

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
May 3, 2011**

Board Members Present:

St. John Neumann
Fr. Charlie Lachowitz
Marge Gruenes
Susan Johnson

St. Thomas Becket
Fr. Bill Murtaugh
Tom Levandowski
Tom Durand

Church of St. Peter
Fr. Joseph Gallatin
Sheila Manahan

Other Attendees
Mr. John Boone, Executive Director
Ms. Terese Shimshock, Principal
Jim Fink, Finance Committee (7:53-8:29pm)
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:15pm.	Fr. Bill Murtaugh
Adoption of Agenda	<p>Motion: Sheila Manahan made the motion to approve the May 3, 2011 agenda with the following change:</p> <ul style="list-style-type: none"> • MOVE: "VI. Unfinished Business" to follow "III. Reading and Approval of Minutes". <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Marge Gruenes made the motion to approve the April 5, 2011 minutes with the following changes:</p> <ul style="list-style-type: none"> • REMOVE: Board Members Present: St. John Neumann: "Fr. Charlie Lachowitz". • CHANGE: VI. Unfinished Business, b. 2011-12 Budget Presentation, 2nd bullet: "Teachers receive a 3% increase. Teachers have not received an increase over the past 2 years." to "Salary scale upgraded 3%. The salary scale has not been upgraded over the past 2 years." <p>The motion was unanimously approved.</p>	Board
Unfinished Business		
Septemberfest Recommendation /Update	<p>The following progress has been made on Septemberfest 2011:</p> <ul style="list-style-type: none"> • The \$500.00 deposit has been paid to secure Boogie Wonderland for the event. • A Septemberfest volunteer recruitment event took place at Cooper's. <ul style="list-style-type: none"> o Susan Johnson and Mark McGinty will co-chair this event. o John Weinberger and Tony DeIDotto will co-chair sponsorship for this event. o Chairs are also in place for finance, security, and other key components of this event. • The event will be held on September 17, 2011. <p>The Board reviewed tent options and discussed marketing costs for the event. Tom Levandowski would like a recommendation from the Marketing Committee on when to announce the band. The Marketing Committee will meet next week and plans to determine warm-up bands and the event announcement before the end of the school year. The Board needs to authorize the next installment payment for Boogie Wonderland in order to move forward with Septemberfest 2011.</p> <p>John Weinberger and Tony DeIDotto are committed to chair sponsorships for this event. However, Susan raised the idea from the April meeting regarding Board members calling our past 19 sponsors to discuss sponsoring the 2011 event, so that the event sponsorship chairs may work on developing new sponsors. Sue Riesgraf will provide history and information on each past sponsor for Board members' reference when calling these 19 sponsors. Board members should contact Sue with any questions prior to calling these past sponsors.</p> <p>Motion: Marge Gruenes made the motion to approve the 2nd installment payment for Boogie Wonderland.</p> <p>Fr. Charlie abstained from voting on this motion. The motion was approved.</p>	Tom Levandowski

