

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 03, 2012**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Charlie Lachowitz	Tom Levandowski	Fr. Joseph Gallatin	Ms. Terese Shimshock, Principal
Marge Gruenes	Tom Durand	Sheila Manahan	Christina Lindstrom, Recording Secretary
Susan Johnson		Steve McCoy	

Description	Discussion	Action By
Invocation	The meeting began at 7:01PM.	Fr. Charlie
Adoption of Agenda	<p>Motion: Johnson made a motion to approve the September 2013 Agenda with the following changes:</p> <ul style="list-style-type: none"> • Remove software and correct NCEA <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Durand made a motion to approve the August 2013 Minutes as written.</p> <p>The motion was unanimously approved.</p>	Board
	Strategic Objectives	
Scorecard Review	<p>Board/School Policies: Began updating and taking account of school and Board Policies. Board Policy Manuals were distributed.</p> <p>Board Effectiveness: No update at this time.</p> <p>Board Communication: Board objectives have been posted on the school website.</p> <p>Budget: No update at this time.</p> <p>Increase Fundraising: A family suggested the selling of FSCS leaf bags to advertise the school. This would be optional and geared at the parents.</p> <p>Enrollment: Current enrollment is 500 students, 49 kindergartners.</p> <p>Vendor Management Plan: No update at this time.</p> <p>Parish Marketing Plan: New Enrollment Coordinator will begin tomorrow and is focusing on this aspect right from the start.</p> <p>Annual Report: Prior reports are available online and will look to create a new version aimed at "selling" the school more effectively.</p> <p>Financial Aid Communication: Discussed the meaning of this objective, the need to both revisit our practice and then communicate decisions.</p> <p>I Can Statements: Began discussing this at workshop as well as alignment with the Common Core.</p> <p>Year of Faith: No update at this time.</p> <p>ITBS Capitalization Scores: Looking at the common assessments and aligning to I Can Statements.</p> <p>Technology Plan: Discussion later today</p>	Shimshock

	Principals Report	
Enrollment Update	Enrollment is currently at 500.	Shimshock
Marketing Coordinator Position	Interviewed 8 applicants for the position. A journalism/marketing major, Shawnessy Schwartz, from outside of the school community was hired and will begin tomorrow. She will be working about 20 hours per week - roughly 9:30-2:30 daily with the flexibility of outside the school day for special activities. Her introduction will be in the newsletter.	Shimshock
Septemberfest Update	Current sponsorship is \$46,650 in committed dollars. Expect to sell out the concert tickets, capping sales at 3,000. Currently looking for a Box Office Manager, wine, and a Chair for next year to shadow the event. Fr. Charlie will be saying Mass on Sunday.	Shimshock
NCEA Update	The Board will be able to gain resources from the NCEA Boards and Councils Department.	Shimshock
	New Business	
School Policies	Working on a schedule of Policy revisions for this school year, the Board will be working off a previous schedule adopted in 2005. The Board will be looking at existing policies to decide if revisions are needed or if there are additional needs. Gruenes will be assigning sections to review for the coming months.	Levandowski
Grievance Policy	To be discussed further when we discuss the assigned area.	Levandowski
Advertising and Unbudgeted Expenditures Policies	All references to Executive Director were changed to Principal within these two policies.	Levandowski
Updated Technology Plan	<p>Motion: Durand has made a motion to accept the Tech Committee Tech Plan dated June 5, 2013; It being understood that any actual expenditure of funds pursuant to the plan remains subject to the annual budget approval process and must include identification of intended revenue sources.</p> <p>The motion was approved unanimously.</p>	Durand/ Shimshock

The following motion was approved via Electronic Motion on August 28, 2013.

“The Board of Directors hereby adopts the following strategic objectives for the 2013-14 school-year:

1. Secure \$250,000 in fundraising revenue by 06/30/14. **Shimshock**
2. Increase total enrollment by 5% from 490 to 505 by 09/03/14, and by 6/5/14 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. **Shimshock**
3. Present to Board at January 2014 Board meeting a multi-year year budget and financial plan that includes all facilities, maintenance costs, existing debt payoff, competitive teacher salaries and professional development dollars. **Shimshock**
4. Develop and implement a vendor management plan by December 2013. **Shimshock, Board**
5. Review 1 of the 3 remaining ELA (English Language Arts) standards each trimester to ensure alignment with the Minnesota Common Core standards.]. **Shimshock**
6. Develop parent program derived from the “Year of Faith” initiative by October 1, 2013 with the first session date to be published and communicated to the parent-community by November 1, 2013. **Shimshock**
7. Communicate restated FSCS financial aid program to parent community, faculty and parishes by February 2014. **Shimshock, Board**
8. Develop & implement new family sales flow chart, and enrollment retention flow chart, with detailed action steps (who/what/when/how) by January 2014. Create and communicate overall marketing, recruiting, and retention plan, with 1-3-5 year goals and supporting action steps by May 2014. **Shimshock**
9. Publish two reports to FSCS stakeholders: (1) by 11/8/13, publish a report providing summary view of school financials and review of progress on MNSAA/Board objectives, and (2) by May 9, 2014 publish a report providing updated review of progress on MNSAA/Board objectives. **Shimshock, Board**
10. Increase ITBS Capitalization scores in grades 3-8 by 1 percentile ranking. **Shimshock**
11. Develop and implement communication procedures between FSCS and the parishes, including marketing flow chart with detailed action steps for each of the three parishes and tools for measuring parish engagement and satisfaction with FSCS, by April 2014. **Shimshock**
12. By 10/1/13, 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 10/15/13. Evaluate and develop ways to improve the timeliness of communicating formal Board actions to all stakeholders - including the three parishes. **Board**
13. At the September 2013 Board meeting, the Technology Committee will recommend the next phase of technology integration at FSCS, and propose an updated technology plan. **Shimshock, Durand**
14. Implement, by 12/31/13, tools for measuring Board effectiveness, including conducting self-surveys and surveys by parents and faculty, and holding an in-service retreat. **Board**
15. By June 2014, update and publish Board/school policies. **Shimshock, Board”**

	Reports of Committees	
Marketing	The Marketing Committee is very active, very committed, and very driven as they move forward. A portion of the committee will be setting up at the Eagan Streets Alive event to advertise FSCS. The Branding and Messaging Sub-Committee is working to create a cohesive and consistent message about the value of the school. They are also working on a website rebuild. The Parish Outreach subcommittee will be connecting with the new Enrollment and Marketing Coordinator. Some footage has been shot for a new promotional video.	Durand
Technology	No additional update at this time.	Durand
Development	No additional update at this time.	Johnson
Finance	September meeting will be next week. We will be looking at the budget with the new higher enrollment numbers in order to look forward on planning for the next budget.	McCoy
Personnel	Met this evening and reviewed Shimshock's goals for the year.	Gruenes
Executive Session	Occurred from 6:00-7:00pm	Board
Closing Prayer	The meeting adjourned at 8:42 PM.	Durand

Next Board Meeting: October 1st, 2013 - 6:00PM Executive Session Dinner
7:00PM Regularly Scheduled Meeting @ FSCS