

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
November 5, 2013**

Board Members Present:

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

Description	Discussion	Action By
Invocation	The meeting began at 8:09 PM.	McCoy
Adoption of Agenda	<p>Motion: Durand made a motion to approve the November 2013 Agenda with the following changes:</p> <ul style="list-style-type: none"> • Elimination of Principals Report • Elimination of the Board Communication Plan • Include a Presidents Moment <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Gruenes made a motion to approve the October 2013 Minutes.</p> <p>The motion was unanimously approved.</p>	Board
	Strategic Objectives	
Scorecard Review	<p>Board/School Policies: Review of Board policy series 100, 200, 300 and 400.</p> <p>Board Effectiveness: Sheila and Tom had a conference call on 10/2 with Regina Haney, Executive Director of NCEA's department of Boards and Councils to discuss the "Measuring the Mission" 360 assessment facilitated by NCEA.</p> <p>Board Communication: Draft communication plan versions distributed to Board/Administration on 10/25, 11/1 and 11/5. Marge is working with Nate to get Board policies published on the Board's webpage.</p> <p>Budget: Budgets have been gathered from facilities, technology, office. Administration is setting a meeting with Mary Jubenville.</p> <p>Increase Fundraising: We currently have \$90,521 profit for Septemberfest. These numbers include Texas Holdem, Saturday concert, and Mass. There are some sponsorship dollars unaccounted for. They have been invoiced.</p>	Shimshock

	<p>Enrollment: We are at 502!. Received a new seventh grader on 10/29/2013.</p> <p>Vendor Management Plan: First meeting occurred. A spreadsheet template is being developed. Moving forward all contracts will be kept both electronically on the server and one signed paper contract in the business office.</p> <p>Parish Marketing Plan: Planning free VeggieTales event here on November 23 that is being advertised to parish preschools/Sunday School/neighboring preschools. Once a trimester, a FSCS newsletter will go out to all SJN parishioners. Working with Linda Kautzky for Catholic Schools Week presence - all three parishes have allowed a FSCS student speaker at the masses that weekend. FSCS sponsored a booth at the SJN Tailgate Trick or Treat. Working with parishes to distribute Open House flyers.</p> <p>Marketing Plan: Established a procedure for tracking prospective families. Currently doing this manually, but soon will work through SalesForce.com as a database tracker. Main focus this month is promoting our November Open House - distributing flyers around the area. Promoting our FSCS events and calendar events to local newspapers. Redesigning marketing materials to include pdf format documents to save on printing costs. Working on exit survey for 8th graders that will be included in their end of year packet.</p> <p>Annual Report: Almost done! It will go out with the Annual Appeal letter this next month, possibly as a link rather than in hand to save on postage.</p> <p>Financial Aid Communication: Reached out to Matt McLean at TADS to set up product demonstrations; looking at a meeting the week of the 4th or 11th. Researching financial aid strategies; contacted NCEA for reference materials of Financial Aid Models.</p> <p>I Can Statements: Teachers have been looking at the Writing portion of the ELA standards and noting differences between our I Cans and the Common Core. The biggest area that we are finding is the vocabulary that is used - topics are the same. Ours actually more detailed than the Common Core.</p> <p>Year of Faith:</p> <p>ITBS Capitalization Scores: ITBS testing occurred the week of Oct. 21-25th. Results came back today.</p> <p>Technology Plan: Completed</p>	
	President	
	<p>Motion: Gruenes made a motion “That the named Authorized Persons of this organization Faithful Shepherd Catholic School be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization, to establish and maintain one or more accounts with the Brokers and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with; the creation of a debit card and check writing, from which account funds are directly spent, the responsibility for which is entirely that of the Organization, such that check writing and debit card privileges will be limited to the following</p>	Fr. Gallatin

	<p>persons designated by the Organization: Terese Shimshock and Joseph Gallatin.”</p> <p>The motion was passed unanimously.</p>	
	New Business	
School Policy Review	<p>First reading of the following policy creation and alterations: General: Admissions -</p> <ul style="list-style-type: none"> ● Amend Policy 605 and redesignate as Policy 203 ● Policy 204 International Student Admissions Policy <p>Governance: Administration -</p> <ul style="list-style-type: none"> ● Amend Policy 301 ● Adopt Policy 302 - School will maintain accreditation by MNSAA and nonprofit status. ● Adopt Policy 401 - Grievance policy stating that the Board/school should have a procedure in place for dealing with grievance or complaint issues by parents, students, and others using the school. 	Gruenes/ Levandowski
Approval of Unbudgeted Expenditures	<p>Motion: Durand made a motion to approve the unbudgeted expenditure of \$59,715 for section G roof replacement. The motion was unanimously approved.</p>	Shimshock
Field Use Agreement	<p>Meetings will be taking place regarding the field use agreement with the city of Eagan which is up in June 2014.</p>	Shimshock/Manahan
GALA “Electric Moment”	<p>Motion: Johnson made a motion to approve the Administrative proposal for the purpose of the Gala Electric Moment. The motion was unanimously approved.</p>	Shimshock
	Unfinished Business	
Septemberfest Electronic Motion	<p>The following motion was approved via electronic motion on October 17, 2013: Motion: Levandowski made a motion to adopt the recommendation from the Administration to rebook Arch Allies and Hairball for the Septemberfest 2014 event. The electronic motion was unanimously approved.</p>	Levandowski
	Reports of Committees	
Marketing	<p>Twelve new family leads were generated from the recent SJN Pizza Night. Alumni video is continuing to be developed and will be rolled out soon. New perspective parent folder has been developed. VeggieTales event is coming soon. The committee is looking to feed as many positive posts/reviews on four known school rating/review websites. The website committee is getting together with Nate to further advance the development of the website.</p>	Durand
Technology	<p>No update at this time.</p>	Durand

Development	The annual appeal letter and annual report are in the final stages and will be out early December. Septemberfest 10 closing meeting occurred. Gala planning is underway. Catholic United raffle materials have been ordered. Goal is \$30000 and tickets will be sold at parishes the first week of Catholic Schools week. There is a need to have some further conversations regarding fundraising	Johnson
Finance	Monthly financial reports have been distributed to board members. Please submit ideas or information the board would like to see in these reports. The Final Audit report has come back and will be looked at in further detail. The next meeting of the finance committee will be next week.	McCoy
Personnel	December meeting with Shimshock regarding her goals.	Gruenes
Executive Session	The Executive Session occurred from 6-8:09 PM	Board
Closing Prayer	The meeting ended at 9:45 PM.	Gruenes

Next Board Meeting: December 3, 2013 at 6:00 PM Executive Session & Dinner
7:00 PM Regularly Scheduled Meeting @ FSCS