

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
August 2, 2011

Board Members Present:

St. John Neumann
Marge Gruenes
Susan Johnson

St. Thomas Becket
Fr. Tim Wozniak
Tom Levandowski
Tom Durand

Church of St. Peter
Fr. Joseph Gallatin (8:02-8:34pm)
Sheila Manahan
Steve McCoy

Other Attendees
Mr. John Boone, Executive Director
Ms. Terese Shimshock, Principal
Kelly Larson, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:29pm	Gruenes
Adoption of Agenda	Motion: Tom Durand made the motion to approve the August 2, 2011 agenda with no changes. The motion was unanimously approved.	Board
Approval of Minutes	Motion: Marge Gruenes made the motion to approve the June 14, 2011 minutes with the following change: <ul style="list-style-type: none"> • CHANGE: V. Executive Director's Report/Scorecard, 1st bullet: "536 families" to "536 students". The motion was unanimously approved.	Board
Executive Director's Report/Scorecard		
	Mr. Boone provided his report to the Board. <ul style="list-style-type: none"> • 531 students paid the \$400 deposit and 537 students paid the \$75.00 registration fee. Mr. Boone anticipates total enrollment of 541-544 students for the 2011-12 school year. Mr. Boone reported that 29 students left the school between 2010-11 and 2011-12 due to job transfers, financial issues, transfer to the public school system, etc. • The new PowerSchool server and applications have been installed. Wireless networking is in the final stages of installation. • Mr. Boone is working on a Letter of Intent for accreditation. The Board will sign this letter, and then send it on to MNSAA. <p>Terese Shimshock provided a rough draft of the parent letters going out the week of August 8th. The letter highlights parent/student handbook changes and the 8th grade graduation Mass and reception date of June 6, 2012.</p>	Mr. Boone
New Business		
Board/Officer Elections	Tom Levandowski gave a brief explanation of officer positions. Fr. Gallatin will continue his current role as Canonical Administrator and President of the Board of Directors as appointed by Archbishop Nienstedt in August, 2010. The election of officers occurred as follows: Vice President Tom Durand nominated Fr. Wozniak as Vice President. Chairperson Sheila Manahan nominated Tom Levandowski as Chairperson.	Tom Levandowski

<p>Board/Officer Elections</p>	<p>Vice Chairperson Tom Levandowski nominated Sheila Manahan as Vice Chairperson.</p> <p>Corporate Treasurer Susan Johnson nominated Sheila Manahan as Corporate Treasurer.</p> <p>Corporate Secretary Susan Johnson nominated Marge Gruenes as Corporate Secretary.</p> <p>Marketing Committee Liaison Marge Gruenes nominated Tom Durand as Marketing Committee Liaison.</p> <p>Development Committee Liaison Marge Gruenes nominated Susan Johnson as Development Committee Liaison.</p> <p>Finance Committee Liaison Sheila Manahan nominated Steve McCoy as Finance Committee Liaison.</p> <p>Technology Liaison At present, Terese Shimshock, Nate Jorgensen, Sarah Meier and one or two other teachers meet once per month during the school year to discuss current and future technology needs at FSCS.</p> <p>Tom Levandowski nominated Tom Durand as Technology Liaison for one year.</p> <p>Tri-Parish Liaison & Recording Secretary Appointment of both positions will be deferred to the September meeting.</p> <p>Athletic Field Liaison The Athletic Field Liaison will be deferred to Mr. Boone, it will not be appointed to a Board member.</p> <p>The motion was unanimously approved.</p>	<p>Tom Levandowski</p>
<p>Dakota County Regional Chamber of Commerce</p>	<p>Tom Levandowski provided a Dakota County Regional Chamber of Commerce information sheet to the Board. The Board discussed becoming members of the Chamber of Commerce.</p> <p>Chamber of Commerce membership would help FSCS connect with the City of Egan, Dakota County, and local business communities. Membership has the potential to be an excellent development tool, providing great exposure for FSCS. Membership may also have a negative impact if legislative or business points of view differ from the FSCS mission.</p> <p>Tom Levandowski and Mr. Boone will further investigate to ensure Chamber of Commerce membership does not conflict with the FSCS mission. Additionally, Mr. Boone will determine if other K-8 Catholic schools are involved with the Chamber of Commerce.</p> <p>Membership cost is \$320.00. One FSCS Board member would be designated as the Chamber of Commerce member. Terese Shimshock is concerned about funding the membership cost of \$320 due to recent budget cuts.</p> <p>Marge Gruenes moved to table this discussion until further information can be shared to compare membership cost to membership benefits.</p>	<p>Tom Levandowski</p>
<p>Amendments to Bylaw/Articles</p>	<p>Tom Levandowski provided a handout and reviewed ARTICLE V Board of Directors Bylaws with the Board.</p> <p>Per Marge Gruenes, Board members should disclose any conflicts of interest as indicated in the Bylaws at the September meeting.</p>	<p>Tom Levandowski</p>
<p>Admin Reorganization</p>	<p>Tom Levandowski provided a handout of administrative job descriptions to all Board members. He asked all Board members to review these descriptions, noting that there will be some changes due to the reorganization. Any questions should be sent to Tom Levandowski.</p> <p>Susan Johnson will meet with Sue Riesgraf prior to the September meeting to receive a Development update, including timelines and job descriptions. Further discussion will be deferred to the September meeting.</p>	<p>Tom Levandowski</p>

Reports of Committees		
Liaison Reports	<p>Marketing Tom Durand will set up meeting with Mr. Boone to discuss and formalize a structure, objectives, etc. on how to operate moving forward. Tom will continue to work with Nighthawk Marketing. A meeting will be set for Andrea Douglas of Nighthawk Marketing, Mr. Boone, Tom Durand, and Sue Riesgraf to discuss and clarify the role of Nighthawk Marketing by the September meeting.</p>	Tom Durand
	<p>Development Susan Johnson reported that Sue Riesgraf held a Development Committee meeting with 5-6 attendees. Since founding families are graduating, Susan and Sue are looking to increase new family participation in this committee. The Development Committee will meet approximately once every two months.</p>	Susan Johnson
	<p>Finance Sheila Manahan received the profit & loss report for 2010-2011 late on August 1st. She will review it line-by-line between now and the next Finance meeting. Additionally, Mr. Boone, Sheila Manahan, Terese Shimshock and Mary Jubenville will meet to review this report prior to the next meeting.</p> <p>Refinance packets are going out to various banks this week. Sheila will meet with Jim Fink for further information on refinance process and report back to the Board.</p>	Sheila Manahan
Unfinished Business		
Septemberfest Update	<p>A fundraiser for Septemberfest will be held at Cooper's on September 8th. An email blast will go out to all families to advertise this fundraiser.</p> <p>Sponsorship is down dramatically. Sponsorship is presently at \$10,000, with possibly an additional \$3,500 coming in. The night will be scaled back to assist with the overhead cost. The tent will be smaller, less port-a-potties, etc. The next meeting is scheduled for August 23rd. Susan Johnson, Mark McGinty and Patrice Weinberger will be meeting frequently until event. Information will be published in the parish bulletins the week before the event. Postcards are in place at the parishes, and posters are coming soon.</p> <p>Family Fun Night is scheduled for Friday, September 16th. Dr. Eisenhuth will be the primary sponsor for this event.</p> <p>Septemberfest is scheduled for September 17th. Happy Hour with 2-for-1 beverages will be held from 5:00-6:00pm. Tickets are on sale now. Tickets are \$15 through September 9th, \$20 September 10th through the night of the show.</p> <p>The Septemberfest outdoor Mass will be held on Sunday September 18th at 11:00am. A picnic lunch will be offered by the Eagan Knights of Columbus immediately following Mass. Fr. Tim Wozniak was asked to celebrate the Mass. He will check his calendar and advise the Board at the September meeting.</p>	Susan Johnson
Miscellaneous	Terese Shimshock will send the current Technology Plan out to all Board members. The Board asked that Nate Jorgensen attend the September meeting to explain the 3 Year Technology Plan.	
Executive Session	Occurred from 6:00-7:25pm	Board
Closing Prayer	The meeting adjourned at 9:31pm	Tom Durand

Next meeting September 6, 2011 at FSCS • 6:00 pm - executive session • 7:00 pm – meeting