

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
May 6, 2014**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Dave McCauley	Fr. Tim Wozniak	Fr. Charlie Lachowitz	Ms. Terese Shimshock, Principal
Marge Gruenes	Tom Durand		Mr. Jim Fink, Finance Committee Chair
Susan Johnson	Tom Levandowski	Steve McCoy	

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:00 pm	Durand
<b>Adoption of Agenda</b>	<b>Motion:</b> Johnson made a motion to approve the May 2014 Agenda.  <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion:</b> Gruenes made a motion to approve the April 2014 Minutes.  <b>The motion was unanimously approved.</b>	Board
	<b>Budget Review</b>	
	Jim Fink reviewed the Finance Committee's recommendation. Gruenes made a motion to approve the Committee's recommendation. The motion was seconded by Johnson. Seven board members voted in favor and one abstained.	Board/ Jim Fink
	<b>Strategic Objectives</b>	
<b>Scorecard Review</b>	<b>Board/School Policies:</b> First reading of 1101-1110; 901-905; 1003-1004 all tonight. <b>Board Effectiveness:</b> No update. <b>Board Communication:</b> N/A (Complete) <b>Budget:</b> See Agenda Item on Budget Review. <b>Increase Fundraising:</b> Ecothon - \$40, 917.99; Annual Appeal - \$2,942; CUF - \$15, 826; Gala - \$92,419; Septemberfest - \$89,196.38 for a fundraising total of \$241,110. <b>Enrollment:</b> \$400 deposits are due on 5/15; Budget is set on 473 students; There are 16 current students that we have not heard from, regarding the 14-15 school year.	Shimshock

	<p><b>Vendor Management Plan:</b> Work is being done to consolidate vendors, and find efficiencies and savings.</p> <p><b>Parish Marketing Plan:</b> A short survey is planned for the staffs of each of the three parishes to determine communication strengths and areas for improvement. Will go out in the next week or so.</p> <p><b>Marketing Plan:</b> Three summer events are planned, besides the parish picnics. Marketing flowchart is finished.</p> <p><b>Annual Report:</b> The Report for the parent community is done. Another is planned to coincide with accreditation, closer to the end of the school year.</p> <p><b>Financial Aid Communication:</b> Nothing new to report.</p> <p><b>I Can Statements:</b> Finished the second ELA standard this month. Will add the third ELA standard to the 14-15 goals.</p> <p><b>Year of Faith:</b> Nothing new to report.</p> <p><b>ITBS ELA Scores:</b> Nothing new to report.</p> <p><b>Technology Plan:</b> Completed.</p>	
	<b>Principal's Report</b>	
	<p>Upcoming events:</p> <ul style="list-style-type: none"> <li>• Middle school musical May 19 &amp; 20. Students from Primrose Academy will be here for dress rehearsal.</li> <li>• Field Day is Wednesday, June 4.</li> <li>• Graduation is Thursday, June 5.</li> </ul>	Shimshock
	<b>New Business</b>	
<b>School Policies Review</b>	<p><b>First reading of:</b></p> <p><b>Finance Series</b></p> <ul style="list-style-type: none"> <li>• Review and/or amend: 1101-1109</li> <li>• New: 1110</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Review and/or amend: 901-904</li> <li>• New: 905</li> </ul> <p><b>Buildings and Grounds</b></p> <ul style="list-style-type: none"> <li>• Review and/or amend: 1001-1002</li> <li>• New: 1003 &amp; 1004</li> </ul>	McCoy, Gruenes/ Fr. Tim, and Fr. Charlie
	<b>Unfinished Business</b>	
<b>Board Survey</b>	(Manahan was not present. Did not discuss.)	Manahan
<b>Field Use Agreement</b>	The City has concluded that now would be the appropriate time for FSCS to take responsibility for the athletic facilities located on the School grounds, independent of the City. In their view, FSCS has grown and developed to the point whereby it can be self-sufficient in terms of field use, scheduling and field maintenance. The original intent of the agreement was to be a bridge to allow FSCS, as a new institution, to prepare to be independent of City involvement while meeting the park dedication requirement, which is now	Shimshock

	satisfied. As such, it's the City's feeling that FSCS should now work directly with outside user groups and develop agreements independent of the City, which the City feels is more efficient for both the City and School, and would preclude the need to develop a new agreement.	
	<b>Reports of Committees</b>	
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Shawnessy dropped off Easter baskets to 22 pre-schools, thanking them for posting information about FSCS.</li> <li>• FSCS will have a presence at Eagan Marketfest on June 18th.</li> <li>• FSCS will be at SJN on July 13<sup>th</sup></li> <li>• Possible parade appearances in September, in IGH</li> <li>• Potential participation in STB 25<sup>th</sup> anniversary, and St. Peters' Fall Festival.</li> </ul>	Durand
<b>Technology</b>	Planning is underway for a survey of Chromebook users, to understand the.	Durand
<b>Development</b>	<p>Johnson –</p> <ul style="list-style-type: none"> <li>• Mary Lee Blaylock would like to thank those who contributed to fundraising success, especially those who chaired and organized the various activities.</li> <li>• Database management – This is critical to fundraising efficiency and effectiveness. There was a transition from Razor's Edge to Sales Force. However, we are currently limited in terms of expertise in utilizing Sales Force. Goal is to develop the expertise and/or find somebody who is experienced in this software.</li> <li>• The Committee is considering the pros and cons of the current FSCS fundraising approach, including the type and number of fundraising events, as well as the timing of those events, with the goal providing a proposal for next year's efforts.</li> <li>• The fundraising goal for the 2014-2015 school year is set at \$250,000 (same as 2013-2014)..</li> </ul>	Johnson
<b>Finance</b>	No update.	McCoy
<b>Personnel</b>	Conducted review of administration goals tonight, and will have a recap in June	Gruenes
<b>Executive Session</b>	The Executive Session met from 6 -7PM.	Board

<b>Closing Prayer</b>	The meeting ended at 9:00 pm.	Levandowski
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**Next Board Meeting: June 3, 2014** 6:00 PM Executive Session & Dinner  
7:00 PM Regularly Scheduled Meeting @ FSCS