

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
January 6, 2009**

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
Dan O'Brien

Other Attendees
John Boone, Principal (8:27pm)
Mark McGinty (8:01pm)
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:46pm.	Dan O'Brien
Adoption of Agenda	Motion: To approve the January 6, 2009 agenda as written: The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the December 2, 2008 meeting with the following amendments: CHANGE – Reports of Committees, Capital Campaign, seventh bullet: "Razor's" to "Raiser's". The motion was unanimously approved.	Board
Development		
Septemberfest 2009	Mark Lasswell introduced Mark McGinty to discuss Septemberfest 2009. Mark McGinty explained that due to last year's noise complaints, the Septemberfest Committee is starting to work with the City of Eagan on Septemberfest 2009. Fr. Charlie, Mark Lasswell and Mark McGinty will meet to draft a Septemberfest 2009 proposal to present to the Board in the February Board meeting. With the Board's approval of this proposal, the committee will then begin working with the City of Eagan. The committee plans to be on the City of Eagan's March meeting agenda. Mark McGinty will return to the February Board meeting with a formal Septemberfest 2009 proposal.	Mark Lasswell Mark McGinty
Principal's Report		
	<ul style="list-style-type: none"> • Sodexo <ul style="list-style-type: none"> ○ The credit card payment system is now installed, allowing parents to pay for school lunches in advance on the Sodexo website (accessible from the Faithful Shepherd website). ○ Carbohydrate counts for each menu item are now available online for students with specific dietary needs. • Technology needs <ul style="list-style-type: none"> ○ Per Nate Jorgensen, there is a new legal requirement that our computer system needs to be able to archive emails with attachments. Nate Jorgensen estimates a cost of \$5,300.00 to come into compliance with this requirement. John Boone will check further to ensure that, as a Catholic school, we need to comply with this new legal requirement. ○ The warranty and service program for our servers will end in March 2010. Faithful Shepherd has an opportunity to lease all 6 servers for approximately \$2,000.00 at the end of the current 60 month lease. This expense needs to be included in the school budget. ○ A question arose regarding how academics will be advanced by any new technology acquired via the proceeds from the Capital Campaign. This campaign question was addressed by Kirk Fischer in a direct discussion with the potential donor. • The National Catholic Education Association convention will be held in Minneapolis in April 2010. The Archbishop is requesting that all Twin Cities Catholic teachers attend this convention. John Boone is checking the school and bus schedule in order to accommodate this three-day convention next year. • The Title I textbook aid money will likely be cut by Governor Pawlenty for the next school year. This aid varies from year to year. This aid was approximately \$68.00 per student in the 2008-2009 school year. • An additional open house is scheduled. A postcard mailing will go out advertising this open house to new families. 	John Boone

	<ul style="list-style-type: none"> • Jon Vievring got cost estimates of \$150,000.00 - 200,000.00 to raise the stage in the gym. A handicap ramp would need to be installed. In addition, there is possible risk of damage to the gym floor with this project. • Ed Schlueter got cost estimates of \$10,000.00 – 11,000.00 for a curtain, lighting and optional lighting features for the stage. Ed is also getting cost estimates for hanging microphones. • John Boone is considering more rigorous requirements for Middle School honor roll. In the current program, the majority of Middle School students make the honor roll. • Computers donated through the capital campaign are now installed on the 2nd floor. The remaining computers will be installed on the 1st floor in the near future. • A Faithful Shepherd teacher is currently on sick leave for six weeks. 	John Boone
New Business		
	No new business.	
Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • The Marketing Committee will meet this Thursday regarding kindergarten recruitment, with a focus on the 2009-2010 school year. • Rebecca Schmid spoke with current Marketing Committee members Sue Riesgraf and Andrea Douglas regarding long-term committee direction. The committee is in the process of defining committee goals, budget, etc. The Board discussed that the committee recruit additional members, develop a long-term plan (2010-forward), and provide a plan proposal for the Board to approve. 	Rebecca Schmid
	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> • Jon Vievring will work with John Boone on the athletic field site plan budget. • Jon Vievring and John Boone investigated possible structures for concessions and storage of athletic equipment for our site. They are meeting with our insurance company to determine the cost to insure this type of structure. • Lon Black and Jon Vievring are looking into bleachers, a bleacher roof, and fences for the site. 	Dan O'Brien
	<p><u>Development</u></p> <ul style="list-style-type: none"> • See Development – Septemberfest 2009 above. No other updates. 	Mark Lasswell Mark McGinty
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • The Capital Campaign has reached over 30% of goal with \$902,719.00 in pledges. • The second newsletter was mailed to parishioners, grandparents and affiliated families. • The Major and Benefactor Committees will have reporting sessions this Wednesday at 6:30pm. The Steering Committee will also meet Wednesday following the reporting sessions. • The Strategic and Leadership Committees are in the process of wrapping up their campaign phases. • The General phase will be led by Amy and Tom Fafinski. • Sue Riesgraf is preparing 2008 donor gift reports for tax purposes. 	Tom Levandowski
	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Della Miller distributed profit and loss sheets for July through November 2008 for Board review. • The Finance Committee is working with the budget to be ready for all contingencies. • Della distributed a draft of the Finance Committee charter for Board review. Della will add the requirements for Finance Committee members to the charter. 	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 final reading of the edited Whistleblower policy.</p> <p>Motion: To approve the Whistleblower policy as amended.</p> <p>The motion was unanimously approved.</p>	Faye Heffele

<p>Conflict of Interest Disclosures</p>	<p>Since Board member Dan O'Brien was not in attendance at the December 2008 Board meeting, Faye read Section X of the Faithful Shepherd Articles of Incorporation, including the Conflict of Interest definition, to Mr. O'Brien. Mr. O'Brien then disclosed his conflicts of interest:</p> <p>Dan O'Brien has no conflicts of interest.</p> <p>In the December 2008 Board meeting, the Board approved an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</p> <p>Motion: In accordance with Faithful Shepherd Catholic School Bylaws Article X, Section 10.3, the Board of Directors has been informed of the conflict of interest disclosed by Board member Fr. Joseph Gallatin that his sister, Catherine Larson, is employed by the school on the faculty. The Board has been informed of the compensation and other terms of employment for Ms. Larson, and finds that these are fair and just, and as such, approves and ratifies in good faith the employment of Ms. Larson and the concurrent status on the Board of Fr. Gallatin.</p> <p>Fr. Gallatin abstained from voting on this motion. The motion was unanimously approved by the other Board members.</p>	<p>Faye Heffele</p>
<p>Executive Session</p>	<p>Occurred from 6:00-7:45pm.</p>	<p>Board</p>
<p>Closing Prayer</p>	<p>The meeting adjourned at 9:43pm.</p>	<p>Fr. Joseph</p>

Next meeting February 3, 2009 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting