

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 1, 2015**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak		Ms. Terese Shimshock, Principal
Molly Ryan	Tom Durand	Jennifer Silgen	Mike Randall, Executive Director
Richard Engler	Tom Levandowski	Tom Kraus	Maria Brandel, Acting Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 5:37 pm	Fr. Ebert
Adoption of Agenda	<p>Motion: Durand made a motion to approve the Agenda with the following changes:</p> <ul style="list-style-type: none"> • No Committee Updates <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: T. Levandowski made a motion to approve the August 2015 Minutes with the following changes:</p> <ul style="list-style-type: none"> • Page 2 – remove sentence starting with “Since April....” <p>The motion was unanimously approved.</p>	Board
	Principal’s Report	
Enrollment	<p>Currently, we are at 413, broken down by grade as follows: K: 35, 1: 42 2: 48 3: 43 4: 56 5: 64 6: 52 7: 47 8: 27</p> <p>MRandall and TShimshock met with Gail Dorn at CSCOE re: enrollment resources/services. FSCS is seeking additional funding for the Enrollment Coordinator position. No commitments from CSCOE.</p> <p>MRandall and TShimshock to talk to area preschools to gather information for starting our own preschool at FSCS. The Board has not yet approved entering into a relationship/contract with Lake Area Discovery Center, an organization that provides turn-key onsite Preschool services in a number of Christian schools. MRandall and TShimshock will continue to research our options.</p>	Shimshock
New Staff	<ul style="list-style-type: none"> • Ms. Susan Reilly took over Stacy Sanders’ position. 	Shimshock

	<ul style="list-style-type: none"> • Mrs. Anne Plessner is .35 Phy Ed • Mr. Dan Keller assumed the Activities/Athletic Director position • Art – an offer was made to a candidate after the newly hired art teacher resigned on her orientation day. 	
Capital Campaign Feasibility Study Update	Discussed holding off on launching the feasibility study for now until MRandall gets acclimated. He'd like to meet with parents, parishes, and other FSCS stakeholders first to gauge preliminary interest/support. Discussed engaging the Lynch firm to start the feasibility study by Nov. Will assess status of donor base list and level of effort involved in getting that in shape to support the feasibility study.	Levandowski
Bullying PD / Pursuit Academy	<ul style="list-style-type: none"> • Holly Moser met with staff during Workshop Week. Focus on reporting incidents so that we have all the information on file. • Pursuit Academy – Leadership/learning skills class for 6th graders 3x a week. 	Shimshock
NWEA Testing	<ul style="list-style-type: none"> • FSCS has been using ITBS tests for 11 years. ITBS changed the way it reports scores, so comparisons going forward will not be consistent. • The archdiocese suggests, but doesn't mandate, using NWEA testing. The majority of area Catholic schools use NWEA testing, so it is good for comparing where we're at vs. those schools. • NWEA is taken on the computer 2x a year. We get results in 24 hours. It measures growth, ACT readiness, and tests Reading, Math and Language Arts abilities. • As a result, Terese has decided to use the NWEA Tests instead of the ITBS tests. 	Shimshock
	New Business	
Unbudgeted Expense- Approval Thresholds	<ul style="list-style-type: none"> • Reviewed Unbudgeted Expenditures Policy. • Motion offered to: <ul style="list-style-type: none"> ○ 3.4.2 - Raise threshold for administrative approvals without BOD approval up to \$5000 and change "Principal" to "Executive Director" throughout the policy, ○ 3.4.3 – Board President can approve unbudgeted expenditures up to \$10,000 with BOD approval ○ 3.4.4 – BOD approves unbudgeted expenditures \$10,001+ • Motion – unanimously approved • Discussed that ED will work with and decide with the Principal. • Discussed existing Policy provision requiring all approvals of unbudgeted expenses to be reported to the BOD at the next meeting. • TLevandowski will update electronic copy - check with Marge Gruenes. 	Randall/Shimshock

	Unfinished Business	
<p>Finalize 2015-16 School Objectives</p>	<p>Motion offered to approve the following strategic objectives for the school:</p> <ul style="list-style-type: none"> • Development <ul style="list-style-type: none"> ○ Secure \$250,000 in Fundraising Revenue by 6/30/2015. ○ Complete Campaign Campaign Feasibility Study by 6/30/16 ○ Launch Annual Fund Campaign no later than 11/1/2015. • Enrollment <ul style="list-style-type: none"> ○ Kindergarten enrollment of 50 by 9/1/2016 ○ By 6/30/2016, achieve 97% of re-enrollment, as measured by received enrollment deposits, and increase overall FSCS enrollment to 430. • Finance <ul style="list-style-type: none"> ○ Present a three-year budget and financial plan to BOD at January 2016 meeting. • Communication <ul style="list-style-type: none"> ○ Publish annual report by February 2016 ○ Create grievance processes for parents/staff by 11/3/2015. DEngler will draw up and bring to next BOD meeting for approval. • Governance <ul style="list-style-type: none"> ○ By September 2016, commence 3rd party facilitated 360 survey of effectiveness of BOD, Administration • Technology <ul style="list-style-type: none"> ○ Approve new FSCS 3 year technology plan by February 2016 BOD meeting • Curriculum <ul style="list-style-type: none"> ○ Educate and provide professional development to teachers, parents and students of the NWEA / MAP testing procedures and growth results at a minimum of twice a year. <p>Motion unanimously approved.</p> <p>Discussed adding another curriculum-related objective at the October 2015 BOD meeting.</p>	<p>Levandowski</p>
<p>Finalize Parent Advisory Council</p>	<ul style="list-style-type: none"> • Small group to meet together and research PACs in other schools. • More research and discussion is needed to ensure there is clarity regarding purpose, role, organizational structure, membership, and other aspects of a parent advisory council or committee. Report to be provided at October 2015 BOD meeting. 	

	Reports of Committees	
Marketing	No new items reported.	
Technology	No new items reported.	
Development	No new items reported.	
Finance	No new items reported.	
Personnel	No new items reported.	
Facilities	No new items reported.	
Executive Session	The Executive Session occurred from 4:30 – 5:33PM	Board
Closing Prayer	The meeting ended at 7:46PM	Kraus

Next Board Meeting: October 6th, 2015. Executive Session at 6:00pm, immediately followed by Board meeting at 7:00pm.