

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
December 03, 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
			Jim Fink and Brad Neuman, Finance Committee Members

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:05 PM.	Levandowski
<b>Adoption of Agenda</b>	<p><b>Motion: Gruenes</b> made a motion to approve the December 2013 Agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• Addition of item IV: Review of Finance Committee Tuition Recommendation</li> <li>• Revised time for Board Survey Update to 1 min.</li> <li>• Removal of the First Reading for School Policy Review</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion: Johnson</b> made a motion to approve the November 2013 Minutes with the following changes:</p> <ul style="list-style-type: none"> <li>• Fr. Gallatin's name misspelled on page 2</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
	<b>New Business</b>	
<b>Review of Tuition Recommendation from Finance Committee</b>	<p>Finance presented assumptions, and options related to several variables, including:</p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Fundraising</li> <li>• Overhead</li> <li>• Staffing needs</li> <li>• Anticipated extra-ordinary expenses</li> <li>• Tuition costs</li> <li>• Conservative outlook on future enrollment.</li> </ul> <p>A decision by the Board is expected on or before January 7th, 2014.</p>	Jim Fink
	<b>Strategic Objectives</b>	

<p><b>Scorecard Review</b></p>	<p><b>Board/School Policies:</b> Review of Board policy 500 occurring at 12/3/13 Board meeting.</p> <p><b>Board Effectiveness:</b> Sheila following up with Archdiocese on available resources/materials.</p> <p><b>Board Communication:</b> Draft communication plan versions distributed to Board/administration on 10/25, 11/1, 11/5 and 12/2. Current board policies have been published on the Board's webpage.</p> <p><b>Budget:</b> Meetings have occurred and budget proposals will be discussed at 12/2 board meeting.</p> <p><b>Increase Fundraising:</b> Sfest today at \$95,860. There is still about \$7,800 out in sponsorship \$ yet (\$5000 is in matching funds). This does not include FFN, but does include Texas Holdem, concert and Mass.</p> <p><b>Enrollment:</b> Current enrollment is 502 for the 13-14 school year. We have 18 siblings recorded in the sibling survey for the 14-15 year. We had 11 families attend our first open house on 11/22/13. So far this year we've had 47 leads and 24 tours. We have received 2 applications for the 14-15 school year.</p> <p><b>Vendor Management Plan:</b> No update at this time.</p> <p><b>Parish Marketing Plan:</b> Flyers for Open Houses were distributed at the preschools. Had our Veggie Tales Preview for 3-4 years old on 10/23 - 13 attendees. FSCS hosted hospitality at STB and STP in November, Dec for SJN. November email newsletter went out to SJN in November, STB has agreed to let us send out the electronic newsletter to their parishioners starting in January. MS students will be reading at CSW Masses at all three parishes. Coordinating an effort to have SJN 4-5 preschoolers over here during CSW Week for one afternoon. Dropped off flyers for Open Houses/Veggie Tale events at Risen Savior and Mary Mother.</p> <p><b>Marketing Plan:</b> New marketing materials were developed, including a new electronic version. Also working on updating the website to make it a more external selling place rather than just internal.</p> <p><b>Annual Report:</b> Has been sent to the printer to accompany the Annual Appeal letter.</p> <p><b>Financial Aid Communication:</b> Exchanged emails regarding possible meeting date with Matt McLean from TADS; Research indicates three fundamental financial aid strategies: targeted development events, internally funded discounts, tuition assistance fund/endowment.</p> <p><b>I Can Statements:</b> Team meetings have finished regarding writing standards. Next step is meeting as a whole faculty to determine what changes, if any we will make to our writing I Can statements.</p> <p><b>Year of Faith:</b> Coordinating with Bonnie Serio from SJN to set up a parenting session in the next few weeks around how to talk to your children about death and stages of grief.</p> <p><b>ITBS Capitalization Scores:</b> Year One of our initiative shows some ups and downs.</p> <table border="1" data-bbox="409 1732 852 1894"> <thead> <tr> <th></th> <th>12-13</th> <th>13-14</th> </tr> </thead> <tbody> <tr> <td>Grade 3</td> <td>67</td> <td>61</td> </tr> <tr> <td>Grade 4</td> <td>75</td> <td>74</td> </tr> <tr> <td>Grade 5</td> <td>83</td> <td>80</td> </tr> <tr> <td>Grade 6</td> <td>73</td> <td>74</td> </tr> </tbody> </table>		12-13	13-14	Grade 3	67	61	Grade 4	75	74	Grade 5	83	80	Grade 6	73	74	<p>Shimshock</p>
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	<p>Grade 7            70                    71  Grade 8            66                    68  <b>Technology Plan:</b> Completed</p>	
	<b>Principal's Report</b>	
	<p>Good News - November 8th presentation regarding our I Can Statements led to some connections with other schools. Terese will be consulting with St. Michael's Prior Lake regarding the I Can Statements. Terese will also be meeting with the Superintendent of Schools for the Archdiocese to discuss what has been happening in this area at FSCS.</p> <p>Book Fair and Holiday Boutique were successful.</p> <p>Annual Report and Annual Appeal Letter will be going out soon. This document will also be made available digitally soon.</p>	Shimshock
	<b>New Business</b>	
<b>School Policies Review</b>	<p>Second Reading of the following policies:  General, Admissions –</p> <ul style="list-style-type: none"> <li>● Amend Policy 605, and re-designate as Policy 203</li> <li>● Adopt Policy 204</li> </ul> <p>Governance; Administration</p> <ul style="list-style-type: none"> <li>● Amend Policy 301</li> <li>● Adopt Policy 302</li> <li>● Adopt Policy 401</li> </ul> <p><b>Motion: Levandowski</b> made the following motion upon the second reading of the policies as listed above be adopted as proposed.</p> <p><b>The motion was unanimously approved.</b></p> <p>Discussion was had regarding Admissions Policy 201 &amp; 202 These policies are regarding previously needed Admissions Policies that were tied to waiting list procedures and the equal opportunities of parish members to attend FSCS.</p>	Gruenes and Levandowski
<b>Board Communication Plan</b>	<p>Development of a strategy and process for Board Communication to stakeholders. Discussion was had regarding specific pieces of this communication plan. There is a need to clarify some of the Board roles in this communication.</p>	Levandowski
<b>Approval of Unbudgeted Expenses</b>	<p>\$8129.00 for an air conditioning unit for the server room. Three bids were put forth and the administration feels this to be the best option.</p> <p><b>Motion: Johnson</b> made a motion to approve the bid of \$8129.00 by the Corval Group for the air conditioning unit in the server room.  <b>The motion was unanimously approved.</b></p>	Shimshock
	<b>Unfinished Business</b>	

<b>Field Use Agreement</b>	Met with John Vievering and Tamara Paschall to discuss the process of setting up the field use agreement with the City of Eagan. Looking to continue this agreement as is. Working with the City to develop a contract for approval prior to the June deadline.	Shimshock/Manahan
<b>Board Survey - update</b>	Discussed the NCEA webinars available and Manahan will be participating in the next one. Looking into archdiocese options as well in the area assessment of the Board effectiveness.	Manahan
<b>Reports of Committees</b>		
<b>Marketing</b>	The marketing committee continues to make great progress in all areas of communication and SENT BY DURAND	Durand
<b>Technology</b>	Teacher websites have been updated with new photos and other personalization. Updating per trimester and more bio information. There is also now a grade level page to identify I Can Statements.  Nate and Sarah will be attending the Technology and Education Conference (TIES) in December.	Durand
<b>Development</b>	No additional update at this time. Annual Appeal is being looked at and hopefully will be out by mid-December.	Johnson
<b>Finance</b>	No update at this time.	McCoy
<b>Personnel</b>	Met with Terese and reviewed Mid term goals. She is on target with all goals at this time.	Gruenes
<b>Executive Session</b>	The Executive Session occurred from 6:00-7:05 PM.	Board
<b>Closing Prayer</b>	The meeting ended at 9:00PM	Johnson

**Next Board Meeting:** January 7th, 2014 - 6:00 PM Executive Session & Dinner  
7:00 PM Regularly Scheduled Meeting @ FSCS