

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 5, 2008**

Board Members Present:

St. John Neumann
Father Charlie Lachowitz
Faye Heffele
Mark Lasswell

St. Thomas Becket
Brian Howard
Rebecca Schmid

Church of St. Peter
Della Miller
Dan O'Brien

Other Attendees
John Boone, Principal
Jim Fink, Finance Committee (8:26pm)
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:06pm.	Dan O'Brien
Adoption of Agenda	Motion: To approve the February 5, 2008 agenda as written: The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the January 8, 2008 meeting with the following amendment: <ul style="list-style-type: none"> • CHANGE Liaison Reports - Principal's Report - last bullet - to read: "John Boone will attend the Gala. Sarah Meier will present the Electric Moment." The motion was unanimously approved.	Board
Principal's Report		
	<ul style="list-style-type: none"> • The Gala went well. Net results were approximately \$139,000. • FSCS needs a probationary period for sick/unpaid leave for employees. The current policy offers 10 sick days. John Boone will propose a new sick/unpaid leave policy for employees at the next Board meeting. • The next open house is scheduled for February 15th. This will be the 3rd open house of the school year. John Boone and Sue Riesgraf from the Home & School Association will both be available during the open house. Parents will receive a tour, have their school questions answered, and complete a contact information form for FSCS to follow-up with them directly. The Gala DVD will be running and refreshments will be available during the open house. • Parent information night is February 12th. Kindergarten teachers will attend to answer parent questions. • Terese Shimshock recruited at St. Peter's this past Sunday. • Colleen Buckingham will work 4 days per week as Bookkeeper. • Interviews have begun for the Assistant Principal position. • Ashes will be administered at the Ash Wednesday Mass at school. • Catholic schools week and Mass went well. • The Middle School will perform day and evening concerts on April 22nd. • The annual Golf Tournament is scheduled to be held on Monday, August 4th. • Information on changes to the honor roll program will be available in the near future. • The batting cage is scheduled to be installed on the 3rd baseline this spring. John Boone is confirming insurance responsibility with Eagan Parks and Recreation. 	John Boone
New Business		
'08-'09 Budget Review	<p>Jim Fink presented the FSCS 2008-2009 budget to the Board:</p> <ul style="list-style-type: none"> • FSCS is tracking year-to-date expenses well. • The school is currently prepared for maintenance expenditures. • The budget does not include the cost for a Development Director, as this position will be rolled in with the Assistant Principal position. • After-school activities are grossed up in the 2008-2009 budget. These activities include sports and clubs, not YMCA after-school care. • Operational income includes textbook subsidies, student activity fees, etc. • The Board must approve the budget prior to renewing teacher contracts. • There may be variances to the approved budget due to higher or lower actual enrollment. <p>Motion: To approve the '08-'09 budget as presented: The motion was unanimously approved.</p>	Della Miller

<p style="text-align: center;">Audit</p>	<p>Jim Fink distributed the audit of financial statements for Board review:</p> <ul style="list-style-type: none"> • Jim provided 4 extra copies of the audit to John Boone and will also distribute it to the St. John Neumann finance committee. • John Boone will distribute the audit to John Bierbaum at the Archdiocese and to Bremer Bank (loan administrator). • Faye Heffele will sign Board minutes each month, retroactive to August 2007. • Faye will check for the FSCS fraud and abuse policy in past years' Board minutes and report back to the Board. 	<p style="text-align: center;">Della Miller</p>
Reports of Committees		
<p style="text-align: center;">Liaison Reports</p>	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • Covered in Principal's report. No further updates. 	<p style="text-align: center;">Dan O'Brien</p>
	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> • Covered in Principal's report. No further updates. 	<p style="text-align: center;">Dan O'Brien</p>
	<p><u>Development</u></p> <p>Brian Howard presented the Septemberfest Steering Committee recap on Septemberfest 2007 and recommendations for Septemberfest 2008:</p> <ul style="list-style-type: none"> • The Septemberfest Steering Committee feels that Septemberfest has enough "brand" as an event in the geographic area to continue the event. • The committee expressed concern that Septemberfest sponsorship might erode sponsorship for other events, such as the Golf Tournament. The Board discussed that our sponsors support our events because they believe in Catholic education. • The committee suggested moving the Septemberfest date to the 2nd weekend of September to minimize weather conflicts. The Board discussed the following regarding a Septemberfest date change: <ul style="list-style-type: none"> ○ Conflicts with attendees who may be at cabins or traveling in early September. ○ Sufficient time for FSCS to get the school year underway. ○ Tradition of the 3rd weekend in September. Parishes have it on their calendars, individual attendees have come to expect it on the 3rd weekend, etc. • The committee requested that the Board consider the following two options: <ul style="list-style-type: none"> ○ Approve planning Septemberfest 2008 with a limited regional band format, with a cover charge to pay for the entertainment and profit derived from sponsorships and beverage sales. Focus on Saturday night. ○ Approve planning with a national band format only after sponsorship funds beyond the vested sponsors have been secured to underwrite the cost of hosting a national act. This level of sponsorship must be secured before March 31st for planning purposes. • The Board discussed the goal of Septemberfest – to get corporate and community support outside of the FSCS community. • The Board agreed that the sponsorships should determine the scope of entertainment. The Board further agreed to stick to the Septemberfest 5 year plan. <p>Motion: To authorize the Septemberfest Steering Committee to continue planning and provide a budget for the event to the FSCS Board for the April board meeting: The motion was unanimously approved.</p> <p>On behalf of the Board, Brian Howard will instruct the committee to select a chairperson and begin planning Septemberfest 2008 with no date change. A national act requires a large sponsorship to be confirmed by April 1st.</p>	<p style="text-align: center;">Mark Lasswell</p>
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • No updates. The Capital Campaign is tentatively scheduled to launch on March 18th. 	<p style="text-align: center;">Mark Lasswell</p>
	<p><u>Finance</u></p> <ul style="list-style-type: none"> • See new business. 	<p style="text-align: center;">Della Miller</p>

	<u>Tri-Parish</u> <ul style="list-style-type: none"> No report. 	Fr. Charlie
Unfinished Business		
Governing Documents Revisions	No report.	Fr. Charlie
Executive Session	Occurred from 6:00 – 7:00pm.	Board
Closing Prayer	The meeting adjourned at 9:16pm.	Fr. Charlie

Next meeting March 4, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting