

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 05, 2013**

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	Sheila Manahan	Ms. Terese Shimshock, Principal
	Tom Durand	Steve McCoy	Christina Lindstrom, Recording Secretary
Description	Discussion		Action By
Invocation	The meeting began at 6:59 PM.		McCoy
Adoption of Agenda	Motion: Durand made a motion to approve the February Agenda. The motion was unanimously approved.		Board
Approval of Minutes	Motion: Johnson made a motion to approve the January 2012 minutes with the following changes: <ul style="list-style-type: none"> • Remove the word "further" from the second paragraph within the Tuition Recommendation Presentation. • Lowercase "budget timeline" under Unfinished Business The motion was unanimously approved.		Board

	Unfinished Business	
Enter Electronic Motions into Minutes	<p>The Board takes note that the following Electronic Motions were passed:</p> <p>Motion by Fr. Gallatin, via email on January 30, 2013: <i>“I move that the Board accept the Electric Moment proposed by the school’s administration for the 2013 Gala for Giving.”</i></p> <p style="padding-left: 40px;">[Administration’s Electric Moment proposal: Hardware: 30 Lenovo Laptops Option 1: \$21,090.00 (Lenovo e530) Option 2: \$19,410.00 (Lenovo e430) Software: Kidspiration Site License: \$1,699.00 Software: Inspiredata Site License: \$868.88 Software Total: \$2,567.88 School Messenger Initial Payment: \$1,905.00]</p> <p>The motion was unanimously approved via electronic voting on January 31, 2013.</p> <p>Motion by Sheila Manahan, via email on January 10, 2013: <i>“[!] motion that we increase the out-of-parish tuition by \$195.00 per student.”</i></p> <p>The motion was approved electronically on January 11, 2013 with a unanimous vote by the 7 Board members that voted.</p>	Board
Finalization of Annual Budget Timeline	<p>The Board discussed and made a few minor alterations to the final version of the budget timeline, which has been approved by the Finance Committee.</p> <p>Motion: Fr. Tim proposed that we accept the prepared budget timeline.</p> <p>The motion was unanimously approved.</p>	Manahan/McCoy

	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"> • Governance/Communication: Looking to add Admin. biographies to the website. Also looking to expand the organizational chart and information provided with hopes of having a draft by our April meeting. • Budget Timeline: Completed and approved this evening. • Fundraising: Raffle kickoff is tomorrow and will run through March 1st, 2013. The Annual Fund is prepared to start, looking to send out a mailing soon, have a prepared donor list, and have people set up for the computer portion organization of this. Working on finalizing the Ecothon format this year and have discussed with the Eagan Fire Department to have our students return across the street this year. • Enrollment: Currently at 514 this year. Discovery Day included 28 new kindergartners. 17 siblings are expected to enroll in the kindergarten class and 10 additional students have currently applied outside of the siblings. Plan to look at comparative tracking of Discovery Day numbers from last year and this year. • Facilities Plan: Dakota Electric is preparing an energy audit report for the school. Working with the prioritized list and the parking lot is the first priority. • Communication Plan: School had a presence at the three parishes for Catholic Schools Week. To streamline communication, all communication to parishes will go through Mr. Boone. • New Family Recruitment: Next open house is scheduled for February 15th. • Go Character Curriculum: Go Character curriculum was highlighted at the Middle School information night and the Youth Frontiers retreat last week. • I Can Statements: Working on this and hoping to have rough drafts by March. • Year of Faith: Likely to be pushed into next fall. • ITBS Math Computation Scores: Shared the ITBS Math Computation scores, overall scores show improvements except one grade showing a drop of 5 percent. Scores for other testing will be shared in March. • Technology Plan: A work in progress. The Technology Committee has looked at the previous plan and identified what has been accomplished and what still needs to be looked at and completed. • 1 to 1 Chromebook: Survey results will be made available on the website by March 1st. Will include a FAQ sheet to provide further explanation of the results. 	Boone/Shimshock

	Executive Director/Principal Report	
Executive Director	Annual Appeal/Drive Update: Annual Appeal letter is going to the printer and a list of targeted donors has been created. Hoping to have letters appear in homes on March 6th. The raffle kick-off will take place tomorrow and tickets will go home with students on Thursday. There are prizes for the students as an incentive to sell tickets.	Boone
Principal	Accreditation Update: Provided the Board with an executive summary of the MNSAA visit information. Other: Catholic Schools Week was a great week and everything went well. Packed 64000 meals for Feed My Starving Children and collected over 1000 lbs. of food.	Shimshock

	New Business	
Board In-Service/ Board Survey	Per the recommendation of the MNSAA visiting team, the Board needs to work on scheduling some time to hold an in-service meeting to discuss and focus on the governing and strategic planning process. Also looking to complete a board self-evaluation process. The Board agreed to hold an in-service meeting from 5:30 – 8:30 pm on Wednesday February 20 th at FSCS.	Levandowski
	Reports of Committees	
Marketing	No report.	Durand
Technology	No report.	Durand
Development	Gala this weekend, online auction ends tomorrow! First Septemberfest meeting was held last week, Hairball has been secured again for next year. Discussions are being had regarding having three bands instead of two next year.	Johnson
Finance	The Financial Statement and Auditors Report was circulated at the Finance Committee and will be made available to the Board. Our budget is currently moving according to plan at this point in the school year.	Manahan
Personnel	No report.	Gruenes

	Adjourn	
Executive Session	Occurred from 6:00-6:59 PM	Board
Closing Prayer	The meeting adjourned at 8:31 PM	Gruenes

Next Board Meeting: March 5th, 2013 - 6:00PM Executive Session Dinner
7:00PM Regularly Scheduled Meeting @ FSCS