

Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
November 6, 2007

**Board Members Present:**

**St. John Neumann**  
Father Charlie Lachowitz  
Faye Heffele  
Mark Lasswell

**St. Thomas Becket**  
Brian Howard

**Church of St. Peter**  
Father Rick Banker (8:55 pm)  
Della Miller  
Dan O'Brien

**Other Attendees**  
John Boone, Principal  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:33 pm.	John Boone
Adoption of Agenda	<p><b>Motion:</b> To approve the November 6, 2007 agenda with the following amendments:</p> <ol style="list-style-type: none"> <li>1. ADD – “Tuition Refund Request” under New Business.</li> <li>2. REMOVE – “Capital Campaign” under Unfinished Business.</li> </ol> <p><b>The motion was unanimously approved.</b></p>	Board
Approval of Minutes	<p><b>Motion:</b> To approve the minutes from the October 2, 2007 meeting with the following changes:</p> <ul style="list-style-type: none"> <li>• Change “Rick Vitale” to “Rich Feitel” in Attendance and throughout document.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Reports of Committees</b>		
Liaison Reports	<p><b><u>Principal’s Report</u></b></p> <ul style="list-style-type: none"> <li>• Playground was installed on October 17<sup>th</sup>. The company came out to install the equipment due to lack of parent volunteers and field condition.</li> <li>• The irrigation system broke at the beginning of November.</li> <li>• Chiller is scheduled for repair in Spring 2008.</li> <li>• The staff retreat was held on October 17th at Carondelet Center. The theme was “Everyday Holiness”.</li> <li>• Midterm/goal-setting conferences went well. The conferences emphasized goal-setting rather than reporting of grades.</li> <li>• The ’06-07 accreditation report has been turned in.</li> <li>• Over 150 grandparents and special friends attended our successful Grandparents Day. This year, Grandparents Day coordinated with our annual Scholastic Book Fair. The Fifth grade teachers and students did a great job.</li> <li>• We need one more volunteer for Math Club. Otherwise, all co-curricular coaches are in place.</li> <li>• Administration configuration was discussed during the dinner session.</li> <li>• Future expenditures for ongoing maintenance and replacement/improvement needs are included in our annual budgeting. Mr. Boone met with Ms. Meyer and Mr. Jorgensen (Technology Coordinator) on November 6<sup>th</sup> to discuss our future critical technology needs. Mr. Boone will create a Technology plan framework for the December 4<sup>th</sup> Board meeting. This framework will provide a priority list of long-term technology needs. Mr. Boone will then meet December through February with the technology teacher, Mr. Jorgensen, the Finance Committee, and the Board to review the framework and finalize a formal Technology plan.</li> </ul>	John Boone
	<p><b><u>Development</u></b></p> <ul style="list-style-type: none"> <li>• No Updates.</li> </ul>	Mark Lasswell
Liaison Reports	<p><b><u>Capital Campaign</u></b></p> <ul style="list-style-type: none"> <li>• The FAQs were reviewed by Catholic School Management (CSM). CSM recommended some grammatical changes to the FAQs. Mark Lasswell will edit the “two assistant principals” FAQ and forward to Father Charlie for final review.</li> <li>• The schedule specifies that a General Campaign Chair be identified by the mid-November meeting with CSM. Mark will check with Rich and Sarah, and then begin to identify potential campaign leadership. The Development Director and CSM will finalize the list.</li> </ul>	Mark Lasswell

Liaison Reports	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Jim Fink updated the budget. Changes include: <ul style="list-style-type: none"> <li>◦ Repairs, heating, and staffing budget changes.</li> <li>◦ \$110,454 cash carryover (reserve) at end of '06-'07 fiscal year.</li> <li>◦ Prepaid tuition is revenue for '07-'08.</li> </ul> </li> <li>• Staffing changes not factored into the budget at this time.</li> <li>• Currently projecting a \$68,000 surplus for '08.</li> <li>• Finance recommends we set up a Plant and Equipment fund for future facility needs, technology needs, etc., enabling FSCS to earn more income on these funds until the needs arise. FSCS has no restricted reserve investment at this time.</li> <li>• The auditor's report is created and in draft. The report will be finalized in the near future.</li> <li>• A question arose on the Capital Campaign – are we asking for a three or five year commitment? The Capital Campaign Committee will likely set a three year commitment.</li> <li>• Finance is considering changing accounting software from Quickbooks. Finance needs to have more flexibility in looking at numbers at different time frames (month to month comparisons, etc.).</li> <li>• Finance plans to reforecast the budget three times per year.</li> <li>• Accounting not yet completed for Septemberfest or Marathon.</li> <li>• Board members will review training materials for new board members, finance committee members, etc. These materials will then be provided to Rebecca Schmid and other new board and committee members as needed.</li> </ul>	Della Miller
Liaison Reports	<p><b><u>Tri-Parish</u></b></p> <ul style="list-style-type: none"> <li>• No updates.</li> </ul>	Brian Howard
	<p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>• The Marketing Committee is drafting a recruitment and retention plan for elementary and middle schools. This plan will be presented to the Board in December.</li> <li>• Kindergarten open House tours begin in December, with two additional open house tours scheduled in early 2008. John Boone will contact preschools at parishes.</li> <li>• The Middle School open house tour is scheduled for January.</li> <li>• More details on the open houses in the next meeting.</li> </ul>	Dan O'Brien
	<p><b><u>Athletic Field Site Plan</u></b></p> <ul style="list-style-type: none"> <li>• Dan O'Brien and John Boone met on October 31st to confirm priorities.</li> <li>• Eagan Athletic Association (EAA) requested approval from FSCS to add a batting cage along the 3<sup>rd</sup> base line behind the pine trees at EAA's cost. <ul style="list-style-type: none"> <li>◦ No additional fencing is needed.</li> <li>◦ John Boone and Jon Vievering walked the area and agree that there should be no installation problems.</li> <li>◦ The cage will be installed by the City of Eagan by the end of summer '08.</li> <li>◦ John Boone will forward approval of the cage installation to EAA.</li> </ul> </li> </ul> <p><b>Motion:</b> To approve EAA's request to install a batting cage along 3<sup>rd</sup> baseline at their expense.  <b>The motion was unanimously approved.</b></p>	Dan O'Brien
<b>Unfinished Business</b>		
Governing Documents Revisions	Father Charlie has not yet received the constitution and bylaws.	Fr. Charlie
<b>New Business</b>		
Tuition Refund Request	<p>A FSCS family has made a written request to pro-rate their tuition, to result in a partial tuition refund, due to a sudden move out of state. The payment of tuition not actually used for education is a financial hardship for the family. The student was in school for less than one month. The current charge is 55% (1<sup>st</sup> trimester).</p> <p><b>Motion:</b> To pro-rate the tuition and pay a partial tuition refund for a FSCS family due to their sudden move out of state.  <b>The motion was unanimously approved.</b></p>	Fr. Charlie
Executive Session	Occurred from 6:00 – 7:30 pm.	Board
Closing Prayer	The meeting adjourned at 9:12 pm.	John Boone

Next meeting December 4, 2007 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting