

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
May Approved Minutes
Date: May 3, 2016**

Board Members Present:

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

Description	Discussion	Action By
Invocation	The meeting began at 7:10PM.	Fr. Steven
Adoption of Agenda	<p>Motion: Dick Engler made a motion to approve the May 2016 agenda with approved adjustments.</p> <p>The motion was unanimously approved.</p>	Levandowski
Approval of Minutes	<p>Motion: Tom Durand made a motion to approve the April 2016 Minutes with approved adjustments.</p> <p>The motion was unanimously approved.</p>	Levandowski
Administration's Report		
Enrollment Projections/Tactics	<ul style="list-style-type: none"> • Written report attached • Updates to attached report: <ul style="list-style-type: none"> ○ 1 more Kgn. Deposit – now 36 ○ Still waiting on firm #s – Mike Randall said that a more-firm letter will be sent out this week ○ It was suggested to look at each grade's retention – where do they go if they leave FSCS? 	Randall
Other Q&A on Administration's Report	<ul style="list-style-type: none"> • Administration is working to have next year's staffing configuration determined by June, working to have Teacher contracts out by mid-May. More concrete decisions still contingent on getting more deposits in and a better handle on enrollment. • Budgeted for: 410 Projected: 420 • The Learning Specialist replacement needs to be made a high priority, as suggested by a few board members. Jackie Dimmen is working with administration to help fill 	Randall/Shimshock

	<p>this position. Will be posted online soon.</p> <ul style="list-style-type: none"> • LADC- expanded to 28 – not to capacity yet • BOD would like to recognize the teachers with various accomplishments this Spring (special certification, Master’s degrees, etc.). Tom Levandowski will compose a letter to them. • The 8th graders who served at Marge Gruenes’s funeral luncheon were formally thanked and recognized by the Board. 	
	New Business	
Security Proposal	<p>Security updates can be found in the attached Finance and Facilities reports.</p> <p>Motion: Dick Engler made the following motion:</p> <p>‘Based upon the recommendation of the Facilities (and Security, subcommittee thereof) and Finance Committees, the Board approves adoption of the security system proposal submitted by Presidential Security.’</p> <p>The motion was unanimously approved.</p> <p>The new system will be installed this summer. Mike Randall will check with Catholic Mutual to see if there are any insurance incentives for installing a new system. He will also find out where the video loop is stored.</p>	Fr. Ebert
Parent Communication Effectiveness	<ul style="list-style-type: none"> • Discussion took place on the on-going request of having a Principal Advisory Committee. BOD continues to feel that it would be difficult to differentiate between the PAC and BOD. Suggested small coffee talks, “focus groups” instead to help improve communication. • The Board requested that the Administration continue to assess and seek to identify opportunities for the Administration to solicit input from the parent community on matters concerning the operation of the school. 	Randall
New Checking Account	<ul style="list-style-type: none"> • Dick Engler made motion to create a new checking account to be used strictly for proceeds from the bond refinancing. <p>The motion was unanimously approved.</p>	
	Unfinished Business	
Refinancing	<ul style="list-style-type: none"> • Still in process of finalizing. Closing date pushed back to allow further discussion and obtain clarity concerning 	Randall

	usage of bond funds. Mike Randall anticipates the closing to happen in the next two weeks.	
Parent Survey (Next Steps)	<ul style="list-style-type: none"> • In response to the parent survey, there was discussion to work on achieving the following goals: <ul style="list-style-type: none"> ○ Teacher supervision for recess ○ Reducing the size of playground boundaries for better sight and supervision ○ Work to further improve school-wide discipline ○ More centralized communication ○ Increase academic rigor ○ Improve middle school strike system – make it more consistent across all MS teachers ○ Send out a survey to MS only ○ Add more STEM to curriculum ○ Middle School Teacher Committee to help add input. <p>The Board asked for a bullet point list of takeaway items/focus items in advance of the next Board meeting.</p>	
Board Inservice	<ul style="list-style-type: none"> • Tom Kraus will send out a Doodle Poll to board members to pin down date in May/June and then bring to Chuck to confirm with his schedule. 	Kraus
	Reports of Committees	
Marketing	<p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • Mike Randall and Fr. Ebert to approach Mary Mother of the Church to discuss possible marketing ideas. • Can parent testimonials be added to our website? • Marketing Committee plan will be sent to the Board prior to June’s meeting 	Durand
Development	<p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • Development/Board to recognize Andrew Claude for his work on the Development Committee. • Committee needs to elect chairs. • BBQ to be tabled until next year. 	Silgen
Finance	Written Report attached.	Kraus

	<p>Updates to written report:</p> <ul style="list-style-type: none"> • Mike Nesdahl is stepping down as chairperson. • Outdoor Lighting – was approved by Finance Committee. • Dick Engler made motion to approve the outdoor lighting proposal as outlined in the committee report. <p>The motion was unanimously approved.</p>	
Personnel	<ul style="list-style-type: none"> • The Personnel Committee met and talked about Mike Randall's goals. Detailed report will go to the Board during June's Executive Session. 	Levandowski
Facilities	<p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • The facilities Committee is looking for a chairperson. 	Fr. Ebert
Misc.	<ul style="list-style-type: none"> • Board will write Thank You letters to Committee chairs for June meeting. Molly Ryan will pick up cards. • Tom Durand will coordinate teacher treats for Friday for National Teacher Week. • Molly Ryan suggested a list of committee vacancies to advertise in August packet or Meet and Greet Night. 	
Executive Session	Executive Session took place from 6:00-7:05PM	Board
Closing Prayer	The meeting ended at 8:55PM.	Silgen

Next Board Meeting: June 14th at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting.

Administration Report – May 2016

Executive Director

Enrollment Update:

- Kindergarten enrollment:
 - 45 applications
 - 36 deposits received
- Have 10 new student applications (grades 1-6).
- Continue giving tours and following up with leads. Have 15 active prospects, four who are considered “good” leads for Kindergarten.
- Projected enrollment – 420.
- Mailing going out next week to parents of 3-5 year olds in each parish with a letter from the parish priest & flyer promoting the school, \$1,000 Grants and Financial Aid.

Re-enrollment Update

- Have received 316 - \$400 deposits (55 pending/30/26 “yes” made arrangements).
 - Continue calling families.
 - Letter will be mailed May 3.
 -

Fundraising Update

- Read-A-Thon
 - Goal is \$40,000 – raised \$24,500 to date
- Total Funds Raised to Date - **\$242,000** (SeptemberFest, Gala, STAR Fund, Read-a-thon)
 - **SeptemberFest: \$79,493.92**
 - **Gala: \$85,930.34**
 - **Star Fund: \$35,115.64**
 - **Read-A-Thon: \$41,700**

Other

- Tom Cierzan has agreed to chair the Development committee and Aida Schaefer the Finance Committee for the 2016-17 School Year.
- We are receiving a donation of office furniture and two SmartBoards from parent Steve McCoy’s employer that is relocating to Texas.
- Met with SmartLab, a company located in Denver, about possibly installing one at FSCS. It is a Creative Learning System that utilizes STEM.

Principal

Middle School Musical –

Preparations are well underway for the Middle School production of Peter Pan Jr on May 9 and 10. Eagan Montessori Preschool will be sending over 50 preschoolers to the Tuesday afternoon performance. Parish priests will be in attendance. It will be another great show!

MISF STEM grant-

We were awarded a grant from MISF (Minnesota Independent School Forum) for \$1500. We were one of 9 schools that were awarded the Starter Grants. We will be using this to buy the Robotics program called Cubelets that will be used at the younger grades. The awards were presented at their annual banquet on 4/24. Sarah Meier, who wrote the grant application was there to receive the award. Three grants in total were submitted to MISF, one was approved.

Teacher accomplishments this year-

- Marla O'Keefe- will be recognized by Eagan Rotary at their Eagan Teacher Recognition Luncheon on May 11. Marla was nominated by her peers as a teacher who best exemplifies an FSCS teacher - One who is innovative, collaborative, active team member, positive, faith-filled, passionate.
- Sarah Meier – finished her Brain Pop certification. This was an online 20+ hour course. She is one of only a few in the state of Minnesota that are certified.
- Broque Brew – will graduate in May with his Masters in Educational Instructional Strategies from the University of St. Mary's.
- Shanna Williams – will graduate in May with a Masters in Educational Leadership from University of St. Mary's.
- Medora Schou – will graduate in May with a Master's in Education from Hamline.

Teachers leaving

The following teachers have indicated that they will not be returning to FSCS in the 2016-17 school year. Jackie Dimmen, Learning Specialist; Jean Horton, Kindergarten teacher; Marla O'Keefe, First Grade teacher; Nancy Verhey, MS Spanish. April Kirby, fourth grade teacher has indicated that she will not return as a full time employee next year. She is open and willing to help out in a part time capacity. Mike and I are in discussions to determine which openings we will fill internally and which we will need to post. Our hope is to post in the very near future.

8th graders serve Marge Gruenes funeral luncheon

FSCS was asked to help at Marge's funeral. We bussed over the 8th grade class, in uniform, to help serve and bus tables.

Kindergarten Grandparents Mass

We held for the second year, Grandparents Day masses and receptions specifically for the Kindergarten students. They both happened in the month of April. Both were well received and well attended. This will be a tradition that we continue moving forward.

LADC Preschool

Janet and I reviewed the size of the room and we were able to increase the number of students allowed to 28 because of the large sizes of the room. That means that students are not on a waiting list, but are part of the actual class. We are working with LADC on the capital expenses that need to occur for state guidelines. LADC will split those costs with FSCS.

FSCS Marketing Committee

April 13, 2016, 6:30 PM Meeting

Notes

Meeting will begin at 6:30 PM on May 10.

- September Fest (Craig)
 - Marketing Committee advised SeptemberFest team to consider digital advertising. Jen Roth volunteered to assist them develop a digital and social media strategy.
- FSCS Promotional Material Refresh
 - Marketing Committee will be reviewing a prospective family's journey in order to provide a recommendation for updating/creating promotional material. The recommendation with will include outlining key messages.
- Marketing Committee engaged in a planning 2016-2017 school year brainstorming. More information will be outlined in the May meeting.

Faithful Shepherd
Development Committee
April 18, 2016 Meeting Summary

Attendees:

Mike Randall
Jen Silgen
Catherine Skagen
JJ Kirby
Tom Cierzan
Joe Raasch
Andrew Claude

Meeting Minutes

- Minutes from our previous meeting were formally approved by the committee.

Read - a - thon Update

- \$14,000 raised YTD.
- Behind last year.
- Extending a week to allow more time to raise money.

FSCS Fundraising Review

- The committee reviewed and discussed the feedback received.
- It was recommended the committee proceed with assuming a larger role in sponsorship efforts for SeptemberFest and the Gala.
- The committee will proceed with this as an initiative for the 2016-2017 school year.

Database

- Committee discussed issues regarding the school database.
- Mike said a person is in place and efforts are in progress to centralize all information in one area.
- Mike is confident this will be complete by summer.

New Development Committee Chair

- Mike introduced Tom Cierzan as the new chair of the Development Committee. Tom will assume his duties at the conclusion of the May Development Committee meeting.
- Congratulations Tom!

New Committee Member Recruitment

- It was discussed that with the changing responsibilities of the committee, recruiting new members is critical.
- Tom Cierzan and Joe Raasch will work on a formal job description to assist in the efforts.
- Follow up will occur at the May meeting.

Finance Committee - Report to Board

April 20, 2016 Finance Committee Meeting

Present: Aida Schaefer, Amy Spencer, Tom Kraus, Mike Randall, Kelly Larson, Christina Burke

Absent: Mike Nesdahl, Bret Farrington, Brad Neuman

1. Approval of March Minutes: Meeting minutes were approved as submitted. The request was made to provide a more thorough summary of the review of monthly financials for subsequent meeting minutes.

2. Review of Monthly Financials: Financials were reviewed and discussed. Through the end of Q3 the operating P&L is favorable to budget by \$107,842.64. This favorability is driven by three primary factors: 1) greater than planned income from fundraising efforts (SeptemberFest, Gala, and Star Fund), 2) lower than expected operating expenses (e.g. utility expenses, snow removal expenses, etc.) largely due to the unseasonably mild winter, and 3) G&A expenses (e.g. legal and professional expense, costs of volunteer background checks, etc.) that were lower than expected. These three factors represent 85% of the favorability in the budget, and should not be counted upon in future years. Some of the favorability may also be due to timing of certain expenses. Regardless, the overall operating performance of the school year-to-date is meaningfully favorable relative to budget.

3. Update on Bremer Refinancing: At its April 19 meeting the Dakota County Community Development Agency approved the use of \$5.3M in municipal bond funds to finance the Bremer Bank loan to FSCS that was approved by the Board at its April 5 meeting. Closing was originally scheduled for April 22, but as of the Finance Committee meeting the review of the loan by bond council had not be completed, and the date of closing had been rescheduled to April 26. This date may be subject to change again pending the outcome of bond council review.

4. Capital Budget Review: A revised list of proposed capital expenditures, including both proposed technology expenses for the next five years and facilities-related expenses for the next eleven years, was presented to the Finance Committee. Proposed expenses exceed the amount of available funds, including excess funds that may become available as a result of the loan refinancing. The next step in preparing a budget is to produce a prioritized list of capital expenses. Staff will also explore whether certain expenses (e.g. replacement of certain computer equipment, roof repairs, etc.) belong in a capital budget (i.e. may be capitalized and depreciated) or should be included in the operating budget.

5. Facilities Committee Security Proposal Recommendation: Mike Randall presented a proposal for a new security system that has been reviewed and approved by the Facilities Committee. The proposal includes capital expenses of \$23,330 to add and/or upgrade security cameras, provide for secure access to the school (by buzzer) during school hours, and looped recording of video surveillance. The three voting members of the Finance Committee present (Aida Schaffer, Amy Spencer, and Tom Kraus) unanimously voted to recommend that the Board approve the security proposal as submitted.

6. Other Items: Three additional items not included on the proposed agenda were discussed.

a. **Outdoor Lighting Proposal.** Mike Randall presented a proposal to replace the lights in the school parking lot with new LED light fixtures and related equipment. The cost of the project is \$20,500.00, but would be reduced through a combination of bonuses and rebates available from Dakota Electric totaling \$5,688.00, bringing the net cost of the project down to \$14,812. Based on projections of energy savings, the project should pay for itself in 3-4 years. The three voting members of the Finance Committee present (Aida Schaefer, Amy Spencer, and Tom Kraus) unanimously voted to recommend that the Board approve the lighting proposal as submitted.

b. **Restructuring of Operating P&L to Exclude Fundraising Activities:** The committee held a preliminary discussion about the possibility of creating a separate P&L for school fundraising activities (particularly SeptemberFest and Gala) that would feed into the current operating P&L as a way to help clarify the operating performance of the school moving forward. The committee will take up this topic again at its May meeting.

c. **Finance Committee Membership:** The committee discussed the potential need to add new members to the Finance Committee due to the fact that at any given meeting two or more members are often unable to attend, resulting in a small number of voting members attending meetings. The committee agreed that ideally there would be six voting members at each meeting. (The Finance Committee charter allows for between 6 and 12 members.) The decision was made to follow up with current committee members who have been repeatedly absent to assess their interest in continuing to serve on the committee before making any changes or additions to the makeup of the committee.

Faithful Shepherd Facilities Committee Meeting

April 13, 2016

1. Security Proposal Review:

The team reviewed the four proposals from the security committee and voted to recommend the Presidential Security bid to the Board. This is our existing security company; they were approximately \$11,000 cheaper by the use of existing infrastructure that they had previously installed and are willing to guarantee.

Three other options were also considered.

- First, adding 3 security cameras on the outside of the school facing the school playground.

- Second, moving to Wi-Fi based cameras for the school. They are cheaper and easier to add to, although bandwidth issues will be reviewed by Nate with the technology group.

- Third, placing the new security entrance system for the front of the school, inside the vestibule instead of outside.

These options do not affect the overall approval of the rest of the security team's recommendation and can be implemented as Mike Randall and the school see fit.

2. Capital Improvement Plan:

We reviewed the budgeted capital improvement plan for the next 11 years and moved some items around based on either new information or previous work. The two main items discussed were the chiller and parking lot.

-Chiller: Last year, we elected to not spend \$40,000 to replace compressor #2 since it was repaired the previous year. While not at 100% efficiency, it remains able to keep the building cool during the school year with compressor #1 as the back-up. At this point the longevity of #2 is uncertain, but based on how #1 and #2 have performed, we do not believe compressor #3 (currently dead) will ever need to be replaced.

-Parking Lot: The general consensus is that the lot is too old to simply top coat; we need to either look at grinding 2" off and recoating or removing all 4" and compacting and laying new asphalt. Timing for this was originally planned for the 2019-2020 school year, but it now needs to be reviewed each year based on the patching work that we can or cannot accomplish.

3. Summer Capital Improvement Work:

Steve Olson has collected several bids on budgeted work this summer including:

- patching of the parking lot with speed bump removal,

- HVAC work,

- energy upgrades from the energy audit, and

- the previously delayed outdoor lighting in pursuit of additional rebates.

In addition, we will look at:

- sprucing up the entry way with paint and stonework,
- possibly recoating the gym floor, and
- possible carpet/tile replacement in select areas.

The above will be reviewed as needed to assure completion this summer when the kids are not in school. The committee is looking for a recommendation for a painting company that can handle the sandblasting and painting of the metal canopy.

4. Recycling and composting project:

Mark Stoick is investigating a recycling and/or composting program at the school. He is in the preliminary stages of collecting information; the committee will review viability, along with costs and saving at future meetings.

5. New Members:

As requested by the board, the committee is looking to add 1-2 new members for next year.

Jason Skagen, the Chair, is hoping to schedule another meeting in late May or early June to finalize the summer work, discuss new members, and button up any loose ends.

Respectfully Submitted,
Fr. Doug Ebert