<p>2011-12 Budget Final Review (Special Guest: Jim Fink)</p>	<p>Jim Fink reviewed the budget with the Board.</p> <p>Administration found new sources of revenue and cost savings to bring the budget in by approximately \$45,000.00. Andrea Douglas is volunteering her time for Marketing services.</p> <p>Fr. Charlie had several questions regarding the budget:</p> <ul style="list-style-type: none"> • Scrip shows a deficit for the 2010-11 school year. This may appear on H.S.A.'s budget. • Jim Fink will re-check parish user fees. • The Lunch Program does not reflect income in the budget. This needs to be re-checked with Sodexo and may require a re-negotiation with Sodexo. • The Extended Day contract with the YMCA should be reviewed and possibly re-negotiated. <p>Tom Durand had a question on property insurance. We will be receiving a rebate from our insurance company due to our minimizing risk through auditing with Catholic Mutual.</p> <p>John Boone had comments on snow removal and energy costs. Snow removal increased due to weather. Energy costs have gone up due to new and increased computer equipment. The lawn will be cut less often.</p> <p>Susan Johnson asked if we should consider increasing the Technology fee. Mr. Boone states that we are on the low end but comparable to schools in the area for this fee.</p> <p>Repairs are not listed in the budget. FSCS chose to use the capital reserve fund for repairs in 2011-12. Computer and printer expenses are doubling next year. Terese Shimshock will check with Nate Jorgensen on what comprises this number for 2011-12.</p> <p>Sue Riesgraf's fees will be paid out of the Capital Campaign. Nurses are paid by both District 196 and FSCS. Books, special education, and the school psychologist are also partially covered by District 196.</p> <p>Tom Levandowski confirmed with Jim Fink that once the budget is set, Jim will begin to shop with banks to refinance FSCS debt.</p> <p>The items above will be confirmed. If these items are changed, they will have a positive impact on the budget.</p> <p>Motion: Fr. Joseph Gallatin made the motion to approve the 2011-12 budget.</p> <p>The motion was unanimously approved.</p>	<p>Sheila Manahan</p>
<p>Executive Director's Report/Scorecard</p>		
	<p>The Board asked if the school closed the shortfall in the 2010-11 school budget. Sheila Manahan will check with Jim Fink on this and circulate this information to the Board.</p> <p>No further report.</p>	<p>Mr. Boone</p>
<p>New Business</p>		
<p>Review of ITBS Test Scores</p>	<p>Terese handed out the composite ITBS scores for FSCS. These standardized tests are a snapshot of the students' performance over time. Overall, our students do very well – FSCS students are in the 75th -78th percentile on Math, Reading, and Language Arts total scores.</p> <p>Math computation scores improved in 3rd through 6th grades. Current 4th grade students improved in every subtest in the Math and Language Arts subject areas. In the 2010-11 school year, Kindergarten through 2nd grade students used the new Houghton Mifflin reading series, which emphasizes individualized reading levels. 3rd through 5th grade students used the new McMillan McGraw Hill series, which has a stronger vocabulary component.</p> <p>Terese will send a document with suggested academic action items to the Board via email. In the June meeting, the Board will review the Strategic Plan specifically for action items on academic achievement to provide direction to Terese and the faculty for the 2011-12 school year.</p> <p>Fr. Charlie Lachowitz asked Terese the best way for the Board to express their gratitude to the faculty for the wonderful job they are doing as reflected in the standardized test scores. The Board decided to draft a letter and provide a small celebration during a faculty meeting to express their gratitude to the faculty.</p> <p>Motion: Fr. Charlie Lachowitz made the motion for Marge Gruenes and Terese Shimshock to write a letter to the faculty on behalf of the Board to express gratitude for their work with the students.</p> <p>The motion was unanimously approved.</p>	<p>Terese Shimshock</p>

<p style="text-align: center;">Committee Charters</p>	<p>Tom Levandowski asked committee liaisons to review their committee’s charter with the Board. All charters share the same structure. The Board reviewed draft #4 of each charter.</p> <ul style="list-style-type: none"> • Marketing Charter – Tom Durand recommends that the Board accept this charter as written and that the Marketing Committee raise any desired changes with the Board in the future. • Finance Charter – Sheila Manahan recommends modifying both the second and last bullet items. • Development Charter– Susan Johnson recommends modifying the first bullet item and removing the sub-bullets. Susan also recommends that the Board receive Sue Riesgraf’s input prior to approving this charter. • The Board recommends changing the committee membership for all three charters to indicate that the liaison from the school is the Executive Director or the Executive Director’s designee. <p>Motion: Fr. Charlie made the motion to approve all three charters as amended.</p> <p>The motion was unanimously approved.</p>	<p style="text-align: center;">Tom Levandowski</p>
<p style="text-align: center;">Executive Session</p>	<p>Occurred from 6:00 – 7:10pm</p>	<p style="text-align: center;">Board</p>
<p style="text-align: center;">Closing Prayer</p>	<p>The meeting adjourned at 9:37pm</p>	<p style="text-align: center;">Tom Durand</p>

Next meeting June 14, 2011 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting