

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
January 14, 2014 (Rescheduled from Jan. 7 due to weather)**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Dave McCauley	Fr. Tim Wozniak	Sheila Manahan	Ms. Terese Shimshock, Principal
Marge Gruenes	Tom Durand	Steve McCoy	
Susan Johnson	Tom Levandowski		

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:12 pm	Wozniak
<b>Adoption of Agenda</b>	<b>Motion:</b> Johnson made a motion to approve the January 2014 Agenda as amended.  <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion:</b> Levandowski made a motion to approve the December 2013 Minutes with corrections and amendments.  <b>The motion was unanimously approved.</b>	Board
<b>Strategic Objectives</b>		
<b>Scorecard Review</b>	<b>Board/School Policies:</b> Review of individual policies continued at January 14 meeting with Policies 201 and 202. <b>Board Effectiveness:</b> Manahan to summarize potential options and/or recommendations for Board retreat, and distribute to Board members in anticipation of February Board meeting. <b>Board Communication:</b> No update. <b>Budget:</b> Expect to make decision tonight. <b>Increase Fundraising:</b> Catholic United Raffle kickoff scheduled for 1/22. All monies earned stay at FSCS; After our FMSC mobile pack donation we will have \$86,804 from Sfest; Todd Corbo is still anxious to get a chair for Sfest 2014; Annual Appeal letter and Annual Report is at the printers and should be going out this month. <b>Enrollment:</b> May be losing 3 students due to job changes yet this year. Currently we have 4 applications for next year! <b>Vendor Management Plan:</b> No update. <b>Parish Marketing Plan:</b> Planning to update bulletin boards at the parishes; SJN and STB have allowed us to send a trimester FSCS newsletter to their parishioners; we will host SJN preschool 5 yr olds on 1/29; CSW plans at the parishes well under way; Still	Shimshock

	<p>brainstorming how to measure parish engagement/satisfaction.</p> <p><b>Marketing Plan:</b> Much of our new family flow chart will be managed through SalesForce; most energy has been centered around new families with the opening of enrollment season in January.</p> <p><b>Technology Plan:</b> Complete.</p> <p><b>Financial Aid Review and Plan:</b> No update.</p> <p><b>I Can Statements:</b> Whole group meeting set for January 31. Goal is to finish 1 of the 3 standards, and start the second.</p> <p><b>Year of Faith:</b> Bonnie Serio, SJN Faith Formation, met with Mrs. Hirsch's third grade class to talk about death and stages of grief. She also held an open parent meeting regarding how to talk with your children about death - 2 attendees.</p> <p><b>Increase ITBS Capitalization Score:</b> Workshop scheduled for 1/31. We will be looking at ITBS scores and brainstorming strategies to improve our scores.</p>	
	<b>Principal's Report</b>	
	<ul style="list-style-type: none"> <li>• Terese met with the Interim Archdiocese Superintendent Dr. Jill Reilly about Cornerstone database management software, and FSCS' inclination to not move to this system, and instead continue using PowerSchool. A fee may be assessed, the amount of which has not yet been set.</li> <li>• Feed my Starving Children mobile pack is taking place at school January 30<sup>th</sup>.</li> <li>• Catholic Schools week is January 26 through February 1. A number of activities are planned to recognize this time.</li> </ul>	Shimshock
	<b>New Business</b>	
<b>Resolution to Recognize Father Charlie</b>	<p><b>Levandowski</b> offered a motion to approve the Resolution of Appreciation, recognizing Father Charlie's 11 years of service to FSCS. (see bottom for complete Resolution)</p> <p><b>The motion was unanimously approved.</b></p>	Levandowski
<b>School Policy Review</b>	<p>First Reading of Policies 201 (Seat Allocation) and 202 (General Seat Assignment). These policies will be formally accepted at the February Board meeting.</p> <p>Susan reviewed her early observations of potential revisions to series 600 Policies. Discussion followed.</p> <p>Marge commented on her reading of series 500 Policies (Personel).</p>	Johnson/Gruenes
	<b>Unfinished Business</b>	

<b>Approval of 2014-15 Budget</b>	<p>Following a review of the information previously provided by the Finance Committee, and with input by all present, <b>Levandowski</b> made a motion to approve the 2014-15 Budget with the following key provisions:</p> <ul style="list-style-type: none"> <li>• Tuition of \$5,455 per in-parish student (increase of \$160) and \$7,275 per out-of-parish student (increase of \$165).</li> <li>• Step and Lane increases for teaching staff</li> <li>• 1% increase in salary of non-teaching staff</li> <li>• Addition of part-time Librarian</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Levandowski
<b>Field Use Agreement</b>	<p>The city of Eagan has indicated that they will continue to maintain the FSCS baseball fields, but not the football or softball fields. An agreement is expected from the city, limited to the baseball field. Options to maintain football and softball fields are being explored, including whether field maintenance resources exist within the FSCS parent community.</p>	Shimshock/Manahan
<b>Board Survey</b>	<p>This discussion happened in the Scorecard.</p>	Manahan
<b>Board Communication Plan</b>	<p>Discussion of Board Communication Plan was covered in Terese's Scorecard updates.</p>	Levandowski
<b>Reports of Committees</b>		
<b>Marketing</b>	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Mary Bazal joining the Marketing Committee to spearhead communicating to and marketing to Alumni and Parents of Alumni.</li> <li>• Discovery Day planning is underway</li> <li>• Salesforce.com Update: <ul style="list-style-type: none"> <li>○ System configured</li> <li>○ Ready for license distribution</li> <li>○ Data 90% loaded - 2013 Gala file outstanding</li> <li>○ Reports and dashboards under construction</li> <li>○ Leads being put into database now</li> </ul> </li> <li>• Alumni video posted</li> <li>• Website Subcommittee Update: <ul style="list-style-type: none"> <li>○ Nate working on redesign of homepage. Jennifer K. working on outdated or duplicate content.</li> <li>○ Administration to review content, determine what can stay on and what can come off to help simplify the updating effort.</li> </ul> </li> </ul>	Durand
<b>Technology</b>	<p>Mobile Bidding: New feature for the Gala for Giving this</p>	Durand

	year.  Chromebooks: Tech Committee is planning a comprehensive review of this program at the close of the 2013-14 school year.	
<b>Development</b>	Last meeting was cancelled, no update.  The electric moment item has been determined and communicated: New signage on Yankee Doodle.	Johnson
<b>Finance</b>	No additional update.	McCoy
<b>Personnel</b>	No report.	Gruenes
<b>Executive Session</b>	The Executive Session occurred from 6:00-7:00.	Board
<b>Closing Prayer</b>	The meeting ended at 9:25.	Durand

**Next Board Meeting:** Tuesday, February 4th 6:00 PM Executive Session & Dinner  
7:00 PM Regularly Scheduled Meeting @ FSCS

#### **RESOLUTION OF APPRECIATION**

**Comes now** the Board of Directors for Faithful Shepherd Catholic School and resolves as follows:

**Whereas:** Fr. Charlie Lachowitzer is concluding eleven (11) years of service to the Faithful Shepherd Catholic School and Board of Directors, including eight (8) years as Canonical Administrator and President of the school;

**Whereas:** Fr. Charlie Lachowitzer’s thoughtful, skillful, and visionary leadership helped navigate the School through its formative years, building a foundation of good governance, wise financial stewardship, strong Gospel values, and vibrant parent-community engagement, that proved pivotal in transforming the School into a leading regional Catholic School of academic excellence, and

**Whereas:** Fr. Charlie Lachowitzer’s leadership, vision, and commitment has significantly and profoundly advanced the Mission of Faithful Shepherd Catholic School, strengthened the long-term effectiveness of the Board, and provided invaluable contributions to the ongoing financial and operational health and success of the School;

**Now, therefore, be it resolved** that this Board, on its own behalf and that of the students, families, staff, and faculty of Faithful Shepherd Catholic School, hereby –

1. express unending gratitude and appreciation to Fr. Charlie Lachowitzer for his dedication and service to Faithful Shepherd Catholic School and his immeasurable contributions to the success of the School and the Board;
2. commend and thank Fr. Charlie Lachowitzer for his wise guidance, committed leadership, and remarkable vision that will continue to bear fruit for the benefit of Faithful Shepherd Catholic School and the work of the Board for years to come;

3. bestow upon Fr. Charlie Lachowitz the honorary title of *“Board Member Emeritus”*; and
4. direct that this resolution be entered into the minutes of the Board of Directors as part of the permanent record of the School.

Be it further resolved that a copy of this resolution is presented to Fr. Charlie Lachowitz as a tangible expression of gratitude.

Dated: January 14, 2014