

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
January 5, 2010**

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

Description	Discussion	Action By
Invocation	The meeting began at 7:11pm.	Tom Levandowski
Adoption of Agenda	<p>Motion: Rebecca Schmid made the motion to approve the January 5, 2010 agenda as written.</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Tom Levandowski made the motion to approve the minutes from the December 1, 2009 meeting with the following changes:</p> <p>CHANGE: Unfinished Business, Marketing Update: Parent Survey Action Plan, 5th bullet: "...and January enrollment" to "...and January enrollment activities".</p> <p>CHANGE: Liaison Reports, Finance: "No report" to "See New Business, 2010-11 Tuition Recommendation".</p> <p>The motion was unanimously approved.</p>	Board
New Business		
	No new business.	
Principal's Report		
	<ul style="list-style-type: none"> • The Board confirmed to John Boone that Terese Shimshock should provide a brief overview of the ITBS scores in a future Board meeting as well as a future school meeting. Terese will attend the February Board meeting to review these test scores with the Board. • Gala co-chairs Romelle Pornschloegl and Susan Johnson continue to send out email blasts with Gala updates to FSCS parents and supporters. The Technology Committee is creating a brief video describing the Electric Moment item. The Board advised that in past years, information on the Electric Moment item was provided the evening of the Gala. • Nate Jorgensen had a question for the Board on the Technology Plan and possible technology expansion. Dan O'Brien will be in touch with Nate. • The school open houses are currently scheduled. The first open house was held in December and 12-13 families participated. This is similar to the participation rate in past open houses held in December. Additional open houses are scheduled during both daytime and evening hours. Mr. Boone has met with area preschools. 	John Boone
Unfinished Business		
Technology Plan Update	<p>Dan O'Brien received feedback from Mark Lasswell regarding the Technology Plan. No other Board members had additional feedback on the plan.</p> <p>Dan will contact Nate Jorgensen to integrate this feedback into the plan. The Board will then review and consider approval of the updated plan. A Board-approved Technology Plan is required to apply for many technology grants and programs.</p> <p>Dan asked that there be a technology acquisition process in place that makes use of the resources available in the Faithful Shepherd parent community.</p>	Dan O'Brien

<p>Septemberfest Controls and Guidelines</p>	<p>Mark Lasswell reviewed the Septemberfest Ground Rules document with the Board.</p> <ul style="list-style-type: none"> • Mark confirmed that the FSCS Board will approve the Septemberfest budget, marketing plan and band. • Mark will strengthen the text in the second to last sub-bullet of the document. • The Board determined that a member of the Home and School Association does not need to sit on the Septemberfest Executive Committee. However, the Home and School Association will be involved in the planning of the event. • Mark will clarify that fixed expenses are not limited to what is listed in this document. • Mark will restate the details regarding sponsorship pledges. <p>Motion: Mark Lasswell made the motion to approve the Septemberfest ground rules as amended.</p> <p>The motion was unanimously approved.</p>	<p>Mark Lasswell</p>
<p>Conflict of Interest Electronic Vote Ratification</p>	<p>Fr. Charlie electronically sent his statement that he has no conflicts of interest.</p> <p>In the December 2009 Board meeting, the Board approved an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</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, and being that the Board has been informed of the compensation and other terms of employment for Ms. Larson, that the Board finds these are fair and just, and as such, the Board 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 seconded and unanimously approved by the other Board members.</p> <p>Motion: Faye Heffele made the motion to formally ratify the Conflict of Interest electronic motion.</p> <p>The motion was unanimously ratified.</p>	<p>Faye Heffele</p>
<p>Reports of Committees</p>		
<p>Liaison Reports</p>	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • John Boone mentioned the open houses scheduled for January and February in the Principal’s Report. • The FSCS 10 year anniversary celebration will be woven into Catholic Schools Week and the open houses. • Andrea Douglas will reach out to the Home and School Association volunteer coordinator to potentially tap into parent resources for various marketing tactics. • The Marketing committee would like to include a summary of the Parent Survey results in the weekly FSCS newsletter. Rebecca Schmid reviewed a draft of this summary with the Board. Andrea Douglas will make edits and submit the revised summary to the Board. • Mark Lasswell asked Rebecca to have Andrea review the Marketing Committee draft charter. • Fr. Gallatin asked Rebecca about coordinating Catholic Schools Week with parish calendars. 	<p>Rebecca Schmid</p>
	<p><u>Athletic Field Site Plan</u> No report.</p>	<p>Dan O’Brien</p>
	<p><u>Development</u> Mark McGinty, Ed Schlueter, and Mark Lasswell are planning to meet soon to discuss Septemberfest 2010 planning and sponsorships.</p> <p>Motion: Dan O’Brien made the motion to approve Mark Lasswell as the Board liaison to the Septemberfest Executive Committee.</p> <p>The motion was unanimously approved.</p>	<p>Mark Lasswell</p>
	<p><u>Capital Campaign</u> No report.</p>	<p>Tom Levandowski</p>
	<p><u>Finance</u> Jim Fink will attend the February Board meeting to review the audit and possible loan refinancing. No further report.</p>	<p>Rebecca Schmid</p>

	<u>Tri-Parish</u> No report.	Dan O'Brien
Executive Session	Occurred from 6:00pm – 7:08pm.	Board
Closing Prayer	The meeting adjourned at 8:24pm.	Faye Heffele

Next meeting February 2, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting