

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
March 2, 2010**

Board Members Present:

St. John Neumann

Faye Hefele
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
Linda Kautzky, Recording Secretary
Romelle Pornschloegl (7:13-8:01pm)
Nancy Verhey (7:13-8:01pm)
Susan Johnson (7:13-8:01pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:13pm.	Fr. Gallatin
Adoption of Agenda	<p>Motion: Mark Lasswell made the motion to approve the March 2, 2010 agenda with the following amendment:</p> <p>REMOVE: Section III-b, Unfinished Business, Approval of Tech Plan.</p> <p>The motion was unanimously approved.</p> <p>After additional discussion, the Board realized that the approval of the February minutes was missing from the March 2nd agenda. Faye Hefele made a second motion to add the approval of the February 2, 2010 minutes.</p> <p>Motion: Faye Hefele made the motion to approve the March 2, 2010 agenda with the following amendment:</p> <p>ADD: Approval of February 2, 2010 minutes.</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Mark Lasswell made the motion to approve the February 2, 2010 minutes with the following amendments:</p> <p>REMOVE: Board Members Present: St. John Neumann: "Mark Lasswell".</p> <p>CHANGE: New Business, Financial Audit/Refinancing, 2nd paragraph: "...will be forecast..." to "...will be finalized...".</p> <p>CHANGE: Principal's Report, 3rd bullet: "A retreat..." to "A teacher retreat...".</p> <p>The motion was unanimously approved.</p>	Board
Unfinished Business		
Approval of Electronic Motions	<p>Electronic Motion I: Faye Hefele made an electronic motion to approve the February 2, 2010 agenda with the following changes:</p> <p>MOVE: Section IV-a, New Business – ITBS Score Reports, to follow Section IV-b, New Business – Financial Audit/Refinancing.</p> <p>CHANGE: Section VI, Unfinished Business – Technology Plan Approval, to Unfinished Business – Technology Plan Update.</p> <p>The motion was approved on February 9, 2010.</p> <p>Electronic Motion II: Faye Hefele made an electronic motion to approve the January 5, 2010 Board minutes with the following changes:</p> <p>REMOVE: Reports of Committees, Marketing, 4th bullet: "for a second review".</p> <p>CHANGE: Reports of Committees, Marketing, 5th bullet: "...mission statement." to "...draft Charter".</p> <p>CHANGE: Reports of Committees, Marketing, 6th bullet: "...about Catholic Schools Week and parish calendars." to "...about coordinating Catholic Schools Week with parish calendars..".</p> <p>CHANGE: Reports of Committees, Development, 1st paragraph: "...met to discuss Septemberfest..." to "...are planning to meet soon to discuss Septemberfest...".</p>	Faye Hefele

<p>Approval of Electronic Motions</p>	<p>The motion was approved on February 9, 2010.</p> <p>Motion: Faye Heffele moved to ratify the two electronic motions from February 9, 2010.</p> <p>The motions were unanimously ratified.</p>	<p>Faye Heffele</p>
<p>New Business</p>		
<p>Gala Report</p>	<p>Mr. Boone introduced the Gala for Giving chairs Romelle Pornschloegl, Nancy Verhey and Susan Johnson to provide a report on the 2010 Gala for Giving.</p> <p>Romelle, Nancy and Susan reviewed the FSCS Gala 2010 Overall Budget and Plan with the Board:</p> <ul style="list-style-type: none"> • Total profit from the event was approximately \$100,000, including \$19,000 for the Electric Moment. • 330 guests attended the Gala this year. <p>The Gala chairs provided other Gala information and recommendations to the Board:</p> <ul style="list-style-type: none"> • Dr. Jennifer Eisenhuth donated new software for planning, managing and conducting the Gala for Giving live and silent auction. There was a learning curve for the software this year. Use of the software for this event will be easier in future years. • Cost of the event could be lowered by using more school contacts for items such as printing. • Event planning and implementation would be improved by consistency from year to year with volunteers, beverage vendors, etc. • The Twilight auction will not take place in future years. • An organizational chart for volunteers is needed for the Gala, as well as for other events at FSCS. • More volunteers are needed for cleanup. • Consider a date change for this event due to activities for Catholic Schools Week, Christmas/New Year's holidays, and January weather. • Consider refreshing the sweepstakes offerings. • The Gala chairs thank Maureen Odegard for all of her hard work on the Gala this year. <p>Tom Levandowski asked if there are any notes or a "playbook" to pass down to volunteers from year to year for the event. There are some notes available for volunteers that could be expanded for future volunteers.</p> <p>Dan O'Brien suggested that FSCS have a Sponsorship committee to provide consistent sponsorship of fundraising events. Sheila Manahan suggested that a member of the Board be a liaison to all fundraising event committees to communicate and oversee budgets for these events.</p>	<p>John Boone</p>
<p>Strategic Planning Update/Review</p>	<p>The strategic plan is complete. Some objectives and actions will be removed to streamline the plan. Mimi Palen-Clare met with Nate Jorgensen to create scorecards for actions and objectives of the plan, which will become the basis of discussion in Board meetings and communications to parents. Mr. Boone and Dan O'Brien will meet with Mimi to finalize the material prior to presenting it to the parent community.</p> <p>Mimi will present to the Board in Executive session in April. Dan plans to have material for Board members to review prior to the April Executive session.</p>	<p>Dan O'Brien</p>

