

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

**Board Members Present:**

**St. John Neumann**  
Father Charlie Lachowitz  
Faye Heffele  
Mark Lasswell

**St. Thomas Becket**  
Tom Levandowski  
Rebecca Schmid

**Church of St. Peter**  
Father Joseph Gallatin  
Della Miller  
Dan O'Brien

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

Description	Discussion	Action By
Invocation	The meeting began at 7:19pm.	Tom Levandowski
Adoption of Agenda	<b>Motion:</b> To approve the August 5, 2008 agenda as written: <b>The motion was unanimously approved.</b>	Board
Approval of Minutes	<b>Motion:</b> To approve the minutes from the June 10, 2008 meeting with the following amendments: <ul style="list-style-type: none"> <li>• MOVE – Board Members Present – St. Thomas Becket: “Tom Levandowski” to “Other Attendees”.</li> <li>• ADD – New Business – Ratify Electronic Actions: “Electronic Motion I” and “Electronic Motion II”.</li> <li>• CHANGE – Reports from Committees – Capital Campaign – bullet 6: “&gt;” to “.”.</li> </ul> <b>The motion was unanimously approved.</b>	Board
<b>Principal’s Report</b>		
	<ul style="list-style-type: none"> <li>• The Parent-Student Handbook has been updated and will be published with the revised Policy 806 (Possession of Weapons or Look-Alike Weapons).</li> <li>• Most positions are now filled. Positions remaining to be filled include Educational Assistant and Gym/Spanish.</li> <li>• Jon Vievring will provide a list of maintenance priorities in the near future.</li> <li>• The FSCS mission statement was last revised 11/05. John Boone asked the Board to review the mission statement at their convenience so that he can attest to the accreditation group that it has been reviewed by the Board. Faye Heffele will send the statement electronically for the Board to review.</li> <li>• 561 students are confirmed for enrollment in the 2008-2009 school year. 15 students are unconfirmed. Administration is in the process of sending letters and placing phone calls to the families of the unconfirmed students.</li> <li>• A proposal to increase the School and Tri-Parish rental fees for the 2008-2009 school year was discussed. These fees have not increased since 2006. The proposed increases are due to labor costs and inflation. Equipment rental fees will not change. Fr. Charlie confirmed that these changes should go through the Board, not the Tri-parish committees. John Boone will check with District 196 on gym fees, as well as the need to increase per-hour room rates if a new Facility Service Fee is charged. John will work through these issues with administration staff and present the fee structure at a future Board meeting.</li> </ul>	John Boone
<b>New Business</b>		
	<ul style="list-style-type: none"> <li>• No new business.</li> </ul>	
<b>Reports of Committees</b>		
Liaison Reports	<b>Marketing</b> No updates.	Rebecca Schmid
	<b>Athletic Field Site Plan</b> <ul style="list-style-type: none"> <li>• Soccer and football field updates are complete. Volunteers resodded the fields. Fields are currently being watered and look good.</li> <li>• Dan O'Brien and John Boone set priorities for the 2008-2009 school year. Safety and convenience issues with the softball field will be addressed. Budgetary needs will be determined in the near 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>○ Held on Monday, August 4<sup>th</sup>.</li> <li>○ John O’Neill and Greg Walsh co-chaired this successful event.</li> <li>○ 20 hole sponsors were secured and approximately 100 golfers participated.</li> </ul> </li> <li>• Septemberfest <ul style="list-style-type: none"> <li>○ Boogie Wonderland will play from 7:30 – 9:30pm.</li> <li>○ The Bo Deans will play from 10:00pm – Midnight.</li> <li>○ Invoices and Thank you letters have been sent to all sponsors. Money is arriving at the business office.</li> <li>○ Gate opening time is still to be determined.</li> <li>○ Marketing strategies via print and radio are being determined.</li> <li>○ Friday Family Fun Night <ul style="list-style-type: none"> <li>▪ Nancy Verhey is organizing this event.</li> <li>▪ The event will run from 5:30-8:30pm.</li> <li>▪ Activities will include games, a DJ, and food (will not compete with Jake’s).</li> <li>▪ No alcohol will be served.</li> </ul> </li> </ul> </li> <li>• Marathon <ul style="list-style-type: none"> <li>○ Kaleen Mikulski and Laura Stoddart are co-chairing this event.</li> <li>○ Route and format will remain the same as last year, including ice cream at the end of the route.</li> <li>○ T-shirts <ul style="list-style-type: none"> <li>▪ Possible t-shirt sponsor to be determined.</li> <li>▪ Different t-shirt colors for K-5 and Middle School participants.</li> <li>▪ T-shirts will be earned by students based on dollar amount.</li> </ul> </li> <li>○ Additional incentive under consideration is a FSCS cinch-bag.</li> <li>○ Marathon committee members will be available at Meet and Greet night.</li> </ul> </li> <li>• Gala for Giving <ul style="list-style-type: none"> <li>○ Ed Schlueter is chairing this event and is looking for a co-chair.</li> <li>○ Italian theme.</li> <li>○ Maureen is inquiring with both the city and state on liquor and gambling licenses.</li> <li>○ The auctioneer will be Fladeboe Auctions.</li> </ul> </li> <li>• Mark Lasswell’s Sunday group is interested in paying for a FSCS logo to be placed on the gym floor.</li> </ul>	Mark Lasswell
	<p><b><u>Capital Campaign</u></b></p> <ul style="list-style-type: none"> <li>• The Strategic and Leadership gift phases have reached 20% of their goal (not including the Toshiba technology gift).</li> <li>• The Strategic gift phase will have an evening reception at the Levandowski’s home on August 13<sup>th</sup>.</li> <li>• The Strategic gift phase has completed 3 reporting sessions. The Leadership gift phase has completed 2 sessions. The next reporting session is scheduled for August 12<sup>th</sup>.</li> <li>• The Major gift phase formation meeting will be held August 12th.</li> <li>• The first campaign newsletter will go out to parents and parishioners in August.</li> <li>• Tom Levandowski will get copies of campaign letters to Fr. Gallatin and Fr. Murtaugh.</li> </ul>	Tom Levandowski
	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• No updates.</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>Policy 806</b></p>	<p>The Board completed the second reading of Policy 806 – Student Conduct – Possession of Weapons or Look-Alike Weapons.</p> <p><b>Motion:</b> To approve Policy 806 with the following amendment: CHANGE – Paragraph 3 – first sentence: “dependant” to “dependent”. <b>Motion is unanimously approved.</b></p>	John Boone
<p><b>Whistleblower/ Conflict of Interest Policy</b></p>	<p>The Conflict of Interest policy is well-defined in Article X of the FSCS Bylaws. Faye Heffele is checking with our auditors on the need for a separate Conflict of Interest policy. She is also consulting with the auditors on the Whistleblower policy prior to preparing a draft for the Board. Faye will report back on these policies in the September Board meeting.</p>	Faye Heffele
<p><b>Executive Session</b></p>	<p>Occurred from 6:00-7:00pm.</p>	Board

<b>Closing Prayer</b>	The meeting adjourned at 8:35 pm.	Della Miller
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Next meeting September 2, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting