

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
March 06, 2013**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Marge Gruenes	Tom Levandowski	Fr. Joseph Gallatin	Mr. John Boone, Executive Director
Susan Johnson	Tom Durand	Sheila Manahan	Ms. Terese Shimshock, Principal
		Steve McCoy	
Description	Discussion		Action By
Invocation	The meeting began at 7:16 PM.		Gruenes
Adoption of Agenda	Motion: Durand made a motion to approve the March Agenda. The motion was unanimously approved.		Board
Approval of Minutes	Motion: Johnson made a motion to approve the February 2013 minutes. The motion was unanimously approved.		Board
	Unfinished Business		
Follow-up on Board In-Service Meeting	Reviewed SWOT (Strengths, Weaknesses, Opportunities, and Threats) Summary. Terese has a meeting with the internal accreditation team in April, with the goal of presenting conclusions/objectives to the (accreditation body) in June in regard to the school's 5-7 year strategic plan. Tom L asked that the board be represented at that meeting. Sheila, Marge, and Susan will attempt to be there. Marge suggested going through a similar process (SWOT) with parents.		Board

	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: John will work with staff to add hyper-linked email addresses to boardmember listing on website. • Budget Timeline: Completed. • Fundraising: John reported that gross Gala revenue was approximately \$122,000, of which approximately \$33,500 was related to the Electric Moment. The Gala budget was to raise approximately \$90,000. <ul style="list-style-type: none"> - Raffle will bring \$9,000-\$10,000 in profit. This was based on an abbreviated promotional window, and with one of the three parishes participating via after-mass ticket sales. - The brochure for the Annual Fund mailing has been finalized. - Ecothon - John to meet with Greg Thompson from the US Forestry Service to acquire tree seedlings, and separately with a representative from Lennar to do things like picking up debris. - Tom L suggested a letter go to the Gala committee from the board, expressing board appreciation. - Tentative date of Feb 1 for next year's gala, and Glen Fladeboe from Fladeboe Auctioneers will be the auctioneer. • Enrollment: Kindergarten has 42 applicants. Among the 42 applicants, 28 have paid the \$75 enrollment fee, and among those 8 have paid the full \$400 deposit. Per John's inquiry at his Deanery meeting, Kindergarten enrollment is down at most other Catholic schools. He will also follow up with Vis to find out theirs. Current 2012-2013 enrollment is 514. 446 students have paid the \$75 enrollment fee for next school year. • Facilities Plan: No update. • Communication Plan: No update. • New Family Recruitment: No update. • Go Character Curriculum: Very excited, we have three dates this trimester where a speaker from the Emily Project will be talking to the Middle Schoolers about the importance of healthy body images. This has been communicated on the MS webpage. • I Can Statements: Grammar I-Can Statements – March 19 date for rough draft; after spring break we will look as a large group for gaps and overlap. • Year of Faith: Linda Kautzky and Terese are working on speakers for the Fall. Terese tried getting copies of Mathew Kelly's CD "Your Amazing Children" for our families, but was told by the Rediscover people that there weren't enough copies available. • ITBS Math Computation Scores: No update. • Technology Plan: No update. • 1 to 1 Chromebook: No update. 	Boone/Shimshock

	Executive Director/Principal Report	
Principal	<ul style="list-style-type: none"> • Terese distributed and reviewed ITBS test score summary. Next step is to meet with faculty to review, draw conclusions and plan for improvement. • Middle school programs coming up on the 19th. Two productions. • Reconciliation service was held March 6 for grades 5 through 8. Nine priests were in attendance. 	Shimshock
Executive Director	John Boone shared the included document regarding the enrollment numbers for the 2012-2013 school year at nearby deanery schools. The trend for all is a decrease in enrollment.	Boone

	Reports of Committees	
Marketing	Provided earlier in Executive Director and Principal updates.	Durand
Technology	In addition to updates provided in scorecard review, the committee has opened a new school store. It is PCI compliant and more secure than our old store. We are expanding online payments beyond Gala Group Events to include Activities/Athletic fees. We're looking into additional offerings, including Spiritwear, used uniform items, study hall fees, and back to school night fees.	Durand
Development	<ul style="list-style-type: none"> • A suggestion was made to have the Tech Committee play a role in managing our software licenses on an enterprise level. • A suggestion was also made to review the Raiser's Edge license specifically and to compare its price to the other licenses we have, and to review for redundancy and necessity (do we need them all). 	Johnson
Finance	<ul style="list-style-type: none"> • Finance is working on a Capital Improvement Plan, assessing actual vs budget through February month-end. • We're waiting for enrollment numbers to materialize before beginning the budget timeline. • Have a few new members of the Finance Committee. 	Manahan
Personnel	Tom L, Father Gallatin and Marge will be meeting to review plans to post roles and job descriptions for all non-faculty staff, including contact info.	Gruenes

	Adjourn	
Executive Session	Occurred from 6:00-7:15 PM	Board

	Adjourn	
Closing Prayer	The meeting adjourned at 8:45 PM	Levandowski

Next Board Meeting: April 2nd, 2013 - 6:00PM Executive Session Dinner
7:00PM Regularly Scheduled Meeting @ FSCS

Document Shared by Mr. Boone: Deanery Five Enrollments for 2012 - 2013

Grade Levels:	School 1	School 2	School 3	School 4	US	School 5
Kind.	26 1 section 0 wait list 1 FT aide	33 2 sections 0 wait list	11 1 section 0 wait list 0 aides	62 3 sections 0 wait list	45 3 sections 0 wait list	21 1 section 0 wait list
1	28 1 section 6 wait list 1 PT aide	49 2 sections 0 wait list	32 2 sections 0 wait list	43 2 sections 0 wait list	51 3 sections 0 wait list	16 1 section 0 wait list
2	28 1 section 3 wait list 1 PT aide	40 2 sections 0 wait list	25 2 sections 0 wait list CLOSED	62 3 sections 0 wait list	63 3 sections 0 wait list	24 1 section 0 wait list
3	24 1 section 0 wait list 1 PT aide	47 2 sections 0 wait list	33 2 sections 0 wait list	57 3 sections 0 wait list	60 3 sections 0 wait list	10 Combined with Grade 4 0 wait list
4	22 1 section 0 wait list 0 aide	62 2 sections 0 wait list	38 2 sections 0 wait list	47 2 sections 0 wait list	59 3 sections 0 wait list	4 Combined with Grade 3 0 wait list
5	27 1 section 0 wait list 0 aide	56 2 sections 0 wait list	28 1 section 0 wait list CLOSED	57 3 sections 0 wait list	50 2 sections 0 wait list	18 1 section 0 wait list
6	20 1 section 0 wait list 0 aide	65 3 sections 0 wait list	32 1 section 0 wait list	56 Split 2/3 0 wait list	71 3 sections 0 wait list	17 1 section 0 wait list
7	23 1 section 0 wait list 0 aide	48 2 sections 0 wait list	28 1 section 0 wait list	52 2 sections 0 wait list	61 3 sections 0 wait list	8 Combined with Grade 8 for some classes 0 wait list
8	20 1 section 0 wait list 0 aide	73 3 sections 0 wait list	14 1 section 0 wait list	45 2 sections 0 wait list	55 2 sections (28 Max.)	13 Combined with Grade 7 for some classes 0 wait list

Totals:

2012-2013	218	473	237	481	515	131	
(2011 - 2012)	(216)	(509)		NA	(502)	(549)	(133)