

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
November 11, 2008**

**Board Members Present:**

**St. John Neumann**  
Fr. Charlie Lachowitz  
Mark Lasswell

**St. Thomas Becket**  
Rebecca Schmid  
Tom Levandowski (7:30-7:40pm)

**Church of St. Peter**  
Fr. Joseph Gallatin (9:10pm)  
Della Miller

**Other Attendees**  
John Boone, Principal  
Jim Fink, Finance Committee (8:48pm)  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:23pm.	Della Miller
<b>Adoption of Agenda</b>	<p><b>Motion:</b> To approve the November 11, 2008 agenda with the following amendment:</p> <ul style="list-style-type: none"> <li>• CHANGE – Unfinished Business – second item - “Conflict of Interest Policy Review” to “Discussion of Conflict of Interest Policy Compliance”.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> To approve the minutes from the September 2, 2008 meeting with the amendments noted in the October 7, 2008 minutes:</p> <p><b>The motion was unanimously approved.</b></p> <p><b>Motion:</b> To approve the minutes from the October 7, 2008 meeting with the following amendments:</p> <ul style="list-style-type: none"> <li>• REMOVE – Board Members Present – Church of St. Peter – “Fr. Joseph Gallatin”.</li> <li>• CHANGE – Liaison Reports – “Development/Middle School” to “Development”.</li> <li>• REMOVE – Liaison Reports – Development – fifth bullet – “Middle School”.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Principal's Report</b>		
	<ul style="list-style-type: none"> <li>• Chris Redman, the new FSCS Athletic Director and Gym teacher, started the week of November 3<sup>rd</sup>.</li> <li>• The Eighth graders go to Eagle Bluff this week.</li> <li>• Preschool recruiting is now underway.</li> <li>• Gala for Giving <ul style="list-style-type: none"> <li>○ Additional committee chairs are needed for this event.</li> <li>○ The Gala Committee needs for forward their proposal for the Electric Moment to the Board for approval.</li> <li>○ We are now soliciting sponsors.</li> <li>○ The logo is complete.</li> </ul> </li> <li>• Chairs are needed for the 2009 Golf Tournament, Marathon and Gala.</li> <li>• The new security camera system has been purchased and is now running in the office.</li> <li>• ITBS testing took place in October. Scores will be available in early 2009.</li> <li>• FSCS will have the sacrament of Reconciliation available on March 4<sup>th</sup>.</li> <li>• Carol Fitzpatrick, the new nurse, is now working on Tuesdays.</li> <li>• Grandparents Day was successful with over 100 guests attending.</li> <li>• The Scholastic Book Fair will be held in the school library November 17<sup>th</sup> – 27<sup>th</sup>.</li> </ul>	John Boone

<b>New Business</b>		
<b>Board Retreat</b>	<p>Fr. Charlie thanked the Board and Mr. Boone for their perfect attendance and participation in the recent Board retreat, held Saturday, November 1 from 9:00am-3:00pm. The retreat agenda included the following topics:</p> <ul style="list-style-type: none"> <li>• History of FSCS and the Board of Directors</li> <li>• Update on FSCS accreditation</li> <li>• Review of FSCS mission statement</li> <li>• Focus of FSCS Board of Directors</li> <li>• Review/restructure of FSCS Board of Directors committees.</li> </ul>	Fr. Charlie
<b>Reports of Committees</b>		
<b>Liaison Reports</b>	<p><b><u>Finance</u></b></p> <p>Jim Fink, Chairman of the FSCS Finance Committee, presented the 2008/2009 budget update to the Board on behalf of the Finance Committee.</p> <ul style="list-style-type: none"> <li>• Budget assumptions include: <ul style="list-style-type: none"> <li>○ 575 students</li> <li>○ In-parish tuition of \$4,560</li> <li>○ Out-of-parish tuition of \$6,335</li> <li>○ Transfer of \$75,000 from the operating budget to the Debt Service Fund</li> </ul> </li> <li>• Fundraising in the budget was revised up by \$87,806 due to Septemberfest.</li> <li>• Instructional expenses are on-budget.</li> <li>• Must consider refinancing the debt to a fixed rate of interest.</li> <li>• Open issues include out-of-parish tuition, recruitment from other parishes, and a fourth student discount.</li> <li>• The Finance Committee: <ul style="list-style-type: none"> <li>○ Asked the Board for a Septemberfest forecast for 2009.</li> <li>○ Will arrange a meeting with St. Thomas Becket.</li> </ul> </li> <li>• The Finance Committee made the following recommendations to the Board: <ul style="list-style-type: none"> <li>○ Place entire operations net income for 2007-2008 of \$159,143 into the Plant &amp; Equipment fund for major repairs. The Board asked the Finance Committee to look into investment options for this fund.</li> <li>○ Consider replacing the phone system soon.</li> </ul> </li> <li>• The Finance Committee will return to the Board with budget estimates based on normal assumptions and will consider alternate assumptions at a future time.</li> </ul>	Della Miller
	<p><b><u>Marketing</u></b></p> <p>Rebecca Schmid will discuss the reorganization of the Marketing Committee with committee members at the next Marketing Committee meeting.</p>	Rebecca Schmid
	<p><b><u>Athletic Field Site Plan</u></b></p> <ul style="list-style-type: none"> <li>• The school is considering the installation of a combined shed and concession stand on the site. John Boone and Jon Vievring took pictures of concession stands at Eagan High School to provide examples of concession stand options.</li> <li>• Mark Lasswell raised a concern that the FSCS girls' soccer teams had to play home games at a field in St. Paul, not on the FSCS field.</li> </ul>	Dan O'Brien John Boone Mark Lasswell
	<p><b><u>Development</u></b></p> <ul style="list-style-type: none"> <li>• Golf Classic 2009 <ul style="list-style-type: none"> <li>○ A chair or co-chairs are needed for this event. Please send inquiries to Maureen Odegard.</li> <li>○ A change of date for this event is still under consideration.</li> </ul> </li> <li>• Marathon <ul style="list-style-type: none"> <li>○ The 2008 Marathon had a 96% participation rate, the highest participation rate ever at FSCS.</li> <li>○ \$57,000 was raised in the 2008 Marathon.</li> <li>○ New committee members are needed for the 2009 Marathon.</li> </ul> </li> <li>• Septemberfest 2008 <ul style="list-style-type: none"> <li>○ Septemberfest was wildly successful this year – Congratulations to all who were involved in making this event a success this year!</li> <li>○ A note went out to FS families via the Star Report and an email blast regarding the financial success of this event.</li> <li>○ Maureen Odegard is compiling data regarding what each committee was responsible for accomplishing.</li> </ul> </li> </ul>	Mark Lasswell

<b>Liaison Reports</b>	<p><b><u>Development, continued</u></b></p> <ul style="list-style-type: none"> <li>• Gala for Giving 2009 <ul style="list-style-type: none"> <li>○ Ed Schlueter is chairing this event again this year.</li> <li>○ The event planning is moving along well.</li> <li>○ The following committees still need a chair. Please contact Maureen Odegard or Ed Schlueter if you are interested: <ul style="list-style-type: none"> <li>▪ Welcome</li> <li>▪ Decorations</li> <li>▪ Checkout</li> <li>▪ Bartenders</li> <li>▪ Clean-up</li> </ul> </li> <li>○ Gambling and liquor licenses have been secured.</li> </ul> </li> </ul>	Mark Lasswell
	<p><b><u>Capital Campaign</u></b></p> <p>Tom Levandowski dialed into the meeting remotely to provide this update.</p> <ul style="list-style-type: none"> <li>• As of today, the Campaign has reached 31% of goal - \$773,556.</li> <li>• The second newsletter will be mailed next week.</li> <li>• Fr. Charlie is working with the Strategic Gift team to close deals and meet this team's goal.</li> <li>• The Benefactor Gift Phase launches on November 12<sup>th</sup>.</li> </ul>	Tom Levandowski
	<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>Whistleblower Policy</b>	The second reading of the Whistleblower Policy will take place at the December Board meeting.	Faye Heffele Mark Lasswell
<b>Discussion of Conflict of Interest Policy Compliance</b>	<p>The Conflict of Interest policy is already written and addressed in the recently adopted Bylaws. Faye checked with the FSCS auditors, who clarified that since this policy is adopted in the Bylaws, FSCS does not need a separate Conflict of Interest policy.</p> <p>The remaining unfinished business on this topic involves Board member compliance with the Conflict of Interest policy as stated in the Bylaws. This will be addressed as soon as possible at a future Board meeting.</p>	Faye Heffele Mark Lasswell
<b>Executive Session</b>	Occurred from 6:00-7:20pm.	Board
<b>Closing Prayer</b>	The meeting adjourned at 9:24pm.	Fr. Charlie

**Next meeting December 2, 2008 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting**