

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
September 4, 2007**

**Board Members Present:**

**St. John Neumann**

Father Charlie Lachowitzer

Faye Heffele

**St. Thomas Becket**

Father Tom Brioschi

Brian Howard

Rebecca Schmid

**Church of St. Peter**

Dan O'Brien

**Other Attendees**

Linda Kautzky, Recording Secretary

John Boone, Principal (7:00-7:40pm)

Jim Fink, Finance Team Chairman (7:45-8:00pm)

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:00 pm.	Brian Howard
<b>Adoption of Agenda</b>	<b>Motion:</b> To approve the September 4, 2007 agenda with the following amendment: <ul style="list-style-type: none"> <li>• MOVE – Principal's Report to follow Approval of Minutes.</li> </ul> <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion:</b> To approve the minutes from the August 7, 2007 meeting as written: <b>The motion was unanimously approved.</b>	Board
<b>Unfinished Business</b>		
<b>Governing Documents Revisions</b>	<ul style="list-style-type: none"> <li>• Father Charlie received a written appointment from Archbishop Flynn.</li> <li>• We have not yet received the constitution and bylaws.</li> </ul>	Father Charlie
<b>New Business</b>		
<b>Financial Reforecast '07-'08</b>	<ul style="list-style-type: none"> <li>• Mr. Fink, Chairman of the Finance Committee, presented the 2007-2008 Revised Budget report to the Board.</li> <li>• '06-'07 financial books are not completely closed, actual results will likely be better than budget.</li> <li>• Mr. Fink clarified administrative roles: <ul style="list-style-type: none"> <li>➢ Human Resources: Mr. Boone, Ms. Buckingham (forms)</li> <li>➢ Admissions: Mr. Meyer</li> <li>➢ Tuition: Mr. Meyer, Mr. Fink (collection, refund issues)</li> <li>➢ Tri-Parish Center rentals: Mr. Boone or designee (contracts), Ms. Larson (scheduling)</li> </ul> </li> <li>• Ms. Buckingham may possibly work 4 days per week. This will be decided by Mr. Boone and the Finance Committee.</li> <li>• The 2007 Marathon budget is \$62,000. Since the Marathon is an operational fundraiser, the Board decided not to allocate a portion of excess Marathon fundraising for a tangible item this year (see Principal's Report, bullet 7). The idea for a Mary Garden will be sent to the Home and School Association, as HSA has more flexibility with their fundraising money.</li> </ul>	Brian Howard
<b>Reports of Committees</b>		
<b>Llaison Reports</b>	<b>Development</b> <ul style="list-style-type: none"> <li>• Rich and Steve from Catholic School Management will attend the Board meeting October 2<sup>nd</sup> to discuss the capital campaign plan. The Capital Campaign Committee will meet on October 3<sup>rd</sup> to complete the plan after discussing with the Board.</li> <li>• Septemberfest planning is on schedule: <ul style="list-style-type: none"> <li>➢ KQRS is promoting Septemberfest starting this week.</li> <li>➢ Jake's will cater Septemberfest (all food items under \$6.00). Faithful Shepherd receives 25% of the catering profit.</li> <li>➢ A banner advertisement will appear in the Star Tribune.</li> <li>➢ Crowne Plaza Eagan will provide accommodations for the band.</li> <li>➢ St. John Neumann ticket sales are strong.</li> <li>➢ Flyers have been posted in clubs and bars where the bands are well-known.</li> <li>➢ Knights of Columbus will not be sponsoring Septemberfest this year. Father Charlie has identified other potential sponsors and will determine the replacement sponsor this week.</li> </ul> </li> </ul>	Brian Howard
	<b>Finance</b> <ul style="list-style-type: none"> <li>• See New Business: Financial Reforecast '07-'08 above.</li> </ul>	Brian Howard

<b>Liaison Reports</b>	<u><b>Tri-Parish</b></u> <ul style="list-style-type: none"> <li>No report.</li> </ul>	Father Tom
	<u><b>Marketing</b></u> <ul style="list-style-type: none"> <li>Recruiting plan in place.</li> <li>The Marketing committee will meet with Mr. Boone in the near future to discuss the recruiting plan and other Marketing items.</li> </ul>	Dan O'Brien
	<u><b>Athletic Field Site Plan</b></u> <ul style="list-style-type: none"> <li>The field is in good shape; needs to get back on a watering schedule post-storms.</li> <li>Meeting is scheduled for later in September.</li> </ul>	Dan O'Brien
<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>575 students are enrolled for the 2007-2008 school year.</li> <li>Staff positions almost filled. Temporary Band instructor for 2 weeks, currently searching for permanent Band instructor.</li> <li>Back to School nights scheduled for September 12<sup>th</sup> (elementary school) and September 19<sup>th</sup> (middle school).</li> <li>7<sup>th</sup> and 8<sup>th</sup> grade football teams and volleyball teams are set.</li> <li>Catholic School Management (CSM) signed our contract. Ms. Collins and Mr. Boone are scheduled to meet with CSM October 2<sup>nd</sup>. Ms. Collins will present the results of this meeting to the Board on October 2<sup>nd</sup>.</li> <li>Septemberfest planning is on schedule.</li> <li>The Marathon Committee asked Mr. Boone to present the following request to the Board: 50% of fundraising in excess of the goal to go towards a tangible item for the school, such as a Mary Garden. The Board discussed this request following the Financial Reforecast presented by Mr. Fink (see New Business: Financial Reforecast '07-'08 above).</li> <li>The following items need repair: <ul style="list-style-type: none"> <li>Chiller compressor (by winter season)</li> <li>Hot water pumps</li> <li>Handicap entry door</li> </ul> </li> </ul> <p>Currently none of the above items are under warranty. Father Charlie proposed that the Finance Committee advise the Board on what carry-over and annual budget funds are available to repair the above items. Mr. Boone will provide repair estimates to the Board. Based on the information from the Finance Committee and Mr. Boone, the Board will electronically vote to authorize repairs of the above items.</p> <ul style="list-style-type: none"> <li>New playground equipment will be installed at the end of September.</li> <li>Clarification is needed on the Student Withdrawal policy as it relates to tuition. Per the Board's request, Mr. Boone will discuss this with the Finance Committee, and then come back to the Board for clarification.</li> <li>Should high school recruitment at Faithful Shepherd be limited to Catholic high schools, or open to other religious high schools? The Board clarified that no recruitment is allowed for 7<sup>th</sup> and 8<sup>th</sup> grades.</li> </ul> <p><b>Motion:</b> To allow Trinity School on site to recruit high school students. Review yearly, and add any other schools to the recruitment list on a case-by-case basis.</p> <p><b>The motion was unanimously approved.</b></p>	John Boone
<b>Executive Session</b>	Occurred from 6:00 – 7:00 pm.	Board
<b>Closing Prayer</b>	The meeting adjourned at 8:12 pm.	Faye Heffele

**Next meeting October 2, 2007 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting**