

Faithful Shepherd Catholic School and Tri-Parish Center  
 Board of Directors Meeting  
 May Approved Minutes  
 Date: May 7, 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 <i>6:45PM Arrival</i>	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
<b>Invocation</b>	The meeting began at 6:32PM.	Fr. Doug
<b>Adoption of Agenda</b>	<b>Motion: Fr. Tim</b> made a motion to approve the May agenda.  <b>The motion was seconded by Tom Kraus and was unanimously approved.</b>	Geheren
<b>Approval of Minutes</b>	<b>Motion: Fr. Doug</b> made a motion to approve the April Minutes.  <b>The motion was seconded by Fr. Tim and was unanimously approved.</b>	Geheren
	<b>New Business</b>	
<b>Robotics Program</b>	Colleen Duffy provided an overview on our Robotics Program which includes Dash Robotics (introductory levels for grades 1 – 3) and LEGO Mindstorms (Level 1 and Level 2) for grades 4 – 8. A Robotics demonstration was also provided to the Board.	Colleen Duffy

<p><b>Marketing Presentation</b></p>	<p>Faithful Shepherd Catholic School's three-year Comprehensive Marketing Plan provided by Metre Agency.</p> <p><b>Background:</b> Bi-weekly meetings have occurred over the past 10 months between Metre Agency and Mike Randall, Cara Geheren, Jen Neuman and Rob Grady.</p> <p><b>Required Deliverables:</b> Brand Audit and Strategy, Brand Toolkit of Templates and Design Standards, Photo Shoot and Video Shoot, Two Brand Videos, a New Website, Comprehensive Marketing Plan, Communication Standards and Calendar.</p> <p><b><u>THE PROCESS:</u></b></p> <p><b>Research:</b> Included Parents, Board Members, Faculty and Staff, Students, competitive positioning and audit of existing materials and efforts.</p> <p><b>Brand Essence Insights:</b> FSCS is a family, It's a feeling, Safety, Joy, Catholic Values and/or Academic Excellence, Looking to the Future.</p> <p><b>Marketing Insights:</b> Bring experience to life, mentoring future parents, stronger calls to action, strengthened targeting (pre-K, tri-parish, Catholic school alumni)</p> <p><b><u>THE BRAND:</u></b></p> <p><b>The Brand Story:</b> When you choose Faithful Shepherd (FS), you're not enrolling at a school; you're joining a family. Your FS family inspires achievement while strengthening your Catholic faith through love and compassion for others. The joy for learning you'll find at FS will inspire a lifetime of personal growth and discovery.</p> <p><b>The Brand Theme:</b> The themes should be conveyed by FS marketing materials. These themes should be manifested through photography, mood, tone, imagery, videography, color and story.</p> <p style="text-align: center;"><b>Faith, Excellence, Welcoming, Family, Love, Acceptance, Compassion and Joy.</b></p>	<p>Metre Agency</p>
--------------------------------------	---	---------------------

	<p><b><u>TAGLINE:</u></b> New Tagline: Inspired Learning, Faith Awakened.</p> <p><b><u>LOGO REFRESH:</u></b> New Logo.</p> <p><b><u>NEWSLETTER:</u></b> "The Shep"</p> <p><b><u>BROCHURE:</u></b> Coming soon...</p> <p><b><u>VIDEOS:</u></b> Retention Focus Video (interview style) and Recruitment Focus Video (scripted style).</p> <p><b><u>WEBSITE:</u></b> Coming soon...</p> <p><b><u>NEXT STEPS:</u></b> Finalize detailed Marketing Plan, Communicate Schedule and Calendar and turn over/training.</p>	
	<b>Old Business</b>	
<b>Board Member Selection Process</b>	<p>The Board Member selection process will be incorporated into the Board Handbook and Calendar.</p> <p>The process would be in place next year, March 2020.</p> <p>Board Members were asked to provide feedback to the Executive Committee by their next meeting regarding the FSCS Board Selection Process document.</p>	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>Considering replacing the Readathon/ Ecothon with a traditional Catholic School Marathon next year.</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><b>Principal of the Day:</b> Very successful, a great event for our school!</li> </ul>	Hendricks

