

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
December Approved Minutes
Date: December 3, 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	Yvonne Houle-Gillard	Sheila Hendricks, Principal
Jen Neuman		Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:36PM with a prayer by Fr. Tim.	Fr. Tim
Adoption of Agenda	<p>Cara Geheren noted there will be a possible action item within the Windows 7 Upgrade (New Business).</p> <p>Motion: Tom Kraus made a motion to approve the December 2019 agenda.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p>	Geheren
Approval of Minutes	<p>Motion: Tom Kraus made a motion to approve the November 2019 Minutes.</p> <p>The motion was seconded by Fr. Doug and was unanimously approved.</p>	Geheren

	New Business	
Windows 7 Upgrade	<p>Mike Randall mentioned we need to upgrade two servers and numerous workstations from Windows 7 to Windows 10 as support for Windows 7 will expire on 1/14/20.</p> <p>There are 34 devices (workstations) to upgrade to Windows 10, with the goal of upgrading these devices over the Christmas/New Year break. Technology recommends replacing 12 of the 34 laptops as these were purchased as reconditioned laptops over 3 ½ years ago and are beginning to fail.</p> <p>Our servers were purchased in 2008 and are getting old and should be replaced. They will be replaced with a 'virtual' server.</p> <p>Tom Kraus noted this is an expense we have to deal with to keep our systems up and running.</p> <p>Motion: Fr. Doug made a motion to approve up to \$45,500 for the technology and server hardware upgrades.</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p>	Randall
	Old Business	
SeptemberFest Update	<p>Mike Randall stated we are in the process of obtaining approval from three groups for Septemberfest parking. Once Mike receives the approvals, he will forward to the City of Eagan.</p> <p>Hello! Booking is working with Kid Rock and we are waiting for the proposal to be put in writing.</p>	Randall
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Donations are starting to come in for both the Star Fund and Future Stars Scholarship Fund. • Cara mentioned the alumni event was nice and starting to become a tradition. • We had a big turnout for our Kindergarten Information Night which was held on November 14th, 21 families attended which was encouraging. • Our annual Gala will be held on Saturday, February 29th with a theme of 'Roaring into the 20s!'. This is Faithful 	Randall

	Shepherd's 20 th year!	
Principal's Report	<p>Written report attached.</p> <p>Additional Comments:</p> <ul style="list-style-type: none"> • Cara spoke at the November faculty meeting to discuss what occurred/was accomplished in Year 1 of our Strategic Plan and what we will work on in Year 2. • Fr. Steven inquired on how the middle school health day went. Sheila mentioned there was positive student feedback. We had four, 45-minute sessions. Next time, we will shorten the session times and add more movement for our students. Teachers felt students liked and appreciated the health day. • Joe Keating inquired about Grade Level Teacher Meetings and their purpose. Sheila listens at these meetings to what is on the teacher's mind. This allows for open communication between both parties and it is a good practice to connect with the teachers. • Joe also inquired about the Formal Teacher Observations and their purpose. Sheila mentioned it is good for teachers to go through a formal observation and good for a principal to observe our teachers in the classroom. 	Hendricks
	Committee Reports	
Facilities	<p>No written report.</p> <ul style="list-style-type: none"> • We are working on air flow/heat adjustments this week. 	Randall
Development	<p>No written report.</p> <ul style="list-style-type: none"> • The Development Committee will meet on December 5th. 	Houle-Gillard
Finance	<p>Dashboard distributed to Board Members.</p> <ul style="list-style-type: none"> • Not much changed between the end of September and the end of October on a net basis per Tom Kraus. • Meeting in December to look at 2020-2021 budget and to set the tuition scale for next year. • John Tauer is working with Bremer Bank as we should be earning more dollars on interest rates. 	Kraus

Marketing	No written report. <ul style="list-style-type: none"> The Marketing Committee has a tentative date in December to meet. 	Neuman
	Additional Notes	
Closing Prayer	The meeting ended at 7:42 PM with a prayer by Fr. Steven	Fr. Steven
Executive Session	The Board adjourned, followed by an Executive Session.	

Next Board Meeting: - January 7, 2020 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – December 2019

Enrollment Update

We held our first Kindergarten Information Night on Thursday, November 14 in the new Media Center/Makerspace and had 21 families attend! This is a great turnout as we had six families attend last year. The presentation was well received and most families stayed and toured the kindergarten classrooms and visited with the teachers. We think our new website and marketing efforts with Metre helped with the large turnout. Our first Open House is December 5 from 8:30-10:30.

Marketing Efforts:

Sales/Marketing Efforts for the month of November:

- Kindergarten Information Night was held November 14.
- Email blast sent to preschool families from Sheila on 11/11 to remind them about Kindergarten Info Night- 1 additional RSVP from that email.
- Updated preschool pictures on our school webpage.
- Donated 200 FSCS bags stuffed with our Fall Events flier to Proozy's Fun Run Family event held 11/8.
- SJN Conferences held November 25/26- table advertising our Open House & Kindergarten Flyers.
- Mailed personal invitation to SJN and STB preschool families on 11/20 inviting them to our Open House December 5.
- Advertised December Open House in parish Bulletins.
- Email blast sent to all leads, preschool families & parish families for December 5 Open House.
- Sheila and Jen visible/welcoming in the Preschool Pod for the Grandparent/Special Friend Day November 25 & 26th.

Upcoming and Ongoing Marketing Efforts- Month of December:

- Email blast sent 11/21 to all leads, preschool families & parish families for December 5th Open House.
- Personal invitation from Sheila emailed 12/2 to our preschool families inviting them to Open House.
- PreK-K Christmas Concert Reception- Sheila/Jen to be visible/welcoming at the event.
- Breakfast with St. Nick- St. Thomas Becket- Dec 15- Middle Schoolers in uniform to help with the breakfast; Craft table for children sponsored by Faithful Shepherd.
- Middle Schoolers to help at SJN Toy Drive December 15th- this event is put on by SJN Early Childhood and Preschool.

Fundraising Update

STAR Fund Update

- STAR Fund Kickoff was held November 13. We have 14 committee members helping to make calls. Video announcement was emailed to parents on November 14, and the ask letter was mailed November 18. Calls will begin soon.
- We held our third annual alumni parent gathering at Union 32 on November 19. About 30 people were in attendance. We are going to look at a different date next year to encourage more participation. People enjoy coming and the message is inspiring, so we would like more people to attend! Jim and Deb Burns and Brian and Marcia Howard hosted the event. Early returns are favorable!

Gala Update

- Event will be held February 29 at Lost Spur Country Club. Goal is to have 300 people attend. Will be inviting families who attended Faithful Shepherd the year it opened.

Finance Update

The Finance Committee met on November 20 and reviewed the October financials. We are beginning to work on the 2020-21 budget and will present a draft to the Finance Committee at their December meeting.

Preschool Update

I attended the LADC Board meeting November 21. They are making a slight change to the Restrictions on Hiring language in our lease agreement. They are also considering a proposal to do Revenue Sharing in years when they show a profit. Enrollment is strong in the 4-year-old program but down a bit in the 3-year-olds, so we are going to do some joint marketing including looking at producing a promotional video.

Archdiocese Updates

I will be attending the Archdiocesan Annual School Law Day Seminar December 2. They will be discussing changes to the Justice in Employment Policies. I also attended, along with Fr. Doug and Dr. Hendricks, a presentation by Archbishop Hebda, Bishop Cozzens, and Dr. Jason Slattery titled Roadmap for Excellence in Catholic Education. This is a new initiative by the Archdiocese to again make Catholic schools a priority. "Engaging local and national experts under the leadership of the Archbishop, the work of the Roadmap represents the way that the Archdiocese intends to approach the strategic work on Catholic education over the next three to five years." This was an initial meeting to introduce the plan and more details will follow.

Principal Report – December 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.

Grade Level Teacher Meetings – In order to improve teacher/administration communication, I met with team teachers in grades K-5 in November and listened to concerns, ideas, and accomplishments. It is a good way for principal to connect with teachers on a monthly basis in a small group setting. One of the teachers takes minutes and sends them to the group.

Formal Teacher Observations – Six teachers have been formally observed with a follow-up meeting to discuss the observation. These observations and meetings have served as an excellent opportunity for principal to validate the great work our teachers are doing!

Weekly meetings with Father Doug – In an attempt to improve teacher/administration communication, Mike, Father Doug, one or two teachers and principal meet on a weekly basis for dialogue. Teachers come to the meeting prepared to discuss topics of question or concern.

Student Discipline – November 26 marks the completion of the first trimester.

In the first trimester there was a total of nineteen student discipline write-ups brought to the principal's attention:

Eleven discipline write ups in September

Four in October

Four in November

Ten students from grades K-5

Nine students from grades 6-8

These were all first offenses. In each incident, the teacher joined with principal and student to discuss student's behavior. While students are present, a category of offense and consequence from the discipline guidelines is chosen by teacher and principal.

After the teacher, student, principal meeting, principal called home to communicate the discipline procedure with the family. Families have been appreciative of the communication and desire to work with the school in helping their child make better choices moving forward.

Teachers are playing an instrumental role with the follow through of the incident including the discipline consequence.

The added procedure of having the teacher present and explaining the reason for the student being sent to the principal in front of the student has brought a new level of clarity for all involved.

Attendance Letters - Eight attendance letters were sent home at the end of the first trimester reminding parents of our attendance policy and letting them know that their child(ren) has exceeded ten unexcused tardies. The letter encourages families to work at getting their children to school on time.

Middle School Health Fair – Megan Moseley, our school counselor organized a Middle School Health Fair. Below is an excerpt from the permission slip sent home to parents for the Health Fair. It gives a brief explanation of the speakers and topics:

“... Deborah Cavitt:

MS, SAPT, CD/MI, PSP, LMPE, Program Director for Minnesota Association for Children’s Mental Health (MACMH). Ms. Cavitt will focus on recognizing stress in self and others and building coping strategies.

Renee Labat:

Youth and Parent Educator at NAMI Minnesota (National Alliance on Mental Illness). Ms. Labat will share her personal story about growing up with depression. Students will be given the opportunity to write words of encouragement for others suffering from mental health issues. She will also have resources on hand for our students.

Shelly Harvey:

Private practice, and licensed School Counselor. Ms. Harvey works with children on skill building and is a parent coach. Ms. Harvey will focus on recognizing anxiety and how it affects our bodies and minds, as well as coping strategies.

Fr. Steven and Fr. Connelly:

Fr. Steven joins us from the Church of St. Peter, and Fr. Connelly from St. John Neumann. They will talk with our students about the importance of prayer and meditation, and how we can help our community when it comes to mental illness and coping.

Will there be resources? Speaker notes and presentations will be made available for students on Google Classroom. Additional resources on mental health topics will be made available online as well. “

Be the Nice Kid - Home and School partnered with Faithful Shepherd to bring Bryan Skavnak from - Be The Nice Kid - on Friday, November 22. Bryan presented to two large group assemblies (K-5 and 6-8). He then presented to smaller groups (K-1, 2-3, 4-5). Lastly, he spent time on the playground at recess and in the cafeteria at lunch talking with students.

Below are excerpts taken from Be The Nice Kid website.

Bryan is a storyteller. Through his blend of humorous, heartfelt, and thoughtful stories, kids start to realize how much they can really do.

Because everyone has their thing.

And if we start with kindness, compassion, generosity, courage, and positivity, not only will we grow, but we'll help others grow as well.

Help the world. That's what Be the Nice Kid is trying to do.

And it starts with kids.

When kids learn to express their feelings positively, treat others with respect, laugh at their mistakes and just try to do a little bit better, we're off to a good start.

For more information, see link below. <https://www.bethenicekid.com/>

TREC – Principal will be teaching a middle school TREC class the week of January 21-24. It is official as I sent my class offering to the middle school team in November. Hopefully, a few students want to take a class taught by the principal. I will be offering an audio drama class about two of our amazing Saints.

Makerspace Windows – STEM came alive this month when the principal received a letter from some fifth-grade students who wanted to solve a concern that they have regarding birds flying into the makerspace windows and dying after hitting the windows.

Students used the PLTW – STEM engineering design and worked through possible solutions. They presented their findings to Mr. Randall and me. They agreed that window decals that are designed for birds to see is the most cost effective and have a high success rating. It was approved. The decals are on the windows. The experiment is live. The fifth-grade students along with Mrs. Kirby did an excellent job presenting their research, findings, and recommendation.

Nicely done!

Preschool Grandparent Days – November 25-26 - Principal visited each of the preschool classrooms welcoming the special friends and grandparents of our preschoolers. Each room was full both days. Very well attended!

God bless,
Sheila Hendricks, Ed.D.