



	<p><b>Annual Fund:</b> Survey parent population to see what kind of ask we can do. Who can we ask for Challenge Gifts?</p> <p><b>Fundraising:</b> Septemberfest looking to be about \$90-95K. Next year's chairs: Craig and Mary Johanns.</p> <p>Looked at dollars spent per revenue earned – should there be a budget?</p> <p>Gala: Close to securing a Gala chair. We have committee chairs in place.</p> <p><b>Technology:</b> Feedback from teachers – don't necessarily need more technology, but professional/curriculum development opportunities to learn more and work with the technology we currently have.</p> <p>Board Objective: Approve new 3-year technology plan at February Board Meeting. Will look to see where we're at and circulate to the board.</p> <p><b>Preschool Update:</b> Still meeting with LADC to look at feasibility. MRandall and TShimshock to meet with St. Michael's preschool soon – they have a highly successful preschool program. Upcoming meeting with Janet from LADC. She was meeting with CSCOE to see how/if they would partner to bring preschools to archdiocesan schools.</p> <p><b>New Staffing:</b> MRandall: hired Leah Bungener as .5 Enrollment Coordinator. Initial focus – getting out to parishes with MRandall to become more visible. Then, promoting open houses, how can we improve them, then good follow up. Develop good system. Working on creating promotional Kindergarten recruiting video.</p> <p><b>Parent Grievance Procedure:</b> TShimshock, MRandall, and DEngler met last week. Discussed that they'd like a written summary with each level of escalation. Board supports this approach and recommended publication of the final procedure as soon as possible.</p> <p>Staff Grievance Procedure next: will discuss at the next board meeting.</p> <p><b>NWEA:</b> Going forward with this testing, week of October 19. Teachers have to go through 2 hours of training. SMeier and NJorgensen visited St. Joe's today, as they went through the testing last week.</p>	<p>Randall</p> <p>Randall</p> <p>Randall</p> <p>Randall/Shimshock</p> <p>Shimshock/Engler</p> <p>Shimshock</p> <p>Shimshock</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

	<b>New Business</b>	
<b>Recording Secretary</b>	<p>TLevandowski moved to appoint Maria Brandel as the Board Recording Secretary.</p> <p><b>Motion was unanimously approved.</b></p>	Levandowski
<b>2<sup>nd</sup> Curriculum Objective</b>	<p>Publish climate survey results twice yearly (October and May) from our 6<sup>th</sup> grade Pursuit Academy leadership class.</p> <p>Motion: D. Engler, motion unanimously approved.</p>	Shimshock
<b>Tracking/Reporting: School's Strategic Objectives</b>	<p>Continue to use the Scorecards, but circulate it ahead of time. Also creates a matter of record for community and for the board. TL to work with MRandall and TShimshock to create template and process for continuing the scorecards. In advance of the next board meeting, the scorecards will be circulated.</p>	Levandowski
<b>Board in-service program</b>	<p>TLevandowski looking to set up Board in-service. Bring outside person in to run it.</p>	Levandowski
<b>Bylaws – alignment with ED structure</b>	<p>The status of our current bylaws is unclear, so TLevandowski will work with Susan Mulherons, Chancellor for Canonical Affairs from the Archdiocese, to determine the status of the bylaws according to the records of the Archdiocese and to propose adjustments necessary to reflect the ED/Principal structure.</p>	Levandowski
	<b>Unfinished Business</b>	
<b>Parent Advisory Group</b>	<p>The initial direction proposed by the Board was to have a formal group to advise administration on different subjects. Research did not identify other Catholic elementary/secondary schools with a governance model including both a Board of Directors and a formal parent advisory council. Upon further review since last spring, the Administration and Board share the concern that establishing a formal PAC will create governance ambiguity and potential duplication of roles/duties. Moreover, there are other ways to achieve the same results: Board Email Address, MRandall conferences with parents, the Board can appoint ad hoc committees that would only last a year, and the Board has committed to holding two Board/Parent listening sessions. The new grievance procedure will also create clarity on how to present parent concerns to the Administration. M.Randall believes it is important that he have an opportunity to become acclimated to the School, communication practices, and the relationships among the school, parent community, and parishes as a pre-condition to establishing an additional formal advisory process.</p> <p>TDurand to create a flow/outline for the October 20<sup>th</sup> Board</p>	Randall/Shimshock

	listening session. MRyan to craft the discussion questions for the listening session and will circulate them before the meeting. MRandall to speak at the Oct. 20 meeting.	
	<b>Reports of Committees</b>	
<b>Marketing</b>	Written Report attached.  No questions for TDurand on the marketing report.  Replacement for Mary Bazal?	Durand
<b>Development</b>	Written report attached.  Discussed that goal for 2016 is to launch Annual Fund in September as opposed to November.	Silgen
<b>Finance</b>	Written Report attached.  Discussed that the bonds and the prior financing have been retired, board is recommending that we undertake a yearly calculation to determine whether we have any potential arbitrage liability.	Kraus/Engler
<b>Personnel</b>	First meeting is scheduled, report at next board meeting.	Levandowski
<b>Facilities</b>	Written Report attached.  No further questions raised.	Fr. Ebert
<b>Executive Session</b>	Executive Session took place from 6:00 – 7:13PM.	Board
<b>Closing Prayer</b>	The meeting ended at 9:15PM.	Ryan

**Next Board Meeting:** November 3rd at 6:00PM – Executive Session Dinner. 7:00PM Regularly Scheduled Meeting @ FSCS.

**Faithful Shepherd  
Development Committee  
September 22, 2015 Meeting Summary**

**Attendees:**

Mike Randall  
Jen Silgen  
Catherine Skagen  
Jim Burns  
Chris French  
Tom Cierzan  
Andrew Claude

**FSCS Development**

- Mike provided the group a background on his experience as well as his thoughts on development at FSCS.
- Number one priority needs to be the development and successful launch of an annual appeal. This will help to provide financial stability for the school.

**Board Summit**

- Reviewed the strategic objectives for this school year that were discussed at the Board Summit.
- Development objectives are:
  - Secure \$250,000 in fundraising revenue.
  - Complete Capital Campaign feasibility study no later than 6/30/16.
  - Launch annual fund campaign no later than 11/12015.
- Extra props to the Development Committee for having the biggest committee representation at the Summit!!

**Endowment Fund and Capital Campaign**

- Endowment Fund Committee needs one rep from Development. One year term. Jim Burns agreed to be our rep and will follow up with Tom L.
- Discussed plan for Capital Campaign and new timeline based on new priorities.

**SeptemberFest Update**

- Preliminary estimate from Todd C is that the school should net over \$100,000 from this year's event.

**Gala Update**

- We do not have a chair in place for this year's Gala. Getting close to a critical point where the Gala may need to be cancelled.
- Development Committee members were asked to reach out to the parent community to ask for help.
- It is recommended that the board do an appeal similar to what was done for SeptemberFest.

**2015/2016 Committee Priorities**

- First priority is all hands on deck to try and make the 11/1 launch for the annual appeal.
- Second is to tackle the database issue and determine a permanent solution and implement.
- Give to the Maxx was discussed but decided priority and available resources need to focus on Annual Appeal.

## Annual Appeal

- It was agreed all members of the committee will focus on the annual appeal. Our efforts will be comprised of two groups:
  - **Structure** – Mike and Tom will work on developing the structure and process of the annual appeal. They will include appropriate Marketing Committee assistance when necessary.
  - **Donors** – Chris, Catherine, Matt, Jim, Joe, and Andrew will work to establish a list of potential donors. The initial focus will be on donors who will be part of a challenge donation to help kick off the appeal.
    - Mike will assist with a parent list.
    - Challenge donation could include:
      - Board gift
      - Parents
      - Grandparents
      - Parishioners
- In order to try and make an 11/1 launch, these groups will need to meet before our next meeting on October 20. I need a volunteer to coordinate a meeting with the Donor group.

October 1, 2015

Report on Facilities Committee to the FSCS Board

On September 23, 2015, the Facilities Committee met at FSCS.

The following are the notes and action plans coming out of the meeting. Highlighted material on Item 3 involves a current question that may be applicable to the Board.

1. The final costs for the air conditioning repairs are expected to be under \$50,000. Both compressor 1 and 2 are able to run, but only a single compressor is necessary as the summer heat subsides.
2. Front Circle Landscaping Phase 1 is complete and feedback has been positive. Irrigation is back online and working to keep everything growing. Some discussion on when to look at phase 2 and what will that include, i.e. benches, tree(s), or learning area. Further discussion was tabled until spring.
3. Mike Randall suggested we look at the entrance off Columbia to see if there is anything we can do to look more welcoming and to ensure that people know where the school is. Suggestions included stone pillars on either side of the entranced driveway, stone and/or wood sign at the front driveway, or an arch to drive under, welcoming people to the school. It was also suggested that we could add stone to the concrete and metal columns at the front of the school as one walks into the school. A suggestion was made to ask Marketing Committee for ideas on what would be best. Jason Skagen enquired as to who would be talking to Marketing.
4. The security proposal from Pro-Tec was discussed, but no action has been taken at this time. Pursuit of a competitive bid is in progress. Mike Randall will work to find members for a sub-committee to work on security. Jason Skagen volunteered to be a part or lead the team if needed. Sub-committee needs to include: a teacher, Maria, a parent from older grade, a parent from younger grade who uses after school care, a facilities committee member, and a HSA member.
5. The committee approved the lighting upgrade for all outside lights to be converted to LED's. Steve Olson prepared the expense form and Brad Neuman and Mike Randall will have respective groups approve so work can begin.
6. Steve Olson will update the spreadsheet from Brad Neuman to show actual expenses from this summer, including chiller and boiler work. Jason Skagen will then update the planned capital expense spreadsheet and forward it to Brad Neuman for Finance Committee review.
7. Brad Neuman is hoping to work with the new accounting person to develop an indirect expense sheet this fall so the team can review expenses at each meeting.

Respectfully submitted,

Fr. Doug Ebert

#### Finance Committee Update:

- Mike Nesdahl, Mike Randall, Dick Engler, and Tom Kraus met with representatives of Froehling Anderson (our audit firm) on September 4 to discuss the penalty and interest that FSCS had to pay to the IRS for being late on its arbitrage tax payment to the IRS. We made it clear that we regard Froehling as at least partly responsible for not having discovered as part of its audit the need to make the arbitrage payment. Froehling did not acknowledge responsibility. However, their response suggested that they recognize that FSCS may be able to make a reasonable case that they bear some responsibility [editorial comment]. Froehling suggested that it may be possible to get relief from the penalty and some of the interest by appealing to the IRS because of some of the unique circumstances of this case. Following the meeting Mike Randall sent a message to Froehling authorizing up to \$2,000 in fees to pursue this approach.
- The 2013-2014 audit has still not been signed because of the open matter with Froehling regarding the arbitrage penalty described above. If/when this will be signed is an open issue pending progress on the arbitrage penalty issue.
- Despite the issues described above, we have retained Froehling again to complete the 2014-2015 audit. It needs to be completed relatively quickly (sometime later this fall?) as part of our loan covenant with Bremer Bank, so there wouldn't be time to identify a new audit firm even if we wanted to.
- The understanding of the members of the Finance Committee is that our current financing with Bremer Bank is a standard line of credit (essentially a mortgage), and that as a consequence there will be no additional arbitrage payments in connection with current or previous financing. However, this needs to be confirmed. Related action items include to: 1) review the terms of our current financing, including the provisions related to the interest rate (i.e. is it fixed or adjustable?); and 2) confirm that there is not possibility of future arbitrage payments.
- School finance staff has been directed to begin developing a 3-year budget based on "baseline" enrollment assumptions. Once this baseline is developed we will consider other scenarios. A first draft of this budget is due at our next meeting.
- Going forward, Finance Committee meetings will be held at 7:00 p.m. on the third Wednesday of the month. Therefore, the next meeting date is Wednesday, October 21.

#### Marketing Committee Update

- Mike provided an update regarding the hiring PT Enrollment Coordinator. He was confident the position would be filled shortly.
- Mike mentioned there was an opportunity to have a Kindergarten video created.
  - Jen Neumann will be writing the creative brief to provide direction to the videographer.
  - Jen Neumann and Mike Randall to contact videographer to coordinate and schedule the day in the life Kindergarten video
- The St. John Neumann Bulletin featured an ad the weekend of 9/13 promoting the school.
- Mary Bazal has stepped down from heading up our Alumni Efforts. The Marketing Committee would like to thank Mary for her passion and hard work over the past few years.
- Jen Roth and Gabriela Bonadonna agreed to work on a marketing plan. As part of the plan writing process, two discovery focus groups will be held. One group will include faculty and the other parents and board members.
- A draft of the plan would be presented at the next meeting on October 12.
- Committee discussed potential areas for focus; however, the team believed it would be beneficial to wait until we had a defined marketing plan before prioritizing tactics.
- Improvements to the FSCS website will likely be a priority for this year.
- Next Marketing Committee Meeting: Monday, October 12, 6:30 PM
- November and future meetings will take place the 2<sup>nd</sup> Wednesday of every Month at 6:30 PM.