

Faithful Shepherd Catholic School and Tri-Parish Center
 Board of Directors Meeting
 August Approved Minutes
 Date: August 21, 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	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 6:33PM.	Fr. Doug
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the August agenda. The motion was seconded by Jason Skagen and was unanimously approved.	Geheren
Approval of Minutes	Motion: Jen Neuman made a motion to approve the June Minutes. The motion was seconded by Joe Keating and was unanimously approved.	Geheren
New Business		
2019-2020 Board/Officer Elections	The Annual Meeting was held during tonight's Board Meeting. <u>2019-2020 Board/Officer Elections:</u>	Geheren

BOARD:

- **Chairperson:**
Motion: Jason Skagen made a motion to nominate Cara Geheren as Board Chairperson.

The motion was seconded by Joe Keating and was unanimously approved.
- **Vice Chairperson:**
Motion: Jen Neuman made a motion to nominate Tom Kraus as Board Vice Chairman.

The motion was seconded by Yvonne Houle-Gillard and was unanimously approved.
- **Recording Secretary:**
Motion: Cara Geheren made a motion to nominate Mary McCoy as Board Recording Secretary.

The motion was seconded by Jason Skagen and was unanimously approved.

OFFICERS OF THE SCHOOL:

- **President:**
Father Doug Ebert (This is an Archbishop appointment, not subject to election.)
- **Vice President:**
Motion: Jason Skagen made a motion to nominate Fr. Tim Wozniak as Vice President.

The motion was seconded by Joe Keating and was unanimously approved.
- **Corporate Treasurer:**
Fr. Doug Ebert made a motion to nominate Jason Skagen as Corporate Treasurer.

The motion was seconded by Fr. Tim Wozniak and was unanimously approved.
- **Corporate Secretary:**
Fr. Tim Wozniak made a motion to nominate Jen Neuman as Corporate Secretary.

	The motion was seconded by Fr. Doug Ebert and was unanimously approved.	
Board Reception for Faculty – Workshop Week	The Board Reception for Faculty will be held on Tuesday, August 27 th during Faculty Workshop Week. Board Members were asked to arrive at 7:15 to assist with set up. Breakfast will be served at 7:30 in either the new Makerspace area or room 204. All board members signed up to bring breakfast items, beverages for Faculty.	Yvonne Houle-Gillard
Approve 3rd Kindergarten Class	The Board approved the addition of a 3 rd kindergarten classroom electronically on July 26, 2019.	Geheren
	Old Business	
Strategic Plan Update	<p>Strategic Plan Update:</p> <ul style="list-style-type: none"> • The scheduling of the Board Retreat is in process. <ul style="list-style-type: none"> ○ The Board will analyze progress to the school's year one strategic plan goals. ○ The Board will analyze progress to the Board's year one goals. ○ The Board will look at the strategic plan's year two goals and prioritize them accordingly. ○ The Board will also look at their year two goals and prioritize. 	Geheren
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • We have a second (new) 7th grade student joining our middle school. We have 50, 7th graders at this time. • Mike mentioned we have done a good job retaining our students in middle school. <ul style="list-style-type: none"> ○ Jason Skagen mentioned we will need to continue to increase enrollment as our bigger middle school classes will graduate the next few years. ○ Fr. Tim inquired if we have looked at the demographics of our community to see numbers of potential kindergartners in future years. 	Randall

Principal's Report	<p>Written report attached.</p> <p>Additional Comments:</p> <ul style="list-style-type: none"> • Our summer program was immensely successful! <ul style="list-style-type: none"> ○ Sheila will organize a meeting with Jason Skagen, Tom Kraus, Joe Keating and Dan Keller to review how the program went this summer. This group will also plan to get together in January to plan our 2020 summer program. • Joe Keating inquired if our new 2nd grade teachers planned to get together with our parish religious sacrament educators to discuss teaching of the sacraments. Sheila mentioned she was currently in discussions with the SJN representative. • Jason Skagen inquired about our Makerspace. Shelia stated Sarah Meier, who attended Makerspace training this summer, will be the point person. She will be available at the beginning and end of the day to assist teachers in the Makerspace. The Makerspace will not replace Library time. <ul style="list-style-type: none"> ○ In addition, teachers will complete an activity during workshop week in the Makerspace to get them thinking about how they can and will use the Makerspace in the upcoming school year. ○ Sheila stated there is a lot of learning opportunity within the Makerspace! 	Hendricks
Committee Reports		
Marketing	<p>No written report this month.</p> <ul style="list-style-type: none"> • Looking to start Marketing Committee meetings. If board members know of any interested volunteers, please forward their name to Jen. 	Neuman
Development	<p>No written report this month.</p> <ul style="list-style-type: none"> • No meeting last month. • Septemberfest update within the Executive Director's report. 	Houle-Gillard
Finance	<p>No written report this month.</p> <ul style="list-style-type: none"> • Finance Committee had a conference call in July to discuss adding a 3rd kindergarten classroom. • At the 9/25/19 Finance meeting, our auditors will present their audit results. 	Kraus
Executive Committee	<p>No written report this month.</p> <ul style="list-style-type: none"> • Met in August, will reconvene to pick dates for the next school year. Sheila Hendricks will also join these meetings. 	Geheren

Facilities	No written report this month. <ul style="list-style-type: none"> No meeting last month. Boiler upgrade in process, goal post removal in process, library work completed this summer. 	Skagen
Monthly Board Update	Cara mentioned we should discontinue the Monthly Board Update at this time, when there is something of note, the Board will include it in the newsletter.	Geheren
	Additional Notes	
Closing Prayer	The meeting ended at 7:32 PM.	Fr. Tim
Executive Session	The Board met for an Executive Session.	

Next Board Meeting: - September 3, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director’s Report – August 2019

Enrollment Update

	2019-20	Last year
Kindergarten	48	30
First	29	44
Second	41	45
Third	37	35
Fourth	35	39
Fifth	41	52
Sixth	52	50
Seventh	49	49
Eighth	46	43
	378	387

- We still have several students touring and interested in transferring so are hopeful that we will get to 380 students.
- We have 18 students transferring into grades 1-8 this year (17 last year at this time).
- We have 33 students not returning (19 last year at this time).

Marketing Efforts:

- Worked w/Metre to create a postcard for parish festivals and to use with area preschools in the fall
- Created a “Did you Know” campaign so it is ready to be introduced this fall via our parish bulletins and our Facebook page
- Met with SJN to proactively set SJN preschool events to be held at FS this upcoming fall. Two Kindergarten Experience dates are set- November 12 & 13. We will participate in SJN Pizza Night Oct. 16, their Toy/Animal Drive in December, and Conferences in November. FSCS will also sponsor their Ice Cream Social in April.
- Worked with Mike on our CSCOE Marketing Plan- submitted 7/31.
- Retention- Assigned Mentor Families to all incoming FS families- 43 new families
- Retention- Helped Sheila with planned Meet the 2nd Grade Teachers Event- set for 8/14
- Participated in the SJN Summer Sizzle on August 4

Upcoming Marketing Efforts- from now through the summer:

- Working with Sheila to expand bulletin listing in SJN for this upcoming school year
- Partnered with Kristin for all Preschool Tours.
- Will participate in STB Festival
- Will participate in SP Festival

Fundraising Update

- SeptemberFest Weekend is September 20-22. Here is an update from Jon Weber, chair:

Bands:

World According to Garth

The 4onthefloor

Jacob Bryant Band

Event Sponsors:

Northwestern Mutual = will sponsor. Dollar level TBD.

Cub = \$7,500

Bremer Bank - \$2,500

MN Vikings = \$2,500.00 proposal submitted.

Total Construction - \$2,500

VW = still finalizing, will be at least \$5,000, possibly \$7,500.00

Bald Man Brewery = all kegs donated and beer at cost

Four corporate tents sold @ \$2,500/each.

Expo:

We have 2 tables sold for \$500 for the expo and I am working with 8 more

Tickets:

We currently have 235 sold, about where we were last year at this time. I am starting to do more marketing and promotion and will put some marketing dollars on Facebook to drive ticket sales.

Volunteers:

Michelle Weber is working on Volunteers and VIP

Jenny Swartout is Band management

Brian Danberry is on liquor and beer

Molly Ryan is on Family Fun Night

Andy Klassen is on Poker.

- Submitted a grant request to CSCOE for \$13,000 to supplement our marketing budget. Should hear back in the next few weeks.

Finance Update

- Auditors were here the week of July 29 and it is going well. Plan is to have the auditors attend our September Finance meeting to present a draft of the audit. Our financial outlook continues to trend positive.

Facilities Update

- Work on the library is nearing completion. Most of the bookshelves and some of the furniture were delivered on August 19. Several alumni students volunteered their time to help put books back on the shelves. The remainder of the furniture will be delivered on August 26.

Principal Report – August 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.

Theme 2019-20 – Building Relationships

Staffing Updates

- Grade 2 – Ashley Henning
Ms. Henning is a Saint Catharine University graduate. She enjoys Starbucks Coffee, anything purple or cheetah print, and Dr. Seuss rhymes. She has two dogs, Daphne and Scooby and a cat, Binx. Ms. Henning's Italian family is very important to her and enjoy traveling together. Some of their favorite travel destinations include Italy, the Caribbean, and Switzerland! Ms. Henning's favorite children's author is Kevin Henkes. Ms. Henning's favorite sport is Hockey- Go WILD!
She has interests in art and science clubs.
- Grade 2 – Zachary Smith
Mr. Smith is a University of Minnesota graduate. He enjoys writing, listening to, and recording music, watching and playing sports, reading a wide range of diverse books, watching superhero movies and TV shows, and trying new things and making memories with friends and family. Mr. Smith is a big sports fan and passionately cheers for the Chicago Cubs and Minnesota Vikings. Mr. Smith has interest in robotics.
- Kindergarten – Ali Heller
Ms. Heller is a University of Minnesota graduate. She enjoys spending time with her family, reading, going to the lake, diy projects, and baking, especially around Christmas. She spends time with her family in Duluth and visiting state parks. She has a golden retriever named Romeo. Her favorite children's author is Laura Numeroff.
She has interests in crafting and science.

Ms. Henning, Mr. Smith, and Ms. Heller will be a great addition to Faithful Shepherd's staff.

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

- Using the CSCOE grant for STEM opportunities at Faithful Shepherd:
 - Eleven K-5 teachers, enrichment teacher, and two specialists attended Project Lead the Way (PLTW) STEM training this summer at the University of MN. Grade level teachers will be implementing a new STEM component to complement their science curriculum. Instruction time for each grade level STEM module is estimated to be about 10 hours of STEM instruction. Teachers will be spending time during workshop week to plan when, what, and how of their new STEM modules with April Kirby who will be the K-5 STEM lead teacher.

Below are the STEM modules for 2019-20:

- Middle School grades 7 & 8 – Computer Science for Innovators and Makers
 - Middle School grade 6 – Design and Modeling
 - 5th grade – Input/output Computer Systems
 - 4th grade – Infection: Detection
 - 3rd grade – Grids and Games; Programming Patterns
 - 2nd grade – Light and Sound; Grids and Games
 - 1st grade – Animal Adaptations
 - Kindergarten – Structure and Function: Exploring Design
- April Kirby spent a week training for a second middle school STEM course which will be added to the middle school STEM curriculum
 - Makerspace – Sarah Meier went to a Makerspace training and will be incorporating a Makerspace experience for students in K-5. This is a creative, innovative, collaborative space and will develop throughout the year. We are super excited to see how Faithful Shepherd’s Makerspace evolves.

Minnesota Nonpublic School Accreditation Association (MNSAA) - October 23-25 Accreditation at Faithful Shepherd. There will be a team of teachers and principals at Faithful Shepherd for the accreditation process that takes place every 7 years to meet the requirements of MNSAA. There has been a group of eleven committed teachers who have worked on narration and collection of evidence throughout last school year. The seven accreditation standards:

- Standard 1 – Mission and Philosophy
- Standard 2 – Teaching and Learning
- Standard 3 – Climate for Learning
- Standard 4 – Communication and Community Relationships
- Standard 5 – Personnel
- Standard 6 – Leadership, Administration & Governance
- Standard 7 – School Strategic Plan for Improvement

CogAT – (The Cognitive Abilities Test) Grades 3 and 5 will be taking the CogAT assessment in place of the winter NWEA assessment. The CogAT is a multiple-choice assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. The CogAT is not an achievement test, how much a student has learned; it focuses instead on student’s ability to display cognitive abilities that research has associated with academic success. These abilities include reasoning and problem-solving using verbal, quantitative and spatial (non-verbal) methods to find the answers.

Positivity Project (P2) - Faithful Shepherd will be implementing P2 for a second year as part of our character education curriculum. Mr. Keller will serve as lead teacher accompanied by Mrs. Moseley, school counselor.

For His Glory (4HG) - Matt Birk’s 4HG program will be implemented for a second year at Faithful Shepherd for the 2019-20 school year. There will be a 4HG signing in September for all students who participate in athletics at Faithful Shepherd.

Increased visibility and participation of FSCS in our three parishes while also increasing participation of the parishes in our school – Faithful Shepherd is planning to participate in three all school masses at our three supporting parishes. Mr. Wolf has reached out to the three parishes and has scheduled two of the three visits: Saint John Neumann, January 29; Saint Thomas Becket, March 11, Saint Peter’s, TBD.

Summer Program – Mr. Keller and I met to discuss summer program. Mr. Keller’s take is that it was incredibly successful. Mr. Keller plans to send a parent survey for valuable input from our families. There will be more in the September principal report.

Workshop Week – Monday, August 26 – Thursday, August 29

Sheila Hendricks, Ed.D.
Principal