

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

Della Miller

Other Attendees

John Boone, Principal

Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:18pm.	Brian Howard
Adoption of Agenda	<p>Motion: To approve the December 4, 2007 agenda with the following amendment:</p> <ul style="list-style-type: none"> • ADD - "Listening Session" under New Business. <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: To approve the minutes from the November 6, 2007 meeting with the following amendment:</p> <ul style="list-style-type: none"> • Change Liaison Reports – Finance - second sub-bullet - to read: "\$110,454 cash carryover (reserve) at end of '06-'07 fiscal year." <p>The motion was unanimously approved.</p>	Board
Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • Thirty-one current Faithful Shepherd families indicated that they have children starting Kindergarten next year. • Three current Faithful Shepherd families indicated that they have children new to Faithful Shepherd starting Middle School next year. • Members of the Marketing committee met with representatives from St. John Neumann and St. Thomas Becket preschools. • The first Open House of the school year is scheduled for Thursday, December 6th. Mr. Boone will attend and classrooms will be open to parents during the event. • The Marketing committee is considering an additional open house as a follow-up to the currently scheduled open house events. 	Brian Howard
	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> • John Boone left a message with EAA regarding the batting cage. He has not yet heard back from EAA. 	Brian Howard
Liaison Reports	<p><u>Principal's Report</u></p> <ul style="list-style-type: none"> • The garbage disposal needs to be replaced. • The chiller is scheduled for repair in Spring 2008. • A "specialist budget" will be organized for the specialist teachers from the overall budget. With this "mini budget", specialist teachers will better understand what they can spend in their area. Technology and Physical Education will require the largest portions of this specialist budget. • Mrs. Pornschloegl has submitted a written resignation. Her substitute, Ms. Langer, will continue through the end of the school year. • Science and Health curriculum "I Can" statements (objectives) will be developed and finalized through the remainder of the school year. • Mr. Boone is getting additional information to provide a MNSAA accreditation report for last year. • The Strength and Conditioning program is a new co-curricular activity offered to students January through May. This voluntary after-school program is open to all grades and is self-directed by participating students. Participating students pay \$10 for items in the program and receive a journal to track their progress. • The Technology teacher, Sarah Meier, and the Technical Support Specialist, Nate Jorgensen, provided input for the first draft of the Technology plan. Mr. Boone asked for two technology-savvy Board members to review the proposed plan. These two Board members will then meet with Mr. Boone, Sarah Meier, and Nate Jorgensen to finalize the plan. Brian Howard will ask former Board member Kirk Fischer to review the plan. 	John Boone

	<u>Principal's Report, continued</u> <ul style="list-style-type: none"> Fr. Charlie and Mr. Boone will meet to discuss steps for Finance to follow to resolve delinquent tuition payments. A question arose on determining raises for custodial staff who have not received raises in over one year. In the past, Administration and Finance have worked together to determine custodial staff raises based on similar parish positions. Fr. Charlie will provide raise information for Finance based on the policies of other schools in the area. Finance will then implement raises based on this information and the current budget. The Principal Advisory Group will be up and running after January 1, 2008. 	John Boone
Liaison Reports	<u>Development</u> <ul style="list-style-type: none"> The Gala committee asked Mr. Boone to provide ideas for the Gala silent auction Electric Moment. Mr. Boone, Dan O'Brien and Ed Schlueter will generate ideas for the Electric Moment. The Board will vote on the Electric Moment in the January 8th meeting. The Board will provide a group dinner hosted by Fr. Charlie for the Live Auction. 	Mark Lasswell
	<u>Capital Campaign</u> <ul style="list-style-type: none"> No updates. 	Mark Lasswell
	<u>Finance</u> <ul style="list-style-type: none"> The Finance committee has reviewed the bond covenants for the loan. Capital Campaign funds will be collected over a three year period. Mark Lasswell will check with Catholic School Management (CSM) and report back to the Finance committee on the net funds expected from the Capital Campaign (campaign funds minus expenses). The Finance committee is waiting for a response from the auditors prior to publishing reports. A question arose as to what investment vehicles should be used. Since we absolutely cannot risk the principal, money market, treasury bills, and certificates of deposit should be used. We are currently not using the Catholic Community Foundation Endowment fund. We may use this fund in the future as it is best for long-term investments. 	Della Miller
	<u>Tri-Parish</u> <ul style="list-style-type: none"> No updates. 	Brian Howard
Unfinished Business		
Governing Documents Revisions	Father Charlie has not yet received the constitution and bylaws.	Fr. Charlie
New Business		
Tuition Deposit	The Board held a general discussion on the tuition deposit date. No action was taken.	Brian Howard
Listening Session	<ul style="list-style-type: none"> Announcements about the Listening Session went to parents via email and the weekly newsletter. The meeting will run 1.5 hours. Attendees will have five minutes at the beginning of the meeting to write questions. Fr. Charlie will address the questions during the meeting. He will distribute any unaddressed questions to Mr. Boone or the applicable group to be answered off-line with the parent. Board members will be on stage with Fr. Charlie during the meeting. The Board members prepared for the Listening Session. 	Brian Howard
Executive Session	Occurred from 6:00 – 7:15pm.	Board
Closing Prayer	The meeting adjourned at 8:56pm.	Della Miller

Next meeting January 8, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting