

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
August 4, 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
Molly Ryan	Tom Durand	Jennifer Silgen	
Richard Engler	Tom Levandowski	Tom Kraus	

Description	Discussion	Action By
Invocation	The meeting began at 7:10 pm	Fr. Wozniak
Adoption of Agenda	<p>Motion: Durand made a motion to approve the Agenda with the following changes:</p> <ul style="list-style-type: none"> • Under New Business: <ul style="list-style-type: none"> ○ Add Ratification of Executive Director by electronic motion of the Board. ○ For election of school Officers, incorporate Tri-Parish Committee Liaison and Athletic Field Liaison into Facilities Committee. • Change date listed under Board Objectives from 2014-15 to 2015-16. <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Fr. Ebert made a motion to approve the June 2015 Minutes.</p> <p>The motion was unanimously approved.</p>	Board
	Principal's Report	
Enrollment	Currently have 393 enrollment deposits. Ms. Shimshock estimates that enrollment could be as high as 417, based on her discussions with uncommitted families.	Shimshock
2015-16 School Initiatives/Staffing	In keeping with the school's MNSAA Strategic Plan, Ms. Shimshock announced several new academic opportunities and staff changes for the 2015-16 school year, including additional Spanish core classes (5 days/week), the Pursuit Academy study skills and leadership program, staffing realignment, and Enrichment courses (Advanced Math, Advanced Reading, etc).	Shimshock
Capital Campaign	Lynch Development contacted Terese to discuss next steps.	Shimshock

Feasibility Study Update	Arrangements will be finalized pending start of new Executive Director.	
Catholic School Center of Excellence (CSCE)	<p>This group aids Catholic elementary schools who seek financial aid and other assistance by acting as a resource clearing house. In addition to providing funds directly to schools, CSCE advises schools on other potential sources of funding, as well as resources schools can utilize in order to build and support enrollment</p> <p>Terese has participated in a CSCE task force dealing with MCA testing.</p> <p>CSCE has committed \$10 million specifically for Catholic elementary school education. Examples so far include providing busing to aid accessibility.</p>	Shimshock
National Catholic Education Association (NCEA) Magazine Article	The NCEA published an article featuring FSCS' 1:1 Chromebook program in it's <i>Momentum</i> magazine, a national publication. A digital version of the article will be posted to the FSCS website.	Shimshock
New Business		
Ratification of Executive Director Electronic Motion	The Board ratified the following motion, made electronically by Levandowski to the Board on July 29, 2015: "The Board accept the recommendation of the Executive Director Search Committee and extend the Executive Director position to Mike Randall." There were 8 voting Board members. 7 members voted yes, 1 abstained.	Board
Board/Officer Elections	<p>The following board/officer Board nominations were offered:</p> <ul style="list-style-type: none"> • Chair – Durand nominated Levandowski. • Vice Chairperson – Levandowski nominated Durand. • Recording Secretary - TBD <p>Officers</p> <ul style="list-style-type: none"> • President – Fr. Wozniak (Appointed by Archbishop. Not subject to election.) • Vice President – Fr. Ebert Nominated • Corporate Treasurer – Tom Kraus nominated • Corporate Secretary – Molly Ryan nominated • Marketing Committee Liaison – Tom Durand nominated • Development Committee Liaison – Jen Silgen nominated • Finance Committee Liaison – Tom Kraus and Dick Engler nominated. • Technology Liaison – Forgoing appointment of Board Liaison in lieu of participation by Principal and Executive Director. • Personnel Committee – Fr. Wozniak nominated along with Dick Engler and Tom Levandowski • Facilities – Fr. Ebert nominated 	Board

	Engler offered motion to approve the above-listed nominations, which was unanimously approved.	
Discuss 2015-16 Board Objectives	Levandowski presented a list of potential Objectives for Board member consideration. The Board will consider the draft, and offer input individually with the goal of presenting a final list of Objectives at September 2015 Board meeting.	Levandowski
Commitments	<p>Following its review of input provided by parents at, and since, the Board-Parent meeting in April 2015, the Board discussed the following commitments :to moving forward with the following initiatives:</p> <ol style="list-style-type: none"> 1. Creation of Parent Advisory Council – Ms. Shimshock proposed a draft plan for the structure of the Council, as well as two primary Council goals: Retention of current FSCS families and volunteer retention. The Board set as a goal for formation of the Council by the second week of September. Ms. Shimshock will circulate electronic copy of draft bylaws for review/comments. 2. Board Assessment/In-Service Retreat – The Board will move ahead with an in-service board governance review session. Board discussion indicated a preference to conduct a 3rd-party board/administration 360-assessment after the new board and new administration structure (ED + Principal) have had time to operate for sufficient period of time. . 3. Board/Parent Meetings – The Board will coordinate two meetings with parents as open forums and information exchange. The Board briefly discussed an October date for the first meeting. 4. Board Committee Summit – The Board will organize a meeting of its Marketing, Development, Finance, and Technology Committees for the purpose of familiarizing each Committee with the activities of the others, encouraging communication, and fostering collaboration. The first meeting is scheduled for Wednesday, September 9th. 	Levandowski
	Reports of Committees	
Marketing	A communication will be going out to the parent community on behalf of both the Marketing and Development Committees, summarizing achievements of the Committees in 2014-15, and laying out activities for 2015-16.	Durand
Technology	No Update	Durand
Development	Septemberfest sponsorship is ahead of last year's event at this time, and plans are progressing well in general.	Ryan
Finance	Committee met June 16th. Karen Hunter is no longer handling bookkeeping responsibilities for FSCS. Ms. Hunter's	Silgen

	<p>responsibilities are being managed on an interim basis by a temporary employee until a permanent replacement is found.</p> <p>Terese Shimshock and Mike Nesdahl met with Bremer bank to clarify FSCS' association with the Archdiocese as it relates to bank covenants as well as the school's practice of handling accounting for finances on an accrual basis. A follow up meeting is planned, with the school's consultant with Robert Half to review the financials.</p>	
Personnel	Marge Gruenes is preparing a review of the Principals annual performance review.	Board
Facilities	Work continues on the HVAC system in preparation for the first day of school	Ebert
Executive Session	The Executive Session occurred from 6:00 – 7:05	Board, Shimshock
Closing Prayer	The meeting ended at 9:00	Silgen

Next Board Meeting: September 1st, 2015. Executive Session at 4:30 pm, immediately followed by Board meeting at 5:30.