

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

Board Members Present:

St. John Neumann
Faye Heffele
Mark Lasswell

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

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

Other Attendees

John Boone, Principal
Linda Kautzky, Recording Secretary
Mark McGinty, Septemberfest Committee Chair (8:03pm)
Andrea Douglas, Marketing Committee (8:09pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:12pm.	Fr. Murtaugh
Adoption of Agenda	<p>Motion: Faye Heffele made the motion to approve the October 6, 2009 agenda with the following changes:</p> <p>CHANGE: Section IV, New Business, Septemberfest Re-Cap: "with Special Guests Mark McGinty and Jim & Andrea Douglas" to "with Special Guests Mark McGinty and Andrea Douglas".</p> <p>ADD: Section IV, New Business, item c: "Reciprocal Tuition Policy".</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Mark Lasswell made the motion to approve the minutes from the September 1, 2009 meeting with the following changes:</p> <p>CHANGE: Delegation of Duties, first recommendation: "...corporation..." to "...Corporation...".</p> <p>ADD: Delegation of Duties: Restate the complete amended motion and delegations (paragraphs 8, 9, and 10).</p> <p>The motion was unanimously approved.</p>	Board
New Business		
Septemberfest Re-Cap	<p>Mark Lasswell introduced Mark McGinty and Andrea Douglas to give a re-cap of Septemberfest 2009.</p> <p>Septemberfest 2009 was a profitable event. Final numbers for the event will be announced in the Wednesday school newsletter. With an improved economy and good planning this should continue to be a successful event.</p> <p>2,066 tickets were scanned. Not all tickets from volunteers were scanned. Many out-of-state people came this year, based on zip codes from ticket purchases. Two local hotel packages were sold. Spring Hill Suites/Town Place was happy to be a part of this event.</p> <p>The advertising mix was similar to last year. Andrea Douglas reported that Cities97 did a great job promoting Septemberfest on their morning show the week before Labor Day.</p> <p>Mark McGinty reported that the Eagan Police Department received no noise, people, or traffic complaints up to one week after Septemberfest. The City of Eagan was very happy with the changes made to improve these issues.</p> <p>Dan O'Brien asked if the re-arrangement of the tent affected logistics for the event. The Porta-Potty distribution was better. The beer area was congested. The beer location will need to be reconsidered for Septemberfest 2010. Jake's did not do as well as last year. Jake's chose to be in same spot, rather than on field. Mark McGinty is contacting Jake's to discuss ideas for 2010.</p> <p>Septemberfest 2009 sponsorships were lower than in past years due to the current economic situation. In addition, many parents who sponsored the event in past years did not sponsor the event this year because their children graduated from FSCS.</p>	Mark Lasswell

<p>Septemberfest Re-Cap</p>	<p>Moving forward:</p> <ul style="list-style-type: none"> • A Sponsorship Committee is being created to manage sponsorships for all FSCS events. The Board wants to see a specific percentage of sponsorships locked-in prior to booking acts for future Septemberfest events. • Mark McGinty will invite the input of parents at FSCS with connections in the music industry. • Band selection will be opened up to a larger group within the Septemberfest committee. • Andrea suggested that the band be chosen earlier in the process. This will help to solicit additional sponsorships and manage advertising. <p>Next steps:</p> <ul style="list-style-type: none"> • Mark McGinty will conduct a post-mortem meeting with the Septemberfest Committee. • Andrea will look into inviting a representative from the Basilica Block Party to our Septemberfest Committee meetings to obtain their input on our event. • Mark McGinty is interested in co-chairing Septemberfest 2010. 	<p>Mark Lasswell</p>
<p>Ratify Electronic Motions</p>	<p>Electronic Motion I: Faye Heffele moved that the Board conduct an electronic vote to approve the first reading of the new policy #1111, Reciprocal Tuition.</p> <p>The motion was approved on September 10, 2009.</p> <p>Electronic Motion II: Faye Heffele moved that the Board approve the first reading of the new policy #1111, Reciprocal Tuition.</p> <p>The motion was approved on September 10, 2009.</p> <p>Motion: Faye Heffele moved to ratify the two electronic motions from September 10, 2009.</p> <p>The motions were unanimously ratified.</p>	<p>Faye Heffele</p>
<p>Reciprocal Tuition Policy</p>	<p>The Board conducted a second reading of policy #1111, Reciprocal Tuition. Faye Heffele read the policy to the Board. Tom Levandowski volunteered to draft a template Letter of Understanding for the document mentioned in the policy for John Boone.</p> <p>Motion: Faye Heffele moved that the Board approve Policy #1111, Reciprocal Tuition.</p> <p>The motion was unanimously approved.</p>	<p>Faye Heffele</p>
<p>Principal's Report</p>		
	<ul style="list-style-type: none"> • A gas leak occurred at 12:00pm on Monday, September 21st, requiring an evacuation of the school. Despite calling prior to digging, a stake located by the gym door used to secure the Septemberfest tent punctured and sealed a gas line. When the stake was pulled out on Monday, gas began to leak. Cafeteria staff took food and tables out to Middle School students for their lunch. Traffic was moved to Mike Collins Drive. Parents were not immediately notified because administration was initially told that leak would be fixed within a half hour. The leak ended up being deeper than originally thought, at which point the school was closed for the day. It was difficult to get back into school to send an email blast to parents. The school's evacuation system worked very smoothly. The Eagan Fire Department did a great job keeping students and staff safe, directing traffic etc. • John Boone requested clarification from the Board regarding requests for salary lane changes. The Board confirmed that per school policy, any class completed after July 1st will be applied towards a lane change in the upcoming school year, not the current school year. • FSCS received accreditation for the 2009-10 school year. • FSCS was inspected and found to meet building code. • ITBS testing is taking place this week. 8th graders are taking the SAT 10 test this year due to a new Archdiocese requirement. • Grandparents Day is October 14th. 	<p>John Boone</p>
<p>Unfinished Business</p>		
<p>Board Retreat</p>	<p>The annual Board retreat is set for Saturday, November 14th, from 9:00am-3:00pm. The retreat will be held at The Lighthouse Parish Youth Center at St. John Neumann. Board consultant Mimi Palen-Clare will assist with the retreat. Mimi will conduct brief interviews with a few Board members prior to the retreat.</p>	<p>Dan O'Brien</p>

Reports of Committees		
Liaison Reports	<p><u>Marketing</u> Andrea Douglas gave the Marketing update. Andrea will be launching a satisfaction survey this week to existing parents. Shortly after the satisfaction survey, the sibling survey will be sent to get a baseline for Kindergarten enrollment for 2010-11.</p> <p>Andrea is working on an enrollment postcard. The first postcard will be sent in November. The postcard audience is parish preschool families, grade school families and outside lists. The committee will also get communications out to all preschools in our area. The committee is carefully managing direct mail dollars.</p> <p>The committee is putting volunteers in place to manage open houses, preschool strategy, etc. Andrea has talked with Wendy Worm at St. John Neumann preschool. She will go to St. Thomas Beckett and tri-parish Faith Formation groups to get information about FSCS out to preschool parents.</p>	Rebecca Schmid
	<p><u>Athletic Field Site Plan</u> Dan noted that the sign thanking donors for the softball field will be moved to the other side of fence behind home plate.</p>	Dan O'Brien
	<p><u>Development</u> See New Business for the Septemberfest re-cap. The Marathon was well-attended this past weekend. No further updates.</p>	Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • The campaign has generated \$1,077, 272.00 to-date, up \$33, 000 from last month. • 250 grandparents received campaign mailings for the Grandparent appeal. Grandparent data will be collected for the database on Grandparent's Day. • A vendor appeal was sent to FSCS vendors. The committee is looking into additional ways to approach vendors. • The committee is actively following-up on verbal commitments from potential donors that occurred throughout campaign. • The committee is generating ideas on how best to recognize donors. 	Tom Levandowski
	<p><u>Finance</u> No updates. Rebecca will ask Jim Fink to attend and give a report in November.</p>	Rebecca Schmid
	<p><u>Tri-Parish</u> No updates.</p>	Fr. Bill
Executive Session	Occurred from 6:00pm – 7:05pm.	Board
Closing Prayer	The meeting adjourned at 8:38pm.	Sheila Manahan

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