

Faithful Shepherd Catholic School and Tri-Parish Center
 Board of Directors Meeting
 March Approved Minutes
 Date: March 5, 2019

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		Tom Kraus	Sheila Hendricks, Principal
Jen Neuman	Jason Skagen		Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:35PM.	Neuman
Adoption of Agenda	<p>Noted Changes to Agenda:</p> <ul style="list-style-type: none"> • Jen Neuman will lead opening prayer. • Jason Skagen will lead closing prayer. <p>Motion: Fr. Tim made a motion to approve the March agenda with the noted changes above.</p> <p>The motion was seconded by Fr. Doug and was unanimously approved.</p>	Kraus
Approval of Minutes	<p>Motion: Fr. Doug made a motion to approve the February Minutes.</p> <p>The motion was seconded by Jen Neuman and was unanimously approved.</p>	Kraus

	New Business	
Summer Programming	<p>Dan Keller presented FSCS Summer Program plans to the Board.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> • A Summer Program Survey was sent to families after Christmas Break inquiring if they have an interest in summer programming at FSCS. Within 48 hours, 100 responses were received, 83 of the 100 indicated a positive (yes) response. • Registration email for the FSCS Summer Program was sent. Currently, 24 students have registered for the program. Families are able to sign up students for the program on STARPAY. <ul style="list-style-type: none"> ○ First student: \$50 family registration fee ○ Additional student(s): \$1 registration fee • Summer Programming would be available 5 days/week (except July 4th), approximately 7AM to 6PM. Families may sign up for a half day, whole day or multiple days throughout each week(s) during summer. • Summer Programming goal is to provide a service to our families and help build community. <ul style="list-style-type: none"> ○ 15 to 1 (Student/Teacher Ratio); alumni students would also assist staff member. • Dan is currently looking at weekly plans, staffing, costs, etc. for our FSCS Summer Program. Plans include continuing the Positivity Project, Church Retreats, Nursing Home Visits, continuation of faith-based education, etc. • This is a great opportunity for students to come together and be with friends and be a part of the FSCS community during the summer. • Dan plans to meet with Board Members (Jason Skagen, Joe Keating and Tom Kraus) and Sheila Hendricks to further discuss the Business Plan for the Summer Program. Next steps will be determined after this meeting. 	Keller

	Old Business	
Library Update	<p>Mike Randall discussed funding and costs of the Library Remodel with the Board. Mike will look at furniture and carpeting in the coming weeks. Three companies have been contacted to provide bids on painting as well.</p> <p><i>Yvonne Houle-Gillard was out of town for the March 5th Board Meeting, the following communication occurred via email:</i></p> <p><i>Yvonne's email to Mike Randall on March 4th:</i> I see that the library update is on the agenda for Tuesday. I still have questions about plans to reduce the number of books in the library. Have we consulted with our teachers about the reduction in books? How do they feel about these plans? Do they have the option of keeping some of the books in their classrooms? How will we decide which books to remove from the library? Are we reviewing data about which books are never/rarely checked out to influence this decision? I believe there are plans to give some books to another school - correct? Do we have any options for students to check out online books that they can read from their Chromebooks (for example, the CloudLibrary app allows you to check out e-books from your local public library if you have a library card).</p> <p><i>Mike's email response to Yvonne on March 5th:</i> Thanks Yvonne, Dr. Hendricks will be coordinating the book selection process. Teachers will let her know which books they would like to keep. Our IT staff, Lisa LaFrance, is working with our library software company to run reports that will show us the history of books being checked out. This will help in the selection process. We will attempt to donate the books we decide to eliminate to another school or an organization like Books for Africa. Not sure about the online piece but we can have Lisa check into that option.</p>	Randall
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • We have 30 Kindergarten applications at this time; anticipate 43 to 45 Kindergarten students. • We have received 165 student deposits, last year at this time we had received 185 student deposits. • Looking into continuous enrollment next year. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • We received a CSCOE Impact Grant, this will allow our K-5 STEM program to move forward next fall. K-5 teachers will 	Hendricks

