

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
November Approved Minutes  
Date: November 2, 2016**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Jen Silgen	Mike Randall
Dick Engler		Tom Kraus	Brandon/Molly (Froehling Andersen) Kelly Larson
Molly Ryan			Maria Brandel, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:32PM.	Fr. Doug Ebert
<b>Adoption of Agenda</b>	<b>Motion: Dick Engler</b> made a motion to approve the November 2016 agenda with approved adjustments.  <b>The motion was unanimously approved.</b>	Engler
<b>Approval of Minutes</b>	<b>Motion: Fr. Tim Wozniak</b> made a motion to approve the October 2016 Minutes with approved adjustments.  <b>The motion was seconded by Fr. Doug Ebert and was unanimously approved.</b>	Engler
	<b>Executive Director's Report</b>	
	<b>Written Report attached. Additional comments:</b> <ul style="list-style-type: none"> <li>• Mike Randall is offering the technology support position to a candidate on Monday. The Board asked that the WiFi issues in the middle school be a top priority. The replacement will be working with Nate Jorgensen to get trained in on his duties.</li> <li>• The next Coffee with the ED is November 30<sup>th</sup> at 4:30PM. It was suggested that December's Coffee be later in the evening?</li> <li>• The Board would like to see more inclusion of academics, quality of our program in addition to marketing and enrollment.</li> </ul>	Randall
	<b>Old Business</b>	
<b>Update on Arbitrage Appeal</b>	<ul style="list-style-type: none"> <li>• Members of the finance committee and FSCS administration met with Froehling Anderson on October 18<sup>th</sup> to express their concerns on the Arbitrage Appeal results. The auditors were sympathetic to the concerns</li> </ul>	Kraus

	and are discussing the potential of making a donation to Faithful Shepherd.	
<b>Update on Discipline Policy</b>	<ul style="list-style-type: none"> <li>The Discipline committee met on Nov. 1 to go over changes/additions. They will finalize the policy on Nov. 3<sup>rd</sup>.</li> <li>The policy will be emailed to the BOD for review.</li> </ul>	Randall
	<b>New Business</b>	
<b>2016 Audit</b>	<p>The Board was given a printout of the findings from the 2016 audit to review. This report contained the findings of the audit and recommendations to Faithful Shepherd. Brandon and Molly were here to answer questions from the Board regarding the report.</p> <p>The Board also needs to approve the minor changes and sign off on the 2014 and 2015 audits (they were not signed due to the issues surrounding the arbitration).</p> <p><b>Motion: The Board moves to approve the changes to the 2014 audit, based on the recommendations made from the Finance Committee.</b></p> <p><b>The Motion was made by Tom Kraus, was seconded by Jen Silgen, and was unanimously approved.</b></p> <p><b>Motion: The Board moves to approve the changes to the 2015 audit, based on the recommendations made from the Finance Committee.</b></p> <p><b>The Motion was made by Tom Kraus, was seconded by Jen Silgen, and was unanimously approved.</b></p> <p><b>Motion: The Board moves to approve the changes to the 2016 audit, based on the recommendations made from the Finance Committee.</b></p> <p><b>The Motion was made by Tom Kraus, was seconded by Jen Silgen, and was unanimously approved.</b></p>	Kraus
<b>Washington DC Trip (Board Input)</b>	<ul style="list-style-type: none"> <li>Mike Randall provided the BOD with a brief overview of the application process that the 6<sup>th</sup> graders going into 7<sup>th</sup> grade go through in order to attend the Washington D.C. trip in their 7<sup>th</sup> grade year.</li> <li>Some concerns are: <ul style="list-style-type: none"> <li>Is everyone who wants to able to go (financially)?</li> <li>Are we getting the best value with the program we are using?</li> <li>How are fundraising efforts coordinated?</li> <li>Are all students welcome to be on the trip, or is it solely by the teacher recommendations? (Presumption of inclusion, unless behavior dictates loss of that privilege).</li> </ul> </li> </ul>	All

