

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
Date: June 2, 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	Terese Shimshock
Susan Johnson	Tom Levandowski	Sheila Manahan	Maria Brandel, recording secretary
	Tom Durand	Jen Silgen	

Description	Discussion	Action By
Invocation	The meeting began at <u>7:09</u> PM.	Manahan
Adoption of Agenda	<p>Motion: made a motion to approve the June 2015 Agenda with the following adjustment:</p> <ul style="list-style-type: none"> • Add New Business – Parent Meeting Update • MGruenes not in attendance – no update on Personnel • TShimshock – add Summer Enrichment Program bulletpoint • Development – no update <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: T. Levandowski made a motion to approve the April 2015 Minutes with the following changes:</p> <ul style="list-style-type: none"> • Renumber pages • Page 2 of 6 – remove extra period at the end of Financial Aid section • Page 6 of 6 – Personnel update – change from Silgen to Gruenes <p>The motion was unanimously approved.</p>	Board
Strategic Objectives		
Scorecard Review	<p>Board Effectiveness: Will go over again in August with new BOD members.</p> <p>Multi-Year Budget: The Finance committee continues to work through 2014-15 financials as the foundation for the multi-year outlook. The Facilities committee will meet on 6/3/15 and continues to work on the long range plan.</p>	Shimshock

	<p>Fundraising: We have collected \$219,225. Annual appeal- \$11,141, Sfest- \$61,219.94, Ecothon \$71,500, Gala \$75,365.</p> <p>Enrollment: Tuition deposits were due 5-15-15. At that time we had 79% of tuition deposits. After one email reminder on 5-29-15, we are now at 86% of tuition deposits.</p> <p>Vendor Management: 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 needed on this carry-over objective from the 2013-14 school year.</p> <p>Financial Aid: Finalizing Schulze Family Foundation letter of intent for the spring award cycle, which will be filed by the June 17th deadline. LOI will seek funding for the already-launched Star Transfer Grant and Star Referral Grant, as well as a new Kindergarten family enrollment incentive.</p>	
	Principal's Report	
Principal's Report	<p>Technology Donation: The Gala's 50/50 raffle winners (David and Shawn Stavseth) donated the monies back to FSCS. Ten Google Tablets will be purchased to be used by the 1st grade classrooms and a to-be-formed Robotics Club.</p> <p>TLevandowski will research the Gifting policy to check and see if FSCS needs to do anything else in regards to this donation. If there are issues, they will be communicated to the BOD electronically.</p> <p>Summer Enrichment update: Sports camps are popular; Pursuit Academy is a new camp we're offering. Looking to make more profit than last year. Teachers are offered a stipend for teaching courses; some have donated their time. Campers can enroll up to a week before the course; maybe do a mid-summer email blast?</p>	Shimshock
	New Business	
Bullying Policy: Second Reading	<ul style="list-style-type: none"> • 2nd reading of the bullying policy occurred • Electronic motion will follow • New policy will be in effect for the 2015-2016 school year. 	Shimshock
Parent Meeting	<ul style="list-style-type: none"> • Tuesday, June 9th, 7PM at FSCS • Office will send out an email this week. 	
	Unfinished Business	

Enrollment Activities	<p>2015 Enrollment Update –</p> <ul style="list-style-type: none"> • Potential- 424 • Have paid \$400 deposit – 367 (86%) • An email was sent on May 29 – responses increased • Kindergarten – 31 have paid \$400 deposit. Potential of 33 or 34 <p>Short-term activities to impact enrollment</p> <ul style="list-style-type: none"> • Parishes – <ul style="list-style-type: none"> ○ Flyers, screens, bulletins, preschools • Daycare centers • Facebook • Middle School musical • Purchase of 5000 email addresses • Summer – <ul style="list-style-type: none"> ○ Marketfest, Summer Sizzle, Scottish Fair • Keep pushing Transfer and Kindergarten grants • Follow up on Kgn leads – phone calls 	
Board Assessment	<ul style="list-style-type: none"> • There will be an in-service retreat, but wait for details, since there are 3 board members rolling off. 	Manahan
Preschool Feasibility Task Force	<ul style="list-style-type: none"> • Met with Janet Miller from LADC. • If BOD approves – <ul style="list-style-type: none"> ○ Will use classroom C1 ○ Cap at 30 kids ○ Construct sandbox, playhouse, fence around Kgn playground – costs split between FSCS & LADC ○ Flat fee, not dependent on enrollment • Contract is currently being reviewed. Will be an electronic motion. 	Gruenes/Shimshock
Capital Campaign Feasibility	<ul style="list-style-type: none"> • Going with Lynch – TDurand sent electronic motion to BOD – was unanimously approved. • Next step – coordinate with Lynch what happens next, who’s doing what. No meeting set up yet. • Point person for the short term until that position is staffed? Andrew Claude will ask Tom Cierzan. 	Durand/Gruenes
Reports of Committees		
Marketing	<ul style="list-style-type: none"> • Marketing Committee met on May 20 – new chairperson, Gabriela Bonadonna led the meeting. • Went over current initiatives. • Looking for members • Had a conference call with TShimshock and Shawnessy Schwartz on 6/2 – setting goals for summer. • Would like to get all FSCS Committee chairs together periodically – “Committee Summits” – to align development, finance, technology, etc. • Talked about setting up FSCS on LinkedIn 	Durand

	<ul style="list-style-type: none"> • Mary Bazal working with Katie Chojnacki on alumni events <ul style="list-style-type: none"> ◦ Coordinating panel of graduating seniors that are FSCS alumni to speak to 8th graders on 6/3. • Topic for next meeting – website content and optimization. • Next meeting date – June 17 	
Technology	<ul style="list-style-type: none"> • Stavseth Gala 50/50 winners – donation of Google tablets. • Tech plan – draft for the next 3-5 years • Working on executive summary <ul style="list-style-type: none"> ◦ Updating ◦ Innovation 	Durand
Development	<ul style="list-style-type: none"> • No update 	Johnson
Finance	<ul style="list-style-type: none"> • May 12 meeting, May 18 conference call • Formation of minutes – BOD should receive these monthly • Still working through cash vs. accrual issues (does Archdiocese require this specific reporting?) • Assemble Endowment information in a binder for reference • Finance Committee is concerned with the lower enrollment in grade K which will impact the school financially for the next 8 years. Recommend doing a parent survey more often that every 7 years. • The Finance Committee and BOD are working on ways to improve connection between the two groups. Work will be done in the future to prepare an Executive Summary from Finance to the BOD. The Finance Committee also asks that the BOD give any to-do's to be taken back to the committee. • Next meeting – ? 	Silgen
Personnel	<ul style="list-style-type: none"> • No update 	Gruenes
Facilities	<ul style="list-style-type: none"> • Next meeting – June 3 	Fr. Ebert
Thank You	<ul style="list-style-type: none"> • The BOD extends their deepest gratitude and appreciation for their years of service to the school by the following BOD members who are leaving the Board: Susan Johnson, Marge Gruenes, and Sheila Manahan. 	Board
Executive Session	Executive Session took place from 6:00PM – 7:02PM.	Board
Closing Prayer	The meeting ended at 9:12PM.	Levandowski

Next Board Meeting: August 4th, 2015 at 6:00PM – Executive Session Dinner. 7:00PM Regularly Scheduled Meeting @ FSCS.