

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
May 5, 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		Maria Brandel, Recording Secretary
Marge Gruenes	Tom Levandowski	Jennifer Silgen	

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at <u>7:08</u> PM.	Fr. Ebert
<b>Adoption of Agenda</b>	<p><b>Motion:</b> made a motion to approve the May 2015 Agenda with the following adjustment:</p> <ul style="list-style-type: none"> <li>• Sheila Manahan not in attendance, so Board Assessment/In-service retreat tabled until next time.</li> <li>• Johnson gave closing prayer instead of Manahan.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion: T. Levandowski</b> made a motion to approve the April 2015 Minutes with the following changes:</p> <ul style="list-style-type: none"> <li>• Development– Lead Nurturing and ...“ongoing”... Drip Campaign.</li> <li>• Principal’s Report– enacted “in 2014” after the BOD review</li> <li>• Archdiocesan Bankruptcy – Corrected spelling of Michael J. Iannacone.</li> <li>• Capital Campaign – “Margaret Slawin, Director, Office of Development and Stewardship, Archdiocese of St. Paul and Minneapolis”, and “...An Advisory Committee...”</li> <li>• Renumber the pages correctly.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
	<b>Strategic Objectives</b>	
<b>Scorecard Review</b>	<p><b>Board Effectiveness:</b> Tabled</p> <p><b>Multi-Year Budget:</b> Mike Nesdahl, Finance chair, updated Board at May executive session meeting about current cash balance and predicted cash flow over the next three years.</p> <p><b>Fundraising:</b> Ecothon made its goal this year, raising</p>	Shimshock

	<p>approximately \$66, 257. 16 (money still coming in). To date, we have raised \$206,772.16 of our \$250,000 fundraising goal. TS is meeting this week with Andrew Claude, development chair, and Tom Cierzan, development committee, about spring annual fund.</p> <p><b>Enrollment:</b> Current student count is 463. Lost a three student family in April due to a move out of state, but gained another student in April. We have 34 Kindergarteners that have paid their \$75 Registration fee. 125 students have paid their \$400 deposit that is due 5/15.</p> <p><b>Vendor Management:</b> Completed. Per materials circulated by T Shimshock and M Gruenes in connection with the January 2015 board meeting, this objective was finalized in March 2014. As a result, no work has been (or has been needed) on this carry-over objective from the 2013-14 school year.</p> <p><b>Financial Aid:</b> An enrollment incentive strategy was substituted in late 2014 for the original multi-child focus of this objective.</p> <ul style="list-style-type: none"> <li>- Enrollment/tuition task force generally met bi-weekly since late Fall, evaluating different enrollment incentive/tuition pricing strategies.</li> <li>- Efforts paused in late December and January to work on establishing the RCVL Endowment Fund.</li> <li>- March 13 meeting with Schulze Family Foundation to discuss FSCS's intention to apply for a grant at the SFF's next grant opportunity in June 2015 and to discuss the types of enrollment incentives typically supported by the SFF.</li> <li>- Referral and Transfer grants proposal circulated to enrollment/tuition task force on 3/16, email preview of proposal to full Board on 3/19, task force approval on 4/3, and Board approval on 4/7.</li> </ul> <p>Work is underway to (1) develop new family Kindergarten enrollment incentive for the 2016-17 school year (targeted for announcement at the start of the 2015-16 school year) and, (2) prepare the SFF grant application to support referral/tuition grant programs and funding for additional financial aid awards targeted at new Kindergarten families for the 2015-16 school year.</p>	
	<p><b>Principal's Report</b></p>	
<p><b>Principal's Report</b></p>	<p><b>Eagle Scout Project:</b> Former FSCS student, Joe Henderson, is working on his Eagle Scout project. He will be putting 2 benches on the cement pad outside the library doors. They decided against the pergola due to cost.</p> <p><b>Summer Intern update:</b> After interviewing 3 possibilities, FSCS has secured an unpaid summer intern, Katie Chojnacki. Katie is an FSCS alumnus and will be working on a project-based schedule for 6 weeks. These projects will include updating Powerschool with alumni data, 15<sup>th</sup> Anniversary</p>	<p>Shimshock</p>

	<p>activities, and social media tasks.</p> <p><b>KoAm:</b> This exchange student program that FSCS has been a part of for several years is no longer being overseen by the Archdiocese. In order for FSCS to continue with this program, we'd need to pay a \$2500 annual fee, regardless of if we secure a student or not. The downside of not continuing the program is that these students pay the full non-parishioner tuition rate.</p> <p><b>Math curriculum/ Cans:</b> The Math Committee is working on adopting new curriculum for the next school year. TShimshock would like a decision by May 22 so that existing textbook monies can be used. The Math Committee has also talked with 8 area high schools to see how we can better teach to what they will be learning in high school. JSilgen asked how we can better foster the higher-ability math students, especially those who come from K-5 Level 3 to the middle school math classes, whether it be parent surveys, etc. Holy Angels had questions about our online math courses for our 8<sup>th</sup> graders. It was relayed that these courses are accredited. TLevandowski asked HOW are we looking at Enrichment Math for next year? TShimshock said that a lot is unknown currently due to not having solid enrollment numbers, but that some options we are looking at are leveled classes on the Wednesday schedule, more science classes modeled like the TREC classes, getting ideas from Diane Hiccox, a gifted and talented specialist. We also have three teachers – Hirsch, Swartout, Sanders – that are part of the Murray Cohort, so we have good grade-level representation. It was suggested to put these types of things in the newsletter so that parents can hear the progress being made.</p> <p><b>Maternity leave – MS Science:</b> Debbie May-Olson had a baby on April 27<sup>th</sup>. Her long-term sub, Mike Neufeld, seems to be fitting in well. He is a biology major and has ties to the STEM community. Welcome, Mike!</p>	
	<p><b>New Business</b></p>	
<p><b>Bullying Policy: First Reading</b></p>	<ul style="list-style-type: none"> <li>• First reading of the proposed bullying policy. FSCS currently has their policy on the website and the parent/student handbook that everyone signs; it was reviewed and revised as part of the overall Policy review last year. That review/update occurred before MN Legislature enacted a revised bullying law and before District 196 adopted a revised version of their bullying policy based on the newly enacted law. As a result, we are revisiting the FSCS bullying policy once again to align with the revised MN state law, Archdiocesan revised standards, and District 196's policy.</li> <li>• There was discussion on the pros and cons of the</li> </ul>	<p>Shimshock</p>

	<p>proposed policy, especially on the non-school vs. school guidelines. Also about accumulating offenses.</p> <ul style="list-style-type: none"> <li>• The proposed policy has been given to a parent already who has provided feedback.</li> <li>• We do have Second Step in place.</li> <li>• BOD to give data/updates to TShimshock, and she will send cumulative results to all.</li> </ul>	
	<p><b>Unfinished Business</b></p>	
<p><b>Enrollment Activities</b></p>	<p><b>2015 Enrollment Update –</b></p> <ul style="list-style-type: none"> <li>• Potential – 430, Budgeted – 424.</li> <li>• Kgn that have paid \$75 – 34</li> <li>• Total that have paid \$75 – 411</li> <li>• Students that have paid \$400 deposit- 125</li> <li>• Put May 15 reminder in newsletter, BOLD, concise.</li> <li>• TShimshock emailed current 7<sup>th</sup> grade parents today re: next year and some options that may happen, since it will be down to one class. Also reminded them they NEED their deposits in to solidify numbers.</li> <li>• 5 Kgn were on the fence – Tshimshock called all, and 2 sent in their applications.</li> </ul> <p><b>Short-term activities to impact enrollment</b></p> <ul style="list-style-type: none"> <li>• Inviting 50 preschoolers to MS Musical</li> <li>• Parents Night Out</li> <li>• Parishioner Appreciation Mass</li> <li>• Wit and Wisdom luncheon</li> <li>• SJN/STB running enrollment opportunities on projector screen and in bulletins.</li> <li>• Presence at St. Patrick’s at May 2-3 weekend Masses</li> <li>• Talk to parents – they have ideas, visibility at parishes is KEY.</li> <li>• Offer ideas to Shawnessy for yet this spring. Summer is too difficult as many families don’t attend Mass.</li> </ul>	<p>Shimshock</p>
<p><b>Board Assessment</b></p>	<p>Sheila Manahan not present - Tabled until next month</p>	<p>Manahan</p>
<p><b>Preschool Feasibility Task Force</b></p>	<ul style="list-style-type: none"> <li>• MGruenes and TShimshock met with LADC to tour bldg. and assess possibilities to have their program come to FSCS for the 2016-17 school year.</li> <li>• Investigating possibilities to attach FSCS’s name to it (Catholic Mutual has issues with this); likely outcome, that is acceptable to CM, is <i>LADC at FSCS</i></li> <li>• On 5/20, the committee will be meeting with Janet Miller, LADC Exec. Dir. LADC only takes 2 new programs a year, so FSCS will need to move quickly if they decide to pursue.</li> <li>• Committee: TShimshock, MGruenes, ASchaefer, CSkagen, KMalmquist.</li> <li>• Recommendation by June’s BOD mtg, or may do motion online.</li> <li>• Recommended to Fr. Tim and Fr. Doug to let their preschools know.</li> </ul>	<p>Gruenes/Shimshock</p>

	<ul style="list-style-type: none"> <li>Commitment is year by year, depending on success.</li> </ul>	
<b>Capital Campaign</b>	<ul style="list-style-type: none"> <li>Interviewed 2 consulting firms.</li> <li>Need a tool to compare the two; defend the decision.</li> <li>Once chosen, need a hierarchy of tasks – who does what, what happens, etc.</li> <li>MGruenes said decision needs to be quicker than June BOD meeting – will be an electronic motion.</li> </ul>	Durand/Gruenes
<b>Archdiocesan Bankruptcy</b>	<ul style="list-style-type: none"> <li>May 2 – T. Levandowski electronically offered motion- “I move that the Board retain Michael J. Iannocone of the Iannacone Law Office P.L.L.C. to provide legal advice to the Board concerning FSCS’ interests and risks in connection with the Archdiocesan Bankruptcy filing”.</li> <li>May 3 – electronic adoption unanimously approved.</li> </ul>	Levandowski
<b>SeptemberFest</b>	<ul style="list-style-type: none"> <li>Need to formally announce Septemberfest to the FSCS community.</li> <li>Area to work on is communication between the chairs and administration.</li> </ul>	Shimshock
<b>Reports of Committees</b>		
<b>Marketing</b>	<ul style="list-style-type: none"> <li>Gabriela Bonadonna is taking over the marketing chair position previously held by Pat Schaber.</li> </ul>	Durand
<b>Technology</b>	<ul style="list-style-type: none"> <li>Need new tech plan – will be meeting in the next 30 days.</li> <li>Nate Jorgensen is setting up a meeting to formalize comm.</li> <li>FSCS’ 1:1 Chromebook program getting published in NCEA Momentum magazine.</li> </ul>	Durand
<b>Development</b>	<ul style="list-style-type: none"> <li>From the April 21 Dev. Meeting: Board has created an Endowment Advisory Committee.</li> <li>Capital Campaign- waiting on final decision on firm.</li> <li>Star Fund – Tom Cierzan, Andrew Claude and TShimshock to meet about next steps.</li> <li>Tom Cierzan and HSA worked on a letter for guests of the Kindergarten Masses in May.</li> <li>Ecothon- Money raised thus far is \$66,000. Catherine Skagen to send out follow-up appeal letter.</li> <li>Septemberfest – Robin and Todd Corbo – Executive Chairs. Craig and Mary Johanss and Kevin Toboja – Chairs in Waiting. Fundraising and other efforts are moving forward.</li> <li>Will not be a May Dev. Comm. meeting</li> </ul>	Johnson
<b>Finance</b>	<ul style="list-style-type: none"> <li>Finance reviewed month-end for March. The most recent Income Statement was emailed to the Board on May 2 for review.</li> <li>No multi-year projection yet</li> <li>Still adjustments being made going from accrual to cash basis. Need update from Aida Schaefer before multi-year</li> </ul>	Silgen

	<p>budget work is done.</p> <ul style="list-style-type: none"> <li>• Mike Nesdahl updated the Board at the May Executive Session of predicted cash flow over next 3 years.</li> <li>• Would like an update from Endowment Comm. 1x/yr.</li> <li>• Get heads of committees together 1x/yr.</li> <li>• Karen Hunter had a meeting scheduled with our auditors. The outcomes of that meeting will be discussed at the next Finance meeting.</li> <li>• Received waiver to finalize 2013-2014 audit.</li> <li>• Cost-saving ideas from faculty – TShimshock responded to many. Suggestions went to Board then Finance.</li> <li>• Looking into ways to move the May 15<sup>th</sup> tuition deposit deadline. Aida Schaefer was going to evaluate the feasibility of doing this for the 15-16 school year.</li> </ul>	
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Appreciation of Staff – motion to thank the staff was unanimously approved.</li> <li>• MGruenes to bring in treats to the staff lounge on May 6.</li> </ul>	Gruenes
<b>Facilities</b>	No Update	Fr. Ebert
<b>Executive Session</b>	Executive Session took place from 5:30-7:05PM.	Board
<b>Closing Prayer</b>	The meeting ended at 8:20PM.	Johnson

**Next Board Meeting:** June 2nd, 2015. Executive Session & Dinner at 6:00 pm, with the regularly scheduled meeting at 7:00 pm.