

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
June Approved Minutes
Date: June 13, 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	Cara Geheren	Jen Silgen	
Molly Ryan	Tom Durand	Tom Kraus	Maria Brandel, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 6:33PM.	Geheren
Adoption of Agenda	<p>Motion: Tom Kraus made a motion to approve the May 2017 agenda with approved adjustments.</p> <p>The motion was seconded by Tom Durand and was unanimously approved.</p>	Engler
Approval of Minutes	<p>Motion: Tom Kraus made a motion to approve the April 2017 Minutes with approved adjustments.</p> <p>The motion was seconded by Jen Silgen and was unanimously approved.</p>	Engler
	New Business	
FSCS Golf Tournament	<p>The Board discussed an opportunity presented to them by Bill Lethert for a FSCS golf tournament held at Southview Golf Course in June of 2018.</p> <ul style="list-style-type: none"> • Mike Randall said that the contract from the course would be \$130 per golfer and we would need to guarantee 100 golfers. FS would then charge \$150 per golfer. • Mike Randall said he met with the development committee, and their thoughts were that FS already has 4 major fundraisers. This new event would require many volunteers, and there is a fear already of volunteer burnout. At this time, they discussed pushing Star Fund more instead. 	Randall

Computer Lab Replacement	<p>The computer lab is in need of a redesign and update. One option is to replace the computers there with Chromebooks, which would cost around \$10,000. We would use part of a \$20,000 non-designated donation for the upgrades.</p> <ul style="list-style-type: none"> • Motion: Fr. Doug Ebert made motion to approve using around \$10,000 to build and upgrade the computer lab. <p>The motion was seconded by Cara Geheren and was unanimously approved.</p> <p>A discussion involving naming rights was brought up – would the donors of this gift want to have naming rights to the computer lab? What is our naming rights policy? The Board discussed coming up with criteria for this and discuss at a later time.</p>	
Old Business		
Strategic Plan Task Force Groups	<ul style="list-style-type: none"> • Mike Randall sent out Anita’s proposal <ul style="list-style-type: none"> ○ Are all groups covered? ○ Are people able to do this? • The Board will discuss and identify chairpersons/members of subcommittees. • Anita’s task list: <ul style="list-style-type: none"> ○ Meet with Board members 1 on 1 to discuss process to set people on committees ○ Work with Mike Randall to manage this process 	Engler
By-Laws Update	<ul style="list-style-type: none"> • Mike Randall sent the updated by-laws to the Board members today. The plan is to give a copy to each of the 3 new Board members coming on in August. • The Board members discussed a few of the by-laws more in-depth. <p>Motion: Tom Kraus made motion to accept the by-laws as-is, with the exception of a few caveats.</p> <p>The motion was seconded by Cara Geheren and was unanimously approved.</p>	Engler
Discipline Policy / Handbook Update	<ul style="list-style-type: none"> • The Board decided to wait on moving forward with the Discipline Policy until the new principal is on board and go from there. • • The Parent/Student handbook is to be ready by the August board meeting for approval. 	Engler

	Executive Director's Report	
	Written Report attached.	Randall
Marketing	Did not meet, but written summary attached. Additional comments: <ul style="list-style-type: none"> With Shawnessy Schwartz not contracted to work during the summer, Admissions and Enrollment first contacts will be Mary McCoy and Mike Randall. 	Durand
Development	Did not meet.	Silgen
Finance	Did not meet.	Kraus
Executive Committee	Did not meet.	Engler
Facilities	Did not meet. Additional notes: <ul style="list-style-type: none"> Vacation Bible School – Week of 19-23. The hope is the have the new A/C installed by then. New phone system – will be installed in July. 	Fr. Ebert
	Additional Notes	
Retiring Board Members	The FSCS Board of Directors would like to publicly thank Jen Silgen, Tom Durand, and Dick Engler for their years of service to the Board and the school. We appreciate their service and contributions. Jen Silgen has served 3 years, Tom Durand has served 7 years, and Dick Engler has served 2 years.	
8th Grade Graduation	Several members of the Board want to convey the many good comments received about the 8 th Grade graduation events held the last week of school, from the 8 th grade walk, award presentations, Graduation Mass and reception. Additionally, 34 graduates came back to the school on the last day of school to attend Mass.	
Closing Prayer	The meeting ended at 7:40 PM.	Durnad
Executive Session	The Board adjourned and then went into Executive Session following the public meeting.	Board

