

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
June 12, 2012**

Board Members Present:

St. John Neumann

Marge Gruenes
Susan Johnson

St. Thomas Becket

Fr. Tim Wozniak
Tom Levandowski

Church of St. Peter

Fr. Joseph Gallatin
Sheila Manahan
Steve McCoy

Other Attendees

Mr. John Boone, Executive Director
Ms. Terese Shimshock, Principal
Linda Kautzky, Recording Secretary

| Description | Discussion | Action By |
|--|--|--------------------------------|
| Invocation | The meeting began at 7:15pm | Marge Gruenes |
| Adoption of Agenda | <p>Motion: Marge Gruenes made the motion to approve the June 12, 2012 agenda as written.</p> <p>The motion was unanimously approved.</p> | Board |
| Approval of Minutes | <p>Motion: Susan Johnson made the motion to approve the May 1, 2012 minutes as written.</p> <p>The motion was unanimously approved.</p> | Board |
| Strategic Plan Review | | |
| Scorecard Review | <p>The Board reviewed the status of all scorecard items and action plans:</p> <ul style="list-style-type: none"> • Fundraising: Faithful Shepherd received approximately \$200 in matching funds for the Marathon. • Enrollment: Administration has received 517 student applications for the 2012-13 school year. Not all families have paid the non-refundable tuition deposit of \$400 per student. • Behavior: No report. • Social Studies "I Can" Statements: The Social Studies committee ordered textbooks only for grades 5-8 due to copyright dates. The copyright for grades K-4 textbooks is 2009, with updates available in 2014. The updated curriculum cycle will reflect this change. • Parent Survey: Results from the survey have been incorporated into the strategic plan. Some strategies that are not included in the report, but also should not be lost, will be presented to the Board in the fall. • Worship: Considering the use of Mass response slides in all school Masses starting this fall. • ITBS Math Scores: 56% of 2nd grade students passed their math facts test. This score is low due to the increase of 20 facts to the 2nd grade math facts list. • Debt Reduction: No report. • Accreditation Progress: The accreditation committee, comprised of Nancy Verhey, Karen Foster, and Terese Shimshock, meets every Friday to work through required materials. The self-study is completed. The committee is now working on the school profile and school strategic plan. The on-site team and dates have been decided. The final report is due October 1st, with interviews of Fr. Gallatin and Tom Levandowski in November. The committee will provide a more formal presentation in the fall. | John Boone Terese Shimshock |
| Executive Director/Principal Report | | |
| Executive Director | <p>Mr. Boone provided his report to the Board:</p> <ul style="list-style-type: none"> • Scoreboard update: \$14,000 in cash was received last week towards the cost of the new scoreboard. The fundraising coordinator will provide the remaining \$3,200 for the scoreboard if fundraising falls short of the total amount needed. The Board authorized the gift of the scoreboard and installation in an electronic motion on February 23rd. • Annual Appeal: John Boone will meet with representatives from St. Thomas Academy and Cristo Rey High School to learn more about conducting annual appeals. | John Boone |

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| Principal | <p>Ms. Shimshock provided her report to the Board:</p> <ul style="list-style-type: none"> • Accreditation Committee: Terese distributed the MNSAA School Strategic Plan for Improvement. Faithful Shepherd will use the District 196 bullying policy. Tom Levandowski asked how the MNSAA objectives intersect with the school scorecard objectives. Tom will attend the next accreditation meeting to provide input and better understand how the MNSAA and scorecard objectives fit together. • Raffle: Terese received approval for Faithful Shepherd to participate in the Annual Catholic Schools Raffle sponsored by Catholic United Financial. Catholic United Financial pays for the raffle, including prizes, promotions, and materials. Participating schools retain all cash raised through the sale of \$5 raffle tickets. Catholic United Financial retains marketing data through the raffle tickets. Terese asked the Board if there is interest in participating in this fundraiser. John Boone will confirm that Faithful Shepherd does not need to share school data lists and will look into the legal aspects of any information disclosure to Catholic United Financial. Terese will determine when participation in this fundraiser needs to be confirmed. | Terese Shimshock |
| New Business | | |
| Establish 2012-13 Board Objectives | The Strategic Plan scorecard items represent the Board objectives. | Tom Levandowski |
| Unfinished Business | | |
| Septemberfest Update | <p>Tom Levandowski thanked John Boone and the task force for their hard work on Septemberfest.</p> <p>The Corbos submitted their sponsor list to the task force. There are currently 2 collected sponsor commitments. There are also 6 written and 32 verbal commitments. The sponsorship goal is \$40,000, which exceeds the fixed costs of the concert.</p> <p>Motion: Susan Johnson made the motion to proceed with the contract with Hairball and move forward with the 3 day Septemberfest event as planned.</p> <p>Discussion: Steve McCoy asked where the remaining \$4,000 will come from to complete the \$10,000 amount needed for the next band installment payment. John Boone and the Development Committee will coordinate any additional money needed to pay the next band installment until sponsorships are received. The Board also discussed financial accounting, the strength of the verbal sponsorships, logistics, and food for the event.</p> <p>The motion was unanimously approved.</p> | John Boone Task Force |
| Reports of Committees | | |
| Llaison Reports | <p>Marketing No update.</p> | Tom Levandowski |
| | <p>Technology The computer lab is getting updated. Nate Jorgensen will finalize the Chromebook lease in July.</p> | Tom Levandowski |
| | <p>Development Marge Gruenes is the newest member of the Development Committee.</p> | Susan Johnson |
| | <p>Finance All Board members should have the financial update for the month of June. John Boone will contact Steve McCoy regarding his questions on the financial update.</p> | Steve McCoy |
| | <p>Personnel No update.</p> | Marge Gruenes |
| Executive Session | Occurred from 6:00-7:00pm | Board |
| Closing Prayer | The meeting adjourned at 8:37pm | Fr. Gallatin |

Next meeting August 7, 2012 at FSCS • 6:00 pm - executive session • 7:00 pm - meeting