

**Faithful Shepherd Catholic School and Tri-Parish Center**  
**Board of Directors Meeting**  
**October Approved Minutes**  
**Date: October 1, 2019**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert (6:45 Arrival)	Fr. Tim Wozniak	Fr. Steven Hoffman (6:45 Arrival)	Mike Randall, Executive Director
Joe Keating	Cara Geheren	Yvonne Houle-Gillard	Sheila Hendricks, Principal
	Jason Skagen	Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:36PM with a prayer by Father Tim.	Geheren
<b>Adoption of Agenda</b>	<p>There was an addition to the agenda, add <i>Approval of Committee Chairs</i> under New Business.</p> <p><b>Motion: Fr. Tim</b> made a motion to approve the October 2019 agenda with the noted addition.</p> <p><b>The motion was seconded by Joe Keating and was unanimously approved.</b></p>	Geheren
<b>Approval of Minutes</b>	<p><b>Motion: Tom Kraus</b> made a motion to approve the September 2019 Minutes.</p> <p><b>The motion was seconded by Yvonne Houle-Gillard and was unanimously approved.</b></p>	Geheren

	New Business	
<b>Septemberfest Update</b>	<p>Jon Weber provided an update of Septemberfest 2019 to the Board and plans for Septemberfest 2020.</p> <p>A small group of board members (Jason Skagen, Mike Randall, Fr. Doug) will meet with Jon Weber to discuss Septemberfest 2020 bands/plans. Mike Randall will also contact the City of Eagan to review potential Septemberfest 2020 plans. The Board (as a whole) will discuss Septemberfest 2020 at the November Board Meeting.</p> <p>Cara Geheren thanked both Jon Weber and Molly Ryan (<i>present at the Board Meeting</i>) for their time in chairing Septemberfest and Family Fun Night.</p>	Jon Weber
<b>Approve 2019 Audit</b>	<p>The auditors reviewed their results/findings at the 9/25/19 Finance Meeting. On October 1<sup>st</sup>, Mike Randall received a copy of the audit report from the auditors and John Tauer, which he forwarded to the Board. <i>Note, this copy states it is a draft version and is missing some dates.</i> Mike has since received the final document without the draft watermark and proper dates included.</p> <p>Tom mentioned this is the cleanest audit he has viewed, since he has been a part of this process. The auditors stated our numbers are presented accurately.</p> <p>Additional highlights:</p> <ul style="list-style-type: none"> <li>• Cash on hand remains strong, similar to 2018</li> <li>• Statement of Activities – Combines operating profit and loss plus capital profit and loss</li> <li>• Finance Committee felt comfortable the Board could approve the audit</li> <li>• No 'minor' items found by auditors per Jason Skagen</li> </ul> <p><b>Motion: Tom Kraus</b> made a motion to approve the 2019 Audit.</p> <p><b>The motion was seconded by Jason Skagen and was unanimously approved.</b></p>	Kraus
<b>Approval of Committee Chairs</b>	<p>Approval of Committee Chairs for the upcoming year:</p> <p>Marketing – Jen Neuman  Finance – John Tauer  Facilities – Jason Skagen  Development – Yvonne Houle-Gillard</p>	Geheren

	<p><b>Motion:</b> Fr. Doug made a motion to approve the above-mentioned committee chairs.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p>	
	<b>Old Business</b>	
<b>Board Retreat</b>	<p>The Board Retreat is set for Wednesday, October 9<sup>th</sup> from 4:30 to 8PM at the Eagan Community Center.</p> <p>Retreat topics include:</p> <ul style="list-style-type: none"> <li>• Review Strategic Plan for 2019-2020</li> <li>• Review progress/success of Year 1</li> <li>• Review carry over from Year 1 to complete in Year 2</li> <li>• Review Year 2 initiatives</li> <li>• Goal: Update Year 2 initiatives with lead person</li> <li>• Review Board directives, Executive Director and Principal directives</li> </ul>	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>• Brian Howard &amp; Jim Burns are confirmed as chairs for the 2019 Future STARS Fund. They are working to plan an alumni parent date for the Future STARS Fund.</li> <li>• The Gala will be held on February 29, 2020 at the Lost Spur Country Club.</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>• The Board is invited to have breakfast with the MNSAA Accreditation Team on Wednesday, October 23<sup>rd</sup> at 7:30 in our Maker Space.</li> <li>• With the new specialist rotation for our kindergarten classes, Yvonne Houle-Gillard wondered if the new kindergarten specialist teacher (Kim Peterson) was a part of our budget. Sheila stated this position was not in our budget, but the position is fully funded by CSCOE, not Faithful Shepherd.</li> <li>• Jason Skagen inquired about CogAT and how these results will be communicated to our Grade 3 and Grade 5 families. Sheila mentioned we will communicate CogAT results similar to NWEA. Jason also wondered what we hope to achieve by using the CogAT. Sheila stated CogAT is another data point for</li> </ul>	Hendricks

	Enrichment. Some students may excel at CogAT vs. NWEA. CogAT may indicate students who may be eligible for Enrichment services.	
	<b>Committee Reports</b>	
<b>Facilities</b>	<b>No written report.</b>  Committee will meet next month to prepare for the upcoming winter.	Skagen
<b>Development</b>	<b>No written report.</b>  Chairs in place for STAR Fund (Mike Orme), Future STARS Fund (Jim Burns and Brian Howard), Gala (Meagan Galbari and Tracey Citron) and Marathon (Elizabeth Pershing).	Randall/Houle-Gillard
	<b>Additional Notes</b>	
<b>Closing Prayer</b>	The meeting ended at 8PM with a prayer by Joe Keating.	Keating
<b>Executive Session</b>	The Board adjourned, followed by an Executive Session.	

**Next Board Meeting:** - November 5, 2019 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

## Executive Director's Report – October 2019

### Enrollment Update

- Current enrollment is 381.

### Marketing Efforts:

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

- Organized and participated in Inver Grove Heights Days Parade September 7. Gave out 1000 PreK-8 Frisbees and 8 bags of candy. Promoted PreK-8 and SeptemberFest with banners. 15 kids, 8-10 adults participated.
- Participated in St. Thomas Becket's Parish Festival September 15<sup>th</sup>. Our students ran the kid's games and gave out FS cinch bags. Used opportunity to promote upcoming events.
- Sent a welcome from Dr. Hendricks to all preschool families 3<sup>rd</sup> week of September. She also visited the preschool pod on 9/17 during morning drop off, and read to the preschool classrooms on September 25.
- Promoted Family Fun Night to area preschools with a flyer. \$50 Gift Card given out to all families that visit our booth.
- Metre spent a half-day here on September 25 taking photos of new media center, preschool, Mass, general shots of students, and exterior shots.
- We are also working with Metre to create our email marketing campaign to prospective students as well as our mailing postcards.

#### **Upcoming and Ongoing Marketing Efforts- Month of October:**

- Working w HSA related to their upcoming events so can partner marketing to prospective leads where applicable.
- Working with Sheila to expand bulletin listing in SJN for this upcoming school year
- Partner with Kristen Shadis for all Preschool Tours.

### Fundraising Update

- SeptemberFest Weekend – Jon Weber will attend the October Board meeting to give an update on this year's event as well as discuss plans for moving forward. I would like to personally thank and recognized the following event chairs for their hard work and commitment to this year's event:
  - Jon Weber – Event Chair
  - Michelle Weber – Volunteer Chair
  - Molly Ryan – Family Fun Night Chair

- Andy Klassen – Poker Night Chair
- Colene Woog – Mass Chair
  
- We have chairs in place for the following events and planning is underway for each:
  - STAR Fund – Mike Orme
  - Future STARS Fund – Jim Burns and Brian Howard (pending)
  - Gala – Meagan Galbari and Tracey Citron
  - Marathon – Elizabeth Pershing
  
- Working with Metre on the Annual Report that will be mailed out on November 1<sup>st</sup>. Also working with them to create an informational video to promote the STAR Fund and Future STARS fundraising programs.
  
- Working on a grant request to CSCOE to provide funding to our Future STARS Scholarship program.

#### **Finance Update**

- The auditors presented their report to the Finance Committee on September 25. Tom Kraus will provide a summary of their report at the October Board meeting.

## Principal Report – October 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.

**Thank You** – A huge thank you to the chairs of SeptemberFest: Jon Weber – Event Chair, Michelle Weber – Volunteer Chair, Molly Ryan – Family Fun Night Chair; Colene Woog – Mass on the Grass Chair; Andy Klassen – Poker Night Chair. Their dedication and hard work were clearly noticed by all who attended the events over the weekend. There are so many volunteers who help in countless ways to make SeptemberFest a wonderful display of teamwork by Faithful Shepherd's amazing community! Thank you for sharing your time, talent, and treasure!

### Positivity Project (P2) – Teamwork (Week of SeptemberFest)

P2 lesson: **Teamwork/Citizenship** - Students are learning about the character trait teamwork. "Teamwork simply stated: it is less **me** and more **we**" (Anonymous).

Slides: [Teamwork](https://youtu.be/vtXKQOtNWPg?t=1) – Grade 1 <https://youtu.be/vtXKQOtNWPg?t=1>;

Slides: [Teamwork](https://youtu.be/RuQjYzP9PMo) – Grade 6 <https://youtu.be/RuQjYzP9PMo>

**CogAT** – (The Cognitive Abilities Test) Grades 3 and 5 will be taking the CogAT assessment in place of the winter NWEA assessment (January 13-17 & 21-24). 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.

**Kindergarten Specialist Rotation** – Using a portion of CSCOE's grant, Recruit, Retain, Reward, Faithful Shepherd will be adding another specialist teacher to the kindergarten rotation, Kim Peterson. Mrs. Peterson will be creating a specialist kindergarten rotation using Makerspace, Literacy, and Sensory Walk. This is being implemented after trying to split the 3<sup>rd</sup> kindergarten class and have only two classes with 24 students. Specialists met with principal stating that it was very difficult to have this many kindergarten students for assessment purposes and for space.

**Library** – Mrs. Dahlheimer is working in the library four days a week serving as librarian. She is working with Jeanne Claridge, a retired librarian and now parishioner from Saint John Neumann's. The first group of books that have been updated in our system to receive new labels are the Picture Books. We will organize a group of volunteers to help with this process. The next category of books being worked on are the Easy Readers.

**Bike Club** – FSCS will begin a bike club for students in grades 4th-8th.

We will be meeting and biking at locations such as: Lebanon Hills (dirt trails) and St. Peter's to Minnehaha Falls and back to St. Peter's (paved bike trails).

First ride will be at Lebanon Hills.

Teachers in charge are Mrs. Meier and Ms. Duffy.

### **September 25th**

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We will be meeting and biking at Lebanon Hills (dirt trails) – weather permitting

### **October 2nd**

We will be meeting and biking from St. Peter's to Minnehaha Falls and back to St. Peter's (paved bike trails) – weather permitting.

### **October 23rd**

We will be meeting and biking at Lebanon Hills (dirt trails) – weather permitting

**Increased visibility and participation of FSCS in our three parishes while also increasing participation of the parishes in our school** – One of the strategic plan initiatives from survey feedback is to increase Faithful Shepherd's visibility at our supporting parishes. Faithful Shepherd will be celebrating one mass per trimester. See schedule below:

Saint Peter's – Wednesday, **September 18** at 10:00

Saint John Neumann – Wednesday, **January 29** at 10:00 (Catholic Schools Week)

Saint Thomas Becket – Wednesday, **March 11** at 10:00 (Lent)

**All School Mass at Saint Peter's** - Wednesday, September 18 was our first all school mass at one of our three parishes. Faithful Shepherd attended mass at St. Peter's. Father Steven spent time with our middle school students before mass. After mass, our middle school students had a tour of the St Peter's Historical Church. Thank you, Father Steven and Saint Peter's Church for welcoming Faithful Shepherd students, parents, and staff for a beautiful celebration of the mass.

**Personal Possessions** – Parent/student handbook clarification from page 13 under personal possessions: Chromebooks/computers only. No cell phones or other electronic devices can be used at school unless a student receives permission from a supervising adult. Students must ask permission from supervising adult (i.e. teacher, coach, or adult in supervisory role) to call a parent. Games and other electronic activity will not be allowed. This includes devices that can send or receive text messages.

**NWEA Fall Testing Dates** – Fall testing **September 23-27 and September 30 – October 3**. Testing will be completed in classrooms again this year along with testing window extension by one week to schedule more tests in the AM.

### **4HG – 4 His Glory – Faithful Shepherd Sports – 4HG Signing Day**

Students along with their parents and coaches were invited to attend Faithful Shepherd's second annual 4HG Signing Day on **Wednesday, September 25, at 6:30** We are excited to bring Matt Birk's 4HG Program to Faithful Shepherd for a second year. 4HG encourages kids to play all sports rather than focus on just one. The focus is for kids to have fun, improve their skills, do their best, and keep competition in perspective.

<https://www.4hg.co/>

### **Teacher September Celebrations/Growth Mindset**

**Mrs. Swartout** – Great year so far! Enjoys collaboration with team teacher, Mrs. Reilly-Evans.

**Mrs. Swain** – A student was heard saying at the all school mass at St. Peter's last Wednesday that he wished Mrs. Swain could be there to see this!

**Mrs. Smith** – Appreciates middle school team collaboration.

**Mr. Smith** – Is glad to see relationships blooming with his students. He noted that Family Fun Night was a great step in nurturing those student/teacher relationships.

**Mr. Wolf** – Celebrated choir has grown exponentially over the past three years. There are approximately 45 students in middle school choir!



**Ms. Price** – Celebrated collaboration and problem solving and working together with all teachers!

**Ms. Pfahl** – Celebrated one-hour art/stem class rotation! Said that it is working well, and students are not rushed.