

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
April 1, 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**

Dan O'Brien  
Della Miller

**Other Attendees**

John Boone, Principal  
Jerry Little, Chairman, Septemberfest Committee, 7:28pm  
Joe Polaczyk, Finance, Septemberfest Committee, 7:28pm  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:00pm.	Brian Howard
<b>Adoption of Agenda</b>	<b>Motion:</b> To approve the April 1, 2008 agenda as written: <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion:</b> To approve the minutes from the March 4, 2008 meeting with the following amendment: <ul style="list-style-type: none"> <li>• CHANGE – Liaison Reports, Marketing, 1<sup>st</sup> bullet, to read: “55 new Kindergarten students ...”</li> </ul> <b>The motion was unanimously approved.</b>	Board
<b>Principal's Report</b>		
	<ul style="list-style-type: none"> <li>• The 4<sup>th</sup> grade Invention Convention and 3<sup>rd</sup> grade Wax Museum were successful events.</li> <li>• Middle School students performed “Shadow Stations” under the direction of Ms. Duffy. In “Shadow Stations”, the Middle School students re-enacted the Stations of the Cross behind a sheet in the darkened gym. Students saw the silhouettes as the Stations of the Cross were read.</li> <li>• The Electric Moment LCD projection carts with updated software to enrich math curricula are ready to use in the classrooms. Interactive whiteboards are being piloted in one class per grade.</li> <li>• Staff is currently researching enrichment curricula.</li> <li>• Students have collected over \$2,000 to send to Grace Centre in San Pedro, Guatemala.</li> <li>• The 3<sup>rd</sup> and final “Parenting with Pizzazz” session with Dennis Bird is scheduled for April 10<sup>th</sup> from 6:30-8:30pm at Faithful Shepherd.</li> <li>• The High School Information Night is scheduled for April 15<sup>th</sup> at 7:00pm at Faithful Shepherd. Cretin-Durham Hall, St. Thomas Academy, and The Academy of Holy Angels are among the schools that will present to parents and answer questions at this event. Information Night is designed for parents, but students can attend if they wish. Catholic high schools will provide an additional presentation for potential students in the Fall.</li> <li>• The annual State of the School presentation will be held on May 1<sup>st</sup> at 7:00pm at Faithful Shepherd.</li> <li>• Ms Maureen Odegard, our new Assistant Principal, started April 1st. Ms. Odegard received her Undergraduate Degree from the College of St. Benedict, and holds a Master’s Degree in Educational Leadership from the University of St. Thomas. She is currently working on her Educational Specialist degree. She has taught Catholic Middle School for seven years.</li> </ul>	John Boone
<b>New Business</b>		
<b>Septemberfest Budget Approval</b>	<p>Joe Polaczyk and Jerry Little presented the 2008 Septemberfest budget. The Septemberfest Committee recommendations include:</p> <ul style="list-style-type: none"> <li>• HSA will host a Family Night on Friday night. There will be no alcohol served, which will lower security costs. The financial contribution from HSA is to be determined in the near future.</li> <li>• Saturday night is currently being planned for local bands.</li> <li>• Financial ground rules are in place to minimize financial risks: <ul style="list-style-type: none"> <li>○ The non-food/beverage budget is capped at the committed and collected sponsorship amount.</li> <li>○ Invoice payments and contracted obligations in excess of sponsorship collections will be halted at \$10,000 until more sponsorship dollars are collected.</li> <li>○ Joe Polaczyk will review/approve all invoices and contracts.</li> </ul> </li> <li>• Considering Jake’s for event food for both evenings.</li> <li>• Some discussion on potential sponsors occurred.</li> </ul> <p><b>Motion:</b> To approve the preliminary 2008 Septemberfest budget with \$10,000 limit: <b>The motion was unanimously approved.</b></p>	Joe Polaczyk Jerry Little

