

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

Board Members Present:

St. John Neumann

Faye Hefele
Mark Lasswell

St. Thomas Becket

Fr. Bill Murtaugh
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 (7:30 – 8:21pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:25pm.	Rebecca Schmid
Adoption of Agenda	<p>Motion: Fr. Bill Murtaugh made the motion to approve the December 1, 2009 agenda as written.</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Rebecca Schmid made the motion to approve the minutes from the November 3, 2009 meeting with the following change:</p> <p>CHANGE: Unfinished Business, Technology Plan: "...the Board-approved Technology Plan..." to "...a proposed Technology Plan...".</p> <p>The motion was unanimously approved.</p>	Board
New Business		
2010-11 Tuition Recommendation	<p>Jim Fink from the Finance Committee presented the 2010-11 tuition recommendation for Board review. Assumptions for the proposed 2010-11 tuition include:</p> <ul style="list-style-type: none"> • 551 students for the 2010-11 school year • \$203,806 in fundraising • \$15,000 in repairs • \$56,000 in instructional salary step and lane changes <p>The goal is to keep the tuition increase low while working to increase enrollment.</p> <p>Motion: Mark Lasswell made the motion to increase the in and out-of-parish tuition by \$90 for the 2010-11 school year.</p> <p>The motion was unanimously approved.</p>	Rebecca Schmid
Conflict of Interest Disclosures	<p>Each year, Board members are required to provide a disclosure of any conflict of interest that they may have with Faithful Shepherd Catholic School operations per Article X of the Corporate bylaws. Faye Hefele sent a copy of Article X of the bylaws via email to Board members prior to the December meeting for their review.</p> <p>The Board members present disclosed their conflicts of interest:</p> <p>Dan O'Brien has no conflicts of interest. Mark Lasswell has no conflicts of interest. Rebecca Schmid has no conflicts of interest. Sheila Manahan has no conflicts of interest. Fr. Bill has no conflicts of interest. Faye Hefele has no conflicts of interest. Tom Levandowski has no conflicts of interest. Fr. Joseph has a conflict of interest in that his sister is a member of the faculty at Faithful Shepherd.</p>	Faye Hefele

<p>Conflict of Interest Disclosures</p>	<p>Motion: Faye Heffele moved that, 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>Faye Heffele withdrew the motion.</p> <p>Per Faithful Shepherd Catholic School bylaws, this vote needs to be approved by all Board members except the Board member with the conflict of interest (Fr. Gallatin). Fr. Charlie did not attend the December 2nd Board meeting.</p> <p>Motion: Faye Heffele moved to allow an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</p> <p>The motion was unanimously approved.</p>	<p>Faye Heffele</p>
<p>Principal's Report</p>		
	<ul style="list-style-type: none"> • John Boone and Rebecca Schmid will meet to review the Parent Survey results. • John Boone presented the Gala Committee proposal for the Electric Moment. The proposal meets a need in the Technology Plan. There is no conflict with the allocation of technology funds from the Capital Campaign. <p>Motion: Mark Lasswell made a motion to accept the Gala Committee's proposal for the Electric Moment.</p> <p>The motion was unanimously approved.</p>	<p>John Boone</p>
<p>Unfinished Business</p>		
<p>Technology Plan</p>	<p>Dan O'Brien sent an email to the Board in November regarding the FSCS Technology Plan and related documents drafted between August 2007 and August 2009. In this email, he attached the FSCS Technology Plan drafted by the Technology Committee in August 2009 for Board review.</p> <p>This document will be used for school technology planning, budgeting and grant applications. The intent of the plan should be approved by the Board by February 2010 for the purpose of upcoming grant applications. Financial commitments and cost details do not need to be approved at this time.</p> <p>Dan will send an email out to the Board following the November meeting to request plan feedback for the Technology Committee to incorporate into the plan for final Board approval. Dan discussed with Nate Jorgensen and Terese Shimshock that parents in the technology fields should also provide input to the plan and assist with obtaining corporate donations, discounts, etc.</p>	<p>Dan O'Brien</p>
<p>Septemberfest Discussion</p>	<p>Mark Lasswell sent an email to the Board in November regarding proposed ground rules pertaining to Septemberfest. The Board discussed these ground rules and provided feedback to Mark for the Development Committee.</p> <p>The Board would like the Development Committee to look to the overall fundraising goal as set in the annual budget to create a broad procedural plan for all FSCS fundraising events.</p>	<p>Mark Lasswell</p>
<p>Marketing Update Parent Survey Action Plan</p>	<p>Rebecca presented the results of the Parent Survey to the Board. John Boone, Rebecca Schmid, Sheila Manahan, and Administration will review the individual comments from the survey and report back to the Board on recommended actions.</p> <p>Rebecca also provided a summary of November marketing activities:</p> <ul style="list-style-type: none"> • New open house format ("Discovery Day") • Admissions booths • Admissions direct mailings and flyers • Initial planning of new FSCS website to be launched May 2010 • Reservation of parish gathering spaces for Catholic Schools Week and January enrollment activities <p>Andrea Douglas will need to solicit help from the parent community to implement all Marketing activities.</p> <p>Fr. Joseph asked that the Marketing Committee provide items for parish bulletins early to meet bulletin publishing deadlines.</p>	<p>Rebecca Schmid</p>
<p>Reports of Committees</p>		
	<p>Marketing See Unfinished Business, Marketing Update: Parent Survey Action Plan.</p>	<p>Rebecca Schmid</p>

Liaison Reports	<p><u>Athletic Field Site Plan</u> No report.</p>	Dan O'Brien
	<p><u>Development</u> Below is an update on the Gala for Giving:</p> <ul style="list-style-type: none"> • The date is set for Saturday, January 30th. • The theme is "When you Wish Upon a Star . . . Celebrating 10 Years of Dreams Coming True" in honor of the 10th annual event. • Co-chairs are Romelle Pornschloegl and Susan Johnson. • Gala Gossip blasts will continue to be sent out focusing on needs and highlights of the upcoming event. • John Boone presented the Electric Moment proposal to the Board for approval in the December Board meeting. • The Gala website, accessible from the FSCS website, contains all the latest information on the event: https://fscsmn.ejoinme.org/?tabid=169716 • New software was purchased for the Gala website to: <ul style="list-style-type: none"> ○ Promote the event ○ Catalog items that will be in the Silent Auction 	Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • \$1,079,872 in pledges. • FSCS Grandparents pledged approximately \$8,000. • Andrea Douglas is preparing Christmas thank you cards. • Jean and Tom Levandowski's follow-up letter is bringing in more pledge cards. • Next quarter will be the final quarter of the campaign. • The committee is generating ideas on how best to recognize donors. 	Tom Levandowski
	<p><u>Finance</u> See New Business, 2010-11 Tuition Recommendation.</p>	Rebecca Schmid
	<p><u>Tri-Parish</u> No report.</p>	Dan O'Brien
Executive Session	Occurred from 6:00pm – 7:18pm.	Board
Closing Prayer	The meeting adjourned at 9:21pm.	Fr. Joseph

Next meeting January 5th, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting