

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
June Approved Minutes
Date: June 14, 2016**

Board Members Present:

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
	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 6:35 PM.	Fr. Tim
Adoption of Agenda	<p>Motion: Tom Durand made a motion to approve the June 2016 agenda with approved adjustments.</p> <p>The motion was seconded by Dick Engler and was unanimously approved.</p>	Levandowski
Approval of Minutes	<p>Motion: Tom Durand made a motion to approve the May 2016 Minutes with approved adjustments.</p> <p>The motion was seconded by Jen Silgen and 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"> ○ Why are students leaving at the MS level? <ul style="list-style-type: none"> ▪ Siblings went to public school ▪ On track for public high school, so moving them at the MS level. ○ What is being done to retain these students? <ul style="list-style-type: none"> ▪ Exit surveys are sent to find out why they're leaving. ▪ Improve our product ○ Does the school have a strategic plan? <ul style="list-style-type: none"> ▪ Yes – Terese will provide to BOD. 	Randall
Staffing Changes	<ul style="list-style-type: none"> • Brandon Kane (was moving from grade 5 to Kgn) chose to accept a position at a school near his home. That open Kgn position has been posted. 	Shimshock

	<ul style="list-style-type: none"> • Teacher Exit Interviews <ul style="list-style-type: none"> ○ Mike Randall conducted 3, Terese Shimshock conducted 6. Also, Exit Surveys have been sent to those staff members that have left. • Tom Kraus asked if it would be beneficial to have a third party to conduct an external review (outside assessment) of staff that are leaving and also to the current staff? Board will reach out to CSCOE to see if they have anyone they can suggest. • Molly Ryan expressed that the Board should have been notified of staffing changes in a way other than the school newsletter. Dick Engler agreed. 	
<p>Other Q&A on Administration's Report</p>	<p>No additional comments on Administration Report</p>	<p>Randall/Shimshock</p>
	<p>New Business</p>	
<p>2016-2017 Annual Board/Officer Elections</p>	<p>Board decided to wait on Committee Liaisons until August's meeting. At that time, new board members will be in place and skill sets will be better known.</p> <p>Board:</p> <ul style="list-style-type: none"> • Chairperson (required) <ul style="list-style-type: none"> ○ Fr. Tim nominated Dick Engler. Fr. Tim made motion that Dick Engler assume the role of Board Chairperson. <p style="text-align: center;">The motion was seconded by Tom Durand and was unanimously approved.</p> • Vice Chairperson (required) <ul style="list-style-type: none"> ○ Fr. Steven nominated Tom Kraus. Fr. Steven made motion that Tom Kraus assume the role of Vice Chairperson. <p style="text-align: center;">The motion was seconded by Dick Engler and was unanimously approved.</p> • Recording Secretary (required) <ul style="list-style-type: none"> ○ Maria Brandel was asked to remain in the role of Recording Secretary. Tom Durand made motion that Maria Brandel continue as Recording Secretary. <p style="text-align: center;">The motion was seconded by Dick Engler and was unanimously approved.</p> 	<p>Levandowski</p>

	<p>Officers of School:</p> <ul style="list-style-type: none"> • President (archbishop appointment; not subject to election) <ul style="list-style-type: none"> ○ Fr. Tim remains the President. • Vice President (required) <ul style="list-style-type: none"> ○ Tom Kraus nominated Fr. Ebert. Tom Kraus made motion that Fr. Ebert assume the role of Vice President. <p style="text-align: center;">The motion was seconded by Dick Engler and was unanimously approved.</p> • Corporate Treasurer (required) <ul style="list-style-type: none"> ○ Dick Engler nominated Tom Kraus. Dick Engler made motion that Tom Kraus assume the role of Corporate Treasurer. <p style="text-align: center;">The motion was seconded by Tom Durand and was unanimously approved.</p> • Corporate Secretary (required) <ul style="list-style-type: none"> ○ Molly Ryan was asked to remain Corporate Secretary. Dick Engler made motion the Molly Ryan continue in her role as Corporate Secretary. <p style="text-align: center;">The motion was seconded by Tom Kraus and was unanimously approved.</p> <p>Mike Randall will send out communication to the FSCS community regarding Tom Levandowski leaving the Board and also list the new school leadership.</p>	
<p>Review of 2015-2016 School Objectives</p>	<p>Technology: Approve new FSCS 3-year technology plan by 2/16 Board meeting. Status: <u>completed</u></p> <p>Curriculum:</p> <ul style="list-style-type: none"> • Educate and provide professional development to teachers, parents and student of the NWEA/MAP testing procedures and growth results in the Fall and Spring of the year. Status: <u>completed</u> • Publish climate survey results twice yearly (October/May) from our 6th grade Pursuit Academy Class Status: <u>Not published yet; looking for vehicle to publish in June.</u> <p>Governance: Commence 3rd party facilitated 360 survey of effectiveness of Board and Administration by 9/16 Status: <u>Planning/scheduling underway</u></p>	<p>Levandowski</p>

	<p>Enrollment:</p> <ul style="list-style-type: none"> • Achieve a Kindergarten enrollment of 50 students by 9/03/16 Status: <u>Good progress with current number at 41 deposits (47 applications)</u> • Achieve 97% of re-enrollment deposits by 6/30/16 Status: <u>We stand at 90.5% (349 of 386 students).</u> • Increase overall FSCS enrollment to 430 by 6/30/16 Status: <u>Current enrollment projected at 400</u> <p>Communications:</p> <ul style="list-style-type: none"> • Publish Annual Report by February 2016 Status: <u>completed in April 2016</u> • Create grievance process for parents and staff by 11/3/15 Status: <u>completed</u> <p>Finance/Facilities: Present to Board at January 2016 meeting a three year budget and financial plan that includes all facilities, maintenance costs, existing debt payoff, competitive teacher salaries and professional development dollars. Status: <u>completed</u></p> <p>Development:</p> <ul style="list-style-type: none"> • Secure \$250,000 in fundraising by 6/30/16 Status: <u>Substantially completed with \$249,357.03 raised to date</u> • Complete Capital Campaign Feasibility study by 6/30/16 Status: <u>Goal suspended in Fall of 2015</u> • Launch Annual Fund campaign by 11/1/15 Status: <u>completed</u> 	
<p>Archdiocesan Bankruptcy Update</p>	<p>The Committee of Unsecured Creditors in the Archdiocesan bankruptcy case has filed a motion asking the Bankruptcy Court to consolidate the assets/liabilities of parishes, schools, and other entities (Catholic Community Foundations; Catholic Mutual, etc.) with the assets/liabilities of the Archdiocese for purposes of paying the claims of the Archdiocese' unsecured creditors. FSCS is named as one of the schools to be included in the consolidation. Tom Levandowski recommended that FSCS retain Mike Iannacone (the attorney he previously consulted with on FSCS' behalf in connection with the Archdiocesan bankruptcy) to file a Motion opposing the substantive consolidation (and/or FSCS' inclusion in the substantive consolidation). Tom Levandowski offered the following Motion:</p>	<p>Levandowski</p>

	<p><i>That the Board approve retaining Michael Iannacone to represent FSCS's interest in the Archdiocesan bankruptcy generally, and to specifically move forward with filing a motion by the June 23rd deadline opposing the Motion of the Unsecured Creditor's for substantive consolidation.</i></p> <p>The motion was seconded by Tom Durand and was unanimously approved.</p>	
	Unfinished Business	
Board In-service	<p>Tom Kraus sent out Doodle Poll – no dates worked for all Board members between now and June 30.</p> <ul style="list-style-type: none"> • The Board revisited their reason for the in-service and agreed that it is a worthwhile event and that as many members as possible should be in attendance. • The Board agreed upon August 2nd, which is the date of the already-scheduled Board meeting. The in-service would take place a few hours ahead of the Board meeting. • Tom Kraus will check with Chuck to see if this date works for his schedule. 	Kraus
Budget	<ul style="list-style-type: none"> • Mike Randall presented to the Board 2 budget scenarios for the 2016-2017 school year. The biggest difference between the two is that Scenario A budgets for 2 kindergarten classrooms plus a teacher's aide (net income \$47,000), and Scenario B budgets for 3 kindergarten classrooms and no aide (net income \$7000). • Both scenarios are based on 400 students, a .5 music teacher addition, a PT math teacher for Middle School, a 2% increase in teacher and staff salaries, and a 3% insurance increase. They also both reflect a decrease in amount of money moved to the capital account (due to the refinance this year) from \$75,000 to \$25,000. • The Board recommends to Administration that, if it's at all feasible, to have 3 kindergarten classrooms. • The Board will take electronic action on budget approval before June 30 – whether it's Scenario A or B. 	Randall
Public Comment Period Before BOD Meetings	<ul style="list-style-type: none"> • Due to feedback from parent meeting and survey – the BOD recognizes the need to have some mechanism for staff and parents to be heard with their concerns/issues. 	Ryan

	<ul style="list-style-type: none"> • Open comment section before Board meetings? <ul style="list-style-type: none"> ○ While the public schools are required to have an open comment section, private schools are not. Some of the area Catholic schools do this, and some are opposed to it. ○ The Board is open to this, but would like to have more discussion before deciding on it on parameters, limits on time, whether it would be just listening to comments vs. responding, etc. • Molly Ryan will request this to be an action item to be discussed either via an electronic motion or at the August Board meeting. <p>What is the process for it to be an action item? People want to know what they're voting on. Tom K. says BOD needs to agree on the limitations/parameters first. It's not fair to the board to have to respond without discussion first. Molly will circulate something to the board, email discussion, then motion? Attendees need CLEAR expectations when they enter the room. Tom Durand asks what will this provide that isn't provided now?</p>	
	Reports of Committees	
Marketing	<p>Get this from Tom Durand (late)</p> <p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • Tom Durand to meet with Gabriela on Friday to recap the year and to generate ideas for next year. 	Durand
Development	<p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • Looking to recruit more members, so they wrote up a "job description" • Tom Cierzan chairing this committee for the 2016-2017 school year; Andrew Claude stepped down this year. • Tom Kraus asked to include "Not Present" members for each meeting for each committee on the Committee Updates. 	Silgen
Finance	Written Report attached.	Kraus

	<p>Updates to written report:</p> <ul style="list-style-type: none"> • Fundraising reporting: • Any update on the re-finance? Auditors asking for more information (get more info from Mike Randall) • Tom Kraus says elected not to sign the audit, pending the outcome of the IRS issue. • Continuing with same auditors for one more year. 	
Personnel	Did not meet.	Levandowski
Facilities	<p>Written Report attached.</p> <p>Updates to written report:</p> <ul style="list-style-type: none"> • Mike Randall looking into easement for new signage issues. (Matt Duffy) 	Fr. Ebert
Closing Prayer	The meeting ended at 8:37PM.	Durand
Executive Session	The Board adjourned and then went into Executive Session following the public meeting.	Board

Next Board Meeting: - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting.

Administration Report – June 2016

Executive Director

Enrollment Update:

- Kindergarten enrollment:
 - 47 applications
 - 41 deposits received
- Have 10 new student applications in grades 1-7 (4 have committed)
- Continue giving tours and following up with leads. Have 13 active prospects, three of whom are considered “good” leads for Kindergarten.
- Gave a tour to a family with K, 3 & 7. Another tour Thursday w/4th grader.
- Current family of 2 who are “on the fence” about returning
- Heard from 2 families w/students we thought were leaving and are “undecided”
- Projected enrollment – 400 (assumes one additional kindergartener from prospects).

	Projected enrollment
Kindergarten	42
First	36
Second	40
Third	49
Fourth	43
Fifth	52
Sixth	53
Seventh	46
Eighth	39
	400

Re-enrollment Update

- Have received 394 - \$400 deposits (5 pending, 4 said yes but not paid).

Fundraising Update

- Total Funds Raised to Date - \$249,357.03
 - Read-A-Thon - \$42,423.77
 - SeptemberFest: \$79,493.92
 - Gala: \$86,385.34
 - Star Fund: \$41,054 (collected)

School Climate Survey Follow-up Steps

- Communication
 - Marketing Outreach
 - Working with Shawnessy this summer to update Marketing Plan.
 - Marketing committee is looking at updating marketing materials and reviewing marketing process for prospective families and key messages.

- General
 - Will look at hosting several “coffee discussions” with parents throughout the school year focused on current topics/concerns
 - Planning to produce several “State of the School” documents throughout the school year.
 - Continue offering “Conference time” to parents.
- Finances
 - Tuition
 - Researching current “multi-child” discount options at various schools and how it would impact our budget.

Other

- We held our 1st Annual 8th Grade Walk on June 3! When the 8th graders returned from their Retreat and Graduation practice, the entire school lined the main hallway back to the gym. We had banners hanging and students made signs congratulating the 8th graders. They were cheered and high-fived as they made their way to the gym. In the gym, each student was introduced with a mention of the high school they will attend. Terese then read a prayer and a blessing for them. It was a great honor and the younger students are already talking about when they get to “Walk!”
- Raiser’s Edge Update – Mary McCoy will be updating the database over the summer. Have secured training help from Emmy Springer who manages the Raisers Edge database at Cretin-Derham Hall.

Principal’s Report

End of the Year Activities

- End of the year activities including field, graduation, 8th grade retreat and last Mass of the year were all hugely successful. The rain held off on field day for us to have the activities outside. The graduation Mass and reception at SJN went very well. Our end of the year Mass was attended by many parents and now- alumni 8th graders. Fr. Tim provided a wonderful blessing that recognized those going on mission trips, staff and students that were leaving FSCS.

Interviews

- We have had 3 interviews for the Spanish position and 3 for the Learning Specialist position. We have good candidates and are looking at references before making decisions.

School Climate Survey Follow-up Steps

- Separate document that discusses strategies in the works for the upcoming year regarding bullying, strengthening the MS and Enrichment.

**Faithful Shepherd
Development Committee
May 17, 2016 Meeting Summary**

Attendees:

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

Meeting Minutes

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

End of the Year STAR Fund Appeal

- Discussed sending out communication before the end of June.
- Include a reminder to those that have pledged but not yet paid.
- Include a document acknowledging those that pledged to the fund.

Development Committee Job Description

- Reviewed document created by Tom and Joe.
- Recommendations made to adjust some parts of the document.
- Tom and Joe to follow up.

New Member Recruitment

- Discussed several potential ideas for new members.
 - Alumni
- Committee goal for each member to recruit one new member before the start of the new school year.

Meeting Dates/Times for Next School Year

- It was agreed that the meetings will remain on the 3rd Tuesday of each month at 6pm.

Finance Committee - Report to Board

June 1, 2016 Finance Committee Meeting

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

Absent: Bret Farrington, Brad Neuman

- 1. Approval of April Minutes:** Meeting minutes were approved as submitted.
- 2. Review of Monthly Financials:** Financials were reviewed and discussed. Through the end of April the operating P&L is favorable to budget by \$133,075.12. The increase in favorability of approximately \$25,000 is driven mostly by the timing of payments due to the archdiocesan pension plan, and therefore will be reduced by nearly that full amount in next month's numbers.
- 3. Approve 2016-2017 Budget:** Staff has prepared a revised budget for the 2016-2017 school year that reflects lower enrollment numbers than had been previously projected. While projections of new students have remained stable, the number of departing students is significantly higher than expected. Two scenarios were presented, one that assumes that kindergarten enrollment will remain at its current level, resulting in two kindergarten classrooms; the other assuming a small increase in kindergarten enrollment that would require an increase to three classrooms. Either scenario requires the elimination of a middle school teaching position. Other comparatively minor revisions to the budget were also included.
- 4. Update on refinancing/capital improvements:** The loan refinancing closed on May 20. The committee was updated on the list of capital improvements that are planned as part of the refinancing. Mike Randall and staff will meet offline to ensure that staff understands the record keeping requirements associated with using the cash that has been made available for these capital improvements due to the bond financing.
- 5. After school care:** Mike Randall shared information about a change he had considered associated with the after school care offered at FSCS. Currently the YMCA runs our after school care program, but Mike had investigated the possibility of bringing that program in house in partnership with LADC (our new pre-school partner). However, the decision was made to forego and change at least for the time being until we gain further experience working with LADC and as Administration focuses on more pressing matters.
- 6. New Finance Committee Members:** Bret Farrington and Brad Neuman have decided to step down from the Finance Committee, so the committee is in need of new members. Several potential candidates were identified. Mike Randall also agreed that he would review the information the school has about parents' professional backgrounds to identify additional candidates. Those candidates that have already been identified will be contacted by various committee members before our June meeting, and the topic will be discussed again with the goal of filling the membership to include six voting members in time for the start of the 2016-2017 school year.
- 7. Fundraising raising reporting:** The committee continued its discussion that was begun during its April meeting about the possibility of creating a separate P&L to report on fundraising activities (particularly SeptemberFest and Gala) as a means of reducing the variability in our current operating P&L associated

with those activities. Committee members generally seem to agree that this would be beneficial. Staff will seek input from our auditors, and the discussion will continue at our June meeting.

Facilities Committee Meeting Report for FSCS Board of Directors Meeting on June 14, 2016

June 2, 2016

This meeting wrapped up the school year. The next scheduled meeting will be in August in preparation for the next school year.

The capital budget for the next 2-3 years was discussed with an emphasis on this summer's projects. Several items will be forwarded to the finance committee and/or board for final approval.

Based on the school refinancing there is bond money that needs to be used on capital improvement projects and spent over the next three years. There are some complex ratios on what the school bonds will cover versus what the school needs to pay for, with a general need for projects with 10+ year lifespans.

New proposals for the parking lot repair work this summer will save \$2000+ and the security project scope was finalized and budgeted.

Projects approved this summer are:

- 1.) Repairing the parking lot,
- 2.) Security system,
- 3.) Upgrading our walkway canopies and columns,
- 4.) New entrance signage,
- 5.) Remaining energy upgrades from the audit completed 2 years ago, and
- 6.) Lighting upgrades, either through bonds/school funds, or funds from Dakota Electric.

Other projects for the next 1-2 years will need additional research and subsequent approval. These include repurposing a portion of the library, gym lighting and sound system, a topcoat or full replacement of the parking lot, and flooring.

For the summer projects, we had a few questions and follow-up items:

- 1.) Mike Randall is to determine if easement issues will affect new entrance signage.
- 2.) Tony DelDotto is to provide an additional architect to Mike for the proposed library re-purpose.
- 3.) Mike Randall is to provide Jason Skagen with a breakdown of labor vs materials for the stone column work. Jason will then provide additional contractors as necessary.
- 4.) Tony DelDotto will reach out to our neighbors about redoing the sign from Yankee Doodle to Columbia. It currently is plywood (with cardboard signs) that does not draw positive attention to our school entrance.

Other items:

It has been discovered that the cafeteria floor was doubled up after encountering problems during its initial installation. Consequently, the floor cannot be "spot repaired"; both layers will need to be removed and replaced when the time comes to repair the cafeteria floor.

Steve Olson is working with the MX computer system installer to add a few additional items onto the system in order to better regulate and control them, thus reducing utility costs.

I would like to take this opportunity to thank the committee for their exemplary efforts this past year that I anticipate to continue. For this to happen, the Facilities Committee needs additional members to join next fall. If you know a good candidate, please send his or her name to Jason Skagen.

Respectfully submitted,
Fr. Doug Ebert