

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
April 6, 2010**

**Board Members Present:**

**St. John Neumann**

Faye Heffele  
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  
Linda Kautzky, Recording Secretary  
Andrea Douglas, Marketing Committee (7:21-8:06pm)  
Jim Fink, Finance Committee (8:09- 9:03pm)

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:21pm.	Fr. Murtaugh
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Faye Heffele made the motion to approve the April 6, 2010 agenda with the following change:</p> <p>ADD: "III. Approval of March Minutes" to follow "II. Adoption of Agenda".</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Mark Lasswell made the motion to approve the March 2, 2010 minutes with the following amendments:</p> <p>ADD: Other Attendees: "Linda Kautzky, Recording Secretary".</p> <p>CHANGE: New Business, Gala Report. Combine first and second bullet to read: "Total profit from the event was approximately \$100,000, including \$19,000 for the Electric Moment".</p> <p>CHANGE: New Business, Strategic Planning Update/Review, first sentence: "...is completed" to "...is complete".</p> <p>CHANGE: Principal's Report, fourth bullet, first sentence: "The school roof needs maintenance and the water heater..." to "The school roof and water heater will need maintenance ...".</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>New Business</b>		
<b>2009-10 Marketing Re-cap and Website Proposal</b>	<p>Special guest Andrea Douglas presented the Marketing status update. In addition, Andrea demonstrated a prototype of the new school website.</p> <p>In the Marketing status update, Andrea reviewed project tactics and hours for the following completed and in-process Nighthawk Marketing projects:</p> <ul style="list-style-type: none"> <li>• Administrative work</li> <li>• Advertising</li> <li>• Surveys</li> <li>• Display booths</li> <li>• Collateral</li> <li>• Communications</li> <li>• Analytics</li> <li>• Website concepts</li> <li>• Fundraiser support</li> <li>• Kindergarten Information evening</li> </ul> <p>The original Nighthawk Marketing proposal assumed some volunteer assistance for the projects listed above. Recruiting volunteers for these marketing projects has been difficult due to the overall number of activities requiring volunteer assistance at Faithful Shepherd. For this reason, Andrea has completed most of the marketing project work on her own thus far.</p>	Rebecca Schmid

<p><b>2009-10 Marketing Re-cap and Website Proposal</b></p>	<p>The Board moved to the Volunteer room for a demonstration of a prototype of the new school website. This prototype provides the following features:</p> <ul style="list-style-type: none"> <li>• Customizable modules (headlines, faculty login, student login, etc.).</li> <li>• Ability to assign users at different levels (editors, faculty, students, etc.).</li> <li>• Access to online forms.</li> <li>• Space available for individual classrooms, discussion groups, etc.</li> </ul> <p>A number of FSCS teachers are currently evaluating this prototype website and will provide feedback on functionality to Andrea.</p> <p>Mark Lasswell asked how this prototype website works with the Septemberfest website. The Septemberfest website is complete and in update mode. The new school website will provide a link to the Septemberfest website.</p> <p>Tom Levandowski stated that FSCS needs a web content policy. Dan O'Brien asked Andrea to present applicable website items for Board review and approval.</p>	<p>Rebecca Schmid</p>
<p><b>2010-11 Budget Approval</b></p>	<p>Special guest Jim Fink joined the meeting via conference call. Jim presented the proposed 2010-11 Faithful Shepherd Catholic School Budget for Board review.</p> <p>Budget assumptions include:</p> <ul style="list-style-type: none"> <li>• 551 students</li> <li>• \$4,685 in-parish tuition</li> <li>• \$6,460 out-of-parish tuition</li> <li>• Transfer \$75,000 from operating budget to Debt Service Fund</li> <li>• Raises for steps and lanes only</li> </ul> <p>Jim noted that the Archdiocese has increased pensions by 2.5%, which is included in the proposed budget. After School income and expenses include SAC, sport teams, etc.</p> <p>Faye Heffele suggested that the Board compare the proposed budget details to the Strategic Plan. Dan requested that Jim provide a more detailed breakdown of the 2010-11 Budget to the Board. Rebecca Schmid will send Jim a draft of the Strategic Plan for his review.</p> <p>The Board decided to complete a more detailed review of the budget prior to approving the budget.</p>	<p>Rebecca Schmid</p>
<p><b>Unfinished Business</b></p>		
<p><b>Approval of Strategic Plan</b></p>	<p><b>Motion:</b> Faye Heffele made a motion to approve the two page Strategic Plan vision, mission statement, and strategy:</p> <p><b>The motion was unanimously approved.</b></p> <p>Dan O'Brien will send Strategic Plan scorecards to Board members for their reference. Mark Lasswell will help with the first draft of the Strategic Plan presentation.</p>	<p>Dan O'Brien</p>
<p><b>Principal's Report</b></p>		
	<ul style="list-style-type: none"> <li>• Mr. Boone reviewed the enrollment numbers for the 2010-11 school year. 515 students are confirmed for enrollment next year, including 56 confirmed for Kindergarten.</li> <li>• Teachers are attending the NCEA convention this week. Terese Shimshock is speaking on Professional Learning Communities at the convention. The Faithful Shepherd Choir is singing at the convention.</li> </ul>	<p>John Boone</p>
<p><b>Reports of Committees</b></p>		
<p><b>Liaison Reports</b></p>	<p><b>Marketing</b> See New Business, 2009-10 Marketing Re-cap and Website Proposal. No further report.</p>	<p>Rebecca Schmid</p>
	<p><b>Athletic Field Site Plan</b> No report.</p>	<p>Dan O'Brien</p>

<b>Liaison Reports</b>	<p><b><u>Development</u></b>  Mark McGinty met with Ed Schlueter to discuss a potential Sponsorship Committee that would solicit sponsorships for all major school fundraising events.</p>	Mark Lasswell
	<p><b><u>Capital Campaign</u></b></p> <ul style="list-style-type: none"> <li>• \$1.1 million in pledges has been received to-date.</li> <li>• Easter cards have been sent to donors.</li> <li>• The donor proof sheet is currently at the printer.</li> <li>• The committee is in the process of completing the final report and expense summary.</li> <li>• The committee is planning a volunteer appreciation night and donor appreciation night.</li> </ul>	Tom Levandowski
	<p><b><u>Finance</u></b>  See New Business, 2010-11 Budget Approval. No further report.</p>	Rebecca Schmid
	<p><b><u>Tri-Parish</u></b>  No report.</p>	Dan O'Brien
<b>Executive Session</b>	<p>Occurred from 6:00pm – 7:17pm.</p>	Board
<b>Closing Prayer</b>	<p>The meeting adjourned at 9:18pm.</p>	Fr. Murtaugh

**Next meeting May 4, 2010 at FSCS • 5:30 pm - dinner & executive session • 6:00 pm – meeting**