

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
December Approved Minutes
Date: December 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
Jen Neuman	Jason Skagen	Yvonne Houle-Gillard	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:32PM.	Keating
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the December agenda. The motion was seconded by Jason Skagen and was unanimously approved.	Geheren
Approval of Minutes	Motion: Fr. Doug made a motion to approve the November Minutes. The motion was seconded by Jason Skagen and was unanimously approved.	Geheren
	New Business	
Septemberfest	Jon Weber presented an overview of Septemberfest to the Board. Highlights: <ul style="list-style-type: none"> Septemberfest will net approximately \$120,000. 	Jon Weber Brian Danberry

	<ul style="list-style-type: none"> • Ticket sales began in June vs. August, over 4,000 tickets sold this year. • Working on Septemberfest sponsorships throughout the year, 90% of sponsorships are parents of the school. • 900 volunteer hours pledged this year. • Venue (bands) for 2019 in process. • New ideas for 2019 include updates to layout, venue/band ideas, VIP expansion, etc. 	
Annual Letter to Parishes	<p>As part of the Board Calendar (External Communications), the Executive Committee discussed adding the annual letter as an insert to our parish bulletins. Mike Randall and Cara Geheren are in the process of completing this task.</p> <p>(The letter will also be included in the electronic bulletins to our parishes.)</p>	Geheren
	Old Business	
	No Old Business at the December 4 th Board Meeting.	
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Septemberfest net will be closer to \$120,000 vs. \$115,000. Open House on Wednesday, December 5th. Our marketing agency, Metre, is helping with Facebook marketing of this event. • Catholic Mutual conducted a safety inspection on November 27th. They identified four minor issues which included: loose tile, classroom storage, storage room cleanup and using rubber backed carpet remnants in our preschool. These items will be discussed at the December 6th Facilities meeting. 	Randall
Principal's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Our next all school Mass will be held at St. Peter's on Wednesday, January 30th. (This is Catholic Schools Week.) • Jen Neuman inquired how the Positivity Project going, Sheila mentioned it is new and it will grow. A positive note, four 8th grade students attended the Student Council Meeting to request to put up posters to advertise/promote the Positivity Project word of the week. <i>The Student Council approved the request.</i> 	Hendricks

	Committee Reports	
Marketing	No written report this month.	Neuman
Development	No written report this month. <ul style="list-style-type: none"> STARFUND kickoff on 11/14/18, calls started on 11/26, calls should be completed by 12/15. 	Houle-Gillard
Finance	No written report this month. <ul style="list-style-type: none"> If any questions regarding Dashboard, please contact Tom Kraus. 	Kraus
Executive Committee	No written report this month.	Geheren
Facilities	No written report this month. <ul style="list-style-type: none"> Will meet on Thursday, December 6th. 	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 7:40 PM.	Geheren
Executive Session	The Board adjourned, Executive Session followed.	

Next Board Meeting: - January 8, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – December 2018

Enrollment Update

Our enrollment is holding steady at 387. Three families have expressed an interest in possibly transferring yet this year – two into Kindergarten and one into grade 5. Looking ahead to next year, we held our Parent Information Night and nine families attended. We currently have a list of 71 prospective Kindergarten students who have expressed an interest in our school. 21 are siblings (12 of whom are in our preschool). We have another 36 prospects in our preschool and 14 other prospects. We are working 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 October:

- Hospitality Weekend November 3-4 at SJN. Sheila spoke during 8 and 10 AM Masses.
- All Saints Day Mass held at SJN November 1st which all of our students attended.
- Prospective Parent Information Night held November 8th. 9 families attended, 6 from our preschool, 1 new preschool lead and 2 current prospects. Very positive feedback.
- Current parents hosted a FSCS Table at SJN in Social Hall after 8 and 10 AM Masses November 25th to generate interest/leads for December Open House.
- Sheila and Jen were present in the Preschool Pod on occasional mornings to offer visible connection to FS, answer questions and promote upcoming kindergarten events.
- Letter sent home with all of our Preschool Kinderstart parents welcoming them to our preschool and explaining the K-8 offerings that their preschool is experiencing (Phy Ed, Visit Kindergarten classrooms, 7th grade buddies, etc.)
- Kindergarten Meet & Greet held November 27th in Preschool Pod. Preschool Director gave personal invite to all her preschool families to attend. Kindergarten teachers, Sheila, and Mike available for questions, promote December Open House.
- Email blast sent to all families with kids ages 3-12 at all three parishes promoting December Open House. Facebook/Instagram campaigns are being conducted by Metre.
- Sheila and Mike welcomed preschool Grandparents/Special Friends Event Nov 19/20.
- Dedicated Invite sent home 11/26 to all preschool families promoting Meet & Greet and December Open House. Email from Sheila sent to preschool families 11/28 inviting them to our December Open House. Email from Kristin 12/3 reminding families about Open House.
- Open House flyers given to area preschools- AV Primrose, Eagan Primrose, Eagan KinderCare, Prestige, Gardener, All Seasons Preschool, Eagan Y, Intergenerational Learning, Dodge Nature Center, Country Day Preschool.
- Bulletin entries regarding Open House for 3 parishes as well as at Mary Mother in Burnsville, St. Patrick's in Inver Grove Heights and Sun Times Eagan newspaper.

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.

Met with the entire middle school staff and received input into initial plan for creating a commons space in the middle school. Next step will be to get estimates on different seating options and for physical changes to the space and share again with the staff.

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

Sheila and I met with representatives from KI furniture to review their initial design plan. They have taken our input and will be updating the plan. We have another meeting scheduled with HTG Architects to look at other options/proposals.

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 purchased two video monitors that will be installed in December in both the front and back lobby areas. Fr. Steven is locating images of the Saints representing our three parishes and we will then print and install those Saint banners in our gymnasium.

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.

Meetings continue with the Metre Agency. Next steps are to finalize logo refresh, conduct photo/video shoot, finalize website wireframe and review home page design, finalize brand elements and style guide, and review Open House/marketing guidelines.

Overarching Strategy: Strengthen organizational effectiveness.

Strategic Initiative: Hire professional marketing services.

(See above)

Fundraising Update

- Current net for SeptemberFest is \$107,274 Anticipated net is \$115,000. Jon Weber will attend our December meeting to review this year and discuss plans for next year.
- Our Gala planning committee continues to meet and solicit donations and sponsorships for this year's event. We have a new auctioneer this year who we hope will breathe new life into the Live

Auction. I have been meeting with Dr. Hendricks to discuss and research ideas for the Electric Moment. This year's Gala will be held February 23 at Southview Country Club.

- Kick-off for the STAR Fund campaign is in full swing. Letters went out in November and we have about 20 parents making calls to prospective donors. Those calls are to be completed by December 15. We hosted a reception for alumni parents on November 15 at Union 32 in Eagan and had 30 people in attendance.

Finance Update

- Financials continue to trend positive through October. Finance committee has an updated Dashboard making it more succinct and will share that at our December meeting.

Facilities Update

- Our insurance carrier, Catholic Mutual, conducted safety inspection on November 27. They identified four minor issues that we will be addressed before the end of December. Facilities committee will be meeting next week to review, among other items, our 10-year capital plan.

Principal Report – December 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: Provide an academic curriculum imbued with a Catholic worldview that challenges students at all levels of learning by using best practices.

Action Step: Continue annual review cycle of curriculum, ensuring that the “spirit of Catholicism” permeates the curriculum; communicate to parents.

Faithful Shepherd is in year six (Self-Study) of a seven-year MNSAA review cycle. An Ad Hoc committee of ten teachers and principal meets each month. The teachers are working in teams of two on specific standards and collecting evidence of compliance. The seven standards: Mission and Philosophy, Teaching and Learning, Climate for Learning, Communications & Relations, Personnel, Leadership & Governance, and School Strategic Plan. An onsite visit will be hosted in fall of 2019.

Action Step: Through a defined process, evaluate effectiveness of Enrichment Program.

Enrichment areas to focus on: Level III Evaluation Process (including the multi-criteria and procedure) and the Communication of the K-8 enrichment program to stakeholders. Each Enrichment committee member is going to gather Information about local district's GT evaluation multi-criteria and bring to November 30 meeting.

Barbie - District 196 K-5 and MS in math and ELA

Peggy - St. Ambrose Catholic School

Hannah - District 197

Lita - ISD 625/St. Paul: <https://www.spps.org/Page/22012>

Annunciation Catholic School:

International Baccalaureate School

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

Action Step: Refine a STEM plan for K-5 using the Middle School Plan as a guide. (year 2)

A grant proposal for \$10,000 was submitted to CSCOE for K-5 STEM/Makerspace Innovative Learning Spaces. Mike and I have toured several schools observing K-5 STEM/Makerspaces and Innovative Learning Spaces. The grant proposal is

For Classroom teacher training, Lead Teacher training and K-5 STEM kits.

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

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

Fourth grade team presented P2 strategies at November's faculty meeting. They demonstrated how P2 character strengths are interdisciplinary and gave several examples. This week we are studying one of the five P2 Pillars: Knowing our words and actions affect others.

Click below link for **Knowing my words and actions affect others** video – grade 2 curricula
<https://youtu.be/ruW9GzcuFG4?t=15>

Click below link for **Knowing my words and actions affect others** video - grade 7 curricula.
<https://youtu.be/PT-HBl2TVtI?t=15>

December character strengths: **Kindness, Humility, and Self-Control**

November Faculty Meeting- Celebrations/Mistakes

Jackie Abts – Celebrated a student who struggled with focus at the beginning of the school year.

A parent/teacher meeting was held to problem solve. Student has made tremendous growth in her ability to focus.

Mary Beth Dahlheimer - celebrated new religion curriculum and the interactive spirit it has created among middle school students in religion class.

Lita Friesen – Celebrated 4th-5th grade blended reading group literature circle and how students grasped the concept and beautifully shared their unique ideas and takeaway from the literature.

Dan Keller – Celebrated trimester I fall sports, 100 students participated. Mr. Keller also celebrated Monday, Tuesday, and Thursday working with preschool students in gym classes has been a challenging and enjoyable experience. Lastly, Mr. Keller is happy with the new middle school schedule. It gives him more time to pop into middle school classrooms while students are in other classes.

Kaitlin Kraemer – Celebrated how the middle school students are using their Chromebooks responsibly. After visiting with students about the responsibility of using their Chromebooks, students are responding positively.

Kathy Malmquist – Celebrated the support she receives from all her co-workers. She said that Faithful Shepherd is a wonderful place to work!

Susan Reilly-Evans – Celebrated how she appreciates one on one conversations with her colleagues.

Quote from this week's P2 Pillar: **Knowing my words and actions affect others**

"Did I offer peace today? Did I bring a smile to someone's face? Did I say words of healing?" Henri Nouwen

God bless,
Sheila Hendricks, Ed.D.

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