

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 2, 2008**

Board Members Present:

St. John Neumann

Father Charlie Lachowitz
Mark Lasswell

St. Thomas Becket

Father Bill Murtaugh
Tom Levandowski

Church of St. Peter

Father Joseph Gallatin
Della Miller
Dan O'Brien

Other Attendees

Father Stephen Hoffman
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:20pm.	Mark Lasswell
Adoption of Agenda	Motion: To approve the September 2, 2008 agenda with the following amendment: REMOVE: New Business, Item B: "Tri-Parish Center Fee Structure". The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the August 5, 2008 meeting with the following amendments: <ul style="list-style-type: none"> • CHANGE: Principal's Report - last bullet - to read: "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..." The motion was unanimously approved.	Board
Principal's Report		
	<p>Mr. Boone presented his report during the executive session.</p> <ul style="list-style-type: none"> • The following maintenance items were taken care of over the summer months: <ul style="list-style-type: none"> ○ Sprinklers were installed in the walk-in cooler in the kitchen. ○ Sidewalks were repaired. ○ New sections of sod were laid on the soccer field. • Any change in the Tri-Parish rental fee structure has been tabled for the present. • Our sports teams have been expanding the past few years from 18 in 2006-2007 to 22 in 2007-2008 and an anticipated 28 in 2008-2009. Although this has created expanded sports opportunities for the students, it has also created a field usage problem due to the large number of teams and limited practice/playing area. • The new Math curriculum is in place. All 8th graders will take Algebra and all 7th graders will take pre-Algebra. • To accommodate the technology needs of our students, grades 3-5 will have Technology (computer) class twice per week and Music once per week this year. • Colleen Duffy and Lita Friesen will be the Enrichment coordinators for the Middle school and K-5th grades, respectively. • Student enrollment as of today is 575 students. 	John Boone
New Business		
Board Communications	<p>Board members discussed the need for a strategic long-term planning session this Fall. The Board brainstormed the following session agenda items:</p> <ul style="list-style-type: none"> • FSCS mission statement • Board role and function • Committee evaluation • Strategic FSCS marketing and communications plan. <p>Dan O'Brien will contact Board members by email for available dates for this session. The session date and agenda will be confirmed in a future Board meeting.</p>	Fr. Charlie Dan O'Brien
Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • Most of the committee is working on the Capital Campaign. • John Boone is creating a calendar for the 2008-2009 preschool visits and open houses. • The committee is discussing the best ways to market FSCS to the parishes. 	Dan O'Brien

	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> A committee meeting is scheduled for next Thursday evening. 	Dan O'Brien
	<p><u>Development</u></p> <ul style="list-style-type: none"> Golf Tournament <ul style="list-style-type: none"> The golf tournament raised approximately \$14,700.00 for the school. John O'Neill and Greg Walsh did a great job organizing this event. Currently looking for a chair or co-chair for this event in 2009. Septemberfest <ul style="list-style-type: none"> The website is up-and-running. Mary Haugen is working with Maureen Odegaard to get marketing materials to the parishes. Nancy Verhey is doing a great job with Friday Family Fun Night. Tickets for Friday's events are available online. The Saturday headliners are The BoDeans and Boogie Wonderland. Pulpit and bulletin announcements will be made over the next few weekends. The sponsorship goal has been met and online ticket sales are going well. Marathon <ul style="list-style-type: none"> The marathon will be held on Sunday, October 5th. The fundraising goal for this event is \$60,000. Laura Stoddart and Kaleen Mikulski are doing a great job co-chairing this event. Letters and fact sheets were available at Meet and Greet night and are also posted on the website. T-shirts will be ordered after the final headcount is determined. T-shirts will be white for K-5th grade and gray for Middle School students and teachers. Ice cream will be served to participants at the end of the marathon. A Middle School competition will take place this year to get the older students involved in and excited for the event. Gala for Giving <ul style="list-style-type: none"> Ed Schlueter will chair the event again this year. The event will have an Italian theme. Maureen has applied for liquor and gambling licenses with city of Eagan. The committee needs a Hospitality chair. Other Gala chair positions are filled. 	Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> The Strategic, Leadership and Major phases are underway. The Faculty/Staff phase kicked off during the faculty in-service meeting this week. Total current contributions are \$530,000 (20% of goal). The next meetings are scheduled for September 16th and 17th. The first newsletter was mailed to 6300 families last week. Non-parishioners and business owners will receive the newsletter next week. The website will be up-and-running by the end of this week. The Strategic team is generating more prospects. The Leadership team is considering a fundraising reception. Tom Levandowski will provide campaign materials to Fr. Gallatin and Fr. Murtaugh. 	Tom Levandowski
	<p><u>Finance</u></p> <ul style="list-style-type: none"> Della emailed the financials to the Board. The overall financial report is positive \$90,000.00 vs. budget. Teacher salaries are benchmarked against District 196. FSCS has low faculty turnover and a high number of Masters Degrees for an elementary school. Final numbers will be reported after the audit is complete. The board will receive an updated forecast next month. 	Della Miller
	<p><u>Tri-Parish</u></p> <ul style="list-style-type: none"> No updates. 	Fr. Charlie
Unfinished Business		
<p>Whistleblower/ Conflict of Interest Policy</p>	<p>Faye Heffele confirmed with the auditor that Section X of the FSCS Bylaws is adequate for the Conflict of Interest policy. All Board members must formally review this section annually and note this fact in the meeting minutes. The Board must also note in the minutes that no director has a conflict of interest. The Board will complete these tasks for the 2008-2009 year at a future Board meeting.</p>	Della Miller

Whistleblower/ Conflict of Interest Policy	The Justice in Employment policy is not comprehensive enough to also cover the Whistleblower policy. Faye is working with the auditor to create the current Whistleblower policy to better fit our documentation. She will provide a draft for the Board to review in the October meeting.	Della Miller
Executive Session	Occurred from 6:00-7:00pm.	Board
Closing Prayer	The meeting adjourned at 9:08pm.	Fr. Joseph

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