<b>Reports of Committees</b>		
<b>Liaison Reports</b>	<p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>John Boone estimates that enrollment for the 2008-2009 school year will be 575 students. There are currently 20 outstanding enrollment commitments. Administration has sent reminders to these families, and is in the process of making personal reminder calls. Enrollment for next year will include new students at grade levels other than Kindergarten.</li> <li>Dan O'Brien asked if the recruiting/retention subcommittee needs to continue. It was originally designed to help the Assistant Principal with retention at the Middle School level. The subcommittee worked on Kindergarten enrollment last year. John Boone states that Kindergarten recruiting is good at this time. The subcommittee helps the most with open houses and John Boone would like continued subcommittee assistance. The Board discussed requesting parish demographic data to assist the recruiting/retention subcommittee.</li> </ul>	Dan O'Brien
	<p><b><u>Athletic Field Site Plan</u></b></p> <ul style="list-style-type: none"> <li>No work has occurred on the batting cage yet due to recent snowfall.</li> <li>Players and parents will make safety upgrades to the softball field the weekend of April 5-6th.</li> <li>The City of Eagan confirmed that 8<sup>th</sup> graders will use Big Goat Hill field.</li> </ul>	Dan O'Brien
	<p><b><u>Development</u></b></p> <ul style="list-style-type: none"> <li>Mark Lasswell confirmed that the new Assistant Principal will work on Septemberfest, the golf outing, the Gala, and other fundraising events.</li> </ul>	Mark Lasswell
	<p><b><u>Capital Campaign</u></b></p> <ul style="list-style-type: none"> <li>The official kickoff reception was held on March 18<sup>th</sup> in the Library Loft at Faithful Shepherd.</li> <li>All committee chairs are confirmed.</li> <li>The Capital Campaign Committee is in the process of selecting Strategic subcommittee members. Training for Strategic subcommittee members will occur on April 15<sup>th</sup>.</li> </ul>	Mark Lasswell
	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>Della provided copies of the Conflicts of Interest and Fraud, Abuse, and Misconduct ("whistleblower") policies for the Board to review. <ul style="list-style-type: none"> <li>The Board previously reviewed the "whistleblower" policy in January 2007.</li> <li>Della proposed that the Board members review the policies outside of the meeting and complete a final review in the May Board meeting.</li> <li>Fr. Charlie suggested that the Board come up with a summary of these drafts for the policy manual, as the current drafts are too lengthy. Compare our policy with similar policies at other Catholic schools.</li> </ul> </li> <li>Della provided the Profit &amp; Loss and Balance sheets through February: <ul style="list-style-type: none"> <li>Budget and Actual numbers on the Profit &amp; Loss sheet are now reported for the same timeframe.</li> <li>The Donations entry on the Profit &amp; Loss sheet does not include donations from events. This line includes only unplanned donations.</li> <li>Income from Participation Fees is spent on each applicable activity by the end of the year. Therefore, the profit indicated on these entries will be zero by the end of year.</li> <li>Expenses for the year are tracking well.</li> <li>Mary Jubenvield is preparing these reports through QuickBooks.</li> </ul> </li> <li>Mark Lasswell asked if the Finance Committee discussed investment options. Investment options have been discussed in the Committee in the past. Della will raise this topic with the Committee again.</li> </ul>	Della Miller
	<p><b><u>Tri-Parish</u></b></p> <ul style="list-style-type: none"> <li>No updates.</li> </ul>	Fr. Charlie
<b>Unfinished Business</b>		
<b>Governing Documents Revisions</b>	Thank you to Brian Howard for providing Bishop Pates with the redlined documents. Bishop Pates is forwarding the New Articles of Incorporation and Bylaws to Archdiocesan staff for final review. Brian Howard will follow-up with the Archdiocese prior to the May Board meeting to ensure that hard copies of the final documents are provided to the Archdiocese for signature.	Fr. Charlie
<b>Executive Session</b>	Occurred from 6:00 – 7:00pm.	Board
<b>Closing Prayer</b>	The meeting adjourned at 8:32pm.	Della Miller

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