

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
September Approved Minutes  
Date: September 6, 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
Molly Ryan	Tom Durand	Jen Silgen	
Dick Engler	Cara Geheren	Tom Kraus	Maria Brandel, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:30PM.	
<b>Adoption of Agenda</b>	<p><b>Motion: Fr. Tim Wozniak</b> made a motion to approve the September 2016 agenda with approved adjustments.</p> <p><b>The motion was seconded by Tom Durand and was unanimously approved.</b></p>	Engler
<b>Approval of Minutes</b>	<p><b>Motion: Tom Durand</b> made a motion to approve the August 2016 Minutes with approved adjustments.</p> <p><b>The motion was seconded by Fr. Doug Ebert and was unanimously approved.</b></p>	Engler
	<b>Executive Director's Report</b>	
<b>Staffing Update</b>	<ul style="list-style-type: none"> <li>• <b>Written Report attached.</b></li> <li>• Bill Larson was hired as maintenance engineer to replace Steve Olson. Bill has worked at FSCS part time for 7 years, has taken his boiler license classes, but not the test. Is going to do that soon.</li> <li>• In the meantime, Dale from Schadegg will check boilers every 48 hours instead of the current 1x/week.</li> </ul>	Randall
<b>Enrollment Update</b>	<ul style="list-style-type: none"> <li>• <b>Mike Randall</b> was asked to provide the number of families currently at FSCS and provide a breakdown by grade of the students who left this year.</li> <li>• What were the main reasons given by families who left last year? <ul style="list-style-type: none"> <li>○ Issues fitting in</li> <li>○ Middle school not academically strong</li> <li>○ Middle school behavior issues</li> <li>○ Going to PS, VIS or STA for high school, so pulling them early.</li> </ul> </li> </ul>	Randall

	<ul style="list-style-type: none"> <li>The Board asked for a personal phone call in addition to the exit survey for those families that are leaving. It was suggested that the Enrollment Coordinator place those calls.</li> </ul>	
<b>Marketing Update</b>	<ul style="list-style-type: none"> <li><b>Coffee Sessions</b> <ul style="list-style-type: none"> <li>Board members are encouraged to attend. <b>Mike Randall</b> to send out schedule to the Board members.</li> <li>Proposed times: 7:45AM, late afternoons</li> </ul> </li> <li><b>Coffee and Doughnuts on First Day of School</b> <ul style="list-style-type: none"> <li>The Board agreed it was a good event – great gesture</li> <li>Maybe open it up to all grades next year?</li> </ul> </li> <li><b>Back To School Nights (Sept. 12 and 13)</b> <ul style="list-style-type: none"> <li>The Board is looking to recruit new members for committees, especially Dev., Marketing, and Facilities</li> <li><b>Dick Engler</b> will do a short 5 minute presentation and will do an ask on both nights.</li> </ul> </li> </ul>	Randall
	<b>Old Business</b>	
<b>Public Comment Proposal Follow Up</b>	<b>Motion to move into Executive Session. Motion to move out of Executive session. Motion by Ryan seconded by Kraus to approve public comment proposal. 1 Aye 7 Nay 1 abstention</b>	Ryan/Engler
<b>Approve 2016-2017 Budget</b>	<p>Finance Committee approved the budget in their last meeting, and now it will go to the Board for approval. The Board went over the budget together and answered questions that any member had.</p> <p><b>Motion: Tom Kraus made motion to approve the 2016-2017 budget as approved and recommended by the Finance Committee.</b></p> <p><b>The motion was seconded by Jen Silgen and was unanimously approved.</b></p>	Randall
<b>Approval of Bond Fund Expenditures</b>	<p>The Board clarified the process for approving expenditures for the additional funds secured during the refinancing of our mortgage. The funds are to be used for capital improvements only and need to be used within 3 years.</p> <p>The process should include a recommendation from the Facilities Committee, followed by approval from the Finance Committee, and then by the Board.</p>	Engler

	<b>New Business</b>	
<b>Strengthening Board Committees</b>	<ul style="list-style-type: none"> <li>• Most of the committees need to recruit more members, strengthen, and regroup and refocus.</li> <li>• <b>Dick Engler</b> to make a strong pitch on both Back To School Nights.</li> <li>• What about using LinkedIn?</li> <li>• Will ask event chairs to join the Development Committee; they also need more members for StarFund</li> <li>• <b>Mike Randall</b> will meet with Craig Johanns after Septemberfest to revisit and evaluate the event.</li> </ul>	Engler
<b>Terese Shimshock Recognition</b>	<ul style="list-style-type: none"> <li>• Terese Shimshock is the interim principal at St. Peter Claver, a school with few resources and much need. FSCS donated some used office furniture and supplies to the school as they were beginning their new school year.</li> <li>• Fr. Tim/Mike Randall proposed that we show our support and recognize her with perhaps a month's Faith In Action Friday money (maybe October?) to the school in her name. It is to be advertised in the newsletter to optimize student and parent support.</li> </ul>	Fr. Tim/Engler
<b>Marge Gruenes Recognition</b>	<ul style="list-style-type: none"> <li>• <b>Dick Engler, Fr. Ebert, and Mike Randall</b> to meet and bring up ideas for a way to recognize former and deceased board member, Marge Gruenes, either by way of a plaque, bench or other item. Marge was a huge supporter of Faithful Shepherd and worked many hours on our behalf. She requested her memorials be sent to FSCS, and they were used for Financial Aid, which is what she wanted.</li> </ul>	Engler
<b>Form Committee To Review By-laws AND Grievance Policy</b>	<ul style="list-style-type: none"> <li>• <b>Molly Ryan, Fr. Doug Ebert and Dick Engler</b> to form a committee to review the By-laws and Grievance Policy.</li> </ul>	Engler
<b>School Objectives for Executive Director</b>	<ul style="list-style-type: none"> <li>• Develop and begin to implement a 5 year Strategic Plan.</li> <li>• Develop and begin to implement a plan to strengthen Catholic Identity at Faithful Shepherd.</li> <li>• Develop and begin to implement a Marketing plan for FSCS.</li> <li>• Complete an assessment of the Middle School curriculum and plan to strengthen it. <ul style="list-style-type: none"> <li>○ It was discussed that it's the Executive Director's job to gather committees to develop the 5 Year strategic plan. He will give monthly progress</li> </ul> </li> </ul>	Engler

	<p>reports to the Board at every meeting.</p> <ul style="list-style-type: none"> <li>○ First step in the process is to develop the Mission Statements and Vision.</li> </ul>	
	<b>Reports of Committees</b>	
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• The Marketing Committee focus at the start of the school year is to reset and refocus their members, ideas, and goals.</li> </ul>	Durand
<b>Development</b>	Written report attached.	Silgen
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Written Report Attached</li> <li>• Fr. Steven brought up that each parish is paying FSCS \$1000 per month for facilities use, and he isn't aware of his parish currently using FSCS for anything. Fr. Doug mentioned that it's part of a subsidy. Several Board members said that each parish should look at which kinds of meetings could be held here at FSCS to help parishioners get to know the school better and broaden the scope of the school.</li> </ul>	Kraus
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>• The Executive Committee is taking the place of the previous Personnel Committee. The members are: Fr. Tim, Tom Kraus, Molly Ryan, and Dick Engler. They will meet with Mike Randall monthly to: <ul style="list-style-type: none"> <li>○ Go over goals</li> <li>○ Be a sounding board for ideas</li> <li>○ Give support and direction for success of the school</li> </ul> </li> </ul>	Engler
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• The Board recognized the efforts of 15-20 volunteers who helped beautify the school campus prior to the start of school. They weeded, trimmed and cleaned up the gardens and the front area near the sign.</li> </ul>	Fr. Ebert
<b>Closing Prayer</b>	The meeting ended at 8:15PM.	Ryan
<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board

**Next Board Meeting:** - October at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting.

## **Executive Director's Report – September 2016**

### **Staffing Update**

All positions have been filled. The final hires are Sue Lovegreen – Dean of Students, Brett Brones – 4-8 Music, Ashley Keil – Kindergarten, Donna Cronin – Playground Supervisor (Donna is a grandparent of a new student and lives across the street).

### **Enrollment Update:**

- Current enrollment is 403. Breakdown is as follows:

Kindergarten	46
First	37
Second	39
Third	46
Fourth	45
Fifth	53
Sixth	53
Seventh	46
Eighth	38
	403

- Retention rate for 2016-17 is 90%. Enrollment was 413 and we lost 42 students. I will provide a summary of reasons students left at the meeting.
- Retention rate for 2015-16 was 90%. Enrollment was 466 and we lost 45 students.
- Goal for 2017-18 is to increase retention to 93%, or losing only 28 students.

### **Fundraising Update**

- SeptemberFest
  - Date is September 16-18.
  - Budgeted goal is \$65,000.
  - Craig Johanns is projecting an estimated net of \$105,000 (with good weather!)
  - Craig is hoping the Board will again be a sponsor. Please bring any donations/pledges to the Board meeting. Thank you.
- Gala
  - Angie Palen and Elizabeth Pershing are co-chairing the Gala this year. They have begun looking into new caterers for the event and are recruiting committee members. New date is February 25, 2017.
- STAR Fund
  - Co-chairs this year are Rhett and Shayna McSweeney and Jeff Simek. Will be working them and Tom Cierzan, Development Committee chair, to recruit a steering committee. Kickoff planned for November 1.

## **Teacher Workshop Week**

- We concluded a great week working with the teachers. Our theme for the year is *Working Together Towards Excellence!* I have attached our workshop agenda. Some of the highlights for the week include:
  - Presentation by Dick Engler on *Teaching Effectiveness*.
  - STEM presentation by Debbie May-Olson and Peggy Hirsch on how to effectively use the new *Engineering is Elementary* kits we purchased at the end of last year.
  - Working as a team to update our Student Behavior Expectations Plan as part of the Student Handbook, along with creating Behavior Expectation posters that detail expected behavior at all times, in bathrooms, hallways, gym, classrooms, lunchroom, carpool, and the playground.
  - Review of the NWEA testing procedures.
- We also held a New Teachers Orientation on Friday, August 26 to go over basic procedures and policies as well as assigning mentors for each of the new teachers.

## **Marketing**

- We received a grant of \$2,250 from CSCOE to help underwrite costs for updating our brochure that we are working on with the Marketing committee.
- We are having a Coffee and Donuts reception the first day of school for all Pre-school and Kindergarten parents in the cafeteria.
- Our students in grades 4-8 will be participating in an Archdiocese-wide Mass on September 22 at 11:00am in the new St. Paul Saints stadium in downtown St. Paul. The Mass is being sponsored by the Catholic Schools Center of Excellence (CSCOE) and will be celebrated by Archbishop Hebda. They are expecting 14,000 people!

## **Finances**

- Final budget has been approved by the finance committee and is attached. We have used 401 as the budgeted number even though we currently have 403 students. This builds a small cushion into the budget should we lose any students during the year.

## **Security System**

- 1) The new security system has been installed and it will be activated beginning Tuesday, September 6. The outside doors will lock automatically at 8:00 am and stay locked until 2:30 pm. Parents and guests will need to use the intercom system located in the front vestibule to enter the building. We were able to upgrade better video cameras for free and are waiting for them to arrive.

Development Committee Meeting  
Tuesday, August 23  
Minutes

Members Present: Tom Cierzan, Jen Silgen, Joe Raasch, Catherin Skagen, Mark Hechtl, J.J. Kirby,  
Members Absent: Jim Burns, Jeff Simek

Agenda

1. Introductions were held and new members welcomed. New members this year are Mark Hechtl, Jeff Simek. Michelle Weber is considering joining.
2. Overview of committee purpose
  - a. Tom Cierzan did an overview of the new committee member's job description, which is attached.
3. Mike Randall reviewed the results of last year's fundraising efforts, which are listed below. Mike indicated that this is the first year that we have surpassed \$250,000, which was the board set goal: SeptemberFest - \$79,493, Gala - \$86,615, STAR Fund - \$50,500, Read-A-Thon - \$43,295. Total Raised = \$259,903

It was suggested that we add the Read-A-Thon day off should be added to the school Master calendar. A day off is given if we achieve our school-wide goal. There was also discussion about being conservative in our goal setting this year, especially for the STAR Fund as our enrollment is down from last year meaning fewer families who can give. The recommendation was to keep the goal at \$250,000.

4. STAR Fund donor Recognition – there was discussion about how to recognize donors to the STAR fund. Several ideas included a donor wall in the main lobby, calling and thanking donors, sending a thank you card from a student(s) to the donors. This idea was well received and a suggestion made to see if the art teacher could have an art project where kids produced the cards. Mike will follow-up.
5. Tom Cierzan went through the programmatic timeline for this year:
  - SeptemberFest – September 16-18
  - STAR Fund
    - Secure Challenge Gift by October 1
    - Assign callers by October 17
    - Training session November 1
    - Letters mailed November 1
    - Calling starts November 8

Gala – February 25, 2017  
Read-A-Thon – April 2017

6. Mike Randall gave an update on Raisers Edge database. Mary McCoy is currently entering and updating the current parent data and will have completed by the start of the school year. She will continue updating other constituents throughout the year.
7. The following meeting dates were set for the remainder of 2016:
  - 9/20/16
  - 10/11/16
  - 11/15/16
  - 12/12/16
8. Other – it was suggested that we eventually add a representative from both SeptemberFest and the Gala to the Development Committee.



# Finance Committee - Report to Board

August 24, 2016 Finance Committee Meeting

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

Absent: Mike Nesdahl, John Tauer

- 1. Approval of June Minutes:** Meeting minutes from the June 23 Finance Committee meeting were approved, with changes as submitted.
- 2. Review of current financials:** Financials were reviewed and discussed. For the fiscal year that ended June 30, 2016 the operating P&L was favorable to budget by \$68,057.00. The decrease in favorability as compared to April's P&L (which was \$133,075.12) was due in large part to expenses that were delayed but were anticipated (e.g. the timing of payments due to the archdiocesan pension plan). Also, the committee discussed providing a monthly high-level P&L summary (both operating and capital) for presentation to the Board for future Board meetings. These will begin next month.
- 3. Review of fundraising P&L:** At our June meeting the committee requested that Staff remove all detailed revenue and expense accounts from the operating P&L related to fundraising activities (i.e. Septemberfest, Gala, Readathon, and Annual Fund) and instead create a separate P&L for these activities that will simply be summarized in the operating P&L. This will help to reduce the variability in the operating P&L as compared to the budget, which will make it easier to evaluate the financial performance of the school. Staff presented a first draft of this separate fundraising P&L. The committee provided feedback, to which Staff will respond at our September meeting.
- 4. Approve 2016-2017 budget:** Mike Randall presented a revised budget for the 2016-2017 school year based upon enrollment of 397 students and reflecting staffing changes implemented since the reductions in force that occurred at the end of the last school year. This budget results in a projected net income of \$26,271 for the 2016-2017 school year. However, enrollment is expected to increase slightly from this figure (it actually increased to 399 between when the budget was prepared and when it was presented), so the final net income projection may increase somewhat before the September Board meeting, at which time the final budget will be set.
- 5. Phone replacement update:** At the June Finance Committee meeting the committee was presented with two options for a new phone system for the school. The committee recommended a system with a price tag of \$9,000. Over the summer school staff purchased the software for the new system, but later learned that the company that developed the software would no longer be supporting it. The software was returned, but now the school is faced with the prospect of having to use the alternate system it had considered, which costs \$25,000. Thus, selection of a new system and the timing of its installation needs to be reevaluated. More details will be forthcoming.
- 6. Other:** John Tauer has agreed to join the Finance Committee. However, since doing so he has learned that he has an ongoing conflict on alternating months with the current Finance Committee meeting date on the third Wednesday of the month. The committee is going to explore the possibility of choosing a different date to hold its meetings; otherwise, we may have to revisit John's participation on the committee.