

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
April Unapproved Minutes
Date: April 4, 2017**

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, Executive Director
Dick Engler	Tom Durand	Tom Kraus	Elizabeth Pershing, Angie Palen - Gala
Molly Ryan	Cara Geheren	Jen Silgen	Maria Brandel, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:30PM.	Ryan
Adoption of Agenda	<p>Motion: Tom Kraus made a motion to approve the April 2017 agenda with approved adjustments.</p> <p>The motion was seconded by Molly Ryan and was unanimously approved.</p>	Engler
Approval of Minutes	<p>Motion: Fr. Tim Wozniak made a motion to approve the March 2017 Minutes with approved adjustments.</p> <p>The motion was seconded by Tom Durand and was unanimously approved.</p>	Engler
	New Business	
2017 Gala Report	<p>Angie Palen and Elizabeth Pershing, who both co-chaired the 2017 Gala For Giving, were present at tonight's meeting to give an update and summary of the Gala.</p> <p>Some notes:</p> <ul style="list-style-type: none"> • Made \$113,000 <ul style="list-style-type: none"> ○ \$81,000 for operating budget ○ \$31,000 for Electric Moment ○ \$1100 for Classroom Kitty • One change this year: DJ/Dance afterwards. Kept couples here to spend money, vs. going out to bar/restaurant • Changes that are being looked at: the date for next year's event. They're looking at area schools and community events to try and avoid big events that would take away attendees from our Gala. • Angie and Elizabeth have agreed to chair the 2018 event, but that will be their last. Looking for people to chair/shadow them for 2018 in order to take over the 2019 Gala. 	Palen/Pershing

	<ul style="list-style-type: none"> • Their hope is to grow the current committees to replace leaving members and get new ideas and growth. • Swapped help from St. Odilia's Gala committee: they came here to help gather up the silent items during dinner to free up FSCS volunteers. The FSCS volunteers will do the same for St. Odilia's Gala at the end of the month. Good information and idea sharing. • Gala Attendance – about 240, which is a little less than last year, but this year's event made more financially. • Biggest need: VOLUNTEERS. Who else can we reach out to? Parishes? 	
Chiller Replacement	<p>Fr. Doug outlined the bid to replace the school's chiller. The one chosen is by Carrier, comes with new controls, will save the school on energy costs and is eligible for rebates.</p> <p>Motion: Fr. Doug Ebert made a motion to accept the chiller replacement proposal, as outlined and presented to the Board of Directors.</p> <p>The Motion was seconded by Cara Geheren and was unanimously approved.</p>	Fr. Ebert
New Phone System	<p>The plan for summer 2016 was to replace the school's phone system (\$4300 contract). Was ready to go, but then that company's phone support dropped, so we didn't go through with it.</p> <p>Mike Randall outlined the new system that will cost between \$25,000 and \$30,000 and will be installed Summer 2017. Fund allocation- 53% from excess bond, 47% out of capital reserve funds.</p> <p>Motion: – Cara Geheren made a motion to accept the Finance Committee's recommendation to replace phone system.</p> <p>The motion was seconded by Tom Durand and was unanimously approved.</p>	Randall
	Old Business	
Strategic Planning Proposals	Moved to Executive Session.	Engler
Bylaw Review	The Board members went over some changes to the By-laws. Dick Engler will get the changes typed up and then they will be brought to the Board for approval.	Engler

	Executive Director's Report	
	<p>Written Report attached.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> • Mike Randall gave a breakdown that showed from which preschools we're receiving applications. Going forward, these breakdowns will be part of his Executive Director's report. 	Randall
Marketing	Did not meet last month, but marketing notes and summary are attached.	Durand
Development	Did not meet, but summary attached.	Silgen
Finance	Written Report attached.	Kraus
Executive Committee	<ul style="list-style-type: none"> • The Faculty and Staff Evaluation of the Executive Director will be given out within the next week. • There is also a survey for a random selection of parents and also to the members of the various school committees. • The goal is to gather all the responses by the next Executive Committee meeting. 	Engler
Facilities	Written Report attached.	Fr. Ebert
Closing Prayer	The meeting ended at 8:00 PM.	Silgen
Executive Session	The Board adjourned and then went into Executive Session following the public meeting.	Board
Motion to Hire Strategic Planning Leader	<p>Following Executive Session, the board reconvened and the following took place:</p> <p>Motion: Fr. Tim made a motion that we move to hire Anita Duckor as our Strategic Planning leader.</p> <p>The motion was seconded by Cara Geheren and was approved with one abstention (Fr. Steven) and two opposed (Molly Ryan and Tom Kraus).</p>	

Next Board Meeting: - May 2nd, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

Executive Director's Report – April 2017

Invention Convention

Our fourth grade students held their Invention Convention on Friday, March 24 in the cafeteria. The students came up with some creative inventions and did a great job explaining their product and the problem they were attempting to solve. There was a good turnout of parents and grandparents. The students' projects are currently on display in the library.

Reconciliation Services

- Our 5th-8th graders participated in the sacrament of Reconciliation on March 15. We had 12 priests attend to help out.

Upcoming Events

- On April 13 our 4th grade students will present a live version of Stations of the Cross.
- Our 8th grader students will be attending Junior Achievement Finance Park on April 11.
- Orff and Recorder concerts will be held on April 20.
- On April 27 we will hold our annual Spanish Mass. Presider will be Bishop Cozzens. We will be hosting a reception for him after Mass in the cafeteria.
- During Lent two of our Faith in Action Fridays will benefit the NPH Homes in Nicaragua.
- Vacation Bible School will be held at FSCS the week of June 19. St. John Neumann and St. Thomas Becket will again be participating.

Fundraising Update

- STAR Fund - We have received 107 gifts totaling \$62,948 in cash and pledges.
 - We also received \$6,100 in donations for scholarships from various families.
- GALA - There are still a few expenses trickling in but it looks like we will net close to \$113,000! The breakdown is as follows:
 - \$81,000 to budget; \$31,000 Electric Moment, \$1,100 Teacher Kitty.
 - It truly was a great night!
- Read-A-Thon – Kickoff is set for Wednesday, April 5 after Mass. We will have four turn-in days during the month of April. The goal again this year is \$40,000. We will have guest authors and other reading-related activities planned our Read-A-Thon Day April 28.

Enrollment Update

- We have received **41** applications for Kindergarten:
 - 22 new families have applied
 - **19** current families have applied (of a possible 21)
- Grades 1-8 enrollment - 5 new students registered (grades 1,3,6).
- We may have two students transferring in after Spring Break (3rd & 4th grade).

- We had 32 families attend our Kindergarten Breakfast on March 10. Several were families that had not yet applied and we have since received two new applications.

Re-enrollment Update

- To date we have received **245** \$400 deposits for next year (of a possible 365).
- Sent an email to all families we have not heard from and will do a follow-up email in mid-April.

Principal Search Update

- We have received 12 applications to date.
- Application deadline is April 14.
- Committee is meeting April 26 to review resumes.
- Hope to conduct 1st round of interviews first week of May.
- Bring recommendation to the board in June.

FSCS Marketing Committee Report to Board of Directors

April 3, 2017

Summary of Recent and Upcoming Activities

1. April Facebook Campaign – Shawnessy Schwartz is running a small, targeted Facebook campaign this week and next week with the goal of increasing traffic to the FSCS website.
2. New Marketing Brochure – Shawnessy Schwartz and Mike Randall met with the company designing the brochure before Spring Break and hope to have a revamped design by midmonth. The goal is to have them printed by the end of the school year.
3. Parish Outreach - SJN is hosting a Faster Than the Pastor race on April 29 and invited us to insert flyers in the race bags. They are expecting around 200 participants.
4. Committee Recruiting Effort – Shawnessy Schwarz, Mike Randall and Tom Durand are planning to meet the week of April 17th to discuss ways of attracting new members of the Marketing Committee.
5. Committee Meeting – The next Marketing Committee meeting date is TBD.

Development Committee Update

Tuesday, March 21

Update

1. Gala
 - Very successful event. Electric Moment raised \$31,000. Still paying off invoices. Should have final dollars raised at our April meeting.

2. STAR Fund
 - Donations continue to trickle in. Current dollars raised in cash and pledges is \$62,763 (106 donors). Will do a final appeal letter in May.

3. Read-A-Thon
 - Kickoff is scheduled for Wednesday, April 5th following Mass. Plan to have 4 turn-in days. April Kirby is again running the event and has put together incentive plan similar to last year. Goal is \$40,000.

4. Pull Tabs
 - We were approached by a current parent with the idea of doing pull tabs (charitable gambling) for the school. Has at least one site, and possibly others, who would give proceeds to FSCS. Are currently investigating what our roles/responsibilities will be.

5. Next Meeting (6:00 PM)
 - April 12

Finance Committee - Report to Board

March 22, 2017 Finance Committee Meeting

Present: Amy Spencer, John Tauer, Tom Kraus, Mike Randall, Kelly Larson

Absent: Aida Schaefer (Chair), Mike Nesdahl, Christina Burke

1. **Approval of minutes:** No minutes were available to approve.
2. **Review current financials:** Financials for the month of February and FYTD (July through February) were reviewed and discussed. Net income for the month was favorable to plan by \$34,299.92 and year-to-date by \$129,926.62 (NOTE: these figures include both the regular operating budget and the fundraising budget – typically the numbers presented in this report do not include the fundraising numbers, but a condensed operating P&L excluding fundraising numbers was not made available this month). Favorability derived from many of the same sources as in recent months, e.g. lower utility expense, lower custodial expenses, lower instructional expenses (and in particular, substitute teaching expense), etc. Some of these savings will be maintained throughout the remainder of the year, while others (e.g. substitute teaching expenses) will/may be reduced later in the year. A few additional notes:
 - One area in which expenses have been much greater than budgeted was our photocopier expenses. We had to lease a new copy machine this year, when the previous one died, and the operating costs of the new machine have been much higher than expected. Fortunately, as of this past month the copy bill has been straightened out. Our copier supplier was inadvertently charging us 10¢/copy instead of 1¢/copy. They have given us a credit that should mean we won't have to pay anymore bills the rest of the year. If there is a credit remaining at the end of June we will request to be paid the balance.
 - Gala funds are, for the most part, not yet reflected in our financial statements. Although the event took place in February, there was not enough time before the month end to include these transactions in the accounting books. We will have a better sense of the Gala results in the March/April financials.
 - Assuming we maintain a budget surplus at the end of the fiscal year, we may consider moving some funds to the capital reserve fund, which will need to be replenished (see below).
3. **Capital budget discussion:** The committee reviewed Mike's current draft of a capital budget for the next two years (the timeframe within which the excess bond funds from last year's mortgage refinancing need to be used). The proposed budget will consume all of the excess bond funds and most of the funds in our capital reserve account (thus the need to replenish it). Key capital budget topics discussed were as follows:
 - The chiller needs to be replaced ASAP. The Finance committee supports this decision and support spending up to \$150,000 for its completion, which is on the high side of current estimates

of the cost of this project. If the cost exceeds this amount, the committee would appreciate an explanation of any additional expense. This expense will be paid for using both bond funds (53% of the cost) and funds from our capital reserve account (the remaining 47%).

- The phone system also needs to be replaced soon (probably over the coming summer). Bids that were submitted by contractors last year are being updated to reflect current costs and to confirm vendor selection. The Finance committee supports spending up to \$30,000 for this purpose. This expense will be paid for using both bond funds (53% of the cost) and funds from our capital reserve account (the remaining 47%).
- The Finance committee briefly discussed the need to upgrade the parking lot. The rough estimate of the cost of this project is \$125,000, though a more precise figure won't be known until the current asphalt surface is removed and the condition of the parking lot base is evaluated. This expense will be paid for using both bond funds (85% of the cost) and funds from our capital reserve account (the remaining 15%). Because of timing constraints, and because the committee felt the need to upgrade the parking lot is not urgent, this project may wait until the summer of 2018 to be completed.

4. Other:

- Mike Randall shared the documents from Froehling Anderson (our auditors) that includes a release of liability related to our arbitration penalty. The Board's approval is requested to sign off on this document.
- The Finance committee supported the decision to use up to \$30,000 for the Strategic Planning Process the board will be conducting. This expense will be paid for using some of the projected budget surplus from the current fiscal year operating budget. The suggestion was made that we should also seek funding from CSCOE to pay for the consultant. Mike Randall will submit a funding request.
- The next Finance Committee meeting is tentatively scheduled for Monday, April 24 at 6:30 p.m., pending confirmation of the availability of Finance committee members who were unable to attend this month's meeting.