

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
November 9, 2010**

**Board Members Present:**

**St. John Neumann**

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

Mark McGinty (5:25-5:55pm)

| Description                | Discussion  | Action By     |
|----------------------------|---|---------------|
| <b>Invocation</b>          | The meeting began at 4:42pm.  | Marge Gruenes |
| <b>Adoption of Agenda</b>  | <p><b>Motion:</b> Marge Gruenes made the motion to approve the November 9, 2010 agenda as written.</p> <p><b>The motion was unanimously approved.</b></p>   | Board         |
| <b>Approval of Minutes</b> | <p><b>Motion:</b> Tom Levandowski made the motion to approve the October 5, 2010 minutes as written.</p> <p><b>The motion was unanimously approved.</b></p>   | Board         |
| <b>Principal's Report</b>  |   |               |
|                            | <ul style="list-style-type: none"> <li>• Dan O'Brien read a letter from Martha Frauenheim, Superintendent of Schools of the Archdiocese of St. Paul and Minneapolis, stating that FSCS is unaffected by the recently announced Strategic Plan change processes.</li> <li>• FSCS is offering a new open house format on Sunday February 13<sup>th</sup> from 2:00-4:00pm for potential FSCS families. This Sunday open house is in addition to open houses offered during weekdays.</li> <li>• Mr. Boone is meeting with representatives from Holy Angels, Cretin-Durham Hall, and St. Thomas Academy to evaluate FSCS students' preparedness for high school.</li> <li>• FSCS will offer Drama Club for Kindergarten through 5<sup>th</sup> grade beginning in January 2011. This Drama Club will meet on Friday afternoons 2:45-4:45pm in the Kindergarten pod. The participants will have a performance at the Mall of America.</li> <li>• Mr. Boone will make a recommendation to the Board based on faculty input on the 2011 Gala Electric Moment for Board approval.</li> <li>• Profit from the Marathon is approximately \$46,000.00. The Marathon committee is confirming the amount of matching gifts for this fundraising event.</li> </ul> | Mr. Boone     |

| <b>New Business</b>                    |   |                 |
|--|---|-----------------|
| <b>Septemberfest<br/>Wrap-up</b>       | <p>Dan O'Brien introduced special guest Mark McGinty to discuss the Septemberfest 2010 financial summary.</p> <p>The Sunday Mass collection amount is not final. Mr. Boone will check with Ms. Shimshock on this number. Preliminary numbers indicate a small loss for Septemberfest. Dan asked Mark what FSCS should do in the future to ensure the financial success of this event:</p> <ul style="list-style-type: none"> <li>• More sponsors are needed to ensure the success of this event.</li> <li>• Corporate sponsorship solicitations must begin earlier in the planning process.</li> <li>• Some corporations have a policy to only give to disadvantaged children and don't perceive of our students as disadvantaged. Mark suggested that we inform sponsors that our doors are open to all students and that we can accommodate channeling specific sponsorships to the FSCS scholarship fund.</li> <li>• Begin the band selection process earlier to provide a wider selection of bands for this event.</li> <li>• Modify the FSCS policy on sponsorships and band selection. Some sponsors want to know the entertainment prior to committing their sponsorship. However, FSCS currently requires that sponsorships be in place prior to determining the band.</li> </ul> <p>Tom Levandowski asked Mark for his ideal timeline for planning this event. The Board discussed having Mark meet with Sue Riesgraf and other event chairs to discuss overall event planning needs.</p> <p>The Board asked if Mark would be interested in running Septemberfest again in 2011. Mark is interested in helping and mentoring a new chairperson for this event. Mark believes that FSCS needs new people running future Septemberfest events.</p> <p>The Board expressed their gratitude to Mark for all of his hard work on Septemberfest.</p> | Dan O'Brien     |
| <b>Scorecard/Reports of Committees</b> |   |                 |
| <b>Liaison Reports</b>                 | <p><b><u>Marketing</u></b><br/>Tom Durand contacted Andrea Douglas regarding how parent survey results are being communicated to parents. Mr. Boone has been addressing survey questions in the weekly newsletter. In addition, survey results were also addressed in the Strategic Plan that was presented to parents in Spring 2010.</p> <p>Tom is in discussions with Andrea on how to formulate the parent survey for the 2010-11 school year. The Board requests that the same survey be used for the 2010-11 school year. This will enable an apples-to-apples comparison between school years in order to accurately measure performance.</p> <p>The 2010-11 survey will go out to parents in the next few weeks. Tom asked the Board what new questions may need to be addressed in the 2010-11 survey. Tom Levandowski asked if the Board may review the 2009-10 survey to determine any possible new questions to include.</p>  | Tom Durand      |
|  | <p><b><u>Development</u></b><br/>Susan Johnson will contact Andrea Douglas regarding the Gala 2011 logo.</p>  | Susan Johnson   |
|  | <p><b><u>Capital Campaign</u></b><br/>No update.</p>  | Tom Levandowski |
|  | <p><b><u>Finance</u></b><br/>No update.</p>   | Sheila Manahan  |

| Unfinished Business                        |   |                |
|--|---|----------------|
| <b>BOD Conflict of Interest Statements</b> | <p>Fr. Bill Murtaugh electronically sent his statement that he has no conflicts of interest.</p> <p>In the October 5, 2010 Board meeting, the Board approved an electronic vote on the conflict of interest disclosure by Fr. Gallatin.</p> <p><b>Motion:</b> 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><b>Fr. Gallatin abstained from voting on this motion. The motion was seconded and unanimously approved by the other Board members on October 7, 2010.</b></p> | Marge Gruenes  |
| <b>Executive Session</b>                   | Occurred from 4:00-4:40pm   | Board          |
| <b>Closing Prayer</b>                      | The meeting adjourned at 6:14pm   | Sheila Manahan |

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