

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
November 13, 2012**

Board Members Present:

| St. John Neumann | St. Thomas Becket | Church of St. Peter | Other Attendees |
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| Marge Gruenes | Tom Levandowski | Fr. Joseph Gallatin | Mr. John Boone, Executive Director |
| Susan Johnson | Tom Durand | Sheila Manahan | Ms. Terese Shimshock, Principal |
| | | Steve McCoy | Christina Lindstrom, Recording Secretary |
| Description | Discussion | | Action By |
| Invocation | The meeting began at 7:15 PM | | Johnson |
| Adoption of Agenda | <p>Motion: Johnson made a motion to approve the November 13, 2012 Agenda with the following changes</p> <ul style="list-style-type: none"> • New time allocations • Septemberfest 2013 action added <p>The motion was unanimously approved.</p> | | Board |
| Approval of Minutes | <p>Motion: Gruenes made a motion to approve the September 4, 2012 Minutes with the following changes</p> <ul style="list-style-type: none"> • asked instead of has in Executive Director's Report • has instead of have in Septemberfest Update <p>The motion was unanimously approved.</p> | | Board |
| | Unfinished Business | | |
| Electronic Motions | <p>Motion: Gruenes made the following electronic motion on September 16, 2012: I move 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 of Board member Fr. Joseph Gallatin that his sister, Catherine Larson, is employed by the school on the faculty. The Board has been informed of the compensation and other terms of employment for Ms. Larson, and finds that these are fair and just, and as such, approve and ratifies in good faith the employment of Ms. Larson and the concurrent status on the Board for Fr. Gallatin.</p> <p>Fr. Gallatin abstained from voting on this motion.</p> <p>The motion was unanimously approved.</p> | | Levandowski |

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| | <p>Motion: Levandowski made the following electronic motion on September 12, 2012: I move that the Board approve the following 2012-13 Board Objectives:</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 06/30/13. 3. Increase total enrollment from 513 to 522 by 09/03/13, and by 6/5/12 achieve 97% of re-enrollment deposits with respect to K-4th grade students and 91% of re-enrollment deposits with respect to 5th-7th grade students. 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 1st, and three by June 5th.) 5. Establish English/Grammar “I Can” statements for grade levels K-8 by 6/5/13. 6. Develop parent program derived from the “Year of Faith” initiative by October 1, 2012 with the first session date to be published and communicated to the parent-community by November 1, 2012. 7. Increase ITBS math computation scores by one percentile 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 10/1/12 and initiate assessment by 6/30/13. 10. By 10/1/12, 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. At the January 2013 Board meeting, the Technology Committee will identify objectives in the present technology plan that have (or have not) been fulfilled. Thereafter the Committee will recommend the next phase of technology integration at FSCS, and propose an updated technology plan by the end of the 2012-2013 school year. 12. At the January 2013 Board meeting, a preliminary report will be provided on the status of the 1:1 program covering Chromebooks ordered, repair notices issued, the use of ISTE standards in the classroom, teacher tech survey results, and other relevant information, with an updated report provided at the May 2013 Board meeting. 13. Develop a new family recruitment plan by 11/1/12 including procedures, activities, and timelines for following-up with families who have expressed an interest in FSCS. <p>The motion was unanimously approved on September 15, 2012.</p> | <p>Levandowski</p> |
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| | Strategic Plan Review | |
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| Scorecard Review | <p>Establish Budget Timeline – This has not yet done but will be done by 12/4</p> <p>Increasing Fundraising - Marketing and Development meetings have been held with the Annual Fund target launch date of Catholic Schools week. Also working on the Catholic United Financial raffle with hopes of generating \$20,000.</p> <p>Enrollment: We will be at 517 by November 19th</p> <p>Facilities Plan: Copy will be presented in December and a draft will be circulated electronically following this meeting.</p> <p>Parish Engagement: Met with STB and SJN to discuss shared ministry and relationship with parishes. Working to initiate communication through websites.</p> <p>New Family Recruitment: Preschool visits occurred before the Open House. Open House led to 9 potential students. The next Open House is Discovery Day during Catholic Schools Week.</p> <p>Go Character Curriculum: 2 Parent communications have occurred and one more coming soon.</p> <p>“I Can” Statements: Update will occur after Accreditation visit.</p> <p>Year of Faith: Working with students and parishes with the Knights of Columbus on a first activity.</p> <p>ITBS: Scores just come in - data is coming. Grade level goals have been developed.</p> <p>Technology: Meeting planned on November 26th.</p> <p>Communicate Governance: First <i>Shimshock Shares</i> event held with 12 in attendance, was well received. Governance structure updated and placed on website and newsletter.</p> <p>Chromebooks: Distributed on September 18th, created Chromebook Corner in newsletter.</p> | Boone/Shimshock |

| | Executive Director/Principal Report | |
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| Executive Director’s Report | <p>Scoreboard/Advertising Policy: Mr. Boone distributed a copy of the school’s policy regarding advertisements. Outlines what types of advertisement will be allowed and what will not be allowed. Some format changes are needed for consistency of documents.</p> <p>Motion: Gruenes made a motion to approve the Advertising Policy. The motion was unanimously approved.</p> <p>Annual Appeal: Moving forward the week of Catholic Schools Week. A general solicitation to all. A formal plan will be developed to organize the structure and leadership connected to this appeal.</p> | Boone |
| Principal’s Report | <p>Accreditation team is here and conducted their first meeting tonight by interviewing three Board Members. They will be here for the next 3 days with a verbal and official report to follow.</p> | Shimshock |

| | New Business | |
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| Septemberfest | <p>Friday Night (HSA) - Profit \$10,328 from Family Fun Night Race (HSA) - Profit \$805 Saturday Night - \$41,175 profit minus 25% to Feed My Starving Children so a total of \$30,881 Sunday Collection - \$675</p> <p>Total Weekend Profits = \$52,983</p> <p>The Board discussed a need to further clarify the financial numbers from the event, the need to develop an organized structure for monitoring the financial aspect of fundraising events in the future, and the future of Septemberfest 2013. Mr. Boone recommended that the Board give the approval to begin planning for next year.</p> <p>Motion: Gruenes made a motion to hold the Septemberfest 2013 event. The motion was approved unanimously.</p> | Boone |
| Dakota County Regional Chamber of Commerce | Discussion tabled. | Levandowski |
| Tuition/Fees Strategy | Discussed in Finance Report below. | Shimshock |
| | Reports of Committees | |
| Marketing | None | Durand |
| Technology | None | Durand |
| Development | None | Johnson |
| Finance | <p>Finance committee met last night and based on historic figures, the estimated enrollment next year will be 490 students. In order to maintain current tuition levels, we would need 528 students next year to account for inflation, etc. The Board asked the Finance Committee to propose several budget options to cover various enrollment scenarios for 2013-14. The Board also discussed incorporating non-voluntary fees into tuition. The parent population has expressed a desire to transfer mandatory fees into tuition (some parents have expressed desire to be able to pay such fees as part of tuition through the F.A.C.T.S tuition management program.</p> | McCoy/Shimshock |
| Personnel | None | Gruenes |
| Executive Session | Occurred from 6:00 - 7:15 PM | Board |
| Closing Prayer | The meeting adjourned at 9:45 PM | Gruenes |

Next Board Meeting: December 4, 2012 at 6:00PM Executive Session Dinner
7:00PM Regularly Scheduled Meeting at FSCS