

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

Board Members Present:

St. John Neumann
Fr. Charlie Lachowitz
Mark Lasswell
Faye Heffele

St. Thomas Becket
Fr. Bill Murtaugh
Rebecca Schmid
Tom Levandowski

Church of St. Peter
Fr. Joseph Gallatin
Della Miller

Other Attendees
John Boone, Principal
Jim Fink, Finance Committee (9:00pm)
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:25pm.	Fr. Bill
Adoption of Agenda	<p>Motion: To approve the December 2, 2008 agenda with the following amendment:</p> <p>MOVE - "Special Guest Jim Fink" from "Reports of Committees" to "New Business".</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: To approve the minutes from the November 11, 2008 meeting with the following amendments:</p> <p>CHANGE - Principal's Report: "...Reconciliation Mass..." to "...the sacrament of Reconciliation available ...".</p> <p>CHANGE - Reports of Committees, Finance, first paragraph: "John" to "Jim".</p> <p>CHANGE - Reports of Committees, Finance, sixth bullet, second sub-bullet: "Beckett" to "Becket".</p> <p>MOVE - First paragraph and five bullet items from "Closing Prayer" to "New Business, Board Retreat".</p> <p>The motion was unanimously approved.</p>	Board
Principal's Report		
	<ul style="list-style-type: none"> • The first 2008-2009 school open house for potential new families is scheduled for this Thursday morning, December 4th. Three additional open houses are planned for January and February. • John Boone posed two tuition questions to the Board: <ol style="list-style-type: none"> 1. Can parents pre-pay tuition for upcoming school years? <p style="margin-left: 40px;">The Board requested Jim Fink of the Finance Committee to evaluate the possible benefits of allowing tuition prepayment. Jim will research this topic and present his evaluation at a future Board meeting.</p> 2. Should the Board review the tuition policy as it relates to student withdrawals? <p style="margin-left: 40px;">The current policy outlines tuition fees for withdrawing students from the school during the school year. However, there are often extenuating circumstances for withdrawals. Fr. Charlie and John Boone currently review these kinds of cases.</p> <p style="margin-left: 40px;">The Board agreed to leave the tuition policy as-is. An additional question arose regarding whether Faithful Shepherd has an overall policy that discusses policy exceptions. Faye Heffele will check the policy manual and will report back on this question at a future Board meeting.</p> • John Boone presented the Gala Committee proposal for the Electric Moment: stage improvements, including (in order of priority) lighting, curtain and acoustics for the stage. Companies are currently providing bids for these stage improvements. The estimated cost is \$16,000-\$20,000. John is checking with Jon Vievring and an acoustics specialist to be certain that these modifications will not be compromised if the stage is raised in the future. <p>Motion: accept the Gala committee's recommendation of stage improvements for the Electric Moment.</p> <p>The motion was unanimously approved.</p>	John Boone

	<p>Principal's Report, continued</p> <ul style="list-style-type: none"> The Elementary school Christmas Concerts are scheduled for the evenings of December 11th (Kindergarten, 1st and 2nd grades) and December 16th (3rd, 4th and 5th grades). Mass will be held on Monday, December 8th, instead of Wednesday, December 10th, in observance of Immaculate Conception. 	John Boone
New Business		
2009-2010 Tuition Recommendation	<p>Jim Fink presented the Finance Committee's 2009-2010 tuition recommendation for Board review and approval. The Board discussed salary increases in relation to tuition for the 2009-2010 school year.</p> <p>The tuition increase for the 2008-2009 school year was \$135.00 (3.3%). The Finance Committee recommended a \$35.00 (.82%) increase in tuition per student for the 2009-2010 school year.</p> <p>Motion: To increase tuition by \$35 per student for the 2009-2010 school year.</p> <p>The motion was unanimously approved.</p> <p>Jim also provided tuition discount scenarios as discussed in the November Board meeting. Mark Lasswell recommended that these tuition scenarios be studied by the Marketing Committee to determine what would be most effective towards marketing goals.</p>	Jim Fink
Reports of Committees		
Liaison Reports	<p><u>Marketing</u> Rebecca Schmid will draft a charter of responsibilities of the Marketing Committee for discussion at the January Board meeting.</p>	Rebecca Schmid
	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> No update. 	Dan O'Brien Mark Lasswell
	<p><u>Development</u></p> <ul style="list-style-type: none"> Golf Classic 2009 <ul style="list-style-type: none"> Looking for a chair or co-chairs to lead this event. Please send inquiries to Maureen Odegard. Date will be Monday, August 3, 2009. Southern Hills has been reserved for that date. Marathon <ul style="list-style-type: none"> Highest participation rate ever with 96%. \$57,000 was raised. Looking for new committee members. Septemberfest 2008 <ul style="list-style-type: none"> Maureen Odegard has compiled data regarding what each committee was responsible for accomplishing. She anticipates a final wrap-up meeting in the near future. Septemberfest 2009 will be held either September 18-20th or September 25th-27th. Gala for Giving 2009 <ul style="list-style-type: none"> Ed Schleuter is chairing the event again this year. Auction items are starting to roll in and Group Events are being planned. Invites, RSVPs, and menus are being printed by Copyright. Information is going in the Star Report for the week of December 1st. The website will be updated to reflect the Gala information by December 3rd. Gambling and liquor licenses have been secured. 	Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> The campaign has reached 33% of goal (\$814,689.00). The Faculty phase has reached 60% participation to-date. The Benefactor phase is now underway. Wayne Bugash is building two thermometers to be mounted to outside the main school entrances to show campaign progress. The second newsletter is in final editing. Campaign expenses are coming in at the budgeted 6-8% of campaign funds. Raiser's Edge is the newly acquired software that is being used to ensure clean donor data moving forward. The first batch of pledge reminders is going out this week. Campaign contributors will receive thank you notes from Sue Riesgraf, Fr. Charlie, Tom & Jean Levandowski, phase leaders, and students. The first sixteen student letters went out this week. 	Tom Levandowski

	<p><u>Finance</u></p> <ul style="list-style-type: none"> • See Jim Fink's report. 	Della Miller
	<p><u>Tri-Parish</u></p> <ul style="list-style-type: none"> • No updates. 	Fr. Charlie
Unfinished Business		
Whistleblower Policy	<p>The Board completed the 2nd reading of the edited Whistleblower policy. Modifications were made to the 3rd paragraph of the policy. Faye Heffele will forward these edits to the auditor. The Board will have a final reading in the January Board meeting.</p> <p>The Board discussed that the Whistleblower policy pertains to all policies in the Faithful Shepherd policy manual.</p>	Faye Heffele Mark Lasswell
Conflict of Interest Disclosures	<p>Faye Heffele confirmed to the Board that Board members do not need to formally document their conflict of interest disclosures in written form. The disclosures documented in Board minutes are sufficient to meet disclosure requirements.</p> <p>Faye read Section X of the Faithful Shepherd Articles of Incorporation, including the Conflict of Interest definition, to Board members. The Board members present then disclosed their conflicts of interest:</p> <p>Fr. Joseph has a conflict of interest in that his sister is a member of the faculty at Faithful Shepherd. Faye Heffele has no conflicts of interest. Della Miller has no conflicts of interest. Tom Levandowski has no conflicts of interest. Fr. Bill has no conflicts of interest. Fr. Charlie has no conflicts of interest. Mark Lasswell has no conflicts of interest. John Boone has no conflicts of interest. Rebecca Schmid has no conflicts of interest.</p> <p>Motion: To allow an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</p> <p>The motion was approved unanimously approved.</p>	Faye Heffele Mark Lasswell
Executive Session	Occurred from 6:00-7:20pm.	Board
Closing Prayer	The meeting adjourned at 9:45pm.	Rebecca Schmid

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