

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
June 14, 2011**

**Board Members Present:**

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

**St. Thomas Becket**  
Tom Levandowski

**Church of St. Peter**  
Fr. Joseph Gallatin  
Sheila Manahan  
Dan O'Brien

**Other Attendees**

Mr. John Boone, Executive Director  
Ms. Terese Shimshock, Principal  
Sue Riesgraf, Development Consultant (7:20 – 8:05pm)  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:11pm.	Fr. Joseph Gallatin
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Marge Gruenes made the motion to approve the June 14, 2011 agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• ADD: "IV. Board Governance Matter" to follow "III. Reading and Approval of Minutes".</li> <li>• REMOVE: V. New Business a. Enrichment Update.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Susan Johnson made the motion to approve the May 3, 2011 minutes with the following change:</p> <ul style="list-style-type: none"> <li>• REMOVE: 2011-12 Budget Final Review, paragraph 6, third sentence.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Board Governance Matter</b>	<p>Tom Levandowski presented a plaque to Dan O'Brien, recognizing his contributions to the school as a member of the FSCS Board for the past 6 years.</p> <p><b>Motion:</b> Tom Levandowski made a motion to approve the following Resolution of Appreciation:</p> <p style="text-align: center;"><b>RESOLUTION OF APPRECIATION</b></p> <p><i>Comes now</i> the Board of Directors for Faithful Shepherd Catholic School and resolves as follows:</p> <p><b>Whereas:</b> Dan O'Brien is concluding <u>six (6)</u> years service to the Faithful Shepherd Catholic School Board of Directors, which for the past three years has included serving as Chair of the Board;</p> <p><b>Whereas:</b> Dan O'Brien has thoughtfully and skillfully guided the Board in its work in support of the School, including by way of example only, through the following important accomplishments:</p> <ul style="list-style-type: none"> <li>• a successful <i>Shepherd the Way</i> Capital Campaign;</li> <li>• a very thorough and ambitious strategic planning process that resulted in a multi-year blueprint for the Board's governance activities and the future success of the School;</li> <li>• a strengthened focus on and commitment to marketing, communications, and development activities</li> </ul> <p><b>Whereas:</b> Dan O'Brien's leadership, vision, and commitment has significantly advanced the Mission of Faithful Shepherd Catholic School, strengthened the long-term effectiveness of the Board, and provided invaluable contributions to the ongoing financial and operational health and success of the School;</p> <p><b>Now, therefore, be it resolved</b> that this Board, on its own behalf and that of the students, families, staff, and faculty of Faithful Shepherd Catholic School, hereby –</p> <ol style="list-style-type: none"> <li>1. express enormous gratitude and appreciation to Dan O'Brien for his dedication, and service to Faithful Shepherd Catholic School and his immeasurable contributions to the success of the School and the Board;</li> </ol>	Tom Levandowski

<p><b>Board Governance Matter</b></p>	<p>2. commend and thank Dan for his vision and leadership that will continue to enhance the excellence of Faithful Shepherd Catholic School and the work of the Board for years to come; and</p> <p>3. Direct that this resolution be entered into the minutes of the Board of Directors as part of the permanent record of the School.</p> <p>Be it further resolved that a copy of this resolution is presented to Dan as a tangible expression of gratitude.</p> <p>Dated: June 14, 2011</p> <p><b>The motion was unanimously approved.</b></p>	<p>Tom Levandowski</p>
<p><b>Executive Director's Report/Scorecard</b></p>		
	<p>Mr. Boone provided his report to the Board.</p> <ul style="list-style-type: none"> <li>• 536 students have sent in their \$75.00 deposit. Mr. Boone anticipates enrollment to be between 542-547 students for the 2011-12 school year.</li> <li>• The Religion "I Can" statements are complete. Social Studies "I Can" statements will be determined in the 2011-12 school year.</li> <li>• Andrea Douglas is currently working on the parent survey. It will be sent out in the near future to be useful for the upcoming school accreditation.</li> <li>• The Strategic Plan has been updated to include the Enrichment Staff hours expansion and student service hours in the parishes. 10 of the 30 required student service hours can now be completed at the parishes.</li> <li>• Mary Jubenville confirmed that the 2010-11 budget is ok.</li> <li>• Andrea Douglas began working on Septemberfest marketing.</li> <li>• Mr. Boone has been meeting frequently with Sue Riesgraf on development issues.</li> <li>• FSCS attended Showcase Eagan and held the first golf outing in conjunction with St. Peter's Church.</li> </ul> <p>Sheila Manahan addressed the financial review with the Board. Fr. Charlie stated that the Board needs adequate time to review the refinance options in order to approve the refinance by the end of the year. The tri-parishes provide payments towards the building, but not the operation of the school. Jim Fink will provide an update in writing in August, and will attend the September meeting.</p>	<p>Mr. Boone</p>
<p><b>New Business</b></p>		
<p><b>End of Year Development Review</b></p>	<p>Sue Riesgraf presented the Development update to the Board.</p> <p>Sue is developing a multi-year, comprehensive development plan that includes many new activities as well outreach to the community, alumni, past families, grandparents, and donors. Sue has completed or is currently working on the following:</p> <ul style="list-style-type: none"> <li>• Fine-tuning the Development case statement and putting together the Development Committee</li> <li>• Revamping the calendar of current events</li> <li>• Implemented the volunteer recruiting strategy</li> <li>• Collected job descriptions of the leadership team (still needs the Board of Directors job description)</li> <li>• Preparing the Director of Development position that compliments the existing structure</li> <li>• Completed over 20 hours of Raiser's Edge software training</li> <li>• Documented the following processes: <ul style="list-style-type: none"> <li>○ Gifts</li> <li>○ Acknowledgements</li> <li>○ Return Mail</li> <li>○ Sympathy cards</li> <li>○ Typing standards</li> <li>○ Holiday communications</li> </ul> </li> <li>• Using Raiser's Edge to track all events and activities, resulting in consistent reports and tracking</li> </ul> <p>Sue has accomplished the following in her first 6 months:</p> <ul style="list-style-type: none"> <li>• The Golf event is now partnered with St. Peter's Church and moved to the Spring</li> <li>• Shepherd the Way donor party</li> <li>• Donor wall designs are secured</li> <li>• Annual Report</li> <li>• Alumni Mass with several class leaders identified to start alumni association buzz</li> <li>• Past family/alumni outreach for Gala and Golf events</li> </ul>	<p>Susan Johnson</p>

