

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
October 01, 2013**

**Board Members Present:**

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

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:09PM.	Levandowski
<b>Adoption of Agenda</b>	<p><b>Motion: Johnson</b> made a motion to approve the October 2013 Agenda with the addition of:</p> <ul style="list-style-type: none"> <li>• New Business - Approval of Unbudgeted Expenditures</li> <li>• New Business - Gym Rental</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion: Fr. Gallatin</b> made a motion to approve the September 2013 Minutes</p> <ul style="list-style-type: none"> <li>• Change to Distributed Board Policy Manual</li> <li>• I Can Statements - Common Core not MCAs</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
	<b>Strategic Objectives</b>	
<b>Scorecard Review</b>	<p><b>Board/School Policies:</b> Board Policy review sheet handed out this month. First date for reviewal in November</p> <p><b>Board Effectiveness:</b> Tom L has contacted Wells Fargo non-profit community affairs team for in-service retreat policies. Requested information from NCEA</p> <p><b>Board Communication:</b> Plan still under development for increased communication.</p> <p><b>Budget:</b> Initial 5 year budget plan was sent to the Finance Committee this week. It is currently under review.</p> <p><b>Increase Fundraising:</b> Septemberfest results not in yet. Next fundraising event is the Annual Appeal letter which is planned to go out in November. Also Give to the Max Day is November 14th. The marketing committee and development committee has been asked to help promote both.</p> <p><b>Enrollment:</b> Currently for the 2013-14 school year we are at 501. Already starting tours with potential new students for next year.</p> <p><b>Vendor Management Plan:</b> No update at this time.</p>	Shimshock

	<p><b>Parish Marketing Plan:</b> Shawnessy has met with all three parish staffs. Working on bulletin and communication spreadsheet through Dec. to send to the parishes. New bulletin boards are up at the three parishes which will show upcoming monthly events.</p> <p><b>Marketing Plan:</b> The Marketing Committee is working on 9 areas concerning FSCS marketing aimed to improve the closing rate for prospective families, updating prospective parent folder, improving the tour experience, creating a marketing tool for what makes FSCS different, creating a Parent Ambassador program, increasing attendance at open houses, updating the internal website, marketing through the Aim Higher materials, and implementing new tracking database.</p> <p><b>Annual Report:</b> No report has come back from the auditors yet.</p> <p><b>Financial Aid Communication:</b> Initial contact with TADS tuition payment plan. Purpose would be to explore TADS as possible alternative to FACTS (over 70 Arch. schools use TADS now) Appears there could be a substantial savings to families using the TADS plan as the fees are much lower, you are able to write a check, etc. Task force to look further at this area will include Therese, Kelly, Tom L. and Steve.</p> <p><b>I Can Statements:</b> We have begun the process. Our first step is getting teachers familiar with the web-based tool provided by the archdiocese. This Insight tool is broken into ELA standards.</p> <p><b>Year of Faith:</b> March 6th Deacon Mickey Friesen will speak with parents about spiritual life with children.</p> <p><b>ITBS Capitalization Scores:</b> New English Grammer curriculum and I can statements have started in all grades this year.</p> <p><b>Technology Plan:</b> A motion was approved to accept the next phase of the technology plan.</p>	
	<b>Principal's Report</b>	
	<b>None at this time.</b>	Shimshock
	<b>New Business</b>	
<b>Approval of Unbudgeted Expenditures</b>	<p>Created a form for the approval of an unbudgeted expenditures.</p> <p><b>Motion: Fr. Charlie made the following motion - In furtherance of the Boards unbudgeted expenditure policy the Board ratified prior approval of an 18120 parking lot improvement expense.</b></p> <p><b>The motion was unanimously approved.</b></p>	Shimshock
<b>Gym Rental Procedure</b>	<p>A parent is requesting a reduction in rental fee for gym rental.</p> <p><b>Motion: Fr. Charlie made the motion to move to approval to continue the arrangement made last year.</b></p> <p><b>The motion is unanimously approved.</b></p>	Shimshock
	<b>Unfinished Business</b>	

<b>Software Inventory</b>	<p>Discussion was had regarding Gala related software:  Greater Giving up for renewal Oct. 2014 with an annual fee of \$995 and an over \$3000 renewal. This was used for ticket registration, tracking donations give, etc. Other options are being looked at for the future.  Bidding for Good - Online auction piece.  Raiser's Edge - Database of parent community. Currently underutilized, costing roughly \$2900 yearly.  Salesforce - A parent is giving 10 licenses with no annual fee - this is a database and customer relationship software.</p>	Shimshock
<b>School Policies</b>	Policy review schedule has been distributed.	Gruenes
<b>2nd Reading of Amended School Policies</b>	<p>Removal of reference to Executive Director and replacement of Principal in both Advertising Policy and Unbudgeted Expenditures. The updated policy date should reflect Oct. 1, 2013 for both.</p> <p><b>Motion: Levandowski made a motion to approve the revised Advertising and unbudgeted expenditures policies with an effective date of Oct. 1</b>  <b>The motion was unanimously approved.</b></p>	Levandowski
<b>Reports of Committees</b>		
<b>Marketing</b>	<p>Met last week with 15 people in attendance and discussed:</p> <ul style="list-style-type: none"> <li>• Septemberfest - poker night sold out as a new event</li> <li>• FSCS ranked in top 20 for private schools in the Twin Cities by MSP/St Paul business journal</li> <li>• Branding and messaging document was created to be distributed to anyone with 5 key messages to represent the school</li> <li>• Website sub committee meeting this Thursday to try to revise the website</li> <li>• Parish programs - creating calendar and process</li> <li>• Video sub committee is out filming video for website and marketing</li> <li>• Looking for a live auction chair and electric moment video</li> </ul>	Durand
<b>Technology</b>	No update at this time. Meeting Thursday of this week.	Durand
<b>Development</b>	<p>Committee meets the 3rd Tuesday of each month. Great energy and further looking for more members via newsletter notification. Beginning to look at Septemberfest event moving forward. Looking at changes in leadership for next year. One suggestion is to announce and notify the continuation of this event sooner rather than later. Family expo was great, poker event sold out, concert was great. and mass good. Volunteer hours and getting people to give their time is needed.</p> <p>Discussion was had regarding the choice of bands and some processes for next year.</p> <p><b>Motion: Johnson made a motion to continue the</b></p>	Johnson

	<b>Septemberfest Event next year. The motion was unanimously approved.</b>	
<b>Finance</b>	Rough draft of of finance report and working on 5 year budget. Looking to the marketing committee in determining enrollment numbers for future. Executive summary of finances will be prepared for November.	McCoy
<b>Personnel</b>	Personnel committee met tonight and approved Thereses goals for the coming school year.	Gruenes
<b>Executive Session</b>	The executive session occurred from 6-7 PM.	Board
<b>Closing Prayer</b>	<b>The meeting ended at 9:01PM</b>	Johnson

**Next Board Meeting: November 5th, 2013** 6:00 PM Executive Session & Dinner  
7:00 PM Regularly Scheduled Meeting @ FSCS