<b>Grandparents Day (Board Input)</b>	<ul style="list-style-type: none"> <li>• The BOD discussed some of the questions they've heard regarding Grandparents/Special Friends Day that is currently held in the Fall by the 5<sup>th</sup> grade and in the Spring by each Kindergarten class. This is an HSA-sponsored event, and is a well-attended event that is looked forward to each year.</li> <li>• Why not an all-school day? <ul style="list-style-type: none"> <li>○ Physically, it would be extremely difficult to host an all-school event. Parking lot, gym space, cafeteria seating, etc. all play a role in the event, and there would be too many people for an all-school event.</li> </ul> </li> <li>• This is an HSA-sponsored event; they plan, execute, and fund the entire event. If other options would be considered, they would need to be brought up to HSA first.</li> </ul>	All
<b>Impact of STA / VIS Adding 6<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>• Trinity also added a 6<sup>th</sup> grade this year.</li> <li>• FSCS looking into option of holding Open Houses for 4<sup>th</sup> and 5<sup>th</sup> grade to get them informed about our middle school program.</li> </ul>	All
<b>Reports of Committees</b>		
<b>Marketing</b>	<p>Did not meet.</p> <ul style="list-style-type: none"> <li>○ The Board mentioned that website content could be updated; important to be current.</li> <li>○ Marketing Committee is in need of more members.</li> <li>○</li> </ul>	Durand
<b>Development</b>	<p>Written report attached.</p> <ul style="list-style-type: none"> <li>○ Yes, there will be a Read-A-Thon this year.</li> </ul>	Silgen
<b>Finance</b>	Written Report Attached. No additional comments.	Kraus
<b>Executive Committee</b>	The Executive Committee will be meeting next Tuesday to continue their purpose of meeting with, providing advice, and being a sounding board for the Executive Director.	Engler
<b>Facilities</b>	Did not meet.	Fr. Ebert
<b>Closing Prayer</b>	The meeting ended at 7:52PM.	Kraus

<b>Executive Session</b>	The Board adjourned and then went into Executive Session following the public meeting.	Board
--------------------------	--	-------

**Next Board Meeting:** - December 6th at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

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

### **Staffing Update**

We have interviewed several candidates for the Technology Support Specialist position and continue to look at several different options for filling the position, from hiring another full-time person to offering it as a contract position. I hope to make a decision shortly. We have engaged Nate in a consulting contract to meet our needs until the position is filled.

### **Coffee with the E.D.**

I held my second coffee meeting with parents on Thursday, October 27. Four parents attended and all appreciated the opportunity to get updated on the school and ask questions. While attendance has been small, I believe offering these gatherings has created a positive reaction in the parent community. The next Coffee with the E.D. is scheduled for November 30 at 4:30 pm.

### **Fundraising Update**

- STAR Fund
  - We have 25 volunteers who have agreed to call parents on behalf of this year's STAR Fund annual campaign. This is a tremendous response in just the 2<sup>nd</sup> year of the program. We have a volunteer training session planned for November 9 at 7:00 pm after which they will begin making their calls with the goal of completing them by Thanksgiving. We were able to secure a \$25,000 Challenge Gift with St. John Neumann parish.
- SeptemberFest
  - We do not yet have a final number as our we are still waiting to receive all of the Sponsorship money.

### **Strategic Planning**

- I have talked with the Finance, Development, and Marketing committees about involving them in the strategic planning process and to get them thinking about ideas. I will do the same at the next Facilities committee meeting. I have also been given the name of a Strategic Planning facilitator and will be meeting with him to explore the option of working with a facilitator.

### **Marketing**

- Our first Parent Information Night is scheduled for November 10 at 6:30 pm. We will have a 45 minute program featuring presentations from the administration, teachers, parents and a student, along with a welcome from the Board chair. The Kindergarten team will be present to share with parents what a typical day looks like in our Kindergarten classrooms. The event is being promoted by mailings, emails and Facebook campaigns to prospective parents in all three parishes, our preschool, and the general public. The preschool staff has been very helpful in promoting the school and this event.

- We are working on building a stronger connection with the preschool, including developing a buddy program with our 7<sup>th</sup> graders. We will also be doing several joint events like our Christmas concert and reception, a wine and cheese party with current families, and a possible performance by a local Magician. I am also starting to meet with the preschool director on a weekly basis to strengthen communication. The goal is to make the preschool staff and parents feel a part of the Faithful Shepherd community.
- We will be holding a Middle School Open House for 4<sup>th</sup> and 5<sup>th</sup> grade parents in early February. We will be following a format other schools have used and found to be successful.

### **Staff Development**

- November 4 is our first Staff In-Service day and we have put together a day long workshop to provide development opportunities for teachers (see attached). We focused on topics identified by staff as areas needing more attention. I will be attending the MNSAA Annual Conference being held that day at Our Lady of Grace in Edina.

### **Discipline Policy**

- We decided to put together a Discipline Committee to finish revising the discipline policy incorporating changes we heard from the board along with further research we have done into similar policies at other schools. We have met twice and plan to meet November 1 to finalize the plan before resubmitting to the Board for approval. The committee will meet throughout the year to oversee our discipline policy, evaluate the plan, and discuss behavior concerns at the school.

Development Committee Meeting  
Tuesday, October 11  
Minutes

Members Present: Tom Cierzan, Jen Silgen, Catherin Skagen, Mark Hechtl, J.J. Kirby, Rhett McSweeney, Jim Burns, Joe Raasch, Joe Spah, Michelle Weber, Jim Geheren

Members Absent: Mike Orme, Jeff Simek

Agenda

1. September 2016 minutes were approved.
2. Mike Randall gave a quick SeptemberFest update, explaining that expenses were going to come in just a little under last year and that Sponsorship money was still being collected so a final net number is not yet known.
3. Tom Cierzan went through the STAR Fund timeline and emphasized the November 9 Training Session. Packets will be put together that will make it easy for the volunteers to make their calls. We currently have 21 people who have volunteered to help make calls. Tom encouraged the committee to continue recruiting volunteers to help. Work continues on securing a Challenge Gift for this year's campaign.
4. There was discussion about trying to reach out to the parishes in our fundraising efforts, possibly directed toward scholarships. Mike said he would talk with the priests about the idea.
5. Need to update the website with current information about the STAR Fund.
6. Tom discussed some stewardship strategies as different ways to thank donors to the STAR fund. The idea of having a thank you card designed by students and sent to all donors was discussed. Mike will talk with Mary Quick about having her students create one. The idea of doing a "thank you" phone-a-thon was also discussed.
7. Mike Randall informed the Committee of the school's plan to begin work on a 5-year strategic plan and that we would be asking the Development Committee to develop a 5-year fundraising plan based on current fundraising events, and also addressing any new initiatives that may come up.
8. In lieu of the training session November 9, the committee will not meet in November.

# Finance Committee - Report to Board

October 17, 2016 Finance Committee Meeting

Present: Aida Schaefer (Chair), Amy Spencer, John Tauer, Tom Kraus, Mike Nesdahl (by phone), Mike Randall, Kelly Larson, Christina Burke

Absent: None

- 1. Approval of minutes:** Detailed meeting minutes from the September 27 Finance Committee meeting were reviewed and approved.
- 2. Review current financials:** Financials for the month of September and FYTD (July through September) were reviewed and discussed. Net income for the month and year were favorable to budget by \$22,731.05 and \$32,939.28 respectively. The most notable variance in revenue includes \$8,410.00 (FYTD) from after school programs that is favorable to plan. Expenses were also significantly lower than budgeted for the period; however, this stems primarily from the timing of workers compensation payments (distributed among several major expense categories). These changes will reverse in a subsequent reporting period. There were also some significant unplanned expenses that appeared last month (e.g. a freezer that had to be replaced at a cost of \$2,959.80; the compressor on the chiller that needed to be replaced for \$4,318.85; a one-time payroll adjustment of \$2,245.79 to bring the timing of our payroll in line with archdiocesan requirements). However, these were also offset by modest income/savings in a variety of places throughout the P&L such that the school continues to operate in a position of favorability relative to plan overall.
- 3. Discuss strategy for meeting with auditors:** A meeting with Froehling Anderson, the accounting firm that performs FSCS's annual audit, was scheduled for October 18. The Committee discussed the topics to be covered in that meeting, namely: 1) the steps needed to complete the outstanding (2014 and 2015) audits so that they can be approved and signed, 2) the steps needed to complete the current (2016) audit so that it can be approved and signed, and 3) Froehling's response to the unsuccessful attempt to recover arbitrage penalty and interest payments from the IRS.
- 4. Review/approve 2014/2015 audits:** Committee members were asked to review revised audited financial statements for fiscal years 2014 and 2015. No concerns were identified. The Committee recommended approval of these audits, pending completion and review of related management letters.
- 5. Current Arbitrage report:** The school's bond counsel, Springstead Incorporated, was engaged to evaluate the need to make an arbitrage payment in 2017 in connection with the school's recently retired Series 2012 bond notes. Springstead determined that no arbitrage payment is required. These notes were retired when the school refinanced last May, so the school faces no further potential liability in connection with these notes.
- 6. Strategic Planning discussion:** The Committee discussed potential financial information that would be useful to provide to Mike Randall in support of his forthcoming Strategic Planning process. Tom Kraus will follow up directly with Mike and finance staff in support of this effort.

**7. Insurance Update:** The school was presented with three health insurance plan options from the Archdiocese for the 2016 plan year (January 1 to December 31, 2017), each with a variety of possible cost-sharing options (i.e. the amount of premiums to be paid by the school vs. the amount to be paid by employees). A decision about which plan option the school would like to offer must be made by October 31. No matter which option is selected, expenses related to health insurance benefit will increase in 2017 at a rate that is higher (and potentially considerably higher) than was planned for in the current fiscal year budget. These cost increases will impact only the second half of the current fiscal year (January 1 through June 30).

**8. Other:**

- The next Finance Committee meeting is scheduled for Monday, November 14 at 6:30 p.m.