Next Board Meeting: - August 1st, 2017 at 6:30PM - Regularly Scheduled Meeting @ FSCS. Executive Session following the meeting (approx. 8:30PM)

Executive Director's Report – June 2017

End-of-the-Year Activities

- Field Day was held on June 5 and was a fun day for teachers and students.
- Our 2nd Annual 8th Grade Walk was held on Friday, June 2 following the 8th grade retreat and graduation practice. The 8th graders returned to school and found the entire school lining the main hallway and congratulating them on their achievement. They proceeded into the gym where each student was introduced with a mention of what high school they were attending. The event concluded with the awarding of our 8th grade Leadership Awards and a final blessing from all in attendance. It was an emotional and fitting end to their experience at Faithful Shepherd Catholic School.
- The graduation Mass was held Tuesday, June 6 at St. Thomas Becket. It was well attended by family and friends and almost the entire staff attended as well. They processed in behind the 8th graders and received a standing ovation at the end of the ceremony. It meant a lot to our students to have so many staff attend and the staff was touched by the warm acknowledgement for all they do for the school.
- The 5th graders made their annual trek to BizTown on June 2.
- The Spring NWEA tests were administered May 15-19. Test results were sent home with report cards on June 7. Sarah Meier is compiling the school-wide results and they will be posted on our website soon.

Enrollment Update

	\$400 Tuition Deposits Received	No Response Current Families	New Apps Pending	Potential Enrollment
Kindergarten	39	0	4	43
First	43	3	0	46
Second	34	2	0	36
Third	37	1	2	40
Fourth	44	2	2	48
Fifth	43	2	1	46
Sixth	42	4	0	46
Seventh	37	9	0	46
Eighth	39	5	0	44
	358	28	9	395

- Of the 28 current families remaining, 5 have requested transcripts to other schools, which puts our potential enrollment more realistically at 390.
- Continue to reach out to both current and new families who have not sent in their \$400.
- We continue to get calls requesting information for next year. In the past two weeks alone, we received inquiries from a potential of 10 new students.

Staff Updates

The following positions need to be filled for the 2017-18 school year:

- Middle School Spanish (not returning)
- K-5 Spanish (tentative/may not return)
- First Grade (adding a third class)
- Fifth Grade (retirement)
- Enrichment Teacher (maternity/staying home)
- Art Teacher (not returning)

Need to post the Spanish and Art positions. The other positions have been posted and we have received many applications. Will start interviews week of June 19.

Fundraising Update

- Read-A-Thon has raised \$41,000, surpassing our goal of \$40,000.
- STAR Fund has raised \$64,898 in cash/pledges (\$3,500 is pledged). We sent out a year-end mailing, and we will also be receiving a gift from the 8th grade parents.

June Marketing Committee Update:

- Reached out again to all families who have toured via email and phone.
- Admissions brochure redesign was finalized and new admissions folders materials ordered.
- First baptism list received from SJN. Baptism cards ordered.

Marketing Effort Activities For Past Month:

- May Mailing sent to all new families welcoming them to school and letting them know about important summer dates, uniform requirements, etc.
- New brochure design finalized (attached). Printed versions arrived June 6.
- Table top display ordered and design for panels in the works. Display to be used at events, hospitality weekends, etc.
- Website updated with open house dates for next school year.
- Parish bulletin boards updated for the summer