	<p>attend training at the U of M over the summer. April Kirby will be the lead teacher for K-5 teachers.</p> <ul style="list-style-type: none"> • Sarah Meier and Sheila Hendricks will be looking at makerspaces in the coming weeks. • St. Peter's Mass was rescheduled twice, will try again next year. • Thanks to Mr. Kirchner and Salesforce.com for their generous donation to our Robotics program. 	
	Committee Reports	
Marketing	<p>No written report this month.</p> <ul style="list-style-type: none"> • Working to create a larger Marketing Committee. 	Neuman
Development	<p>No written report attached.</p> <ul style="list-style-type: none"> • Development Committee did not meet last month. 	Kraus
Finance	<p>No written report this month.</p> <ul style="list-style-type: none"> • Revised Dashboard distributed to Board Members. • Budget favorable at this time. • Start to look at 3-year proforma, important to continue to grow enrollment. 	Kraus
Executive Committee	<p>No written report this month.</p> <ul style="list-style-type: none"> • The Committee met to set tonight's agenda. • Continue to work on Board assessment and performance evaluation processes. The goal will be to bring assessment and evaluation processes to Board at the April meeting. 	Kraus/Randall
Facilities	<p>No written report this month.</p> <ul style="list-style-type: none"> • Upcoming meeting once library remodel finalized, determine summer plans, etc. 	Skagen
Monthly Board Update	Board discussed quarterly vs. monthly updates. Determined quarterly, no update at this time.	Kraus
	Additional Notes	
Closing Prayer	The meeting ended at 7:45 PM.	Jason Skagen

Executive Session	The Board adjourned, no Executive Session.	
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Next Board Meeting: - April 9, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – March 2019

Enrollment Update

We currently have 25 Kindergarten applications. 19 are new families and 6 are current siblings (of a possible 22). Some of those siblings are planning to stay in preschool another year. Thus, we are projecting a kindergarten class of 43-45 based on remaining siblings and feedback from our prospect list.

To date, we have received 146 deposits for next year. That's a little behind where we were last year at this time. We will begin sending out reminders via the newsletter and email blasts. We are going to look at implementing a continuous (automatic) enrollment process for next year.

Marketing Efforts:

Sales/Marketing Efforts for the month of February:

- All School Open House held February 5. 3 families attended. 4 snow days the week prior and Friday February 7 day off may have been factors.
- Email blast to all preschool families followed up by a flyer sent home encouraging them to Apply Now!
- Invites to our March 8 Kindergarten Breakfast sent to all who have applied, all LADC Kinderstart students, and all strong prospects.
- Continue to follow-up with all strong prospects via email and phone calls.

Upcoming and Ongoing Marketing Efforts

- Attending Eagan Community Connections Event- March 2nd- Eagan Community Center
- Kindergarten Breakfast- March 8th - All families that have applied as well as all LADC preschool families as well as prospective families invited.
- Partnered with Kristin for all Preschool Tours.
- Will have ongoing Kindergarten Experiences each month for our preschoolers.
- Working on dedicated invites to each of our 3 parishes inviting them to attend an All School Mass with Tour/Meet & Greet to follow.
- Preschoolers to join us for All School Mass TBD. Kinderstart preschool parents invited. Reception with Sheila to follow

Public Relation Efforts:

John Tauer, chair of our finance committee, joined me for a presentation to the St. John Neumann finance committee on February 26. We provided an update on the school and how the additional funds they are providing for scholarship assistance are benefitting the school. It was a good meeting and they have asked us to return again. On March 12, Dr. Hendricks and I will be providing a school update to their Common

Committee meeting. We did the same thing last year and it too was well received. We hope to do similar presentations at each parish.

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.

Currently evaluating the three proposals we have received and making sure they include all necessary components, and will visit each vendor to see the actual pieces. Have received five carpeting proposals and are currently soliciting proposals for painting.

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. Current work includes finalizing the marketing plan, conducting interviews for a new video, and finalizing design for the new website, newsletter, and brochure.

Fundraising Update

- This year's Gala was a huge success! We had 264 attendees compared to 220 last year. The Electric Moment raised \$41,000 for the library remodel (qualifying us for a \$25,000 Challenge Gift from CSCOE). Corporate sponsorship was up \$15,000 over last year. We are awaiting funds to be processed through ClickBid as well as finalizing all expenses. Should have a net total soon!
- STAR Fund current total is \$74,000 with gifts from 106 donors. Last year at this time we were at \$85,000 with gifts from 118 donors.

Finance Update

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

Principal Report – March 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.

Spelling Bee - Congratulations to defending champion Micki Verdeja, runner up Brooke Meyer, and top fourth grade student, Nicole Clausen. Thursday, February 7 marked the make-up day for the fourth and fifth grade spelling bee which went 14 rounds.

Congratulations to all participants! It was a great competition.

Home and School – **Shout out to Home and School** for honoring teachers and staff in February for Catholic Schools make-up week. Each day Home and School members provided delicious nourishment, treats, and support. Faithful Shepherd faculty and staff greatly appreciate everything Home and School do for Faithful Shepherd and making others feel appreciated.

Robotics – **Chad Kirchner and Salesforce** helped to improve Faithful Shepherd's Mindstorms robotics program with a grant to invest in additional equipment to build and grow Mindstorms Robotics.

Below are some of the additional equipment purchased with the Salesforce grant:

- EV3 Core and Expansion Set and Software Classroom Packs
- EV3 Infrared Sensors
- EV3 Infrared Beacons
- EV3 Space Challenge Set

Ms. Duffy for her efforts in bringing Mindstorms Robotics and teaching valuable skills to our students at Faithful Shepherd and having a vision to grow robotics. Great team work among Ms. Duffy, Mr. Kirchner, and Salesforce.

NWEA Data – February 8, teacher inservice day, teachers in grade 2-8 spent time with a Tierney representative looking at NWEA data and goals. In analyzing NWEA data, the objective is differentiation. In order to do differentiation well, resources are important to provide many opportunities for learning and growth. One of the areas Tierney assists teachers is by providing resources for differentiation in reading, language usage, and math. Because NWEA is one of the assessment tools recommended by CSCOE, and used at Faithful Shepherd, it is important for teachers to receive training, have confidence in analyzing data, and adjust pedagogy.

Promoting Vocations – To promote prayer for and awareness of religious vocations, our school is participating in the Traveling Crucifix Program. Each week, a class hosts the Traveling Crucifix, puts it in a prominent place, and prays daily for vocations. This is a wonderful way to unite our school community in perpetual prayer for vocations.

All School Mass at Saint Peter's – All school mass at Saint Peter's was rescheduled for Wednesday, February 20. It was postponed because of snow day. Father Steven said we will try again next year. Our next all school mass field trip is scheduled April 10 at Saint Thomas Becket.

2019 Summer Programming – Mr. Keller sent out a letter and registration information for 2019 summer programming at Faithful Shepherd. Please see below:

“Good Evening,

I am very excited to announce the launch of the FSCS all day summer program. The goal of the Faithful Shepherd summer program is to provide an amazing summer experience for kids throughout the summer, by providing them with daily activities to foster creativity, learning, and collaboration. The FSCS summer program will help to build leadership, teamwork, and community within our school.

The summer program will run from 7:00am-6:00pm on scheduled days throughout the summer (FSCS will be closed July 4th). All students K-8 are eligible to be a part of the FSCS summer program. *** incoming Kindergartners for the 2019-2020 school year.

There will be an initial program registration fee for each family of \$50. Any additional student within a family will register for free.

FSCS SUMMER PROGRAM REGISTRATION

After registration families will receive a calendar where they will be able to create a check list of the full and half days they plan to attend the FSCS summer program. Parents may change the days they have selected throughout the summer.

Daily Fees:

Full Days: 4 or more hours

\$35 per student for 1 student in a family

\$30 per student for 2 students in a family

\$25 per student for 3 or more students in a family

Half Days: Less than 4 hours

\$20 per student for 1 student

\$18 per student for 2 students

\$15 per student for 3 or more students

The FSCS summer program will offer multiple opportunities throughout the summer for other add on camps, such as robotics. The FSCS summer program is also planning to schedule field trips throughout the summer. Plans are in the Minutes_March2019_Aproved Page 9 of 10

making for the FSCS summer program to create opportunities for creativity, collaboration, and community building throughout the summer.

Thanks,

Dan Keller”

CSCOE –

- Impact Grant - \$10,000 was received in February. The K-5 STEM Project Lead the Way (PLTW) initiative will move forward. After spending two-thirds of the school year with PLTW in middle school, we are extremely excited to be bringing PLTW to grades K-5.
- Catholic School Leadership conference Tuesday, February 26- Thursday, February 28. Principals and leaders of 79 St Paul/Minneapolis Archdiocese were in attendance to discuss challenges and relevant educational and managerial topics in Catholic schools and parishes. Thursday afternoon business administrators and pastors joined for dialogue and planning of how to best operate as a team so that everyone is pulling in the same direction. A strong networking and collaboration was a great takeaway for me.

Bishop Cozzens – Will be celebrating mass at Faithful Shepherd Wednesday, March 7, Ash Wednesday Mass at 8:15.

God bless,
Sheila Hendricks, Ed.D.