

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
February Approved Minutes
Date: February 4, 2020

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	Jason Skagen	Yvonne Houle-Gillard	
Jen Neuman	Cara Geheren	Tom Kraus	Mary McCoy, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:34PM with a prayer by Yvonne Houle-Gillard.	Geheren
Adoption of Agenda	Motion: Fr. Tim made a motion to approve the February 2020 agenda. The motion was seconded by Joe Keating and was unanimously approved.	Geheren
Approval of Minutes	Motion: Yvonne Houle-Gillard made a motion to approve the January 2020 Minutes. The motion was seconded by Fr. Doug and was unanimously approved.	Geheren
	New Business	
	N/A	

	Old Business	
SeptemberFest Update	<p>Jason Skagen provided an update on Septemberfest.</p> <ul style="list-style-type: none"> • Conference calls between Sue McLean & Associates (SMA) and our Septemberfest Committee (Mike Randall, Jason Skagen, Fr. Doug and Jon Weber) have occurred. Considering having SMA help with our Septemberfest event. SMA is a talent and event planning agency. A motion will occur during tonight's Executive Session. • We have secured the necessary parking spaces as required by the city and are researching several bands for next year's event. 	Skagen
	Administration Reports	
Executive Director's Report	<p>Written report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • 24 kindergarten registrations • Fr. Tim mentioned the St. Thomas Becket Preschool would be closing. Mike stated Jen Claude would promote the Discovery Center preschool at STB. • Gala 2020: <ul style="list-style-type: none"> ○ We will have a new emcee this year: Scott Galbari. ○ Our auctioneer will introduce the live items this year. ○ Gala sponsorship is going well. ○ Ticket sales are at about 100 at this time. ○ Next Gala newsletter will introduce the Electric Moment: Scholarship Fund. 	Randall
Principal's Report	Written report attached.	Hendricks
	Committee Reports	
Facilities	No written report.	Skagen
Development	No written report. Next Development Meeting on March 19 th .	Houle-Gillard
Finance	<p>Dashboard distributed to Board Members.</p> <ul style="list-style-type: none"> • Plan to manage reserves by consolidating checking accounts. By doing this, we will benefit from higher interest rates. Also looking at certificate of deposits. 	Kraus

<p>Marketing</p>	<p>No written report.</p> <ul style="list-style-type: none"> • Mike Randall, Jen Claude and Jen Neuman are working to consolidate plans with Metre and manage Metre marketing efforts. • Committee will meet with Metre in person 3 to 4 times per year to plan things out and coordinate accordingly. • Cara wondered if we should revisit the committee charter. Jen Neuman said yes, she and Mike will look at the charter. 	<p>Neuman</p>
<p>Additional Notes</p>		
<p>Closing Prayer</p>	<p>The meeting ended at 7:21 PM with a prayer by Fr. Tim.</p>	<p>Fr. Tim</p>
<p>Executive Session</p>	<p>The Board adjourned, followed by an Executive Session.</p> <p>The following motion was made during February's Executive Session.</p> <p>Motion: Fr. Doug made a motion to authorize execution of a contract with SMA (Sue McLean & Associates) for \$15,000 for Septemberfest with a budget of \$140,000 for the bands with selection subject to approval by the Septemberfest Committee (Mike Randall, Jason Skagen, Fr. Doug and Jon Weber).</p> <p>The motion was seconded by Fr. Tim and was unanimously approved.</p>	<p>Geheren</p>

Next Board Meeting: - March 3, 2020 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM) if needed.

Executive Director's Report – February 2020

Enrollment Update

The Continuous Enrollment packets went home the week of January 13. The deadline for informing us if a student will not be returning is February 14. To date, we have heard of one student not returning. Currently we have 19 kindergarten registrations (compared to 17 at this time last year.) There are 23 potential siblings who are kindergarten aged who have not yet applied. Our goal is to enroll 50 kindergarten students for next year.

Marketing Efforts:

Sales/Marketing Efforts for the month of January:

- Mailing sent out week of January 6th to Burnsville area in response to 3 schools closing next fall. Focused on ages 4-11.
- Wendy at SJN Preschool will list our February Open House in her January newsletter
- Advertised upcoming Middle School Information Night in SunTimes newspaper, Mary Mother bulletin, Church of St. Patrick bulletin, 3 parish bulletins
- Ran ad in Eagan Sun Times magazine- Best of Eagan addition- Best Private School in Eagan- \$324
- Catholic Schools Week at all 3 parishes- Parents and students spoke at all the Masses for each parish, Hospitality tables at all 3 parishes advertising Middle School Night and February Open House
- Dropped off invitations at St. Thomas Becket for our February Open House. Learned that their preschool is closing after this current school year.
- Continue to joint-tour with Kristen Shadis for all PREK tours- 3 joint tours for January- all have registered for the fall.
- Email blast sent for Middle School Information Night to all leads & parish email list
- Email blast sent to all 4th & 5th grade families- inviting to Middle School Information Night- Patti emailed
- *Now Enrolling* email blast sent on 1/21 to all leads, toured families, parish email list
- Email sent from Sheila to all non-sibling LADC families inviting them to apply to our kindergarten- emailed 1/21

Fundraising Update

STAR Fund

- Current totals are \$68,650 raised from a total of 92 donors. That's very close to where we were last year at this time.

Gala

- **Gala for Giving is Saturday, February 29 at Lost Spur Golf and Event Center.** Doors open at 5:00 pm. Invitations have been sent to both current and alumni parents. Meagan Galbari and Tracey Citron, Gala co-chairs, and the entire planning committee are working hard to put on a great event and have come up with some great Live auction items! We spent some time with the Howard family videotaping them as a part of the Founders Award being presented to Brian Howard at this year's Gala. We are hoping for a turnout of 300 attendees!

Finance Update

The Finance Committee met on January 22 and reviewed the December financials. The December Dashboard is attached.

Principal Report – February 2020

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.

Faithful Shepherd Future Cities Team – This year's theme: Clean Water Tap into Tomorrow. Faithful Shepherd continues improving each year. This year the team placed 15th out of 30 teams. Mr. Brew is the team leader along with John Mazzitello, who serves as a mentor and was instrumental in bringing Future Cities competition to Faithful Shepherd.

Robotics – Mindstorms robotics will be offered in February for 5th- middle school students. Hands-on and collaborative steps will be used to program various movements, mazes, and tracks. Students will use the Engineering Design Process in groups to aid them in problem solving and stretching their creative minds. Mr. Smith will be the instructor.

NWEA/CogAT Tests- Winter testing took place January 13-17 & 21-24. Test results were sent home on Friday, January 31

Catholic Schools Week – A fun-filled, lively week of activity - from the Minute to Win It with Saint Thomas Becket taking home first place, to the beautiful worship service at Saint John Neumann on Wednesday, to students making a valentines for shut ins, to the Cross made of paper chains to demonstrate our unity, it was a great CSW!

Washington DC Trip- Forty of our seventh grade students along with five chaperones will be spending a week in Washington DC from February 1-7, 2020. Faithful Shepherd partners with Washington Workshops to create an itinerary. Some of the experiences: touring the Department of Defense Headquarters at the Pentagon, participating in a wreath laying ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery, partaking in a "Q and A" session with our congressional leaders during a tour of the Capitol, having an orientation at the supreme court, watching a play at the John F. Kennedy Center of Performing Arts, visiting the private home and tomb of George Washington at Mount Vernon, visiting an embassy, and having a private tour of the Gettysburg Battlefield, and visiting the many historic memorials and museums that DC has to offer. Thanks to Mrs. Engel for your leadership in this trip.

Student Teacher – Michael Bengen will be completing a portion of his student teaching requirements at Faithful Shepherd. Michael will be working with Mr. Keller in PreK-8 physical education classes, great to have another student teacher in our building.

Welcome – **Katie Johns** is now teaching in the Kindergarten Makerspace Literacy specialist class. She has replaced **Kim Peterson** who is now teaching for Mrs. Smith’s middle school ELA classes. Mrs. Smith will be out for the remainder of the year on maternity leave. We are very excited to have Ms. Johns and Mrs. Peterson join our teaching staff. Please welcome them.

Congratulations to Mrs. Smith on the birth of twin girls. The twin girls arrived on January 16. Their names are Callie Mae and Lucia Elizabeth. Please keep them in your prayers.

College Students Reading at Faithful Shepherd – Thanks to Mrs. Swartout for organizing and inviting a group of Macalester college basketball players to read to Kindergarten, first, and second grade classes. A message that the college athletes left with our students: Doing your best academically and listening to your teachers is the most important job you have. Sports are secondary.

MNSAA – Strategic plan with MNSAA is complete and will be sent to MNSAA for review by March 1, 2020.

God bless,
Sheila Hendricks, Ed.D.