

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
May 01, 2012**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Charlie Lachowitz	Fr. Tim Wozniak	Fr. Joseph Gallatin	Mr. John Boone, Executive Director
Marge Gruenes	Tom Levandowski	Sheila Manahan	Ms. Terese Shimshock, Principal
Susan Johnson	Tom Durand	Steve McCoy	Mr. Jim Fink, Finance Committee
			Christina Lindstrom, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:05 pm	Durand
<b>Adoption of Agenda</b>	<p><b>Motion: Levandowski</b> made a motion to approve the May 01, 2012 Agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• Change the agenda order – move up Unfinished Business</li> <li>• Remove New Business</li> <li>• Add Technology to Committee updates</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion: Gruenes</b> made a motion to approve the April 03, 2012 Minutes with the following changes:</p> <ul style="list-style-type: none"> <li>• Remove Fr. Tim Wozniak from attendance</li> <li>• Under Approval of Minutes indicate Executive Report discussing Gala Documents</li> <li>• Remove the “d” in long-ranged in the Technology portion</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board

	<b>Unfinished Business</b>	
<b>2012-2013 Budget</b>	<p>Mr. Fink shared information regarding the proposed 2012-2013 budget.</p> <p>The 2011-2012 budget is currently tracking on target.</p> <p>The Finance Committee and the Administration met to create the budget based on the following assumptions:</p> <ul style="list-style-type: none"> <li>• Enrollment of 518 students</li> <li>• A kindergarten enrollment number of 42 (Discussion was had regarding what would happen if we exceed this number and other hiring needs.)</li> <li>• Mr. Boone will assume responsibility for launching/overseeing an additional fundraising event and an annual appeal</li> <li>• Repairs are budgeting at \$10,000 for next school year.</li> </ul> <p><b>Motion: Fr. Charlie Lachowitzer</b> made a motion to approve the proposed budget for the 2012-2013 school year taking into account the Finance Committee assumptions and recommendations and contingent upon enrollment of 518 students.</p> <p><b>The motion was unanimously approved.</b></p>	<p>Manahan and Mr. Jim Fink, Finance Committee Chair</p>
	<b>Executive Director's Report</b>	
<b>Executive Director's Report</b>	<p>The Board discussed the need to communicate with the Septemberfest planners to provide oversight and information regarding contracts, insurance, sponsorships, and liability and branding issues. The Board wishes to maintain the schools' brand recognition in regards to what tag-lines and branding is used and created. The Board also discussed the need to manage our relationship with the city and gaining approval for the use of the city colors, fonts, name, etc.</p>	<p>Mr. Boone</p>

	<b>Scorecard</b>	
<b>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>• Reducing Debt: no change</li> <li>• Increasing Fundraising: Golf Outing scheduled for June 16<sup>th</sup>, 2012. The Marathon was held April 23<sup>rd</sup> and \$41,523 was raised. We fell short of the \$55K goal for this event. Septemberfest update coming at June meeting.</li> <li>• Enrollment: Currently at 499 registered students for next year with a goal of 518.</li> <li>• Behavior: No report.</li> <li>• I Can Statements: Social Studies Committee continues to look for textbooks.</li> <li>• Parent Survey: Still sifting through results with the Strategic Plan Committee.</li> <li>• Worship: No report.</li> <li>• ITBS Math Scores: Teachers continue to work on computation skills.</li> <li>• Accreditation Progress: The Parent Accreditation Committee is still working on identifying objectives and strategies for the strategic plan. The plan will be ready for the June meeting.</li> </ul>	Ms. Shimshock

	<b>Reports of Committees</b>	
<b>Marketing</b>	The Marketing Committee held a meeting and is off to a good start. The group hopes to establish more of a structure for the committee and develop roles and goals for each role.	Durand
<b>Technology</b>	Updates to the website have been informative as well as the video made available. The Catholic Spirit will be including an article about the Chromebooks in a future edition. The Committee is getting feedback from the Q&A portion of the website and surveys are being done. Overall the word is being spread, engagement/discussion is being encouraged, and the program has been positively received thus far.	Durand
<b>Development</b>	No new report.	Johnson
<b>Finance</b>	No new report.	McCoy
<b>Personnel</b>	No new report.	Gruenes
<b>Executive Session</b>	Occurred from 6:00-7:00 pm	Board
<b>Closing Prayer</b>	The meeting adjourned at 8:45 pm	Levandowski

**Next Board Meeting: June 12th, 2012 at - 6:00 p.m. Executive Session Dinner - 7:00 p.m. Regularly Scheduled Meeting @ FSCS**