	<ul style="list-style-type: none"> <li>• <b>5 Alumni students</b> came to speak with our 8<sup>th</sup> grade students on how to be prepared for high school. Meet new friends, but always keep your old friends too.</li> <li>• <b>Summer Programming:</b> <ul style="list-style-type: none"> <li>○ Looking strong, 1<sup>st</sup> week numbers include: M = 27 students, T = 35 students, W = 32 students, Th = 26 students and F = 14 students.</li> <li>○ 4 Lead Teachers, 2 or 3 College Assistants to help.</li> </ul> </li> </ul>	
	<b>Committee Reports</b>	
<b>Marketing</b>	<b>No written report this month.</b>	Neuman
<b>Development</b>	<p><b>Written report attached.</b></p> <p>Mike Randall presented a proposal for a formal donor recognition plan to the Development Committee. Mike will present this to the Board in June.</p>	Houle-Gillard
<b>Finance</b>	<p><b>No written report this month.</b></p> <p>Trending favorable at this time, three-year pro forma distributed to Board Members.</p>	Kraus
<b>Executive Committee</b>	<b>No written report this month.</b>	Geheren
<b>Facilities</b>	<p><b>No written report this month.</b></p> <p>Jason will send out the Finance Meeting Minutes soon.</p>	Skagen
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 8:37 PM.	Kraus
<b>Executive Session</b>	No Executive Session this month.	

**Next Board Meeting:** - June 11, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

### **Enrollment Update**

Current enrollment is 387 as we had one 4<sup>th</sup> grader leave due to a move.

We currently have 41 Kindergarten applications. 23 are new families and 16 are current siblings (of a possible 19). We are still projecting a kindergarten class of 42-45 based on remaining siblings and feedback from our current prospect list.

We are reaching out to about 32 families (44 students) who have not yet responded to the registration materials. We will be implementing continuous enrollment next year which will help in streamlining the registration process. Plan is to reduce the registration fee to \$400/family (currently \$400/student) and include information in the August parent packet and reminders throughout the fall in the newsletter.

### **Marketing Efforts:**

#### **Sales/Marketing Efforts for the month of April:**

- Participated in Family Fun Night at St. Patrick's IGH 4/5- handed out FS bags.
- Working with Dan Keller to advertise FSCS Summer Programming- students outside of FS eligible to participate. Ran info in all 3 parish bulletins.
- SJN Hospitality Weekend April 6/7 and STB and SP Hospitality Weekends April 13/14.
- Mass at STB on 4/10.
- Participated in Easter Egg Hunt at St. Thomas Becket April 20 - brought coffee & handed out FS bags.
- STB Parishioners invited to FS to May 1 Mass.
- Worked w/HSA to include preschool families in their Pizza Bingo event at school.

#### **Upcoming and Ongoing Marketing Efforts**

- Working with Sheila to expand bulletin presence at all three parishes.
- Partnered with Kristin for all Preschool Tours.
- Will have ongoing Kindergarten Experiences each month for our preschoolers.
- Preschoolers to join us for blessing at Mass May 29th. Preschool parents invited.

### **Strategic Plan Update**

**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.*

- Metre Agency will present their work at our May 7 Board meeting.

**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.*

- Work will begin as soon as the school year ends and should be completed by August 20. Plans are to have an Open House during *Meet and Greet* on August 29.

*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.*

- The library loft will serve as a commons space for middle school students, along with adding soft seating throughout the middle school pod. We will also be converting an office/storage space into a flexible learning space for small group 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.*

We have framed the painting of Jesus that we received from an artist affiliated with Our Lady of Grace School in Edina and it will be hung in our chapel. Additionally, an alumni family has expressed interest in funding a painting that depicts Faithful Shepherd and Catholic education for the lobby area. Fr. Tim has agreed to chair a small committee to discuss the idea.

### **Fundraising Update**

- Read-A-Thon/Eco-Thon has raised \$27,150 to date, short of our school-wide goal of \$35,000. We have extended the last turn-in day until Friday, May 3. Students in K-5 dressed as their favorite book character on April 26 and there was much excitement in the building. Middle school students Eco-thon projects included cleaning up our campus, Thresher Park, and Mike Collins Drive (Adopt a Road Program). Ms. May-Olson used the clean-up as a teachable moment and commented: “Eco-thon, as a service learning opportunity, is one more way FSCS inspires students to be informed, ethical leaders with a lasting love of learning.”
- We are considering going back to the Marathon Fundraiser for next year to replace Read-a-thon/Eco-thon. It would be a one day event that would be both a fundraiser and a “fun” community event. A parent has stepped forward and offered to chair. More details to follow.
- As part of the Gala’s Electric Moment, we received our Challenge Grant of \$25,000 from CSCOE for the library remodel.

### **Finance Update**

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

## Principal Report – May 2019

### **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.

**Student Action Team (SAT)** – is working with Ms. Price to help meet student needs.

“According to federal laws and regulations that govern students with disabilities, a process has been created to aid in their education called a Referral Process. The purpose of this process is to provide unique ways of teaching to help students who struggle academically/social emotionally in the classroom.

That is where the Student Action Team (SAT) steps in. SAT consists of Dr. Sheila Hendricks (Principal), Megan Moseley (Counselor), Heidi Price (Learning Specialist), Sarah Voelbel (Read Naturally Coordinator), Jenny Swartout (Fifth Grade Teacher) and Broque Brew (Middle School Representative).

When a classroom teacher recognizes a consistent need or problem exhibited by a student in their classroom, the classroom teacher will meet with SAT to discuss academic/social emotional needs of the student. SAT will listen, ask questions and help provide a plan on how the classroom teacher can meet those unique learner's academic/social emotional needs. This is called an intervention.

Once interventions are started, parents/guardians are notified and at times, they are also involved in the intervention as well. They might work with their child on the very task that they are struggling with to provide extra practice.

For three weeks, the classroom teacher will implement one intervention and then meet with SAT after that intervention is over. If the intervention is working, the teacher is encouraged to continue using that intervention. However, if the intervention has not been successful, a second intervention will be implemented over the course of another three weeks. After those three weeks, the classroom teacher will meet with SAT to discuss outcomes from interventions.

If the academic need or problem cannot be met with the simple classroom interventions tried, then the classroom teacher will notify the parents/guardians and share the outcome of the interventions. If the interventions were not successful, the classroom teacher would highly suggest for the family to seek a special education evaluation from District 196 or through a private agency.

It should be noted that all students are not determined to be eligible for special education services. If that is the case, students who do have a labeled disability can qualify for an Accommodation Plan, which is like a Section 504. This provides accommodations to students with disabilities with support in areas of time, format, setting and

presentation. The purpose of an accommodation plan is to provide the student with equal access to learning and an equal opportunity to show what they know and what they can do.” Heidi Price – Learning Specialist

**April 16 Faculty Presentations** – Teachers continue to study, grow, and share.

- **Hannah Smith – Responsive Classroom Training**
  - How we teach is as important as what we teach
  - Great cognitive growth occurs through social interaction
  - How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
  - Use reinforcing language
  - Discussed the art of agreeing and disagreeing
  
- **Krista Engel and Andy Wolf – Educational Equity and Inclusive Practices**
  - Design lessons with inclusivity
  - Include multiple perspectives
  - Maximize varied student backgrounds and experiences
  - Multiple means for students to reach objectives
  
- **Maureen Martin and Jenny Swartout – Khan Academy**
  - NWEA math scores entered Khan Academy
    - Operations and Algebraic Thinking
    - Numbers and Operations
    - Measurement and Data
    - Geometry
  - Lessons from Khan Academy are generated for individual student growth – meeting students where they are and helping them grow

**April 30 Faculty Presentations** – Teachers continue to study, grow, and share. This week’s faculty presentations/sharing:

- **Kathy Malmquist and Katie Hoglund– Positivity Project**
  - Increases vocabulary
  - Teaches empathy
  - Leads to good discussion that easily relates to day to day situations
  - Students are excited to learn new character strength
  - <https://youtu.be/KTFJ9gjfAXg?t=4> – Sharing Cookies
  
- **Heidi Price– Accommodation Learning Plans**
  - Follows our students to the high school setting
  - As Catholic Schools, we are called to build the Kingdom of God, which includes **all** His children, regardless of their abilities, challenges, or physical condition. We are required to look at children with the eyes of Christ, and to love and accept the beauty of their differences.
  - Responding to the Church’s teaching of justice, human dignity, pastoral care, children with exceptional needs are to be included in the full life of the Church. This inclusion extends to the Church’s educational mission:



- “By reason of their evangelizing mission, Catholic schools should be available to all people who desire a Catholic school education for the children. Exceptional students should be afforded the opportunity to demonstrate their academic abilities and talents in a Catholic school. A Catholic school is an ideal environment that nourishes and enhances the academic, person and faith formation of all God’s children. The school community is greatly enriched and enlightened by the presence of those exceptional students.”

**April Faculty Sharing Celebrations/Mistakes (what we learned from our mistakes)**

- Ms. Duffy because of a sad situation was brought together with previous students. Students started sharing “remember when...”. Ms. Duffy said that there were so many great memories that her previous students shared. She noted – not one of them had to do with the classroom math instruction.
- Mrs. Engel – Celebrated that she is closing in on her first year as a middle school teacher. She is grateful to the middle school team for their strong support.
- Ms. Martin – Celebrated the enthusiasm of her fourth-grade students in reading *Esperanza Rising*.
- Mrs. Meier – Celebrated the collaboration, cooperation, and sense of team at Faithful Shepherd in working toward the musical production.
- Ms. Price – Celebrated the success team teaching with Mrs. Swartout and the growth of grade 5 students in NWEA spring reading scores.

**Regional Religion Bee** - Faithful Shepherd had three representatives at the Regional Religion Bee on Thursday, April 25th. They were seventh graders: Natalie B., Ellie C. and Ginny K. Each participant did a wonderful job representing our school, especially since this was our first year participating.