Principal's Report		
	<ul style="list-style-type: none"> • In the future, a large part of the Principal's Report will consist of the progress made on the actions and objectives of the strategic plan, as reported on the scorecards noted in New Business: Strategic Planning Update/Review. • Smart board projector installation will begin March 12th, with training immediately following the installation. District 196 will pay for smart board training. • Parent-teacher conferences will be held March 11-12th. • The school roof and water heater will need maintenance in the next couple of years. Mr. Boone indicated that the roof repair will be completed in sections. Mark Lasswell suggested that Mr. Boone might want to determine with Colleen Buckingham or Jim Fink if part of the roof repairs should be budgeted now. Mr. Boone is working with the facilities team to get bids for these repairs. • There are 55 tentative new Kindergarten enrollees for the 2010-11 school year. 41 Kindergarten families have paid the tuition deposit. 14 Kindergarten families have applied but not yet paid the deposit. Mr. Boone will need a final Kindergarten enrollment number by June. 	John Boone
Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • Three Kindergarten classes are filled. A fourth class is currently 25% filled. Andrea Douglas is working aggressively to fill the fourth class. • Follow-up on the Parent Survey: <ul style="list-style-type: none"> ○ Mr. Boone will answer some parent questions and comments in the weekly "Star Report" newsletter. ○ Many other questions will be answered in the strategic plan. <p>The Marketing Committee is determining if a separate document will be needed to respond to any remaining parent questions and concerns expressed in the survey. Dan O'Brien suggested that Andrea review the strategic plan for this purpose.</p> • More robust tracking is now in place, including: <ul style="list-style-type: none"> ○ Open House follow-up results ○ Tracking of 3 year old preschool students from parish preschools • Andrea is rebuilding the FSCS core marketing message by highlighting our: <ul style="list-style-type: none"> ○ Strong Catholic education and foundation ○ Technology and enrichment programs <p>Andrea will attend the April Board meeting and provide a preview of the updated school website.</p>	Rebecca Schmid
	<p><u>Athletic Field Site Plan</u></p> <p>Mr. Boone, Jon Vievring and two representatives from the City of Eagan met regarding field preparation. The school fields are on-schedule to be ready by Spring. Mr. Boone will check with the City of Eagan on the availability of Goat Hill Park for use by FSCS 8th grade sports teams.</p>	Dan O'Brien
	<p><u>Development</u></p> <ul style="list-style-type: none"> • Gala for Giving <ul style="list-style-type: none"> ○ See New Business: Gala Report. ○ The Electric Moment raised enough funds to purchase eleven Smart board projectors. The Smart boards have arrived. Installation will begin March 12th for Middle School and March 22nd for 4th and 5th grade classrooms. • FSCS Golf Classic <ul style="list-style-type: none"> ○ This event will be held Monday, August 9th at Highland National in St. Paul. ○ Maureen Odegard is waiting to hear back from Bill Reilly as to whether or not he will chair the event this year. • Septemberfest <ul style="list-style-type: none"> ○ Mark McGinty will chair the event again this year. ○ A survey was sent out last month to parents, Septemberfest 2009 online ticket purchasers and Open House attendees regarding suggestions for possible bands. ○ Work has begun on sponsorship for this event. • Marathon <ul style="list-style-type: none"> ○ Mia Hendrickson will chair the event again this year. ○ Mary Anderson will do the financials for this event. ○ The event is scheduled for Sunday, October 3rd. 	Mark Lasswell
	<p><u>Capital Campaign</u></p> <p>There will be an Executive Committee meeting this Thursday. No further report.</p>	Tom Levandowski

	<p><u>Finance</u> Jim Fink will attend the April Board meeting. No further report.</p>	Rebecca Schmid
	<p><u>Tri-Parish</u> No report.</p>	Dan O'Brien
Executive Session	Occurred from 6:00pm – 7:09pm.	Board
Closing Prayer	The meeting adjourned at 8:50pm.	Mark Lasswell

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