

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
December 4, 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		Steve McCoy	Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:16pm.	Fr. Charlie
<b>Adoption of Agenda</b>	<p><b>Motion: Sheila Manahan</b> made a motion to approve the December 4, 2012 agenda with the following change:</p> <ul style="list-style-type: none"> <li>• Remove New Business: Review proposed annual budget timeline</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 November 13, 2012 minutes as written.</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Strategic Plan Review</b>		
<b>Scorecard Review</b>	<p>The Board reviewed the status of all scorecard items and action plans:</p> <ul style="list-style-type: none"> <li>• <b>Governance/Communication:</b> The Board tab on the school website is now more accessible. Board role descriptions will be added to the website.</li> <li>• <b>Budget Timeline:</b> The Finance Committee meeting was tabled.</li> <li>• <b>Fundraising:</b> The current fundraising goal is \$250,000 by 6/30/13. Mary Lee and Paul Blaylock are co-chairing the raffle and Annual Fund. An Annual Fund letter will go out on 12/15/12 to the donor list from our last campaign, requesting year-end donations. The primary Annual Fund letter will go out in March.</li> <li>• <b>Enrollment:</b> No update.</li> <li>• <b>Facilities Plan:</b> John Boone met with Jon Vievering to create a prioritized list of repairs. Parking lot and roof repairs are the top priority. The Board will consult with the Finance Committee on the unrestricted fund balance and how best to cover these expenses in summer 2013.</li> <li>• <b>Communication Plan:</b> John Boone is looking into the best way to measure FSCS-Parish engagement. May use Survey Monkey.</li> <li>• <b>New Family Recruitment:</b> John Boone will attend the Dodge Nature Center Open House next week to recruit new Kindergarten families. The first FSCS Open House took place November 9<sup>th</sup> and resulted in 9 potential new families. Follow-up thank you cards and phone calls have been made to these prospective families. The Discovery Day Committee has been formed and will meet later this week.</li> <li>• <b>Go Character Curriculum:</b> The final communication for the 1st trimester occurred through Maureen Odegard's Middle School blog. Staff recently met with representatives from The Emily Program to see if elements of their message should be incorporated in the Go Character curriculum. Play60 starts January 2<sup>nd</sup>.</li> <li>• <b>I Can Statements:</b> The committee is formed. The first meeting is scheduled for January 15<sup>th</sup>.</li> <li>• <b>Year of Faith:</b> No update.</li> <li>• <b>ITBS Math Computation Scores:</b> In the 1<sup>st</sup> trimester, 98% of 1<sup>st</sup> graders mastered 80% or more required math facts. 85% of 4<sup>th</sup> graders mastered 90% or more 6-9 multiplication facts.</li> <li>• <b>Technology Plan:</b> The Technology Committee has met to discuss Chromebook funding for the 2013-14 school year. The next meeting is scheduled for December 10<sup>th</sup>. The new lab configuration is working well and the server issue is resolved.</li> <li>• <b>1 to 1 Chromebooks:</b> Three surveys will go out to teachers, students, and parents as a check-in on the Chromebooks at the end of the 1<sup>st</sup> trimester. Terese Shimshock is getting parent input on survey questions.</li> </ul>	John Boone Terese Shimshock
<b>Executive Director/Principal Reports</b>		

<b>Executive Director's Report</b>	<p>John Boone reported on the Annual Appeal:</p> <ul style="list-style-type: none"> <li>• John met with the Annual Appeal Committee today. The committee meets again next Tuesday.</li> <li>• The soft appeal letter will go out before December 15<sup>th</sup>.</li> </ul>	John Boone
<b>Principal's Report</b>	<p>Terese Shimshock reported on the accreditation process:</p> <ul style="list-style-type: none"> <li>• The FSCS Accreditation Committee met with the accrediting association, MNSAA, and will provide an update next week.</li> <li>• The FSCS strategic plan is essentially a 2 year plan. The school needs to move to a more forward-thinking 7 year plan.</li> <li>• The Archdiocese will meet with Mr. Boone and Fr. Gallatin on the Catholicity of FSCS.</li> </ul>	Terese Shimshock
<b>Old Business</b>		
<b>Tuition/Budget Options for 2013-14</b>	<p>Steve McCoy met with Mary Jubenville to review salary step and lane increase scenarios based on fundraising and enrollment estimates in order to determine the potential tuition increase for the 2013-14 school year. Steve presented this review to the Board.</p> <p>The Board discussed teacher salaries as well as enrollment, fundraising, and expense-saving strategies. The Board agreed that the current fundraising goals are reasonable and that it is within the school's best interest to push for enrollment of at least 510 students to keep teacher salaries competitive.</p> <p>Terese Shimshock suggested adding the school's annual fee sheet to the tuition payment process, as opposed to paying school fees at Meet &amp; Greet Night. The Board agreed to this change. Terese will draft a letter communicating this fee payment process change to FSCS families.</p>	Steve McCoy
<b>Reports of Committees</b>		
<b>Liaison Reports</b>	<p><b>Marketing</b> No update.</p>	Tom Levandowski
	<p><b>Technology</b> See Scorecard report. No further update.</p>	Tom Levandowski
	<p><b>Development</b> See Scorecard report. No further update.</p>	Susan Johnson
	<p><b>Finance</b> Steve McCoy asked if there should be an additional teacher pay schedule increase in addition to the step and lane increases. Steve, Marge Gruenes, and the Finance Committee will review the current salary scale and compare it to District 196. The results of this comparison will be included in the step and lane increase scenarios for Board review.</p>	Steve McCoy
	<p><b>Personnel</b> No update.</p>	Marge Gruenes
<b>Executive Session</b>	Occurred from 6:00-7:00pm	Board
<b>Closing Prayer</b>	The meeting adjourned at 8:54pm	Tom Levandowski

**Next meeting January 8, 2013 at FSCS • 6:00 pm - executive session • 7:00 pm – meeting**