

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

**Board Members Present:**

| St. John Neumann | St. Thomas Becket | Church of St. Peter | Other Attendees                          |
|------------------|-------------------|---------------------|------------------------------------------|
| Marge Gruenes    | Fr. Tim Wozniak   | Fr. Joseph Gallatin | Ms. Terese Shimshock, Principal          |
| Susan Johnson    | Tom Levandowski   | Sheila Manahan      | Christina Lindstrom, Recording Secretary |
|                  | Tom Durand        |                     | Ms. Odegard, Assistant Principal         |

| Description                | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action By |
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| <b>Invocation</b>          | The meeting began at 7:11 PM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Fr. Tim   |
| <b>Adoption of Agenda</b>  | <p><b>Motion: Johnson</b> made a motion to approve the proposed August agenda with the following addition.</p> <ul style="list-style-type: none"> <li>• Addition of electronic motion of the roof proposal to unfinished business</li> </ul> <p><b>The motion was unanimously approved.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Board     |
| <b>Approval of Minutes</b> | <p><b>Motion: Durand</b> made a motion to approve the June 2013 minutes with the following changes:</p> <ul style="list-style-type: none"> <li>• Service Contracts change to two vendors</li> <li>• Fundraising - \$21000 is not correct (change to raffle and annual fund 10751 raised for the annual fund came after the April letter</li> <li>• Wozniak spelling</li> </ul> <p><b>The motion was unanimously approved.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | Board     |
|                            | <b>Principal Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |
|                            | <p>Enrollment Update: Currently at 495 students with both tuition and signed forms in, with the possibility of 500 at this time.</p> <p>Marketing Coordinator Position: Position postings close on Friday - 5 applicants, this is a stipend position that will be part time; the main focus is enrollment and parish communication. Interviews will be next week with the Marketing and Development Chairs.</p> <p>Septemberfest Update: They have raised \$44,350 in sponsorship so far. Expecting \$100,000 in profit. Board will sponsor the event again this year.</p> <p>Other: Facilities projects - parking lot to begin August 12th, roof will begin on the 9th so that both projects should be complete by the start of school. Paint donation will be used to paint the gym in blue and gold. Looking at purchasing an air conditioner for the server room.</p> | Shimshock |

|                                           | <b>New Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
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| <b>Election of Board/Officers</b>         | <p><b>Board:</b></p> <ul style="list-style-type: none"> <li>• Chairperson (required) Johnson nominated Tom Levandowski - <b>The motion was unanimously approved.</b></li> <li>• Vice Chairperson (required) Johnson nominated Sheila Manahan - <b>The motion was unanimously approved.</b></li> <li>• Recording Secretary (required) Johnson nominated Christina Lindstrom - <b>The motion was unanimously approved.</b></li> </ul> <p><b>Officers of School:</b></p> <ul style="list-style-type: none"> <li>• President (Archbishop appointment; not subject to election) remains Fr. Joseph Gallitin</li> <li>• Vice President (required) nominated Fr. Tim Wozniak - <b>The motion was unanimously approved.</b></li> <li>• Corporate Treasurer (required) nominated Sheila Monahan <b>The motion was unanimously approved.</b></li> <li>• Corporate Secretary (required) nominated Marge Gruenes - <b>The motion was unanimously approved.</b></li> <li>• Marketing Committee Liaison (discretionary) nominated Tom Durand – <b>The motion was unanimously approved.</b></li> <li>• Development Committee Liaison (discretionary) nominated Susan Johnson – <b>The motion was unanimously approved.</b></li> <li>• Finance Committee Liaison (discretionary) nominated Steven McCoy – <b>The motion was unanimously approved.</b></li> <li>• Tri-Parish Committee Liaison (discretionary) Durand nominated Fr. Charlie – <b>The motion was unanimously approved.</b></li> <li>• Athletic Field Liaison (discretionary) nominated Sheila Monahan <b>The motion was unanimously approved.</b></li> <li>• Technology Liaison (discretionary) nominated Tom Durand - <b>The motion was unanimously approved.</b></li> </ul> <p>Levandowski made a slate motion to approve all positions</p> <p><b>The motion was unanimously approved.</b></p> | Board       |
| <b>Establish 2013-14 Board Objectives</b> | <p>The Board discussed possible Board Objectives for the 2013-2014 school year. The Board will look at this via electronic motion before the September meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Levandowski |

|                               | <b>Unfinished Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Roof Electronic Motion</b> | <p>Fr. Gallatin sent an electronic motion to the Board regarding the Finance Committee recommendation to accept a bid for \$55,590 from CentiMark to redo a section of the school's roof.</p> <p><b>Fr. Gallatin</b> made a motion to accept the bid from CentiMark to redo Section G of the roof of Faithful Shepherd School and Tri-Parish Center.</p> <p><b>The motion was unanimously approved via Electronic Motion on July 7<sup>th</sup>, 2013.</b></p> | Levandowski |
|                               | <b>Reports of Committees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>Marketing</b>              | Committee is evolving and moving forward with 11 core members and additional members attending regularly. There is also the development of a school resource list for marketing support. At the last meeting the Video, Website, Parish Outreach, and Outbound Marketing were discussed. They are also working on a FSCS Branding Plan/Style Guide for the school.                                                                                             | Durand      |
| <b>Technology</b>             | Technology plan has been finalized and will be redistributed and looked at in September. The technology committee will be utilizing software that will allow teachers to monitor student computers. There is a cost involved but was within the budgeting amount. Distribution of Chromebooks will likely happen the Wednesday-Friday of the first week of school.                                                                                             | Durand      |
| <b>Development</b>            | <p>MaryLee Blaylock is heading this committee and is doing well. There is a document going out to the parents in relationship to fundraising and volunteering. This committee is developing a development timeline, working on the annual fund, Septemberfest, and investigating grant writing. The goal is to reach \$250,000 in fundraising for 2014.</p> <p>Currently there is no Gala Chair at this time.</p>                                              | Johnson     |
| <b>Finance</b>                | No update at this time                                                                                                                                                                                                                                                                                                                                                                                                                                         | McCoy       |
| <b>Personnel</b>              | Met and established goals for Shimshock this year. Will meet each trimester to update.                                                                                                                                                                                                                                                                                                                                                                         | Gruenes     |
| <b>Executive Session</b>      | Occurred from 6:00-7:10 pm                                                                                                                                                                                                                                                                                                                                                                                                                                     | Board       |
| <b>Closing Prayer</b>         | The meeting adjourned at 9:05                                                                                                                                                                                                                                                                                                                                                                                                                                  | Gruenes     |

**Next Board Meeting:** September 3rd, 2013 - 6:00PM Executive Session Dinner  
7:00PM Regularly Scheduled Meeting @ FSCS