

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
October 7, 2008**

Board Members Present:

St. John Neumann

Mark Lasswell
Faye Heffele

St. Thomas Becket

Rebecca Schmid

Church of St. Peter

Della Miller
Dan O'Brien

Other Attendees

John Boone, Principal
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:07pm.	Rebecca Schmid
Adoption of Agenda	Motion: To approve the October 7, 2008 agenda as written: Unable to approve the motion due to lack of quorum.	Board
Approval of Minutes	Motion: To approve the minutes from the September 2, 2008 meeting with the following amendments: <ul style="list-style-type: none"> • MOVE – Board Members Present – St. John Neumann: “Fr. Stephen Hoffman” to “Other Attendees”. • CHANGE – Reports of Committees – Development – Septemberfest – second bullet: “Mark” to “Mary Haugen”. • CHANGE – Unfinished Business – Whistleblower/Conflict of Interest Policy – first and second paragraphs: “CPA” to “auditor”. • CHANGE – Unfinished Business – Whistleblower/Conflict of Interest Policy – first paragraph: “...at the next Board meeting.” to “...at a future Board meeting.”. • CHANGE – Unfinished Business – Whistleblower/Conflict of Interest Policy – second paragraph: “revise” to “create”. Motion deferred to November due to lack of quorum.	Board
Principal's Report		
	<ul style="list-style-type: none"> • John Boone is working with Kirk Fischer, Nate Jurgensen and Sarah Meier on the technology plan. They will set the educational goals based on state requirements, and then determine the technology needed to meet the educational goals. • Conferences are scheduled for the first two days of MEA week. • The 8th grade overnight environmental education trip is scheduled for November 12th -14th at Eagle Bluff. • Grandparents Day is Wednesday October 8th. • The Toshiba technology donation is in-use in Middle School. • ITBS testing begins the week of October 20th. • The building evacuation drill was successful. The fire drill will take place on Wednesday, October 8th. • John is investigating the feasibility of a recycling program at the school per parent request. 	John Boone
New Business		
Septemberfest Wrap-up	<p>Septemberfest was a financial success for the school. Attendance exceeded expectations. Final numbers will be available soon, with more detailed information provided in a future Board meeting. There were some concerns from local citizens. The Board will address those concerns for next year's event.</p> <p>Fr. Lachowitz, Canonical Administrator and President of the Board of Directors, sent a letter to the City Council on behalf of the Board addressing issues that were presented and actions that the Board will take. Mark Lasswell, Faithful Shepherd Board of Directors, Maureen Odegaard, Assistant Principal, Jerry Little, Chair of Septemberfest, and Mark McGinty, Chair of Septemberfest Logistics, attended the Eagan City Council meeting on October 7th to listen to concerned citizens and respond on behalf of the Board.</p>	John Boone
Reports of Committees		
Liaison Reports	<p>Marketing Rebecca met with John Boone and Sue Riesgraf. They agree that it is time to re-evaluate the role of the Marketing committee. They want to be sure that both communications and marketing activities for the school year (preschool visits, open houses, etc.) are included in the role of the Marketing committee. Strategy for the Marketing committee will be set during the Board retreat in November.</p> <p>The Board discussed communications on fundraising events.</p>	Rebecca Schmid

	<p><u>Athletic Field Site Plan</u> The committee met 3 weeks ago. Two new members have joined the committee. John Boone, Jon Vievring and Dan O'Brien will discuss the plan October 8th.</p>	Dan O'Brien
	<p><u>Development</u></p> <ul style="list-style-type: none"> • Marathon <ul style="list-style-type: none"> ○ The third collection date was Friday October 3rd. ○ \$48,000.00 has been collected to-date. ○ There will be one more collection date to try to reach the \$60,000.00 goal. ○ Marathon Sunday went well – participants dodged the raindrops. • Septemberfest – see New Business, Septemberfest Wrap-Up. • Gala for Giving <ul style="list-style-type: none"> ○ The theme is “A Touch of Italy, A Slice of Rome, Bella Serra”. ○ Ed Schleuter is chairing the event. His co-chair had to back down, but will be helping with a committee. ○ Ed is looking for a replacement co-chair. Please forward suggestions to Ed. • Golf Classic <ul style="list-style-type: none"> ○ Looking for new chairs to lead this fun event. ○ The Golf Classic committee may change the date of this event to occur earlier in the summer. 	Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • The campaign has crossed the \$700,000.00 pledge mark (28% of goal). • The next newsletter is scheduled to go out at the end of October. • Middle school students are loading in grandparent contact data from past Grandparents Day celebrations at school. The grandparents will receive the first newsletter and subsequent issues. An updated Faithful Shepherd flyer and newsletter will be available for grandparents at Grandparents Day this October 8th. Mark Lasswell will contact Sue Riesgraf regarding talking points for Terese Shimshock on Grandparents Day. • Still looking for a designer to donate a thermometer design to track campaign contributions. • Completing the newsletter has been prioritized above the artistic development of the thermometer. • The Benefactor phase is starting to recruit committee members. • Sue Riesgraf and Tom Levandowski met with Fr. Joseph Gallatin on October 3rd to provide more details on the history of Faithful Shepherd Catholic School financing, the original campaign, and the development, objectives, and execution of the Shepherd the Way Campaign. Sue met with Fr. Bill Murtaugh briefly on October 7th. Sue and Tom will provide complete details to Fr. Bill later this month. 	Dan O'Brien Tom Levandowski
	<p><u>Finance</u></p> <ul style="list-style-type: none"> • No update this month. An update will be provided next month. 	Della Miller
	<p><u>Tri-Parish</u></p> <ul style="list-style-type: none"> • No updates. 	Dan O'Brien
Unfinished Business		
Whistleblower Policy	<p>Faye Heffele presented Finance Policy 1110 (Whistleblower policy) to the Board for the first reading. Board members clarified that the “audit committee” should read the “Board Chair”.</p> <p>Board members will provide other edits and feedback to Faye via email. Faye will update the policy based on Board member feedback. She will then provide the updated version of Policy 1110 for a second reading during the November Board meeting.</p>	Faye Heffele
Conflict of Interest Policy Review	<p>Due to a lack of quorum, the Conflict of Interest Policy review will occur during the November Board meeting. Each Board member must disclose if they have a conflict of interest or no conflict of interest. Faye will send the Conflict of Interest policy to Board members over email since she cannot attend the November Board meeting.</p>	Faye Heffele
Board Retreat	<p>The Board retreat will be held Saturday, November 1st from 9:00am – 3:00pm. Location will be confirmed over email.</p> <p>Dan O'Brien will send the first draft of the agenda over email for Board member review. Dan will update the agenda based on Board member feedback and will then send a final agenda to Board members via email prior to the retreat.</p>	Dan O'Brien

Executive Session	Occurred from 6:00-7:00pm.	Board
Closing Prayer	The meeting adjourned at 8:21 pm.	Mark Lasswell

Next meeting November 11, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting