

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 2, 2010**

Board Members Present:

St. John Neumann

Faye Heffele

St. Thomas Becket

Tom Levandowski

Rebecca Schmid

Church of St. Peter

Fr. Joseph Gallatin

Dan O'Brien

Other Attendees

John Boone, Principal

Terese Shimshock, Vice Principal (7:54 – 8:11pm)

Jim Fink, Finance Committee (7:11- 7:52pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:11pm.	John Boone
Adoption of Agenda	<p>The Board was unable to approve the February 2, 2010 agenda due to lack of a quorum. The Board suggested the following changes to the agenda:</p> <p>MOVE: Section IV-a, New Business - ITBS Score Reports, to follow Section IV-b, New Business – Financial Audit/Refinancing.</p> <p>CHANGE: Section VI, Unfinished Business – Technology Plan Approval, to Unfinished Business – Technology Plan Update.</p> <p>Due to lack of a quorum, the agenda will be adopted electronically.</p>	Board
Approval of Minutes	<p>The Board was unable to approve the January 5, 2010 minutes due to lack of a quorum. The Board suggested the following changes to the minutes:</p> <p>REMOVE: Reports of Committees, Marketing, 4th bullet: “for a second review”.</p> <p>CHANGE: Reports of Committees, Marketing, 5th bullet: “...mission statement.” to “...draft Charter”.</p> <p>CHANGE: Reports of Committees, Marketing, 6th bullet: “...about Catholic Schools Week and parish calendars.” to “...about coordinating Catholic Schools Week with parish calendars.”.</p> <p>CHANGE: Reports of Committees, Development, first paragraph: “...met to discuss Septemberfest...” to “...are planning to meet soon to discuss Septemberfest...”.</p> <p>Due to lack of a quorum, the minutes will be approved electronically.</p>	Board
New Business		
Financial Audit/ Refinancing	<p>Special guest Jim Fink presented the financial audit for Board review. The auditors did not make any additional recommendations in their report. The audit includes Capital Campaign pledges under “Promises to Give”.</p> <p>Jim Fink noted that the budget for the 2010-11 school year will be finalized after the results from the Gala for Giving are confirmed. Jim plans to recruit new members for the Finance Committee.</p> <p>The Finance Committee will begin to contact banks to discuss refinancing options now that the audit is complete. The Board discussed the need for an appraisal of the school and property in preparation for refinancing.</p>	Rebecca Schmid
ITBS Score Reports	<p>Vice Principal Terese Shimshock presented the ITBS test score results to the Board.</p> <p>The ITBS test breaks down testing categories for:</p> <ul style="list-style-type: none"> • Math <ul style="list-style-type: none"> ○ Concepts and estimation ○ Problem solving and data interpretation ○ Math computation • Reading <ul style="list-style-type: none"> ○ Vocabulary ○ Reading comprehension 	John Boone

<p>ITBS Score Reports</p>	<ul style="list-style-type: none"> • Language Arts <ul style="list-style-type: none"> ○ Spelling ○ Capitalization ○ Punctuation ○ Usage and expression <p>Students performed well in all test categories. Math computation was not as high as other categories. However, overall math scores were good.</p> <p>Parents received individual test results for their children. The overall school results will be posted in the FSCS Annual Report in graph form.</p>	<p>John Boone</p>
<p>Principal's Report</p>		
	<ul style="list-style-type: none"> • Catholic Schools Week is this week, February 1st -5th. Many activities are planned this week, including Open Houses on Tuesday morning and Thursday evening. • Results from the sibling survey show that up to 30 siblings may enroll at the school next year. • A teacher retreat took place last Friday, January 29th at St. Thomas Beckett. • FSCS 6th grader Britta Koenen is the Archdiocesan Spelling Bee champion. • The Physical Education Department launched the four week NFL Play 60 Challenge program on January 11th. • Roughly 350 people attended the Gala this year, an increase from last year. The Electric Moment generated approximately \$20,000.00. The Gala Committee will present the results of the Gala in the March Board meeting. 	<p>John Boone</p>
<p>Unfinished Business</p>		
<p>Technology Plan Update</p>	<p>Dan O'Brien sent the updated Technology Plan to Board members via email today. Nate Jorgensen added a section on procurement. Dan will send an electronic motion to the Board for approval of the plan.</p>	<p>Dan O'Brien</p>
<p>Reports of Committees</p>		
<p>Liaison Reports</p>	<p><u>Marketing</u> Andrea has completed her Marketing plan to-date.</p> <ul style="list-style-type: none"> • Direct mail has been sent to parish parents of school-age children and families in area zip codes. • Flyers have been posted at local coffee houses. • Professional-looking Admissions packets have been updated and printed. • Professional-looking booths have been created for our parishes. • A new general flyer has been created and delivered to parishes for new parishioner packets. • Newspaper ads ran this week in the Sun Current and Star Tribune South Metro. • Priest appeal letters have been created to be sent to parishioners with preschool children. At this time, these letters have been sent to St. Peter's parishioners. • A database of contact information for Open House attendees has been created. Andrea is following up via email and telephone with these families. She will meet with Mr. Boone to discuss the success of the current Open Houses and to decide if additional marketing is needed. • The sibling survey was completed. 	<p>Rebecca Schmid</p>
	<p><u>Athletic Field Site Plan</u> No report.</p>	<p>Dan O'Brien</p>
	<p><u>Development</u> No report.</p>	<p>Mark Lasswell</p>
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • \$1,094,768 in pledges to-date. • A donor proof sheet is being prepared to ensure that correct donor data is on file. • Pledge reminders are being sent out to donors. The fulfillment of pledges is going smoothly. • Year-end notices for IRS purposes have been sent to donors. • The matching gift analysis is underway to be sure we are maximizing our matching gifts. 	<p>Tom Levandowski</p>
	<p><u>Finance</u> See New Business, Financial Audit/Refinancing. No further report.</p>	<p>Rebecca Schmid</p>

	<u>Tri-Parish</u> No report.	Dan O'Brien
Executive Session	Occurred from 6:00pm – 7:06pm.	Board
Closing Prayer	The meeting adjourned at 8:41pm.	Fr. Gallatin

Next meeting March 2, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting