

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
November 3, 2009**

**Board Members Present:**

**St. John Neumann**

Faye Heffele

Mark Lasswell

**St. Thomas Becket**

Tom Levandowski

Rebecca Schmid

**Church of St. Peter**

Fr. Joseph Gallatin

Dan O'Brien

Sheila Manahan

**Other Attendees**

John Boone, Principal

Jim Fink, Finance Committee Chair (8:15pm)

Joe Downes Finance Committee (8:15pm)

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:26pm.	Mark Lasswell
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Mark Lasswell made the motion to approve the November 3, 2009 agenda as written.</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Rebecca Schmid made the motion to approve the minutes from the October 6, 2009 meeting with the following change:</p> <p>CHANGE: Principal's Report, second bullet: "...will be applied towards a lane change in the following school year, not the upcoming school year" to "...will be applied towards a lane change in the upcoming school year, not the current school year".</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>New Business</b>		
<b>Financial Review</b>	<p>Guests Jim Fink and Joe Downes from the Finance Committee presented a report on the budget for 2009-10:</p> <ul style="list-style-type: none"> <li>• Assumptions: <ul style="list-style-type: none"> <li>○ 538 students, compared to 574 in the 2008-09 school year.</li> <li>○ \$174,000 budgeted for 2009-10 fundraising. Fundraising for 2008-09 was \$178,484 after setting up a \$75,000 fundraising reserve. Fundraising for 2007-08 was \$193,000; 2006-07 was \$235,000.</li> <li>○ \$45,000 for the 2009-10 Marathon, compared to the budgeted amount of \$53,000.</li> </ul> </li> <li>• Operations income for 2009-10 is budgeted as a shortfall of -\$41,663, primarily due to Septemberfest not making as much as expected. Operations income for 2008-09 was \$44,077.</li> <li>• The capital fund has a projected shortfall of -\$128,619 for 2009-10. Principal payments increase this year to \$310,616.</li> <li>• Open Issues: <ul style="list-style-type: none"> <li>○ St. Thomas Becket has not yet made its payment of \$100,000 for 2008-09.</li> <li>○ The Capital Campaign did not reach its goal.</li> </ul> <p>These issues put potential pressure on our ability to make debt payments going forward. The debt needs to be refinanced before 2012.</p> </li> <li>• Jim has committed to remain on the finance committee in 2010-11.</li> </ul>	Rebecca Schmid
<b>Marketing Update</b>	<p>Rebecca Schmid presented the results of the parent survey, which were very positive overall.</p> <p>Next steps include:</p> <ul style="list-style-type: none"> <li>• Identify areas for improvement</li> <li>• Create specific programs to raise satisfaction ratings</li> <li>• Determine the best way to communicate the results to the FSCS community.</li> </ul> <p>The Marketing Committee will conduct a sibling survey in the near future.</p>	Rebecca Schmid

Principal's Report		
	<ul style="list-style-type: none"> <li>• Grandparents day was successful - 125 visitors attended.</li> <li>• ITBS testing is completed. The tests are currently being scored and results will be presented at a later date.</li> <li>• The Spanish program is being revamped to better align with high schools in the area.</li> <li>• 20% of students participated in Fall sports. Winter sports have begun.</li> <li>• We received two additional "throw" projectors donated by MISF (Minnesota Independent School Forum).</li> </ul>	John Boone
Unfinished Business		
Technology Plan	Dan O'Brien will send electronic copies of a proposed Technology Plan from June 2009 and the Technology Committee Master Plan for Board review.	Dan O'Brien
Board Retreat	The annual Board retreat is set for Saturday, November 14 <sup>th</sup> , from 9:00am-3:00pm. Board consultant Mimi Palen-Clare will assist with the retreat. The agenda has been drafted. Mimi has sent out a survey for Board members to complete prior to the retreat to incorporate into the agenda. The location has been changed to the Town & Country Club in St. Paul.	Dan O'Brien
Septemberfest Discussion	Mark Lasswell will create a draft of financial controls for Septemberfest and will present them electronically to the Board for review prior to the next meeting.	Mark Lasswell
Reports of Committees		
Liaison Reports	<b><u>Marketing</u></b> See New Business, Marketing Update.	Rebecca Schmid
	<b><u>Athletic Field Site Plan</u></b> No report.	Dan O'Brien
	<b><u>Development</u></b> No report.	Mark Lasswell
	<b><u>Capital Campaign</u></b> No report.	Tom Levandowski
	<b><u>Finance</u></b> See New Business, Financial Review.	Rebecca Schmid
	<b><u>Tri-Parish</u></b> No report.	Dan O'Brien
Executive Session	Occurred from 6:00pm – 7:22pm.	Board
Closing Prayer	The meeting adjourned at 9:03pm.	Dan O'Brien

Next meeting December 1st, 2009 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting