

Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
September 6, 2011

**Board Members Present:**

**St. John Neumann**

Fr. Charlie Lachowitz  
Marge Gruenes  
Susan Johnson

**St. Thomas Becket**

Fr. Tim Wozniak  
Tom Levandowski  
Tom Durand

**Church of St. Peter**

Fr. Joseph Gallatin  
Sheila Manahan  
Steve McCoy

**Other Attendees**

Mr. John Boone, Executive Director  
Ms. Terese Shimshock, Principal  
Mimi Palen-Clare (8:08 – 8:33pm)  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:36pm	Fr. Wozniak
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Marge Gruenes made the motion to approve the September 6, 2011 agenda with three changes:</p> <p>CHANGE: III. Reading and Approval of Minutes, 1<sup>st</sup> bullet: “Approve/disapprove June minutes” to “Approve/disapprove August minutes”.</p> <p>REMOVE: V. New Business, 2<sup>nd</sup> bullet: “Unbudgeted expenditure rules”.</p> <p>REMOVE: VII. Unfinished Business, 3<sup>rd</sup> bullet: “Amendments to Bylaw/Articles: Admin Reorganization”.</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Marge Gruenes made the motion to approve the August 2, 2011 minutes as written.</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Executive Director’s Report/Scorecard</b>		
	<p>Mr. Boone provided his report to the Board.</p> <ul style="list-style-type: none"> <li>• Mr. Boone circulated a draft of the school accreditation letter of intent for Board review. The Board suggested a few minor changes. Mr. Boone will make these changes and bring the final draft to the October Board meeting for final approval and signature.</li> <li>• Enrollment is currently 549 students, with one additional student joining the school in October. FSCS will have enrollment of 550 students by the end of October.</li> <li>• Mr. Boone asked the Board if it would be possible to extend the 25% reduced parish tuition rate, currently available to FSCS teachers, to employees who work in our parish offices. The Board discussed this request.</li> </ul> <p><b>Motion:</b> Tom Durand made the motion to extend the full time employee discount, offered to school employees, to the full time employees of the three sponsoring parishes.</p> <p><b>The motion was unanimously approved.</b></p> <p>Terese circulated a letter to parents regarding the 8<sup>th</sup> grade graduation Mass for Board review. The Board made some changes to the letter. Terese will include these changes and send the letter out to 8<sup>th</sup> grade parents.</p>	Mr. Boone
<b>New Business</b>		

<p><b>Board of Directors Conflict of Interest Statements</b></p>	<p>Each year, Board members are required to provide a disclosure of any conflict of interest that they may have with Faithful Shepherd Catholic School operation per Article X of the corporate bylaws. Marge Gruenes read Article X of the bylaws to the Board members for their review.</p> <p>The Board members present disclosed their conflicts of interest:</p> <p>Tom Levandowski has no conflicts of interest.  Sheila Manahan has no conflicts of interest.  Steve McCoy has no conflicts of interest.  Tom Durand has no conflicts of interest.  Marge Gruenes has no conflicts of interest.  Susan Johnson has no conflicts of interest.  Fr. Charlie Lachowitz has no conflicts of interest.  Fr. Tim Wozniak has no conflicts of interest.</p> <p>Fr. Joseph Gallatin has a conflict of interest in that his sister is a member of the faculty at Faithful Shepherd.</p> <p><b>Motion:</b> Marge Gruenes moved that, in accordance with Faithful Shepherd Catholic School Bylaws Article X, Section 10.3, the Board of Directors has been informed of the conflict of interest disclosed by Board member Fr. Joseph Gallatin that his sister, Mrs. Catherine Larson, is employed by the school on the faculty. The Board has been informed of the compensation and other terms of employment for Mrs. Larson, and finds that these are fair and just, and as such, approves and ratifies in good faith the employment of Mrs. Larson and the concurrent status on the Board of Fr. Gallatin.</p> <p><b>Fr. Gallatin abstained from voting on this motion. The motion was seconded and unanimously approved by the other Board members.</b></p>	<p>Marge Gruenes</p>
<p><b>Shimshock Work Agreement Addendum</b></p>	<p><b>Motion:</b> Tom Levandowski made the motion for FSCS to reimburse up to \$30.00 per month of Terese Shimshock's smart phone data package.</p> <p><b>The motion was unanimously approved.</b></p>	<p>Tom Levandowski</p>
<p><b>Strategic Plan Objectives/Action Plans</b></p>	<p>The Board met on Wednesday, August 31<sup>st</sup> to discuss the FSCS Strategic Plan. Tom Levandowski introduced special guest Mimi Palen-Clare to discuss the plan objectives. Mimi circulated a draft of the FSCS Strategic Plan objectives and action plans for Board review.</p> <p>The Board provided comments on the objectives. The Board then discussed ways to measure progress on objective #7, "Improve student body engagement in formal worship and classroom prayer". Tom Durand, Terese Shimshock, and Fr. Charlie will meet to further define how to measure objective #7. Tom Levandowski recommended removing objective #8, "Submit a BOD update/article for the Principal's Newsletter after monthly Board meetings", from the objectives and including it only in the action plans.</p> <p>Mimi forwarded a project plan template to the Board for possible future use. Mimi will add investigating the possibility of a parent advisory council to the list of objectives and action plans. Tom Levandowski suggested putting this item in the parent survey for the accreditation process.</p> <p>The Board assigned Board members to each objective and action in the Strategic Plan. The next step is to write out the detailed action plans for these objectives, including steps and timelines.</p> <p>After action plans are in place, the Board will be ready to complete the scorecards, describing how the objectives and action plans will be implemented. Mimi suggested that the Board get back to her with this information by the end of day Monday, September 12<sup>th</sup>.</p>	<p>Tom Levandowski</p>

Reports of Committees		
Llaison Reports	<p><b>Marketing</b> Tom Durand is meeting with Sue Riesgraf to approve the Marketing committee charter as a guiding document and begin the process of creating a Marketing committee. Andrea Douglas cannot continue as the primary FSCS Marketing source.</p>	Tom Durand
	<p><b>Development</b> Susan Johnson met with Sue Riesgraf prior to the Board meeting. Sue would like clarification on what is needed now that the Executive Director position, held by Mr. Boone, is in place at FSCS.</p>	Susan Johnson
	<p><b>Finance</b> Sheila circulated the Profit and Loss statement for July 2011. Jim Fink of the Finance committee sent refinance bids went out to M&amp;I, Premier, Anchor, and Bremer banks. He has asked the banks to provide proposals by late September. He would like to call a Finance committee meeting on September 30<sup>th</sup> and come to the October board meeting with further information on the refinance process.</p>	Sheila Manahan
Unfinished Business		
Septemberfest Update	<p>Susan Johnson provided an update to the Board on Septemberfest.</p> <p>As of this morning, 206 tickets have been sold. Susan circulated a list of volunteer needs. \$15,400 has been raised in sponsorships to-date. Sponsorships were budgeted at \$26,000. There are no further leads for sponsorships at this time. The scaled-back expenses for this event are \$30-35K.</p> <p>Sue Riesgraf and Andrea Douglas are working on marketing needs for the event. Fr. Tim Wozniak asked if H.S.A. checked with Catholic Mutual on whether or not the dunk tank is covered on the FSCS insurance policy. Mr. Boone will confirm this with H.S.A.</p>	Susan Johnson
Dakota County Regional Chamber of Commerce	<p>Mr. Boone provided an update to the Board regarding Dakota County Regional Chamber of Commerce membership.</p> <p>Mr. Boone confirmed with the Archdiocese that chamber of commerce membership does not conflict with the FSCS mission. He also confirmed that other area Catholic Schools are members of their local chambers of commerce. The cost to join the Dakota County Regional Chamber of Commerce is \$320.00. Membership should provide good networking opportunities with area businesses.</p> <p><b>Motion:</b> Fr. Charlie Lachowitz made the motion that FSCS join the Dakota County Regional Chamber of Commerce.</p> <p><b>The motion was unanimously approved.</b></p>	Tom Levandowski
Executive Session	Occurred from 6:00-7:25pm	Board
Closing Prayer	The meeting adjourned at 9:06pm	Susan Johnson

Next meeting October 4, 2011 at FSCS • 6:00 pm - executive session • 7:00 pm – meeting