

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
November 8, 2011**

Board Members Present:

St. John Neumann

Fr. Charlie Lachowitz
Marge Gruenes
Susan Johnson

St. Thomas Becket

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
Sue Riesgraf, Development (8:35-9:20pm)
Linda Kautzky, Recording Secretary
Christina Lindstrom, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:07pm	Tom Durand
Adoption of Agenda	<p>Motion: Tom Durand made the motion to approve the November 8, 2011 agenda with the following change:</p> <ul style="list-style-type: none"> • ADD: New Business: "H.S.A. Proposal" to follow "Unbudgeted expenditure policy". <p>The motion was unanimously approved.</p> <p>Motion: Marge Gruenes made the motion to approve the October 4, 2011 minutes with the following change:</p> <ul style="list-style-type: none"> • CHANGE: V. New Business, Unbudgeted Expenditure Rules, 1st paragraph, 2nd sentence: "These rules would apply to spending by any organization of the school, including H.S.A., fundraising events, etc." to "These rules would apply to any unbudgeted spending by the school." <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Susan Johnson found one other item to amend in the October 4th minutes.</p> <p>Motion: Marge Gruenes made the motion to approve the amended October 4, 2011 minutes with the following change:</p> <ul style="list-style-type: none"> • CHANGE: VI. Reports of Committees, Liaison Reports, Development, 4th bullet: "John Stavseth..." to "Shawn Stavseth..." <p>The motion was unanimously approved.</p>	Board
Executive Director's Report/Scorecard		

Mr. Boone provided his report to the Board.

- The school received a gift of 54 Microsoft Office Professional licenses, purchased by a donor using a discount. Mr. Boone made the recommendation to the Board to accept these licenses for the school. The retail value of this gift is \$15,000.00.

Motion: Marge Gruenes made the motion to approve the gift of 54 Microsoft Office Professional licenses.

The motion was unanimously approved.

John Boone
Terese Shimshock

- The accreditation process is now complete. The school is accredited through June 2012.
- The next open house is scheduled for the morning of Veterans Day, Friday November 11th. This open house will coincide with the FSCS Veteran’s Day concert.
- Mr. Boone plans to fill the open bookkeeper position by the end of November. He is currently reviewing resumes from 15 candidates.
- Over 3,200 people attended the City of Eagan’s Halloween Hodgepodge event at the community center. Mr. Boone represented FSCS at the event, giving away candies, FSCS pencils, etc. Halloween Hodgepodge provided great exposure for FSCS and Mr. Boone recommends attending this event again next year.

Strategic Plan Review

The Board reviewed the status of all scorecard items:

- Increase total enrollment from 535 to 550 (completed).
- Secure \$156K in fundraising revenue.
- Report monthly on progress toward achieving milestones required for successful accreditation.
- Increase school-wide behavior expectations through weekly staff meetings and Principal’s Newsletter.
- Establish social studies “I Can” statements for grade levels K-8.
- Achieve 97% parent participation in the accreditation self-study survey.
- Increase student engagement in worship and prayer.
- Increase ITBS Math computation scores by 1% in grades 3-8.

Tom Levandowski

**Review
Scorecard Items**

**Review Action
Plans**

The Board reviewed the action plans for all scorecard items.

Tom Levandowski

Mimi Palen-Clare has exceeded the hours she initially contracted with FSCS to assist the Board with start-up and implementation of the strategic plan for the school. She will help close existing items and action plans at no extra cost to FSCS.

Phase II

Mimi has offered to add a second phase to her contract for an additional fee. Phase II would support Board members with further goals and projects, assist administrative staff on the dashboard tools, etc.

Tom Levandowski

Fr. Gallatin recommended that the Board work with the current scorecards and action items to determine if the Board needs further assistance from Mimi. The Board agreed to review the need for further assistance from Mimi in the February Board meeting.

New Business

**Appointment of
Recording
Secretary**

Motion: Fr. Gallatin moved to appoint Christina Lindstrom to the position of Board Recording Secretary.

Tom Levandowski

The motion was unanimously approved.

**Debt Refinance
Electronic
Motion**

Electronic Motion: Sheila Manahan made the electronic motion, pursuant to the recommendation of the Finance Committee, that the Board accept the Bremer Bank offer for refinancing the school’s existing debt.

Sheila Manahan

The motion was approved on October 27, 2011.

<p>Establish Personnel Committee</p>	<p>Marge Gruenes explained the role of a Personnel Committee to the Board. The Personnel Committee would be responsible for formally evaluating administrative staff on an annual basis. The Board would evaluate the Executive Director, Mr. Boone, as the sole employee of the Board. The Personnel Committee would also select evaluation tools, provide a timeline for the evaluations, and present this information to the Board.</p> <p>Fr. Charlie provided a history of past Principal evaluations at FSCS. The Board discussed who might provide input to the evaluations.</p> <p>Motion: Fr. Charlie made the motion to establish an ad-hoc Personnel Committee.</p> <p>Tom Levandowski moved to amend the pending motion by inserting the sentence: The Canonical Administrator will be a standing member of the Personnel Committee.</p> <p>Amended Motion: Fr. Charlie made the motion to establish an ad-hoc Personnel Committee. The Canonical Administrator will be a standing member of the Personnel Committee.</p> <p>The motion was unanimously approved.</p> <p>Fr. Gallatin and Marge Gruenes will work to establish the committee. Marge will also obtain an evaluation template used in the public school system to evaluate administrative staff.</p>	<p>Fr. Gallatin Marge Gruenes</p>
<p>Unbudgeted Expenditure Policy</p>	<p>Tom Levandowski provided the updated Unbudgeted Expenditure Policy to Board members for review prior to the meeting. Ongoing review of this policy fits well with the budget process. Tom Levandowski recommends that the next review of this policy occur in the June Board meeting (June 12, 2012). Ongoing review dates will be determined in June Board meeting.</p> <p>Motion: Tom Durand made the motion to approve the Unbudgeted Expenditure Policy as updated.</p> <p>The motion was unanimously approved.</p> <p>Tom Levandowski will provide the final copy of this policy to the Board.</p>	<p>Tom Levandowski</p>
<p>H.S.A. Proposal</p>	<p>Susan Johnson brought an H.S.A. request to the Board. H.S.A. requests clarification from the Board on whether or not Board approval is needed for H.S.A. expenditures. H.S.A. is interested in funding a \$1,500.00 fee to bring in Arctic explorer and St. Paul native Ann Bancroft to present to FSCS students.</p> <p>The Board discussed this request for clarification in relation to the intersection of H.S.A., the FSCS Board and the Unbudgeted Expenditure Policy. The Board defers to the school principal, Terese Shimshock, for oversight and approval of all H.S.A. expenditures. Fr. Charlie clarified that the Unbudgeted Expenditure Policy covers school expenditures only, not H.S.A. expenditures. H.S.A. fundraising and expenses are not currently included in the school budget. H.S.A. expenditures fall under the Unbudgeted Expenditure Policy where such expenditures become a school liability or otherwise fall under the school financials.</p> <p>The current H.S.A. proposal does not fall under the Board's policies or budgets. The Board determined that H.S.A. may move forward on this event as the H.S.A. Board sees fit.</p>	<p>Susan Johnson</p>
<p>Development Consultant's Report</p>	<p>Special guest Sue Riesgraf provided a summary of her Development work over the past year to the Board. Sue's summary included recommendations on Development needs, goals, and staffing.</p> <p>The current Development Committee charter was approved pending possible input from Sue's Development work. Fr. Charlie suggested that Development Committee representatives review Sue's report and provide recommendations to the Board.</p> <p>Tom Levandowski suggested that a special meeting be held to review Sue's summary and recommendations the week of November 14th. These select folks will review Sue's report and meet with Sue to clarify any questions regarding her summary and recommendations. Tom will reach out to Board members to determine the next step with Sue.</p>	<p>Susan Johnson</p>
Reports of Committees		
	<p><u>Marketing</u> No updates.</p>	<p>Tom Durand</p>

Liaison Reports	Development See New Business, Development Consultant's Report. No further updates.	Susan Johnson
	Finance See New Business: Debt Refinance Electronic Motion and Unbudgeted Expenditure Policy. No further updates.	Steve McCoy
Unfinished Business		
Amendments to Bylaw/Articles: Admin Reorganization	Motion: Marge Gruenes moved that the Board approve the amendments to the bylaws/articles as submitted by the Chairman of the Board. The motion was unanimously approved.	Tom Levandowski
	Fr. Gallatin will forward the amendments to the archbishop for approval.	
Executive Session	Occurred from 6:00-7:00pm	Board
Closing Prayer	The meeting adjourned at 9:34pm	Fr. Gallatin

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