

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Unapproved Minutes
March 3, 2015**

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 Durand	Sheila Manahan	Christina Lindstrom, Recording Secretary
Marge Gruenes		Jennifer Silgen	

Description	Discussion	Action By
Invocation	The meeting began at 7:12PM.	Silgen
Adoption of Agenda	<p>Motion: Johnson made a motion to approve the March 2015 Agenda with the following adjustment:</p> <ul style="list-style-type: none"> No committee update for Marketing, Technology, Facilities or Personnel. <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Johnson made a motion to approve the February 2015 Minutes with the following change:</p> <ul style="list-style-type: none"> Principal's Report - "Three new custodians were hired" Preschool Feasibility: "creation of a preschool program at FSCS would alleviate" Development report "branded" <p>The motion was unanimously approved.</p>	Board
	Strategic Objectives	
Scorecard Review	<p>Board Effectiveness: Three options for a board assessment were presented at the March meeting.</p> <p>Multi-Year Budget: Multi-year budget is still in the works. Facilities has completed their task of creating a multi-year budget.</p> <p>Fundraising: Gala profits at this time are \$70,269. For both Gala and Septemberfest that is a total of \$130,515. Ecothon is kicking off April 1.</p> <p>Enrollment: Current student count is 465. One family moved mid-February to Vancouver.</p> <p>Vendor Management: No work has been done on this objective.</p> <p>Financial Aid: No update at this time.</p>	Shimshock
	Principal's Report	
Principal's Report	<p>School Updates:</p> <ul style="list-style-type: none"> Reconciliation Service - Held with 10 Priests for all 5-8th graders. Students were nervous. Some parents and staff joined. 	Shimshock

	<ul style="list-style-type: none"> ● Lenten Service Project - Students have been asked to do service and FSCS will help to fund 20 mattresses at a Guatemalan orphanage. ● Conferences - Conferences are next week and then into trimester 3. 	
	New Business	
Early Admittance Proposal	<p>Terese shared with the board a proposal regarding an early admittance program. Of the 17 new applicants for this year, Primrose is our biggest feeder of “new” families. This school has a program to support families with students who have a September birthday to be in an accredited kindergarten program. Students in this program go through standardized testing and specific criteria. The proposed policy would allow FSCS to admit students whose birthday falls between September 1-30th to move forward to grade 1 if they have completed an accredited kindergarten program. Currently the only way for a student to do this is to pass the testing available through the ISD 196.</p> <p>Motion: Gruenes made a motion to approve the proposed Early 1st Grade Acceptance Policy. The motion was unanimously approved.</p>	Shimshock
	Unfinished Business	
Board Assessment	<p>Three options were shared with the board:</p> <ul style="list-style-type: none"> ● Option 1: NCEA Facilitated questionnaire and facilitated retreat. The facilitated retreat would be led by Regina Haney, Executive Director NCEA Dept of Boards and Councils. This would be aimed at identifying board effectiveness and assess strengths/progress as a board. This would also help in the development of strategic goals and plans moving forward. Timeline is negotiable with a 4-5 hour retreat. The cost would be roughly \$1200 plus expenses. ● Option 2: Gary Wilmar, Asst Superintendent for Governance. Take NCEA questionnaire, BOD retreat led by Gary, complete best practices exercises, sharing of the Archdiocese information regarding governance models and NCEA roles and responsibilities. This could start ASAP and would be of no cost. ● Option 3: Gary Wilmar, Asst Superintendent for Governance. Diocesan wide in-service for school advisory councils and boards. Covers what it means to be a Board member, addressing parents, marketing, mission, and philosophy. Some members would attend the in-service and then work with Gary to determine next steps with Gary. With this option we would still complete the NCEA questionnaire. This would be in October of 2015 and at no cost. <p>The Board discussed the three options, weighing Board goals and needs. Members agreed that developing some collection of options 2 and 3 would be preferred based on the costs involved and goals of this event. It was decided that Gary Willmar would be</p>	Manahan

	contacted and the process would begin as soon as possible.	
Endowment	All endowment paperwork has been submitted. A meeting was held with a representative from the Catholic Community Foundation was held to gain further information regarding how to move forward with the endowment fund and fundraising. Discussion was also had regarding ways of educating and communicating the endowment. Levandowski is working on the development of a charter for the Endowment Advisory Committee.	Durand
Preschool Feasibility Task Force	At the last meeting it was decided to develop a committee to look at the feasibility of an FSCS preschool. We are just beginning but would like to start with sitting down with the priests and preschool program leaders at our two parishes.	Gruenes
	Reports of Committees	
Development	The committee attended the endowment meeting with CCF. Tom Cirzan discussed the Spring Appeal and plans moving forward. Ecothon goal is \$60000 for this year. Septemberfest leaders are still needed and a personal appeal went out to families last week. Any individuals who have come forward have been passed on to Andrew Claude for further discussion and contact. Next meeting is on March 17th. Development committee working on RFP to be shared soon with the board.	Johnson
Finance	Met February 11th, welcomed Karen Hunter to FSCS as a new member of the staff. No year-to-date finances are available at this time but are working hard to get them accurate and up-to-date. Committee is anticipating a financial deficit due to enrollment shortfalls and fundraising goal that is still under target at this point. The school's reserve balance is depleting fast, there is a possibility that this fund will be gone within three years if there is no change due to enrollments and anticipated costs for building maintenance needs. There is a need to look at the feasibility of a capital campaign or other plans for the future of this account.	Silgen
Executive Session	The Executive Session took place from 6-7:12PM.	Board
Closing Prayer	The meeting ended at 8:20PM.	Manahan

Next Board Meeting: April 7th, 2015 - 6:00 PM Executive Session & Dinner
7:00 PM Regularly Scheduled Meeting @ FSCS