

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

Board Members Present:

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

Description	Discussion	Action By
Invocation	The meeting began at 7:02PM.	Durand
Adoption of Agenda	<p>Motion: Tom Levandowski made a motion to approve the December 2015 Agenda with the following adjustments:</p> <ul style="list-style-type: none"> • Under New Business, change Time Allowed for Preschool Recommendation from 20 minutes to 5 minutes to reflect that this topic was discussed extensively during Executive Session. • Add Endowment Advisory Committee under New Business, with Levandowski/Randall as Topic Leaders and Time Allowed to 15 minutes. <p>The motion was unanimously approved.</p>	Levandowski
Approval of Minutes	<p>Motion: Tom Levandowski made a motion to approve the November 2015 Minutes with the following changes:</p> <ul style="list-style-type: none"> • Under Pursuit Academy: Removed 3rd bullet point, and replace with, "Some problem areas were identified in the initial survey. Follow-up surveys will be given each trimester to assess progress." • Under Finance Committee Meeting Minutes, Bremer Bank Update: Change first sentence to, "Bremer Bank is requesting that our cash reserves be increased by \$100,000 due to Archdiocesan Bankruptcy filing." • Under Finance Committee Meeting Minutes, Bremer Bank Update: Remove 2nd sentence. <p>The motion was unanimously approved.</p>	Levandowski
	Administration's Report	
Administration's	Enrollment Update: written report attached.	Randall

<p>Report</p>	<ul style="list-style-type: none"> • Leah Bungener resigned from the Enrollment Marketing Coordinator position for personal reasons. She is staying on through the Dec. 9th open house and also as a parent volunteer for Enrollment. • Shawnessy Schwartz has been hired as Enrollment Marketing Coordinator. She held this position during the 2014-2015 school year. She will start on Jan. 4. • Tom Levandowski made motion to reduce the referral grant from \$500 to \$250. <p>The motion was unanimously approved.</p> <ul style="list-style-type: none"> • Nov. 5th Open House <ul style="list-style-type: none"> ○ 12 families attended, follow up sent ○ New, 1 minute Kgn video made ○ 8 additional tours ○ Next open house – Dec. 9 • Website <ul style="list-style-type: none"> ○ Looking at creating a “microsite” as recruiting tool ○ 5-6 page “landing site” with focus on recruiting new students. Est. cost- \$1000 <p>Annual Fund Update:</p> <ul style="list-style-type: none"> • 19 Volunteers to make calls • Secured a \$25,000 Challenge gift • SJN agreed to match \$50,000 raised for SJN scholarships • Pre-letter mailed Nov. 18th. Ask letter mailed Nov. 30th. <p>Fundraising Update:</p> <ul style="list-style-type: none"> • Gala planning in full swing – date is Jan. 30, 2016 • Septemberfest net will be \$85-87,000 <p>Bremer Bank Update:</p> <ul style="list-style-type: none"> • Mike Randall met with AI from Catholic Finance to discuss refinancing options. Premier Bank and Sunrise Bank are both interested in working with FSCS to do this, along with Bremer Bank, who is our current bank. Mike Randall is to give the bank last 3 years’ financials and set up meetings to discuss further options. 	<p>Randall</p> <p>Randall</p> <p>Randall</p>
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	<p>Grievance Procedure Update:</p> <ul style="list-style-type: none"> • Terese Shimshock met with staff to see if they had any further questions or comments on the Grievance policy. They did not have any. <p>Pursuit Academy Update:</p> <ul style="list-style-type: none"> • Discussion happened around the suggestion that more education/communication happen to parents of students that are currently in Pursuit Academy and also those that will be in it in the future. Possibly have a dedicated communication outside of the school newsletter. 	<p>Randall/Shimshock</p> <p>Shimshock</p>
	<p>New Business</p>	
<p>Preschool Recommendation</p>	<p>Recommendation: Sign a 3-year contract with Lakes Area Discovery Center (LADC) to start and operate an early learning “discovery center” at Faithful Shepherd Catholic School. One advantage of an early learning center is to broaden the offerings of our school. One of the benefits of that is to provide a feeder system to FSCS. It makes sense to bring in a proven commodity that can get a successful, respected program up and running quickly.</p> <p>Reasoning: LADC is a drop-in program that currently operates 11 centers, including four in Catholic Schools – Annunciation (Minneapolis), St. Joseph’s (Rosemount), St. Bart’s (Wayzata), and St. Jude of the Lake (Mahtomedi). LADC absorbs all of the cost to start up and promote the center, including hiring a director and all of the staff. Any capital expenses needed to get the center up and running are shared by Faithful Shepherd. The only anticipated expense at this point is to extend existing fencing about 30’.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Terese Shimshock will be involved in hiring the director. • Name will be Faithful Shepherd Catholic School Discovery Center. • The plan is to serve 3, 4, and 5 year olds. • Sample budget attached. Anticipated first year rent/income for FSCS is \$15,000. LADC is projecting a \$2000 profit. • LADC will do some market research to determine appropriate tuition for our area and then make a recommendation to us for a joint decision. • The plan is that eventually the five Catholic schools using LADC will benefit from a “Center of Excellence” 	<p>Randall/Shimshock</p>

	<p>approach through LADS, emphasizing unique needs/objectives of Catholic pre-K programs.</p> <ul style="list-style-type: none"> • Financial aid is offered through LADC. • They can tailor their current curriculum to blend in our “I Can” statements. • Will pay us for use of our specialists once a week (i.e. music and phy-ed). • Very willing to run a summer program as well. Pay us an additional \$1000/month. • LADC is STEM certified. We are currently looking at STEM models in K-8. • Plan is for LADC to purchase new classroom equipment and set up a model classroom in one of the vacant Kindergarten rooms in January. Janet Miller will handle initial set-up, marketing, promotion and tours. • Director will be on site part- time in June, full-time in August. • Discovery Center will utilize rooms C1 and C2. <p>Tom Levandowski made motion to accept Administration’s recommendation to partner with LADC to establish an early learning program at FSCS, beginning in the Fall of 2016, subject to the parties entering a mutually-acceptable agreement.</p> <p>The motion was unanimously approved.</p>	
<p>Endowment Advisory Committee</p>	<ul style="list-style-type: none"> • Discussion occurred over conflict with fundraising for Endowment and Annual Fund at the same time. One is short term, one is long term. What is the priority? Mike Randall felt the priority is Annual Fund for this year, but looking for ways to keep the Endowment’s momentum while prioritizing our needs. • Mike Randall will meet with Marge Gruenes (who has agreed to chair this committee) to pin down focus of this committee. Should it report to the Board? To Mike Randall? Should it be a sub-committee of the Board or Development? 	<p>Randall</p>
<p>Unfinished Business</p>		
<p>Board In-service Program</p>	<ul style="list-style-type: none"> • Tom Levandowski has been in contact with Charles, who has agreed to lead this in-service for the Board. Looking to have it in January or early February. • Tom Kraus will send around a Doodle Poll to get some dates from Board members and Tom Levandowski will send those dates to Charles and compare them with his availability. 	<p>Levandowski</p>

By-laws – alignment with ED structure	<ul style="list-style-type: none"> • Tom Levandowski is working on this with Susan from the Archdiocese. He will distribute when he receives them. There may be a possibility there will be a vote on new by-laws in accordance with the new ED structure. 	Levandowski
Technology Plan	<ul style="list-style-type: none"> • Mike Randall met with Sarah Meier and Nate Jorgensen to get a pared-down technology plan. This plan is due to Mike Randall by Dec. 4th, and then distributed to the Board for electronic vote approval. • The Gala's Electric Moment monies are slated for technology this year. Looking at devices and staff training for those devices. 	Randall/Shimshock
Reports of Committees		
Marketing	Written Report attached.	Durand
Development	Written Report attached.	Silgen
Finance		Kraus/Engler
Personnel	<ul style="list-style-type: none"> • Tom Levandowski, Fr. Tim, Dick Engler met with Mike Randall to go over his goals and action items as Executive Director. 	Levandowski
Facilities	<ul style="list-style-type: none"> • The Facilities Committee has been meeting with vendors regarding building security. Once our needs are pinned down, we can get more exact quotes from the vendors. • Building Security will be budgeted with other funds. 	Randall/Shimshock
Executive Session	Executive Session took place from 6:00-6:55 PM.	Board
Closing Prayer	The meeting ended at 9:02 PM.	Fr. Tim

Next Board Meeting: January 5th at 6:00PM – Executive Session Dinner. 7:00PM Regularly Scheduled Meeting @ FSCS.

Enrollment Update:

- November 5 Open House
 - 12 families attended. Follow-up sent
 - Will send new Kindergarten video when completed
 - Have conducted 8 additional tours
 - Next Open House is December 9, 6:00 pm
- Website
 - Looking at creating a “microsite” as a recruiting tool
 - 5-6 page “landing site” with focus on recruiting new students
 - Cost \$1,000 (est.)
- Enrollment Grants
 - Planning a \$250 Referral Grant
 - Working with Marketing committee to promote to parents
- Leah Bungener has resigned for personal reasons
 - Looking to hire candidate who was interviewed previously
 - Will need to increase compensation for this position

Annual Fund (STAR Fund) Update

- Training session held on November 17 for STAR Fund committee
- Have 19 volunteers who have agreed to make calls
- Have secured a \$25,000 Challenge Gift
- St. John Neumann has agreed to match \$50,000 raised for SJN scholarships
- Pre-letter mailed November 18. Ask letter mailed November 30

Fundraising Update

- Gala planning is in full swing
- Event is January 30, 2016
- SeptemberFest net will be \$85-\$87,000

Pre-School Update

- Meeting with LADC November 30 to finalize that option
- Putting together a 3-year plan with help from St. Odilia to run ourselves
- Pursuing possible start-up funding from CSCOE

Faith In Action Friday

- November’s FIAF raised \$1988 for Brian Howard (average collection is \$400)
- Coming to Mass November 25 for presentation

FSCS Marketing Committee

Thursday, November 19, 2015 - 6:30 pm

Also, if anyone knows someone or has PR background, please let me know! We need help.

Notes Agenda

1. Administration Updates

a. Upcoming Promotional Events

- 11/5 Open House: 12 families came to the event
 - Mike- will check with on follow-up to prospective families
- 12/9 Prospective families Information Night
 - Postcard mailing is nearly finalized. Mailing scheduled for 11/25.
 - Next step: Need to confirm speakers
- February 4 Open House: 8:30-10:30 AM
- Develop campaign calendar
- Determine budget (email/print)
- Revisit opportunity to conduct Discovery Day for current/new

b. Preschool Initiative

- Coming up for review Dec. 1

c. Other

- Leah Bungener is leaving.
- Dodge Nature Center Event: Kathleen Orme working with Leah

2. Day in the life Kindergarten Video (Jen N)

- #### a. Would likely have a 1st cut in early December

3. Marketing Plan (Jen R and Gabriela)

a. Website: Initial meeting held 11/13

- Agreed to do microsite (Short-term)
- 5-6 pages wireframe review 11/20
- If approvals, it could be ready in as little as 4 weeks
- Existing parent site will remain the same
- Goal of the microsite is as recruiting effort test. We will communicate to parents in advance and introduce a \$250 Referral program
 - LT investment – POV
 - Plan to follow for the long-term in January 2016
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Meeting Notes: 12/10 Thursday 6:30 PM

Faithful Shepherd
Development Committee
November 17, 2015 Meeting Summary

Attendees:

Mike Randall
Jen Silgen
Tom Cierzan
JJ Kirby
Chris French
Jim Burns
Joe Raasch
Matt Wallace
Tom Durand
Aida Schaefer
Andrew Claude

Annual Fund

- Members of the Annual Fund Committee joined us for an update and overview of how the annual fund effort will work for this school year.
- Initial mailing to be sent out by November 30.
- Follow up efforts to begin within 2 weeks of the mailing.

FSCS Fundraising Review

- Discussed a committee project to conduct a review of our current fundraising efforts.
 - SeptemberFest
 - Gala
 - Ecothon
- Purpose would be to provide an assessment of current efforts and opportunities for the Development Committee to increase their involvement/support
- Provide recommendations for future direction of Ecothon.
- Committee members to send Andrew Claude their thoughts on a structure for this effort. Will review with Mike Randall and determine next steps.