This was the 3rd Annual SEAS (Saint Elizabeth Ann Seton) Regional Religion Bee. The bee consisted of participants from Faithful Shepherd, Holy Trinity, St. Bridget, St. Elizabeth Ann Seton, St. Mark, St. Michael, St. Timothy, St. Vincent de Paul, and Transfiguration. Each school could send up to three students in total in grades 6-8. The evening started with a welcome, prayer, statement of rules, and an introduction of the participants, judges, and orator. The religion bee consists of as many rounds as needed to get to the top two or three. The first round is individual questions for each participant, followed by the second round which is one group question with which the participants write their answer on a whiteboard. This procedure continues until there are two or three participants remaining. Participants could get two wrong before being dismissed from the stage. After the sixth round, there were two participants left; the two participants received three "group" questions that they answered on their whiteboards. The winner was the reigning champion of last year’s religion bee, Nathan Ward, of St. Vincent de Paul. The runner up was Olivia Hanson of St. Elizabeth Ann Seton. Third place winner was determined when those remaining after round five returned to the stage to answer individual questions; one wrong meant elimination. Third place winner was Bridget Tabor of Holy Trinity. (Mary Beth Dahlheimer)

**Catholic School Center of Excellence (CSCOE)** – CSCOE sponsored principals from the Archdiocese to attend National Catholic Education Association (NCEA) Convention in Chicago last week. As you know, I was in attendance. There were over 9,000 Catholic School Educators and Leaders in attendance. Fourteen countries were represented. It was a reminder of Catholic education’s strong presence in our country and throughout the world. We are a part of something much bigger than ourselves. What we do on a day to day basis, matters! A

quote that was shared in one of my breakout sessions by a professor from Notre Dame from a nun who taught him: "I watch what I do, so I know what I believe."

**High School Senior Alumni Speak with 8th Grade Students** – Friday, May 3, five Faithful Shepherd alumni students spoke to 8<sup>th</sup> grade students about being successful in high school. Students names: Lily Petersen, Claire Boller, Ella Panian, Hannah Gorden, Chloe Miller. Topics covered:

- What to expect as a freshman in high school
- Successful habits
- Middle school skills that were helpful in high school
- What we wish we knew before high school
- Finding friends that you can be yourself around and the importance of old friends

The senior alumni students did a great job. They talked about study skills, the importance of freshman grades and how grades matter when it comes to getting into college. They discussed the importance of time management, keeping ones faith, getting involved, and keeping an open mind. Mr. Brew said that these students reached out to him to give back to Faithful Shepherd. Really neat!!

God bless,  
Sheila Hendricks, Ed.D.

## Development Committee Meeting

April 16, 2019

Draft minutes

Attendees: Mike Orme, Mark Hechtel, Mike Randall, J.J. Kirby, Joe Spah, and Yvonne Houle-Gillard (via teleconference).

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

### Minutes

1. Mike Orme called the meeting to order at 6:05 p.m.
2. Megan Galbari provided an update on the Gala and Electric Moment. A total of \$151,714 was raised (\$83,564 NET to budget, \$43,150 Electric Moment, \$25,000 Challenge Gift). 265 individuals attended the event. Overall feedback was positive from attendees. The committee plans to keep the 2020 event offsite, but will be seeking a larger site as we were too big for the space. Half of the committee is returning in 2020. Mike Orme and the committee thanked Megan and the Gala committee for their work on the Gala.
3. January Development Committee Meeting minutes were approved.
4. Mike Randall provided an update on Star Fund. We've raised \$75,000 to date, which is \$15,000 less than last year. We also have 15 fewer donors than this time last year (124 this time last year). He noted that we also had a significant increase in parent sponsors of other events (Gala and SeptemberFest) this year. A letter will be sent to current and past parents in May, encouraging them to contribute to the Star Fund prior to the June 30 deadline. Mike discussed the possibility of giving current parents the option to donate to the Future Stars Scholarship Fund, instead of the Star Fund which is directed to the annual operating budget.
5. The committee reviewed a proposal for a process to vet new fundraising events. Mike Randall had conducted benchmarking with other Catholic schools and found that none of them had a formal process for vetting new fundraising events. Additional feedback will be sought from committee members who were not in attendance this evening, and the topic will be added to the May committee meeting agenda for final review.
6. Mike Randall presented a proposal for a formal donor recognition plan. We will seek additional feedback from committee members who were not in attendance this evening during the May meeting, and then Mike will present to the Board in June.
7. Mike Randall reviewed changes that will be made to the Development Committee structure for the 2019-2020 school year to align with the Development Committee Charter. Membership will include each event chair and at least two at large members. The committee will meet quarterly. Current committee members have been asked to let Mike Randall know if they are interested in staying on the Development Committee in the 2019-2020 school year.
8. The next Development Committee meeting will be on May 15 at 6:00 p.m.