

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 04, 2012**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Marge Gruenes	Fr. Tim Wozniak	Fr. Joseph Gallatin	Mr. John Boone, Executive Director
Susan Johnson	Tom Levandowski	Steve McCoy	Ms. Terese Shimshock, Principal
	Tom Durand	Sheila Manahan	Christina Lindstrom, Recording Secretary
			Guest: Lori Anne Mazzitello

Description	Discussion	Action By
Invocation	The meeting began at 7:05 PM	Boone
Adoption of Agenda	Motion: Johnson made a motion to approve the September 4, 2012 Agenda as written. The motion was unanimously approved.	Board
Approval of Minutes	Motion: Gruenes made a motion to approve the August 7, 2012 Minutes with the following change: <ul style="list-style-type: none"> • Principal Report - add Nancy Verhey for Spanish position The motion was unanimously approved.	Board
	Executive Director's/Principal Report	
Executive Director's Report	Enrollment Update: As of today we have 515 students. Scoreboard Advertisement Policy Proposal: Mr. Boone shared his findings regarding the cost and policies of sports signage from local schools. Recommendation is \$1000 per year for larger sign and \$750 per year for smaller sign. Begin three-year commitment agreements next year with no exclusivity. For the first year the sign company is covering the cost of signs but in future years we will need to cover those costs. The Board discussed ways of dealing with the replacement of signs. Need to determine the sign costs and warranty options. Fr. Gallatin made a motion to approve advertising for the signage at \$1000 for large signs and \$750 for small signs for the first year. The motion was unanimously approved. The Board asked Mr. Boone to memorialize these items into a more comprehensive School Advertising policy and to present a proposed policy at the October meeting. Annual Appeal/Drive Update: Goals have been shared with the Executive Committee and a meeting with the Archdiocese is scheduled for tomorrow.	Boone

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Principal Report	<p>Parent Accreditation Committee objectives and action plans: Working on Strategic Plan and prepared to send out report on October 1st to submit to MNSA.</p> <p>Other: Successful teacher workshop last week. Hosted Paul Barnebi at an off-site meeting at the Fire Department across the street and shared Strategic Plan with the staff. First day of school went well.</p>		Shimshock

	New Business	
Board of Directors Conflict of Interest Statements	<p>Marge Gruenes moved that, in accordance with Faithful Shepherd Catholic School Bylaws Article X, Section 10.3, the Board of Directors has been informed of the conflict of interest disclosed by Board member Fr. Joseph Gallatin that his sister, Mrs. Catherine Larson, is employed by the school on the faculty. The Board has been informed of the compensation and other terms of employment for Mrs. Larson, and finds that these are fair and just, and as such, approves and ratifies in good faith the employment of Mrs. Larson and the concurrent status on the Board of Fr. Gallatin.</p> <p>This motion will be completed via an Electronic Motion.</p>	Gruenes
FSCS Organization & Governance Chart	<p>Gruenes shared a draft FSCS organizational structure/governance chart that is intended to be publicly available on the FSCS website. The Board discussed some alterations to the chart and expressed its support of posting the revised chart to the school's website as soon as possible.</p>	Gruenes

	Unfinished Business	
Establish 2012-13 Board Objectives	<p>Board further discussed the identification of 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 by 10/15/12 and increase financial reporting to the Board. 2. Secure \$250,000 in fundraising revenue by 07/01/13. 3. Increase enrollment from 513 to 522 by 09/03/13 and achieve a ___ percent of retention K-5 and ___ percent of retention 6-8 by 06/05/13. (to be determined) 4. Implement and communicate the “Go Character” (anti-bullying and virtue integration) curriculum, with three parent-community communications each trimester (i.e., three by November 30th, three by March 1, and three by June 5). 5. Establish English/Grammar “I Can” statements for grade levels K-8 by 06/05/2013. 6. Develop parent program derived from the “Year of Faith” initiative by 10/01/12 with the first session date to be published and communicated to the parent-community by 11/01/12. 7. Increase ITBS math computation scores by one percent in grades 3-8. 8. Create communication procedures between FSCS and the parishes and institute tools for measuring parish engagement and satisfaction with FSCS. 9. Create 3-year facilities assessment plan by 10/01/12 and initiate assessment by 07/01/13. 10. By 10/01/12, develop plan for communicating increased/enhanced information on school governance and administrative roles to faculty, staff, and the parent community, with the launch of such communications occurring no later than 10/15/12. 11. Review and refresh FSCS Technology Plan by ___ and assess 1:1 program and the role technology plays in meeting FSCS academic and enrollment objectives. 12. Develop a new family recruitment plan by 11/01/12 including procedures, activities, and timelines for following-up with families who have expressed an interest in FSCS. <p>The board will finalize these objectives and complete an Electronic Motion to finalize prior to the October Meeting.</p>	Levandowski
Septemberfest Update	<p>\$27,250.00 of sponsorship money has been collected and \$13500.00 has been invoiced and not yet paid. Volunteer sign ups are up and ready, Servicemaster have agreed to assist in clean up, Knights of Columbus has offered to assist in parking, there will be a VIP tent section, and 620 tickets have been sold to date.</p>	Boone/Task Force
	Reports of Committees	
Marketing	No update.	Durand

Technology	Chromebooks: There has been a delay in about 1/2 of the Chromebooks arriving at the school. The art teacher will be working with the kids to create name tags for computers. They should be arriving tomorrow and distributed soon.	Durand
Development	No update.	Johnson
Finance	No update.	McCoy
Personnel	<p>Motion: Gruenes made a motion to approve the personnel committee report and their acceptance of the executive director goals for 2012-2013.</p> <p>The motion was unanimously approved.</p>	Gruenes
Executive Session	Occurred from 6:00-7:05 PM	Board
Closing Prayer	The meeting adjourned at 9:00 PM	Levandowski

Next Board Meeting: October 2nd, 2012 at 6:00 p.m. Executive Session Dinner
7:00 p.m. Regularly Scheduled Meeting @ FSCS