<p style="text-align: center;"><b>End of Year Development Review</b></p>	<ul style="list-style-type: none"> <li>• Pass the Torch volunteer recruiting process (including St. John Neumann)</li> <li>• Donor meetings with key donors</li> <li>• Resource development (writers and designers)</li> <li>• Implementation of processes and procedures</li> <li>• Case statement developed, formation of Development Committee</li> <li>• Matching gift companies identified and mapped</li> <li>• Participation in Showcase Eagan and Eagan Funfest Parade</li> <li>• New Fire station outreach. We offered our parking lot for their open house. They will provide educational opportunities at their site to students during Fire Safety Week.</li> <li>• Septemberfest sponsorship underway</li> <li>• Septemberfest marketing materials out in community</li> <li>• Donation doubled to North Minneapolis recovery efforts</li> <li>• Prospect research process outlined</li> <li>• Developing community and corporate relationships</li> <li>• Increase website presence including Donate Now and Facebook</li> <li>• Met with FSCS staff and teachers as well as monthly school administration meetings</li> </ul> <p>Sue's next steps include:</p> <ul style="list-style-type: none"> <li>• Formalizing the Development Plan, including the budget</li> <li>• Develop funding opportunities that match donor interests while supporting the general operating fund</li> <li>• Design and launch the annual fund</li> <li>• Create the Development/Alumni website within fscsmn.org</li> <li>• Reach out to donors in smaller groups to create excitement/buzz</li> <li>• Parish outreach</li> </ul> <p>Sue asked the Board to provide their updates to her on calls to past Septemberfest sponsors. Susan Johnson reported that she got responses on her 3 phone calls, but the sponsorships were lower than last year. Sponsorship chairs are working on second tier sponsorships now. Sue provided Septemberfest flyers to the Lennar home development office across the street from the school, as well as to the Fire Station, and Showcase Eagan. Susan Johnson noted that the opening band for Boogie Wonderland will be Catchpenny.</p> <p>Fr. Gallatin asked about the Annual Fund. Sue sees it kicking off in the Fall, with various phases for alumni, parishes, etc. Sue would like to offer more service hours to middle school students to accomplish these goals.</p>	<p style="text-align: center;">Susan Johnson</p>
<p style="text-align: center;"><b>Strategic Plan 2011-12 Objectives</b></p>	<p>Dan O'Brien forwarded Terese Shimshock's 2011-12 Strategic Plan objectives to the Board electronically for their review. The Board discussed the objectives they wanted to keep and what may need to be added. This discussion resulted in the following objectives:</p> <p><b>Objective #1:</b> Increase total enrollment from 535 to 550.</p> <p><b>Objective #2:</b> Reduce financial risks by:</p> <ul style="list-style-type: none"> <li>• Refinancing existing debt of \$5.68M by 12/31/11</li> <li>• Reducing overall debt from 5.68M to \$5M</li> </ul> <p><b>Objective #3:</b> Secure \$156K in fundraising revenue.</p> <p><b>Objective #4:</b> Establish Social Studies "I Can" statements for grade levels K-8.</p> <p><b>Objective #5:</b> Achieve a TBD percentage of parent participation in the Accreditation self-study survey.</p> <p><b>Objective #6:</b> Establish and implement school-wide student behavior expectations for inclusion in the Student/Parent Handbook (to be initially communicated to parents at "Back to School" night).</p> <p><b>Objective #7:</b> Increase ITBS math computation scores by 1 percentile at each grade level.</p> <p><b>Objective #8:</b> Develop a greater appreciation of the worship environment at weekly Mass and during prayer services, strengthen overall community liturgical experience, and educate students on changes to the Mass within the Roman Missal, Third Edition,</p> <p><b>Objective #9:</b> Begin self-study portion of the accreditation process which includes:</p> <ul style="list-style-type: none"> <li>• Analysis of school survey results</li> <li>• In-depth look at: <ul style="list-style-type: none"> <li>○ Curriculum and instruction</li> <li>○ Learner performance</li> <li>○ Community relations</li> <li>○ School climate and facilities</li> <li>○ Mission and philosophy</li> <li>○ Catholic identity</li> <li>○ Personnel</li> <li>○ Leadership and governance</li> </ul> </li> </ul> <p>The Board thanked Terese for providing edits to this document.</p>	<p style="text-align: center;">Board</p>

<b>New Board Member</b>	Fr. Joseph Gallatin announced that Steve McCoy will be joining the Board from St. Peter's church. Steve is a FSCS parent.	Fr. Joseph Gallatin
<b>Annual Meeting</b>	<p>Per the FSCS bylaws, the annual meeting is to be scheduled in June. However, the Board traditionally holds the annual meeting when new members are seated in August. Holding this meeting in August assures that officers for each Board term are elected by the then-current slate of Board members.</p> <p><b>Motion:</b> Tom Levandowski made the motion to approve the amendment to Section 5.9 of the Bylaws of Faithful Shepherd Catholic School, substituting the month of August for the month of June.</p> <p><b>Motion was unanimously approved.</b></p>	Board
<b>Board Recording Secretary</b>	<p>Dan O'Brien announced that Linda Kautzky has handed in her resignation as Recording Secretary for the Board. Terese Shimshock will place an advertisement in the school newsletter for the Recording Secretary position.</p> <p>Linda will continue as Recording Secretary until the position is filled. Linda will also train the new Recording Secretary.</p>	O'Brien
<b>Financial Aid Electronic Vote</b>	<p><b>Motion:</b> John Boone made the motion to request an additional \$5,000.00 in funds for use as financial aid to FSCS families for the 2011-12 school year.</p> <p><b>The motion was unanimously approved on June 2, 2011.</b></p>	John Boone
<b>Yankee Doodle 905/915 Use Permits</b>	During Executive Session, the Board discussed the use permits of a potential neighboring business. FSCS has requested more information from the city of Eagan. The school has not yet received this information. The Board took no action.	Tom Levandowski
<b>Unfinished Business</b>		
	No unfinished business.	
<b>Executive Session</b>	Occurred from 6:00 – 7:00pm	Board
<b>Closing Prayer</b>	The meeting adjourned at 9:22pm	Dan O'Brien

Next meeting August 2, 2011 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting