

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
Date: November 3, 2015**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Dick Engler	Tom Levandowski	Fr. Steven	Mike Randall
Molly Ryan		Tom Kraus	Terese Shimshock
Fr. Ebert		Jen Silgen	Maria Brandel

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at <u>7:02</u> PM.	Engler
<b>Adoption of Agenda</b>	<p><b>Motion: D. Engler</b> made a motion to approve the October 2015 Agenda with the following adjustments:</p> <p><b>The motion was unanimously approved.</b></p>	Levandowski
<b>Approval of Minutes</b>	<p><b>Motion: T. Kraus</b> made a motion to approve the October 2015 Minutes with the following changes:</p> <ul style="list-style-type: none"> <li>Page 4, Development – “Discussed that goal for 2016 is to launch Annual Fund in September as opposed to November.”</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
	<b>Administration’s Report</b>	
<b>Administration’s Report</b>	<p><b>Enrollment Update:</b></p> <ul style="list-style-type: none"> <li>First open house this Thursday, 11/5.</li> <li>M. Randall invited BOD members to attend</li> </ul> <p><b>Annual Fund Update:</b></p> <ul style="list-style-type: none"> <li>Co-chairs set: Tom and Kari Cierzan and Rhett and Shayna McSweeney</li> <li>Challenge Amount: \$15,000</li> </ul> <p><b>Fundraising Update:</b></p> <ul style="list-style-type: none"> <li>Had 1<sup>st</sup> Gala meeting, high turnout. Looking forward to great event.</li> </ul>	<p>Randall</p> <p>Randall</p> <p>Randall</p>

	<p><b>Preschool Update:</b></p> <ul style="list-style-type: none"> <li>• Met with SJN, good meeting. Discussed options for whether/how we can work together to run a preschool. Will meet again in two weeks. STB was invited, but they are happy with their preschool and are fine with the idea of FSCS starting its own given that the FSCS model will involve a wrap-around full day program.</li> <li>• If we decide to use LADC, a decision will need to be made by Dec. 1, 2015 (next board meeting). M. Randall met with area schools and LADC to gather more information of using a LADC preschool.</li> <li>• Meeting with St. Odelia 11/4, who runs their own preschool, to see what the pros/cons of running your own preschool are.</li> <li>• If FSCS runs a pre-k, a financial plan will need to be drawn up. More facilities modifications would need to be made.</li> <li>• Ultimately, the preschool needs to be a feeder to FSCS. Key trade-offs involve: <ul style="list-style-type: none"> <li>○ LADC: simplicity of turn-key model, low financial risk, speed-to-market</li> <li>○ FSCS-Owned: Greater autonomy (organizationally, branding, curriculum), higher potential financial reward.</li> </ul> </li> </ul> <p><b>Pursuit Academy:</b></p> <ul style="list-style-type: none"> <li>• A baseline survey was given to 6, 7, and 8 graders</li> <li>• “How safe do you feel: <ul style="list-style-type: none"> <li>○ Outside and around school</li> <li>○ Hallways and Bathrooms</li> <li>○ In classes</li> </ul> </li> <li>• Some problem areas were identified in the initial survey. Follow-up surveys will be given each trimester to assess progress.</li> <li>• T. Shimshock will talk to teachers and follow up at next BOD meeting (keep as agenda item)</li> <li>• M. Ryan and J. Silgen went to Pursuit Academy meeting. How does this go forward? <ul style="list-style-type: none"> <li>○ Presenting at MNSAA on 11/6</li> <li>○ Donating 50% of summer camps profits to FSCS.</li> <li>○ Add to FSCS website – parent testament,</li> </ul> </li> </ul>	<p>Randall/Shimshock</p> <p>Shimshock</p>
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	<p>teacher, student blurb. Consider dedicated communication on PA to FSCS community.</p> <p><b>Grievance Procedure Update:</b></p> <p>Parents: Added box on the right-hand side "A written summary <b>will be...</b>after each...." BOD supports this final draft. Will link in newsletter. Terese will fix box, distribute to BOD tomorrow, 11/4.</p> <p>For written summary, will there be a standard form to use for consistency? Yes. Will devise one to use.</p> <p>Faculty/Staff: Handed out procedures to look over before next board meeting (first reading). BOD to give thoughts to M. Randall and T. Shimshock before next meeting.</p>	Shimshock
<b>New Business</b>		
<b>Technology Plan</b>	<p>Circulated copy of April Technology Plan. Objective: to approve by Feb. 2016.</p> <p>M. Randall will meet with Technology committee to consolidate plan. Three goals: Academic integrity, Collaboration, Innovation. Get plan finalized and ready for Feb. approval.</p> <p>Networking equipment: 2009 switches were scheduled to be replaced – were they? T. Shimshock will find out.</p>	Randall/Shimshock
<b>Parent Input from October 20<sup>th</sup> Meeting</b>	<p>Circulated summary/notes that T. Kraus and T. Durand took at the meeting.</p> <p>Good mix of grades and perspectives, but given very low attendance (limited representative sample), will not produce a summary for distribution. Summary of input given to M. Randall for his consideration and for any follow-up/action items as determined by M.Randall.</p> <p>Discussed that for future Board/Parent meetings, it may be more effective to identify and publicize a theme/set of targeted issues so parents have a greater sense of the meeting purpose. Meeting themes could include:</p> <ul style="list-style-type: none"> <li>○ What about "What's good about FSCS?" <ul style="list-style-type: none"> <li>○ Pursuit Academy, Robotics, etc.</li> </ul> </li> <li>○ What do you want to hear from us? <ul style="list-style-type: none"> <li>○ Rank a list of pre-developed topics</li> <li>○ Strengths and Weaknesses</li> </ul> </li> <li>○ State of the school, "shareholders" meeting</li> </ul>	Kraus

<b>Date for Re-enrollment Deposit</b>	<p>Finance recommended that \$400/child deposit be moved from May 15 to Feb. 15.</p> <p>Discussed that this appears to be a best practice and would align with what other schools are doing.</p> <p>Concern for short notice, but let parents know NOW, not Dec/Xmas/etc. Tell them WHY.</p> <p>Non-opposition from the BOD, but M. Randall decision.</p>	Randall
<b>Unfinished Business</b>		
<b>Board In-service Program</b>	<p>Chuck B. with Meyer-Quinn firm will do pro-bono. Just need to pin down some dates.</p> <p>T. Levandowski will circulate some dates before next BOD meeting.</p>	Levandowski
<b>By-laws – alignment with ED structure</b>	<p>T. Levandowski provided a copy of the most recently revised Board bylaws from 2011 to Susan Mulheron, JCL, Chancellor for Canonical Affairs at the Archdiocese. Once S.Mulheron has had an opportunity to review, and compare against the Archdiocesan’s records regarding FSCS bylaws, she will let us know whether any steps need to be taken to synch-up the records of the school and the Archdiocese.</p>	Levandowski
<b>Reports of Committees</b>		
<b>Marketing</b>	Written Report attached. No questions.	Levandowski
<b>Development</b>	<p>Written Report attached.</p> <p>Still waiting for final Septemberfest numbers. Cost vs. profit.</p>	Silgen
<b>Finance</b>	Written Report attached.	Kraus/Engler
<b>Personnel</b>	Next meeting – Nov. 19 <sup>th</sup> .	Levandowski
<b>Facilities</b>	<p>M. Ryan suggested to reach out to St. Odelia who just upgraded all their security.</p> <p>Looking for more concrete ideas to increase visibility.</p>	Fr. Doug
<b>Executive Session</b>	Executive Session took place from 6:00 – 7:00PM.	Board

<b>Closing Prayer</b>	The meeting ended at 8:47 PM.	Fr. Steven
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**Next Board Meeting:** December 1st at 6:00PM – Executive Session Dinner. 7:00PM Regularly Scheduled Meeting @ FSCS.

October 13, 2015

Personnel Committee Meeting Minutes

Attendance: Richard Engler, Mike Randall, Fr. Tim Wozniak, Tom Levandowski

1. Discussed how to make best use of the Personnel Committee to serve as a sounding board for Mike and to provide him input. Generally, we will want to focus on management and leadership successes and opportunities and whether there are things the Board can do to help Mike succeed in his role.
2. We discussed assisting in the identification of materials/tools that Mike can use to assess performance of all of his direct reports and to provide administrative reports for Board meetings. Dick will serve as a resource for Mike in reviewing/finding these materials/tools.
3. We asked Mike to propose a handful of goals that will be areas of focus for our review with Mike during Committee meetings.
4. We agreed to meeting again in November, and then to assess whether Committee meetings will occur monthly or on another cycle.

**Finance Meeting**  
**October 22, 2015**

*Those in attendance: Mike Nesdahl, Aida Schaefer, Tom Kraus, Mike Randall, Kelly Larson, Christina Burke, Amy Spencer*

**Bremer Bank Update:** Bremer Bank is requesting that our cash reserves be increased by \$100,000 due to Archdiocesan Bankruptcy filing. It was decided that the finance committee would request that each of the three parishes designate restricted reserve funds in lieu of the original Archdiocesan limited guaranty. Meeting with the three parishes will take place Friday October 23, 2015.

***When and how much needs to be deposited per the bank???***

**Arbitrage Update:** Faithful Shepherd has retained Froehing Anderson to investigate the possibility of recouping some the penalty charges from the Arbitrage. No update from Froehing Anderson has been received to date. Mike Randall to follow up.

**\$400 Deposit:** Decision was made to request a \$400 deposit per child due February 15, 2016 for the school year 2016-2017.

**3 Year Outlook:** Kelly Larson presented a rough draft 3 year budget that was prepared with the help of Mike Randall, Terese Shimshock, and Kelly Larson. Christina Burke to review and will forward for approval at the November finance meeting. Budget includes a 2% salary increase for all employees.

Set up a Summer Enrichment Program Expense Account.

Faithful Shepherd  
Development Committee  
October 20, 2015 Meeting Summary

**Attendees:**

Mike Randall  
JJ Kirby  
Catherine Skagen  
Jim Burns  
Joe Raasch  
Andrew Claude

**Annual Fund**

- Mike provided an update on the road map for the annual fund efforts. Document is attached to the email.

**List of Donors**

- Provided an update on the efforts to identify potential donors.
- Initial list has been compiled and reviewed by most committee members.
- Committee members that were not present at our meeting on October 7 were given copies to review and provide their feedback to Mike. Please return those lists to Mike!

**Challenge Gift from the Development Committee**

- Discussed the Development Committee participating in a challenge gift to help launch the Annual Fund.
- It was agreed that we would make a contribution as a group. Mike handed out envelopes to everyone to send in your pledge. Reminder that the amount can be paid over time as it just needs to be paid in full by June 30.
- If you were not at the meeting on the 20<sup>th</sup>, Mike has an envelope for you.

**SeptemberFest Update**

- Update on the amount raised provided by Mike. It sounds like we will come in somewhere around \$90,000.

**Gala Update**

- Hope to hear this week on a potential chair for this year. Will need appeal from the board if this person does not work out.



# FSCS Marketing Committee

**Monday, October 12, 2015 - 6:30 pm**

## **Agenda**

1. Administration Updates (Mike & Leah)
  - a. Upcoming Promotional Events
  - b. Annual Fund Communication Planning
  - c. Other
2. Day in the life Kindergarten Video (Jen N)
3. Update on Focus Groups and Marketing Plan (Jen R and Gabriela)
4. Action Steps

## **Meeting Notes:**

- Upcoming Promotional Events
  - 10/14 Preschool open house at SJN
  - 10/24-10/25 Table staffed by FSCS families for donut Sunday at St. Peter and SJN
  - 10/31 Tail Gate Trick or Treat at SJN by FSCS 3<sup>rd</sup> Gr Brownies
    - Girls will hand out candy and pass out Thank you Cards from FSCS
    - Katie volunteered to help Leah out with card design
  - 11/5 FSCS Open House
    - Gabriela will review materials in existing folder
    - Discussed creation of a trifold containing messaging regarding financial aid
- Annual Fund – Development Committee would like assistance in developing a promotional piece to include with the announcement of the annual fund
  - Tom D. agreed to partner with Mike to work on overall messaging and positioning of annual fund as well as other fundraising efforts
- Day in the life Kindergarten video:

- Jen Neuman reviewed the creative brief behind the creation of the day in the life Kindergarten video.
  - Opportunity exists to leverage previously recorded footage to complete “day in the life” vignettes
  - Jen will narrow the focus of our request and develop an outline the existing footage we may have and identify footage needed
  - Jen will review updated brief with Tony to coordinate timing of the shoot. The goal is to schedule the shoot while the weather is still decent
  - Mike/Leah will assist Tony gain access to staff and students for the shoot.
- Marketing Plan
    - Jen R and Gabriela shared marketing plan draft and requested initial feedback the marketing committee
    - Jen R will continue to explore options on how a “microsite” might be used with little disruption to the existing parent experience

**NEXT MEETING NOVEMBER 10TH AT 6:30 pm**