offer any electives? What are they and how often do they meet?

We plan to evaluate and discuss at March middle school meeting.

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

 **Action Step: Establish additional ways for FSCS students to foster a deeper and**

 **more personal relationship with Christ throughout their school day.**

Priests have visited several times throughout December. Father Steven is

Coordinating with Mrs. Dahlheimer to continue visits with Middle School religion classes

**Action Step: Continue to improve a defined character-building program…**

This week we are exploring the character strength: Social Intelligence

Click below link for Social Intelligence video – Trailer from Abraham Lincoln movie:

 <https://youtu.be/KJVuqYkI2jQ?t=9>

February character strengths**: Social Intelligence, Love, Wildcard /Make-up**

 **January Faculty meeting teacher celebrations/mistakes:**

 April Kirby – STEM lab supplies on tables learned they were a great distraction. Moved

 them until students need them. Much improvement!

 Secondly, celebrated team teaching with Mrs. Meier and everything she has

 learned from team teaching.

 Eileen Boehm – Students helped figure out a science experiment.

 Peggy Hirsch – Celebrated biographies students completed from wax museum project.

 Kate Larson – Students ability and willingness to speak after mass announcing Faith In

 Action accomplishments. A second celebration was students bringing in

 Instruments for a science sound unit.

 Debbie May-Olson – Celebrated how one 8th grade student per table group was trained

 On digital thermometer technology. Students then trained their peers.

 Karen Swain – Celebrated first grade solids/liquids unit. As students explored a variety

 liquids in bottles, Mrs. Swain heard comments: “This looks just like the liquid I

 Have at home to make slime. It’s the same color too.” “It couldn’t be soap

 because soap would be much thicker.” If students disagreed, each would defend

 his/her guess by giving reasons why they thought a liquid was a particular kind.

Jenny Swartout – Celebrated mixture/solution science unit and the curiosity students

 shared. Also, celebrated that 16 out of 19 fifth grade boys play basketball for

 Faithful Shepherd. All the boys have scored at games.

**CSCOE** – Catholic School Center of Excellence (CSCOE) is sponsoring principals in the Archdiocese to attend NCEA conference in Chicago. I will be attending the NCEA conference week of April 22-26.

**Catholic Schools Week** **2019**– It may go down in history as the only one day of school Catholic Schools Week. We will reschedule Donut Man, Matt Birk, and Mass at Saint Peter’s Catholic Church. Catholic Schools Week committee will reconvene and recommend activities to make-up during the month of February.

Traditional teacher/staff verses 8th grade basketball games was held on Friday. It is one of the “happiest” activities I have witnessed at Faithful Shepherd. When I look around the gym, everybody is smiling. It is great energy!

God bless,

Sheila Hendricks, Ed.D.

**Development Committee Meeting**

**Tuesday, January 15, 2019**

**DRAFT Minutes**

Attendees: Mike Orme, Mark Hechtl, Mike Randall, J.J. Kirby, and Yvonne Houle-Gillard.

Unable to attend: Joe Spah, Michelle Weber, Tom Cierzan, and Jeff Simek.

Minutes

1. Mike Orme called the meeting to order at 6:05 p.m.
2. October meeting minutes were approved as amended.
3. Mike Randall provided 2018-2019 StarFund update: $54,759 has been donated by 97 people. This compares to $66,550 donated by 101 donors this time last year. Our goal is to raise $100,000. We will send another letter in the spring to individuals who have not yet made a 2018-2019 StarFund donation. We may also hold a call-a-thon event in the spring.
4. The committee discussed establishing a vetting process for new fundraising events, including considering potential impact to other fundraisers, as well as the potential to attract new donors. The committee discussed creating a document to be filled out by interested parties, which could include budget information, anticipated expenses, estimated fundraising goal, number of volunteers needed, timing of event, and people who will chair the event. Mike Randall has contacted Catholic high schools to see if they have an established vetting process for new fundraising events. We will discuss this further at our next meeting.
5. Mike Randall mentioned that the amount budgeted for fundraising for the 2019-2020 school year will be an average of the amount raised during the last three years: SeptemberFest - $87,000, Gala - $75,000, STAR Fund - $75,000, and Read-A-Thon - $35,000. The committee discussed having the Development Committee be comprised of chairs of major FSCS fundraisers, along with the board representative and at large members. The committee would meet on a quarterly basis.
6. Mike Randall mentioned that Faithful Shepherd has plans to send a mailing to alumni this spring to obtain current contact information for alumni, so we can update the alumni database. The school database currently tracks parent contact information, as well as information regarding grandparents, when it is available.
7. The Development Committee signed thank you cards for Star Fund donors, and then the meeting was adjourned.

**Faithful Shepherd Catholic School**

**Development Committee Meeting Minutes – October 16, 2018**

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 Ihnotare FSCS grandparents. They are going to write a letter to be 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 discuss goals for 2019-2020 fundraising events in Spring 2019.