

Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
June 10, 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**

Terese Shimshock, Assistant Principal

Linda Kautzky, Recording Secretary

Tom Levandowski

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:06pm.	Brian Howard
<b>Adoption of Agenda</b>	<b>Motion:</b> To approve the June 10, 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 May 6, 2008 meeting with the following amendments: <ul style="list-style-type: none"> <li>• MOVE – Fr. Rick Banker’s name to be listed under the Church of St. Peter</li> <li>• CHANGE – Unfinished Business, Whistleblower/Conflict of Interest Policy, 1st bullet, second sentence, to read: “The sample policies are well-written from an accounting perspective, ...”</li> </ul> <b>The motion was unanimously approved.</b>	Board
<b>Election of Officers</b>		
	<p>Several Board positions are continuing:</p> <ul style="list-style-type: none"> <li>• Fr. Charlie’s position as Canonical Administrator and President is continuing. The Canonical Administrator is the President of the corporation who supervises the principal on behalf of the Board of Directors.</li> <li>• Mr. John Boone is continuing as Principal of Faithful Shepherd.</li> </ul> <p>Mr. Brian Howard has served 5 years on the Board representing St. Thomas Becket. Mr. Tom Levandowski is replacing Mr. Howard and will begin his 3-year term in August 2008.</p> <p>The election of officers occurred as follows: <b>Vice President</b> <b>Motion:</b> To nominate and appoint the Vice President in August 2008. <b>The motion was unanimously approved.</b></p> <p><b>Chairperson</b> <b>Motion:</b> To nominate Mr. Dan O’Brien as Chairperson. <b>The motion was unanimously approved.</b></p> <p><b>Co-Chairperson</b> <b>Motion:</b> To nominate Mr. Mark Lasswell as Vice Chairperson. <b>The motion was unanimously approved.</b></p> <p><b>Corporate Treasurer</b> <b>Motion:</b> To nominate Ms. Della Miller as Corporate Treasurer. <b>The motion was unanimously approved.</b></p> <p><b>Corporate Secretary</b> <b>Motion:</b> To nominate Ms. Faye Heffele as Corporate Secretary. <b>The motion was unanimously approved.</b></p> <p><b>Marketing Committee Liaison</b> <b>Motion:</b> To nominate Rebecca Schmid as Marketing Committee liaison. <b>The motion was unanimously approved.</b></p> <p><b>Capital Campaign Committee Liaison</b> <b>Motion:</b> To nominate Tom Levandowski as Capital Campaign Committee liaison. <b>The motion was unanimously approved.</b></p> <p><b>Development Committee Liaison</b> <b>Motion:</b> To nominate Mark Lasswell as Development Committee liaison. <b>The motion was unanimously approved.</b></p> <p><b>Tri-Parish Committee Liaison</b> <b>Motion:</b> To nominate Fr. Charlie Lachowitz as Tri-Parish Committee liaison. <b>The motion was unanimously approved.</b></p>	Brian Howard

	<p><b>Athletic Field Site Plan Liaison</b>  <b>Motion:</b> To nominate Dan O'Brien as Athletic Field Site Plan liaison.  <b>The motion was unanimously approved.</b></p> <p><b>Recording Secretary</b>  <b>Motion:</b> To nominate Linda Kautzky as Recording Secretary.  <b>The motion was unanimously approved.</b></p> <p>Ms. Faye Heffele officially recognized Mr. Brian Howard for his 5 years of dedicated service on the Faithful Shepherd Catholic School Board of Directors.</p>	Brian Howard
<b>Principal's Report</b>		
	<ul style="list-style-type: none"> <li>• The reading curriculum will be reviewed in the 2008-2009 school year.</li> <li>• The Algebra curriculum will change in the 2008-2009 school year per a State of Minnesota directive. 6<sup>th</sup> grade math will introduce algebra concepts. Pre-algebra will be taught in 7<sup>th</sup> grade. Algebra will be taught in 8<sup>th</sup> grade.</li> <li>• Three teachers will not return for the 2008-2009 school year. One of these positions is filled at this time.</li> <li>• The cost of Sodexo school lunches will increase by \$.10 next year. Mary Gruenke is looking into whether Sodexo will provide online account payment next year.</li> <li>• YMCA will only provide morning childcare if 15 or more students attend. 8 parents have committed to morning care for the 2008-2009 school year. New Kindergarten parents have not yet confirmed their YMCA needs. Mr. Boone is working with YMCA on this matter.</li> <li>• The November 2008 board meeting is currently scheduled on Election Day (November 4<sup>th</sup>). Due to this conflict, the Board will meet on Tuesday November 11, 2008.</li> <li>• The Board discussed the new Policy 806/Weapons policy. Faye will update the new policy to fit the Faithful Shepherd policy format. Following this reformatting, the Board will complete a second review and vote on the policy in August.</li> <li>• Due to a significant number of people who need to pay deposits, enrollment numbers for the 2008-2009 school year cannot be determined at this time.</li> </ul>	Terese Shimshock
<b>New Business</b>		
Ratify Electronic Actions	<p><b>Electronic Motion I:</b> To vote electronically.  <b>The motion was unanimously approved on May 17, 2008.</b></p> <p><b>Electronic Motion II:</b> To accept two first grade students, adding one student over the class size limit of two first grade classrooms.  <b>The motion was unanimously approved on May 17, 2008.</b>  <b>The motions were ratified.</b></p> <p>Mr. Boone will admit the two first grade students.</p>	Brian Howard
<b>Reports of Committees</b>		
Liaison Reports	<p><u><b>Marketing</b></u>  No updates.</p>	Dan O'Brien
	<p><u><b>Athletic Field Site Plan</b></u></p> <ul style="list-style-type: none"> <li>• The committee met in May. The vision, costs and priorities were confirmed with the committee, Mr. Boone and Faithful Shepherd staff. Mr. O'Brien will confirm improvements to the soccer, football and baseball fields with Mr. Boone and Mr. Viewring.</li> <li>• The batting cage was installed by EAA on the baseball field and is now in use by softball players. Benches will be added for softball field in the future.</li> </ul>	Dan O'Brien

	<p><b><u>Development</u></b></p> <ul style="list-style-type: none"> <li>• Golf Tournament <ul style="list-style-type: none"> <li>○ John O'Neill and Greg Walsh will co-chair the Golf Tournament.</li> <li>○ The fundraising goal for this event is \$15-20K. Numerous sponsors are confirmed, with a goal of 36 "1/2 hole" sponsors.</li> <li>○ The tournament will be held at Southern Hills Golf Course with a goal of 144 golfers participating.</li> <li>○ Advertisements will appear in parish bulletins and online.</li> <li>○ Working with Kim Seitz to provide online sign-up for participants.</li> <li>○ Each team will be assigned a teacher. The winning team earns a trophy and cash prize for use in their teacher's classroom.</li> </ul> </li> <li>• Septemberfest <ul style="list-style-type: none"> <li>○ \$33K is secured in sponsorship, with invoice due dates of July 1<sup>st</sup>.</li> <li>○ Fr. Charlie is working to book a national act. If secured, this act will be underwritten through additional sponsors and will perform between 9:30 and midnight.</li> <li>○ Advertising will have to be modified for a national act.</li> <li>○ The event will be advertised via posters, media, and a website.</li> </ul> </li> <li>• Marathon <ul style="list-style-type: none"> <li>○ Maureen Odegaard met with Laura Stoddart and Kaleen Mikulski in mid-May.</li> <li>○ The Marathon will kick off with a pepfest on Friday afternoon. The band will play and students will perform skits.</li> <li>○ Students will create posters to be hung in the school to advertise the event.</li> <li>○ Looking for sponsors for t-shirts.</li> <li>○ Students will receive fundraising incentives.</li> <li>○ The Marathon Committee will meet again this summer after the logo is ready.</li> </ul> </li> <li>• Gala for Giving <ul style="list-style-type: none"> <li>○ Ed Schlueter and Maureen Odegaard have met.</li> <li>○ Currently seeking a co-chair for this event.</li> <li>○ The committee is discussing theme ideas.</li> <li>○ Groups are organizing to plan this event.</li> </ul> </li> </ul>	Mark Lasswell
	<p><b><u>Capital Campaign</u></b></p> <ul style="list-style-type: none"> <li>• 100% Board participation.</li> <li>• The Leadership phase launched May 14<sup>th</sup>. This phase has a team of 12 with 128 prospects. They will have their first report on June 11<sup>th</sup>.</li> <li>• The Strategic phase has 52 prospects. This group welcomes suggestions for additional team members.</li> <li>• The Campaign office is up-and-running.</li> <li>• All marketing materials are completed and distributed to the Leadership and Strategic teams.</li> <li>• All teams have the DVD with Fr. Charlie's remarks about the Campaign to share with prospects. Thanks to Beth Hoepfner for this DVD.</li> <li>• Fr. Charlie's Campaign introduction letter was sent to Faithful Shepherd parents and then to members of the three parishes.</li> <li>• The 1<sup>st</sup> campaign newsletter will be mailed in June.</li> <li>• We received a gift of technology from Toshiba. This gift is a pilot program of five electronic tablets and a wireless LCD with value of \$15K. The Toshiba trainer came to Faithful Shepherd to work with two staff members to discuss integration of the technology into the classroom. This trainer is currently working with Nate and will come out again in the Fall to meet with teachers on this technology.</li> <li>• Without committee member, next phase, and technology pledges, we are currently at \$45K.</li> <li>• Next steering cabinet meeting is Wednesday.</li> <li>• The Board asked if the Shepherd the Way website is linked to the Faithful Shepherd website. This will be confirmed in the steering cabinet meeting on Wednesday.</li> </ul>	Mark Lasswell
	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• April statements provided in the meeting by Ms. Miller.</li> <li>• Cost savings due to teachers going on maternity leave.</li> <li>• Considering additional investment options for cash.</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>		
<p><b>Governing Documents Revisions</b></p>	<p>Mr. Howard received the final version of the documents and provided them to the Board.</p> <p><b>Motion:</b> To approve the governing documents as emended by the archdiocese's attorney. <b>The motion was unanimously approved.</b></p> <p>The documents will be finalized with the signatures of the Archbishop and Board members.</p>	Fr. Charlie

<b>Whistleblower/ Conflict of Interest Policy</b>	A PDF version of the policy was circulated by Ms. Miller. Fr. Charlie recommended that the Board obtain a copy of the District 196 policy. The Board will then edit and incorporate the District 196 policy into our policy.	Della Miller
<b>Executive Session</b>	Occurred from 6:00-7:00pm.	Board
<b>Closing Prayer</b>	Brian Howard shared his family's open letter of gratitude to FSCS as he transitions from the Board.  The meeting adjourned at 8:37pm.	Brian Howard

**Next meeting August 5, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting**