

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

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Charlie Lachowitzer	Fr. Tim Wozniak	Fr. Joseph Gallatin	Mr. John Boone, Executive Director
Marge Gruenes	Tom Levandowski	Sheila Manahan	Ms. Terese Shimshock, Principal
Susan Johnson		Steve McCoy	Jim Fink, Finance Committee (7:12-7:48)
			Nate Jorgensen, Technology (7:04-8:15)
			Christina Lindstrom, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:04 p.m.	Fr. Charlie Lachowitzer
<b>Adoption of Agenda</b>	<p><b>Motion: Tom Levandowski</b> made the motion to approve the December 6, 2011 agenda with the following change:</p> <ul style="list-style-type: none"> <li>• Change to approval of November minutes</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p>Board reached consensus that when a member is unable to attend an entire meeting, the Minutes will reflect that member's attendance time only at the request of that member. The Minutes also can always be written to reflect when a member excuses him/herself from the Meeting in order to withdraw from discussion of a particular matter.</p> <p><b>Motion: Marge Gruenes</b> made the motion to approve the November 8, 2011 minutes with the following change:</p> <ul style="list-style-type: none"> <li>• Remove recorded attendance time for Fr. Charlie Lachowitzer</li> <li>• Remove the word 'in' in "establish personnel committee"</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board

	<b>New Business</b>	
<b>2012-13 Tuition Proposal</b>	<p>Mr. Jim Fink provided the Finance Committee’s recommendation to approve a 4.4% tuition increase to both In-Parish and Out-of-Parish students for the 2012-13 school year. This figure is based on increased utility costs, budgeting for repairs, a projected enrollment decrease for next year, and lower budgeting for fundraising amounts. Under this proposal, teachers will receive step and lane increase but staff will see no increase. Last year, teachers received a 3% increase and step and lane and staff received a 3% increase.</p> <p>The board discussed how FSCS compares to other schools in the area of teacher pay as well as the cost of providing an increase for staff in the 2012-13 school year as well.</p> <p>Mr. Fink stated that a 1.5% increase for staff would equal \$15 more per student. This would increase the tuition increase to \$230 and \$305.</p> <p><b>Motion: Susan Johnson made a motion to approve a tuition increase for the 2012-13 school year of \$230 for in-parish and \$305 for out-of-parish.</b></p> <p><b>The motion was unanimously approved.</b></p> <p>Mr. Fink updated the board regarding the refinance process. The school is working with Bremer Bank, the Archdiocese, and Dakota County and everything is on track.</p>	Jim Fink, Finance Committee
<b>Technology Plan</b>	<p>Mr. Nate Jorgensen provided an update on the School’s progress in carrying out Technology Plan. The School has successfully implemented stages 1 and 2 of the plan. FSCS is coming to Year 3 of the plan which calls for implementation of a one-to-one program at the middle-school. The Technology Committee is recommending the purchase of Google Chrome Books because they are smaller laptops, run on the Cloud (for email, software, antivirus), work well with the Google for Education resources already in use, and offer better management options than iPads, or other choices. The cost is \$275.40 per unit per year to lease the computer.</p> <p>The Board asked for further information regarding funding options and how other schools are implementing one-to-one programs.</p> <p>Mr. Jorgensen also shared the proposed Electric Moment request for the Gala, which would focus on improvement to the Computer Lab including new space configuration, new computers, and transition of current lab computers to pods and library space. HSA is willing to donate \$5000 to start the Electric Moment off that night.</p> <p><b>Motion: Fr. Gallatin made a motion to approve the proposed Electric Moment for technology lab improvements.</b></p> <p><b>The motion was unanimously approved.</b></p>	Nate Jorgensen, Technology

	<b>Unfinished Business</b>	
<b>Development Consultant's Report</b>	<p>The Board further discussed the Development Consultant's Report presented at the last meeting. The Board discussed the need to create an infrastructure for long-term fundraising sustainability and how/whether that will likely require an upfront investment (i.e., spending money to make money) as well as the need for a development focus on the immediate need to have someone be the "head volunteer" to organize the event volunteers.</p> <p>The Board decided to delay action on the results of the consultant report at this time.</p> <p>Fr. Gallatin and Mr. Boone will look at the financial side of continuing the Development Consultant's position and recommend to the board whether to extend the contract and what the expectations are during any extended time. A motion to approved a contract extension will be sent via an electronic motion by the end of this week.</p>	Levandowski
<b>Discussion of Septemberfest</b>	<p>Susan Johnson shared that a decision needs to be made regarding whether or not to have the event in the fall. The Saturday night event has not been successful at raising money and does not seem to be a good investment.</p> <p>The board felt that an alternative event, without a band or tent, would be a good alternative to provide a community building event.</p> <p>Tom, Susan, and Terese will meet with HSA leadership to discuss future plans.</p>	Johnson

<b>Executive Director's Report and Strategic Plan Review</b>		
<b>Executive Director's Report/ Review Scorecard Items</b>	<p>The Board reviewed the status of all scorecard items and Action Plans:</p> <ul style="list-style-type: none"> <li>• Reduce Debt – No Change</li> <li>• Enrollment: Currently at 549</li> <li>• Behavior: Survey will go out in January</li> <li>• I Can Statements: Working on accreditation and textbook selection for Social Studies</li> <li>• Parent Survey: Will be launched in January, working on goal number for completion</li> <li>• Worship: Kindergarten joined and all went well</li> <li>• ITBS Math Scores: Ms. Shimshock has analyzed the scores and will share data at a later time.</li> <li>• Accreditation Progress: Moving along nicely. Self study planned for just before Gala in January. Teacher and Student surveys going out in January.</li> </ul> <p>Mr. Boone provided his report to the Board.</p> <ul style="list-style-type: none"> <li>• The bookkeeping position has been filled. Jen Silgen started Monday, December 5th.</li> <li>• The recent open house included 9 perspectives</li> <li>• The Discovery Day format will change a bit to have more of a new parent emphasis at all levels.</li> <li>• Database of tracking student success is progressing but we are waiting on one school's information.</li> <li>• Appraisal of building has been completed for the refinance.</li> </ul>	Mr. Boone and Ms. Shimshock
<b>Review Action Plans</b>	Hosting a parent meeting to give feedback to the Principal and to allow better access is in the works.	Levandowski

<b>Reports of Committees - Propose waiting another month for committees</b>		
<b>Marketing Minutes</b>	No update	Durand
<b>Development Minutes</b>	No update	Johnson
<b>Finance Minutes</b>	Distributed updated financial information.	McCoy
<b>Personnel</b>	Met to brainstorm and will have information to share at next meeting.	Gruenes

<b>Adjourn</b>		
<b>Executive Session</b>	Occurred from 6:00-7:00pm	Board
<b>Closing Prayer</b>	The meeting adjourned at 9:32 p.m.	Levandowski

**Next Board Meeting: January 3rd, 2012 at 6:00 p.m. Executive Session Dinner 7:00 p.m.  
Regularly Scheduled Meeting @ FSCS**