

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

Board Members Present:

St. John Neumann
Fr. Charlie Lachowitz
Marge Gruenes
Susan Johnson

St. Thomas Becket
Tom Levandowski
Tom Durand

Church of St. Peter
Fr. Joseph Gallatin
Sheila Manahan
Dan O'Brien

Other Attendees
Mr. Boone, Principal
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:37pm.	Dan O'Brien
Adoption of Agenda	<p>Motion: Fr. Charlie Lachowitz made the motion to approve the October 5, 2010 agenda with the following changes:</p> <ul style="list-style-type: none"> • ADD: V. New Business: "b. Tri-Parish Center Fee Waiver Request". • CHANGE: VII. Unfinished Business: "a. Administration Reform Plan" to: "a. Canonical Administrator Announcement". <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Marge Gruenes made the motion to approve the September 7, 2010 minutes with the following changes:</p> <ul style="list-style-type: none"> • CHANGE: Principal's Report, second bullet: "Mr. Munoz joined FSCS as an Educational Assistant. Mr. Munoz will also teach one math class." to: "Mr. Munoz joined FSCS as a part-time teacher, teaching one math class and one religion class, and as an educational assistant." • CHANGE: Unfinished Business, Development Consultant, second paragraph: "...pay be tied to accomplishment of these objectives." to "...pay be tied in some respect to accomplishment of these objectives." <p>The motion was unanimously approved.</p>	Board
Principal's Report		
	<ul style="list-style-type: none"> • Former FSCS teacher Mrs. Paschall re-joined FSCS as a Phy Ed teacher, replacing Ms. Duncan who resigned on September 15th. Mrs. Paschall returns to FSCS with her master's degree in Physical Education. • FSCS has received accreditation through MNSAA for the 2010-11 school year. 	Mr. Boone
New Business		
Board of Directors Conflict of Interest Statements	<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 operation per Article X of the corporate bylaws. Marge Gruenes read Article X of the bylaws to the Board members for their review.</p> <p>The Board members present disclosed their conflicts of interest:</p> <p>Dan O'Brien has no conflicts of interest. Sheila Manahan has no conflicts of interest. Tom Levandowski has no conflicts of interest. Tom Durand has no conflicts of interest. Marge Gruenes has no conflicts of interest. Susan Johnson has no conflicts of interest. Fr. Charlie Lachowitz has no conflicts of interest.</p> <p>Fr. Joseph Gallatin has a conflict of interest in that his sister is a member of the faculty at Faithful Shepherd.</p>	Marge Gruenes

<p>Board of Directors Conflict of Interest Statements</p>	<p>Motion: Marge Gruenes 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, Mrs. Catherine Larson, is employed by the school on the faculty. The Board has been informed of the compensation and other terms of employment for Mrs. Larson, and finds that these are fair and just, and as such, approves and ratifies in good faith the employment of Mrs. Larson and the concurrent status on the Board of Fr. Gallatin.</p> <p>Marge Gruenes 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. Bill Murtaugh did not attend the October 5th Board meeting.</p> <p>Motion: Marge Gruenes moved to allow an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</p> <p>The motion was unanimously approved.</p>	<p>Marge Gruenes</p>
<p>Tri-Parish Center Fee Waiver Request</p>	<p>A girls' softball team would like to practice in the FSCS gym in the winter months at a reduced hourly fee of \$20 per hour. The regular hourly fee is \$50 per hour.</p> <p>Motion: Fr. Charlie Lachowitz moved that the Board permit the reduced fee of \$20 per hour for gym use by a girls' softball team, with the condition that the principal set the priorities for gym use.</p> <p>Discussion: The board discussed the motion, adding an expiration date for this reduced fee. Fr. Charlie Lachowitz amended his motion to set a fee reduction expiration date of April 30, 2011. The Board also discussed specifying that the softball team use the gym on Saturdays.</p> <p>Amendment - Motion to add: "...on Saturdays through April 30, 2011 ..."</p> <p>The amendment was unanimously approved.</p> <p>Amended Motion: Fr. Charlie Lachowitz moved that the Board permit the reduced fee of \$20 per hour for gym use by a girls' softball team on Saturdays through April 30, 2011, with the condition that the principal set the priorities for gym use.</p> <p>The amended motion was unanimously approved.</p>	<p>Dan O'Brien</p>
<p>Scorecard/Reports of Committees</p>		
<p>Liaison Reports</p>	<p><u>Marketing</u></p> <p>Mr. Boone presented scorecard data for both Administration and Marketing:</p> <ul style="list-style-type: none"> • FSCS enrollment is now 557 students for the 2010-11 school year. This exceeds the 2010-11 enrollment goal of 550 students. Mr. Boone met with Andrea Douglas regarding school open house events. They are considering a Sunday afternoon open house in the late winter to accommodate parents' schedules and possibly increase attendance to the event. • The Enrichment Program has been expanded by increasing Mrs. Friesen's hours and freeing-up Ms. Duffy's schedule to provide her with more time to work on Middle School enrichment. • Teachers have begun to establish "I Can" statements for Religion. Six standards have been identified by the Archdiocese: <ol style="list-style-type: none"> 1. Promoting Knowledge of Faith 2. Liturgical Education 3. Moral Formation 4. Teaching to Pray 5. Education for Community Life 6. Missionary Initiation • Mr. Boone met with parish volunteer coordinators at St. John Neumann and St. Thomas Becket to adjust Middle School service hours so that 10 out of 30 hours are fulfilled at the parish level. The parish coordinators want to ease into the goal number of 10 hours so as not to be overwhelmed by student requests for volunteer hours. • Students are currently taking ITBS tests in grades 3-8. Results for the 2010-11 school year will be available in December. However, the year-long effort to increase ITBS math computation scores by 1 percentile for each grade level will not be evident until the 2011-12 test scores are available. Teachers are reminded monthly of our school goal to increase math computation scores and report on what they are doing in their daily teaching to meet this goal. 	<p>Tom Durand</p>

Liaison Reports	<ul style="list-style-type: none"> Fr. Gallatin is working with Ms. Shimshock to set-up a monthly classroom schedule to meet the goal of increasing school visits by each priest to 2 visits per month. Fr. Gallatin made informal classroom visits during September. Fr. Gjengdahl visited classrooms informally after his first school mass in September. <p>The Marketing budget is established and approved. Tom Durand reported that Andrea is working on a survey for the 2010-11 school year. Andrea is also completing a statement of work for the 2010-11 school year. Tom will be in regular contact with Mr. Boone and Andrea regarding Marketing items.</p>	Tom Durand
	<p>Development</p> <p>Tom Levandowski presented a preliminary financial summary for Septemberfest. The logistics of the event on both Friday and Saturday went very smoothly. The Board discussed communication of the results when the financials are final.</p> <p>The Marathon has collected \$43,842 to-date, with a total goal of \$55,000. The day was great and many families participated. Special thanks to Mia Hendricksen, Mary Anderson, and all the volunteers who helped to make this event possible.</p> <p>Susan Johnson is returning to co-chair the Gala. The committee is looking for another co-chair to work with Susan on this event. Susan has planned a meeting for committee members on October 12th to begin work on the Gala.</p>	Susan Johnson
	<p>Capital Campaign</p> <p>No update.</p>	Tom Levandowski
	<p>Finance</p> <p>No update.</p>	Sheila Manahan
Unfinished Business		
Canonical Administrator Announcement	The Board reviewed the proposed letter from the Board to FCSC parents, faculty and friends.	Fr. Charlie Lachowitz
Tech Plan Electronic Ratification	<p>Electronic Motion: Dan O'Brien made the motion to approve the Technology Plan presented electronically to the Board.</p> <p>The motion was unanimously approved on September 27, 2010.</p>	Dan O'Brien
Development Consultant	<p>Tom Levandowski summarized to the Board that our immediate and long-term needs suggest bringing in a consultant to help with our Development sector. Per the motion approved in the September Board meeting, the Development Committee created a statement of work and consulting services agreement for this position. Per the statement of work, this consultant will report to the Board of Directors and participate in the Development Committee.</p> <p>Jim Fink of the Finance Committee confirmed with the Development Committee that FSCS can afford this position at this time. The Finance Committee supports filling this consultant position.</p> <p>The Development Committee met with Sue Riesgraf regarding this position. Sue is available for this consultant position starting in November. Tom asked the Board for other possible candidates for this position. Tom clarified that the consultant in this position will be tasked with determining the timeframe and process for hiring a permanent Development employee.</p> <p>Motion: Tom Levandowski made the motion that the Board approve the Development consultant position and offer the position, under the terms of the contract presented tonight, to Sue Riesgraf.</p> <p>The motion was unanimously approved.</p>	Tom Levandowski
Board of Directors Retreat	Dan O'Brien discussed possible dates for the Board of Directors annual retreat. Dan will send an email to the Board to confirm availability for the possible dates of October 23 rd , October 30 th , and November 13 th .	Dan O'Brien
Executive Session	Occurred from 6:00pm-7:00pm	Board

Closing Prayer	The meeting adjourned at 8:50pm	Susan Johnson
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Next meeting November 9, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting