

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
November 4, 2014**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Fr. Steven Hoffman	Ms. Terese Shimshock, Principal
Susan Johnson	Tom Levandowski	Sheila Manahan	Christina Lindstrom, Recording Secretary
		Jennifer Silgen	

Description	Discussion	Action By
Invocation	The meeting began at 7:05 PM.	Fr. Tim Wozniak
Adoption of Agenda	<p>Motion: Johnson made a motion to approve the November 2014 Agenda with the following adjustment -</p> <ul style="list-style-type: none"> • Listing of Fr. Doug under Facilities Committee • Addition of Septemberfest 2015 in New Business <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Fr. Wozniak made a motion to approve the October 2014 Minutes with the following changes:</p> <ul style="list-style-type: none"> • Current Septemberfest totals instead of “in the bank” totals. <p>The motion was unanimously approved.</p>	Board
	Strategic Objectives	
Scorecard Review	<p>Board Effectiveness: Will be revisited when school board is fully filled.</p> <p>Multi-Year Budget: Mike Nesdahl assumed the chair position of the Finance Committee. Mary Jubenville resigned from her position as the part time accountant as of 10/2014.</p> <p>Fundraising: Current Septemberfest totals \$58,610. There are about \$3000 in matching dollars still out there that we know of at this time.</p> <p>Enrollment: 461 current enrollment</p> <p>Vendor Management: No work at this time.</p> <p>Financial Aid: Tom Levandowski is forming a small task force comprised of Board member and members of the finance and development committees to review the Board’s financial aid objective.</p>	Shimshock
	Principal’s Report	
	<p>MNSAA Conference: Over 200 people will be coming here on Friday for the event. 30+ vendors and Principals and teachers here on Friday. We have two groups presenting in sessions on</p>	Shimshock

	<p>the topics of technology and I Can statements.</p> <p>Veteran's Day Concert: Tuesday, November 11th at 8:30 AM will be our Veteran's Day concert.</p> <p>Scholastic Book Fair: The book fair begins on the 17th here at FSCS and will run through the Holiday Boutique the following Saturday.</p> <p>Open House: We had 16 families, more than we were hoping for which was good. They were all good potential - some MS students, triplets in 5th grade, and kindergarteners. We will have two additional open houses. This is our first November open house. Fliers went out on Halloween, visits with parishes, email went out to STB and SJN preschool students, and put an ad in at Risen Savior and Mary Mother.</p> <p>Gala: Message from Beth was shared with the Board to give a brief update.</p> <p>Other: The acceptance of the Toro stock did not make it through before the October 31 deadline. There will be an additional fundraiser - a 50/50 raffle beginning December 1 through Gala time with a drawing on February 11th. Looking for \$100000 in profit. \$100 per ticket - and has the potential of winning 50% of the profits of the raffle. Looking to diminish the need of the Ecothon.</p>	
	New Business	
Septemberfest 2015	<p>There is a group of 6 individuals from the 2nd grade parents who are looking for the Board's ask or approval for Septemberfest 2015 to move forward. The board discussed options for which band and possible options in moving forward. The board also discussed some protocols regarding the large fundraising events and the Development Committee.</p> <p>Motion: Johnson made a motion to move forward with Septemberfest 2015 with the group of parents who have volunteered and accept the administration's recommendation regarding the band selections.</p> <p>The motion was unanimously approved.</p>	Shimshock
	Unfinished Business	
Board Self-Assessment	<p>The board further discussed options for conducting a Board Assessment workshop. One option would be completed by a member of the NCEA. The goal of this assessment workshop would be to set clearer understanding of the boards roles and visions in relationship with the school and administration. Video Conferencing workshops and assessments are now available. This NCEA assessment would be a 360 assessment looking at parent assessment, self assessment, and faculty assessment. The second option is to complete this through the Minneapolis/St. Paul Archdiocese, having an assessment and board inservice with their support. Also a possible additional option with Kevin Lynch, who is currently working on STB Capital Campaign. The Board discussed the purpose of a board assessment activity. Some type of board assessment activity is related to our MNSAA</p>	Manahan

	Accreditation responsibilities. Sheila will create a list of options, cost, scope of services, and timeframe to share with all board members prior to the next meeting for a Board decision regarding this matter.	
	Reports of Committees	
Marketing	No update at this time.	Durand
Technology	No update at this time.	Durand
Development	Net from Septemberfest is roughly \$58,000 which is about \$55,000 less than last year. Sponsorship was down this year and costs were up a bit. The Septemberfest wrap up meeting will be next week so further looking into reasons why will be done. The Development Committee divided into two groups - one to focus on short term goals including the 50/50 raffle and a read-a-thon and one to focus on long term fundraising strategies. Looking at endowment fund and look at our tuition structure. We need more bodies to complete these tasks and are looking to increase Development Committee membership.	Johnson
Finance	Jen Silgen has agreed to serve as the Board Liaison of the Finance Committee. She attended the committee meeting and will be sharing the current budget numbers on a monthly basis. Discussed the arbitrage payment due in 2012 was paid in August 2014. The numbers from the Facilities committee were shared with the Finance committee outlining some major repairs that will be needed soon. Would like to expand into a five year plan to look at some of the major needs. The board acknowledged that a portion of the STB initial capital contribution remains outstanding. Mary Jubenville shared that the budget is currently on track, somewhat lower due to lower enrollment. Enrollment is currently down as most deanery schools.	Board
Personnel	No update at this time.	Gruenes
Facilities	There is quite a bit of maintenance catch up that needs to be taken care of and will need some attention. Working on some long term plans to face coming maintenance needs.	Fr. Ebert
Executive Session	The Executive Session took place from 6-7:05 PM.	Board
Closing Prayer	The meeting ended at 8:40 PM.	Levandowski

Next Board Meeting: December 2nd, 2014 - 6:00 PM Executive Session & Dinner
7:00 PM Regularly Scheduled Meeting @ FSCS