

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
August 07, 2012**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Charlie Lachowitz	Tom Levandowski	Fr. Joseph Gallatin	Mr. John Boone, Executive Director
Marge Gruenes	Tom Durand	Steve McCoy	Ms. Terese Shimshock, Principal
Susan Johnson			Christina Lindstrom, Recording Secretary
Description	Discussion		Action By
Invocation	The meeting began at 7:05 PM		Durand
Adoption of Agenda	Motion: Durand made a motion to approve the August 7, 2012 Agenda. The motion was unanimously approved.		Board
Approval of Minutes	Motion: Johnson made a motion to approve the June 2012 Minutes. The motion was unanimously approved.		Board
	Executive Director's/Principal Report		
Executive Director's Report	Enrollment Update: Currently at 511 and will likely rise slightly. Scoreboard Update: \$13,000 was collect and it is to be installed Aug 14th. Email blast went to parents regarding advertising. Question has been brought regarding competitive businesses on scoreboard - someone is asking about exclusivity of the space for their type of business. The Board asked Mr. Boone to research, develop, and present to the Board at the September Board meeting a recommended policy regarding advertisement sales. Annual Appeal/Drive Update: Met with other Development Directors regarding approach options - internally or no-risk option to be discussed. The idea is to kick off just after Septemberfest. Looking back at donor lists from past Capital Campaign and working on targeting list for visits. Targeted audience includes families, alumni, Board, friends of the school, and past donors.		Boone

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Principal Report	Parent Accreditation Committee objectives and action plans: Reviewed the identified Objectives for the MNSAA School Strategic Plan for Improvement regarding Accreditation for this year. Main objectives include - Fiscal Responsibility, Improve Overall Communication, and Curriculum & Instruction. Any changes or feedback would be appreciated prior to the September Board Meeting. Other Minutes: New Teachers and Changes – K – Ms. Bayham, 2 – Ms. Miller, 4 – Ms. Swartout, MS – Ms. Kiminski, Mr. Smith, Mr. Pupkes, PE – Mr. Keller, Enrichment – Ms. Friesen, Band/MS Music – Mr. Wolf, Spanish - Nancy Verhey, and currently looking for new office Administrative Assistant and Spanish teacher. Packets for students and opening letters to teachers have gone out this week. Workshop week starts the 27 th . Top 20 Teens Paul Barnabei will be coming to speak with teachers during the workshop week.		Shimshock
	New Business		
Board/Officer Elections	Board • Chairperson (required) Fr. Charlie nominated Tom Levandowski - The motion was unanimously approved. • Vice Chairperson (required) Gruenes nominated Sheila Manahan - The motion was unanimously approved. • Recording Secretary (required) Levandowski nominated Christina Lindstrom - The motion was unanimously approved. Officers of School • President (Archbishop appointment; not subject to election) remains Fr. Gallatin • Vice President (required) Fr. Charlie nominated Fr. Tim Wozniak - The motion was unanimously approved. • Corporate Treasurer (required) Gruenes nominated Sheila Monahan - The motion was unanimously approved. • Corporate Secretary (required) Johnson nominated Marge Gruenes - The motion was unanimously approved. • Marketing Committee Liaison (discretionary) Johnson nominated Tom Durand - The motion was unanimously approved. • Development Committee Liaison (discretionary) Durand nominated Susan Johnson - The motion was unanimously approved. • Finance Committee Liaison (discretionary) Levandowski nominated Steven McCoy - The motion was unanimously approved. • Tri-Parish Committee Liaison (discretionary) Durand nominated Fr. Charlie - The motion was unanimously approved. • Athletic Field Liaison (discretionary) Deferred to Mr. Boone (same as last year) • Technology Liaison (discretionary) Gruenes nominated Tom Durand - The motion was unanimously approved.		Levandowski

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Establish 2012-13 Board Objectives	<p>Board began the discussion of identifying new Board Scorecard Objectives for the 2012-13 school year.</p> <p>Proposed ideas include:</p> <ol style="list-style-type: none"> 1. Establish annual budget schedule/timeline and increase financial reporting to the Board 2. Secure a specified amount in fundraising revenue 3. Increase enrollment to a specified amount 4. Bullying related objective 5. Establish English/Grammar "I Can" statements for grade levels K-8 6. Catholic Identity 7. Increase ITBS math computation scores by one percent in grades 3- 8. Create communication procedures between FSCS and the parishes and institute tools for measuring parish engagement and satisfaction with FSCS 9. Create a facilities and assessment plan 10. Technology related goal 11. Communication between Board and Staff <p>Levandowski agreed to circulate the proposed objectives, revised based on discussion at the meeting, to the Board for further review/input with a goal of having objectives ready for adoption at the September meeting.</p>		Levandowski
	Unfinished Business		
Septemberfest Update	<p>The Corbo's have confirmed \$40000 in sponsorship funds at this time, in writing or cash in hand. The Board would like an updated spreadsheet of sponsorship commitments within the next week and another by the September meeting to allow the Board to track this area. John Long from Marathon Sports, a parishioner, is sponsoring and covering the costs of the 5K run. Permits are being applied for and arriving for each event. Meeting will take place next week and further updates to be expected at next meeting.</p> <p>The Board looked at an agreement, distributed at the meeting, created between the HSA and Septemberfest Committee concerning the events of Septemberfest weekend. The Board expressed a preference for an informal internal memo documenting the expense/revenue allocation rather than taking the proposed formal contract approach (i.e., since the school is the only legal entity involved). The agreement will be distributed electronically to the Board for members to review and provide input as to the substantive points. Once Board input is finalized, a revised document will be provided to HSA and the SFest Committee for any further discussion and finalization.</p>		Boone/Task Force

	Reports of Committees	
Marketing	No report	Durand
Technology	Update from Nate Jorgenson – Lease for laptops was reviewed by Catholic Mutual and is prepared to sign. Laptops will be distributed the second day of school after mass. Students will have 1 hour to review procedures and learn about the Chromebooks. Nate is currently working with Comcast to improve internet speed and efficiency prior to the start of school.	Durand
Development	<p>Meetings have been scheduled monthly prior to Board meetings. Shared information regarding the Catholic United Financial Raffle scheduled to be launched just after the Gala. Tickets cost is \$5 and the school receives 100% of the profit.</p> <p>Johnson made a motion to accept the Development Committees proposal to accept the Catholic United Financial Raffle proposal for the 2013 school year.</p> <p>The motion was unanimously approved.</p>	Johnson
Finance	No report	McCoy
Personnel	No report	Gruenes
Executive Session	Occurred from 6:00-7:05 PM	Board
Closing Prayer	The meeting adjourned at 9:33 PM	McCoy

Next Board Meeting: September 4th, 2012 at 6:00 p.m. Executive Session Dinner
7:00 p.m. Regularly Scheduled Meeting @ FSCS