

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
March 4, 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**  
Father Rick Banker  
Dan O'Brien

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

Description	Discussion	Action By
Invocation	The meeting began at 7:20pm.	Dan O'Brien John Boone
Adoption of Agenda	<p><b>Motion:</b> To approve the March 4, 2008 agenda with the following amendment:</p> <ul style="list-style-type: none"> <li>• ADD – “Executive Session Motion” under New Business</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
Approval of Minutes	<p><b>Motion:</b> To approve the minutes from the February 5, 2008 meeting with the following amendments:</p> <ul style="list-style-type: none"> <li>• CHANGE – Principal’s Report, 10<sup>th</sup> bullet, to read: “...April 22<sup>nd</sup>”</li> <li>• CHANGE – New Business, 4<sup>th</sup> bullet, first sentence, to read: “After-school activities are grossed up in the 2008-2009 budget.”</li> <li>• CHANGE – New Business, Motion, to read: “To approve the ’08-’09 budget as presented”</li> <li>• CHANGE – Liaison Reports, Development, last sentence, to read: “A national act requires a large sponsorship to be confirmed by April 1<sup>st</sup>.”</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Principal’s Report</b>		
	<ul style="list-style-type: none"> <li>• Met with Math teachers regarding new qualifiers for pre-algebra. Specific details on the new qualifiers will be posted in the newsletter.</li> <li>• Terese Shimshock is speaking with the archdiocese regarding the need for a probationary period in the FSCS paid time off policy. After clarifying with the archdiocese, a formal probationary period for new employees will be put into policy.</li> <li>• Targeting 575 students in the 2008-2009 school year.</li> <li>• An Assistant Principal candidate has been identified. This candidate has a background in Catholic education and is new to administration. She is finishing her post-masters studies and can start April 1<sup>st</sup>. Terese Shimshock knows her and her reference check was successful. John Boone plans to pursue an offer.</li> <li>• Mary Gruenke of HSA and Eagle Scout Nick Henderson provided a proposal for the Mary Garden. Mary Gruenke and Nick Henderson have done a tremendous job on this project. Eagle Scout troop 453 will implement the garden. HSA and Scout fundraising will pay for the garden. The garden will acknowledge Fr. Brioschi with a plaque.</li> </ul> <p>The Board will email questions on garden maintenance, irrigation and quality assurance to Jon Vieving. John Boone will clarify that HSA is funding and carrying out the plan for the garden, and that Troop 453 will complete the first phase of the garden in May. The Board will vote on the garden in April or earlier electronically if needed to complete the first phase by May.</p> <p><b>Motion:</b> To direct the Principal to further finalize the Mary Garden with HSA: <b>The motion was unanimously approved.</b></p> <ul style="list-style-type: none"> <li>• Mr. Boone sought assistance from the Board regarding: <ul style="list-style-type: none"> <li>○ Septemberfest reporting.</li> <li>○ Yankee Doodle Road traffic study.</li> <li>○ Tuition reimbursement request for family withdrawing student from FSCS due to special needs. FSCS concurs with this educational decision for the child.</li> </ul> </li> </ul> <p><b>Motion:</b> To approve the tuition reimbursement request: <b>The motion was unanimously approved.</b></p> <ul style="list-style-type: none"> <li>• The Board requested a list of High Schools our 8<sup>th</sup> graders will attend in the 2008-2009 school year. Numbers of students will be listed for each school. No names will be listed.</li> </ul>	John Boone
<b>New Business</b>		
Executive Session Motion	<p><b>Motion:</b> Per policy 805, the Board affirms the decision of the Principal. <b>The motion was unanimously approved.</b></p>	Board

Reports of Committees		
Liaison Reports	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• 55 new Kindergarten students are enrolled for the 2008-2009 school year. 7 new students are unconfirmed for a potential total of 62 new students in the 2008-2009 school year.</li> <li>• Sue Riesgraf and John Boone are looking into the need for an additional open house.</li> <li>• Marketing is assisting with the Middle School retention meeting.</li> </ul>	Dan O'Brien
	<p><b>Athletic Field Site Plan</b></p> <ul style="list-style-type: none"> <li>• A meeting is being planned to determine completion tasks through April.</li> <li>• Sheila Berg is working with the city of Eagan to confirm our agreement with the city to use Big Goat Hill field for 8<sup>th</sup> grade sports. Our field will be used for 6<sup>th</sup> and 7<sup>th</sup> grade sports.</li> </ul>	Dan O'Brien
	<p><b>Development</b></p> <ul style="list-style-type: none"> <li>• No updates.</li> </ul>	Mark Lasswell
Liaison Reports	<p><b>Capital Campaign</b></p> <ul style="list-style-type: none"> <li>• Most committee chair positions are filled. Sue Riesgraf is working to fill the Faculty Chair position.</li> <li>• Currently working on the formation of the Strategic Committee.</li> <li>• The Capital Campaign committee is currently determining how to recognize donations.</li> <li>• The kickoff meeting for committee chairs is March 18<sup>th</sup>.</li> <li>• March 19<sup>th</sup> is the official kickoff of the Strategic phase of the campaign.</li> <li>• Sue Riesgraf and Rich Feitel are preparing a campaign budget that will break down the amount of funds to be applied to debt reduction, technology, campaign costs, etc.</li> <li>• The Technology group led by Kirk Fischer is creating a technology shopping list.</li> <li>• The Campaign Committee is investigating possible resources from corporate matching contributions.</li> </ul>	Mark Lasswell
	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Della Miller provided a monthly P&amp;L statement to the Board via email. The Board communicated their appreciation to the Finance Committee for delivery of monthly financial statements to the Board.</li> <li>• The Finance Committee will bring information on the fraud and abuse policy to the April Board meeting.</li> </ul>	Della Miller
	<p><b>Tri-Parish</b></p> <ul style="list-style-type: none"> <li>• No updates.</li> </ul>	Fr. Charlie
Unfinished Business		
Governing Documents Revisions	No report.	Fr. Charlie
Executive Session	Occurred from 6:00 – 7:15pm.	Board
Closing Prayer	The meeting adjourned at 8:33pm.	Faye Heffele

Next meeting April 1, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting