

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 1, 2009

Board Members Present:

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

St. Thomas Becket
 Fr. Bill Murtaugh
 Rebecca Schmid (8:36pm)
 Tom Levandowski

Church of St. Peter
 Fr. Joseph Gallatin
 Dan O'Brien
 Sheila Manahan

Other Attendees
 John Boone, Principal
 Linda Kautzky, Recording Secretary
 Rich Feitel, CSM, via teleconference (7:28 – 8:29pm)
 Sue Riesgraf (7:28 – 8:41pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:11pm.	Fr. Gallatin
Adoption of Agenda	<p>Motion: To approve the September 1, 2009 agenda with the following change:</p> <p>ADD: New Business, third item: "Delegation of Duties"</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: To approve the minutes from the August 11, 2009 meeting with the following changes:</p> <p>RESTATE: Unfinished Business, 2009-10 Marketing Plan, first bullet: "Strengthen enrollment"</p> <p>RESTATE: Principal's report, third bullet: "A small fire occurred outside the school. The wall behind the stage was scorched and will be repaired the week of August 24th at no cost to the school."</p> <p>The motion was unanimously approved.</p>	Board
New Business		
New Board Member	Fr. Joseph Gallatin introduced and the Board warmly welcomed the newest Board member, Sheila Manahan. She is a parent with a 4 th grade student at Faithful Shepherd. In addition, Sheila and her family are members of the Church of St. Peter.	Fr. Gallatin
Capital Campaign	<p>Rich Feitel of Catholic School Management (CSM) presented the final report from CSM on the "Shepherd the Way" capital campaign to the Board.</p> <p>Rich began with an overview of the capital campaign, including the feasibility study conducted in 2007 through the final General Gift Phase of the campaign. He then reviewed the gifts up to June 2009 by phase, noting that the General Gift phase is still underway.</p> <p>Challenges in the campaign included delayed starts due to administrative changes, an outdated prospect list, low committee members in most phases, and most significantly, severe worldwide economic issues. All committee members worked hard in the face of many challenges.</p> <p>Record-keeping, including prospect lists, data backups, and marketing materials will be important moving forward. Sue Riesgraf is working diligently on follow-up billing and pledge reminders.</p> <p>Rich provided some Marketing strategies, including:</p> <ul style="list-style-type: none"> • Donor recognition with ceremony • Special occasion cards • Invitations to special school events • Remembrance book of donors 	Tom Levandowski

<p>Capital Campaign</p>	<p>Fr. Charlie noted that during the “Shepherd the Way” campaign, our sponsoring parishes were either conducting capital campaigns or considering capital campaigns. The “Shepherd the Way” campaign is still being conducted through 2009. The Steering Committee will meet within the next month. Sue will return to the Board following the Steering Committee meeting to provide her additional insights into the campaign.</p> <p>Fr. Charlie expressed his gratitude on behalf of Faithful Shepherd to Rich and Catholic School Management for their hard work and care in our mission. Fr. Charlie also expressed his gratitude to Sue Riesgraf and to the community of the school for hard work in a challenging economy.</p>	<p>Tom Levandowski</p>
<p>Delegation of Duties</p>	<p>Motion: Fr. Charlie made a motion to ratify the canonical administrator’s recommendation of how duties will be handled during the time he is on a school year sabbatical:</p> <p>First recommendation: Fr. Joseph Gallatin, Vice President of the Corporation, will assume the duties of canonical administrator.</p> <p>Second recommendation: Fr. Bill Murtaugh will be the Board’s representative in the supervision of the principal.</p> <p>Amendment #1 – Motion to change the phrase “recommendation of how duties will be handled” to “delegation of duties” and change the additional words “recommendation” to “delegation.”</p> <p>Amendment #2 – Motion to change the words “will be the Board’s representative in the supervision of the principal” to “will assume the duties of President of the Corporation.”</p> <p>Amendment #2 was approved. Amendment #1 was approved.</p> <p>Amended Motion: Fr. Charlie made a motion to ratify the canonical administrator’s delegation of duties during the time he is on a school year sabbatical:</p> <p>First delegation: Fr. Joseph Gallatin, Vice President of the Corporation, will assume the duties of canonical administrator.</p> <p>Second delegation: Fr. Bill Murtaugh will assume the duties of the President of the Corporation.</p> <p>The motion was unanimously approved</p>	<p>Fr Charlie Lachowitz</p>
<p>Principal’s Report</p>		
	<p>Maintenance Update:</p> <ul style="list-style-type: none"> • The outside wall behind the stage has been repaired. • The donor sign for the softball field has been installed. • The stage equipment (lighting and curtain) is scheduled to be installed in September. • Parking lot patch work has been completed. • The school has passed fire inspection. <p>Final enrollment for the 2009-10 school year is 538 students. Our new librarian, Deb De Steno, comes from St. Peter’s in North St. Paul.</p> <p>Meet, Greet, and Find Your Seat is set for Thursday, September 3rd. Teacher workshops are underway. Phone system training and installation will be completed this week.</p> <p>Holy Angels does not have a formal written policy for tuition discount benefits. Their policy is a 10% discount for all full-time staff employees, not limited to faculty. John Boone is in support of this reciprocal tuition discount program and is open to similar programs with other schools. Dan O’Brien asked John Boone to write up a policy for this potential program for Board review.</p>	<p>John Boone</p>
<p>Unfinished Business</p>		
<p>Ratify Electronic Motions</p>	<p>Electronic Motion I: Faye Heffele made a motion to hold an electronic motion and vote on the Marketing Plan funding presented at the August 11th Board meeting:</p> <p>The motion was approved on August 24, 2009.</p> <p>Electronic Motion II: Mark Lasswell made a motion to approve the Marketing Plan presented by Andrea Douglas at the August 11, 2009 FSCS Board meeting, at the \$10,750.00 budget level:</p> <p>The motion was approved on August 24, 2009.</p> <p>The motions were unanimously ratified.</p>	<p>Faye Heffele</p>

Board Retreat	Dan O'Brien proposed several dates for the annual Board retreat. The Board decided on November 14 th from 9:00am-3:00pm.	Dan O'Brien
Reports of Committees		
Liaison Reports	<p><u>Marketing</u> Andrea Douglas and John Boone met to review the Marketing Plan presented in August. John is confirming open house dates with Andrea. The next marketing communication will be the parent survey and family census.</p>	Rebecca Schmid Mark Lasswell
	<p><u>Athletic Field Site Plan</u> No updates.</p>	Dan O'Brien
	<p><u>Development</u></p> <ul style="list-style-type: none"> • The final accounting is still in process for the FSCS Golf Classic. • Septemberfest <ul style="list-style-type: none"> ○ The steering committee met tonight. ○ Fr. Charlie discussed with Ed Schlueter the need to organize Septemberfest sponsorships immediately following the Gala. ○ Family Fun Night and Mass collections fall under Septemberfest accounting. The Board needs to determine how to allocate the proceeds from Family Fun Night and Mass. ○ Expedited financial reporting on Septemberfest is important, but items like beer and food receipts take more time to be processed. ○ Volunteer sign-ups for Septemberfest will be available on the school website this week. 	Mark Lasswell
	<p><u>Capital Campaign</u> The campaign has generated \$1,059,134.00 in pledges to-date.</p> <p>Tom Levandowski asked if the phone system expense will be paid through Capital Campaign funds. Fr. Charlie asked Tom to check with the Finance Committee on what portion of this expense will come from unrestricted reserve funds and Capital Campaign funds. Fr. Charlie advised that Faithful Shepherd pay the phone system expense through unrestricted reserve funds and use Capital Campaign funds to reimburse the school.</p> <p>The Board would like to review Kirk Fischer's technology plan. Linda Kautzky will check minutes from prior meetings for references to this plan and Dan O'Brien will contact Kirk to locate a copy of this plan.</p>	Tom Levandowski
	<p><u>Finance</u> No updates.</p>	Rebecca Schmid
	<p><u>Tri-Parish</u> No updates.</p>	Fr. Charlie
Executive Session	Occurred from 6:00pm – 6:57pm.	Board
Closing Prayer	The meeting adjourned at 9:47pm.	Mark Lasswell

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