

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
January 6, 2015**

**Board Members Present:**

St. John Neumann	St. Thomas Becket	Church of St. Peter	Other Attendees
Fr. Doug Ebert	Fr. Tim Wozniak	Fr. Steven Hoffman	Ms. Terese Shimshock, Principal
Susan Johnson	Tom Levandowski	Sheila Manahan	Christina Lindstrom, Recording Secretary
Marge Gruenes	Tom Durand	Jennifer Silgen	

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 8:23 PM.	Fr. Ebert
<b>Adoption of Agenda</b>	<b>Motion: Gruenes</b> made a motion to approve the January 2015 Agenda with the following adjustment - <ul style="list-style-type: none"> <li>• Removal of Principals Report</li> </ul> <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion: Gruenes</b> made a motion to approve the December 2014 Minutes with the following change: <ul style="list-style-type: none"> <li>• Sarah Meier spelling</li> </ul> <b>The motion was unanimously approved.</b>	Board
	<b>Strategic Objectives</b>	
<b>Scorecard Review</b>	<p><b>Board Effectiveness:</b> No update at this time.</p> <p><b>Multi-Year Budget:</b> Budget being presented to board at January meeting for the 15-16 school year. The facilities committee recently completed a 12 year facilities projection that needs to be shared with both Finance and the Board.</p> <p><b>Fundraising:</b> Current Septemberfest total is \$60,219. Gala is off and running.</p> <p><b>Enrollment:</b> Current student count is 464. This number includes two fourth students that will be starting as of January 20.</p> <p><b>Vendor Management:</b> No work has been done on this objective.</p> <p><b>Financial Aid:</b> Endowment Contract template changes negotiated with Catholic Community Foundation. Contract establishes designated fund with CCF that will benefit FSCS' tuition assistance and financial aid programs, as such programs are determined by FSCS from time to time, but if FSCS determines that less than a given year's distribution from the Fund is needed for tuition assistance and financial aid programs, the excess will be used to support the general operation of FSCS. Electronic motion to adopt Resolutions approving "The Reverend Charles V. Lachowitz Endowment Fund for Faithful Shepherd Catholic School" offered on 12/31/14.</p>	Shimshock

	<b>Unfinished Business</b>	
<b>Approve 2015-2016 Budget</b>	<p>Following a review of the Finance Committee's budget proposal for 2015-2016, and with input by all present, <b>Levandowski</b> made a motion to approve the Finance Committee's recommendation with the following key provisions:</p> <ul style="list-style-type: none"> <li>• Tuition of \$5,641 per in-parish student (increase of \$185) and \$7,522 per out-of-parish student (increase of \$185).</li> <li>• Step and lane increases for teaching staff</li> <li>• 1% increase in salary of non-teaching staff</li> <li>• Employee paid health insurance adjustments</li> </ul> <p><b>The motion was unanimously approved</b></p>	Levandowski
<b>Enrollment/Tuition Discussion</b>	No additional update.	Shimshock
<b>Board Self-Assessment</b>	Gathering information to finalize plans with both NCEA and our local Archdiocese. Will be sending to the board further details of both options in the coming days. Action will be taken via electronic motion.	Manahan
<b>Endowment</b>	<p><b>Electronic Motion</b></p> <p><b>Levandowski</b> made an electronic motion to adopt the resolution to establish the Reverend Charles V. Lachowitz Faithful Shepherd School Endowment Fund (resolution attached at the conclusion of these Minutes).</p> <p><b>The electronic motion was unanimously approved on 12/31/14</b></p>	Levandowski
<b>Reports of Committees</b>		
<b>Marketing</b>	New website is live. There is still more work to be done but it is a great start.	Durand
<b>Technology</b>	No update at this time.	Durand
<b>Development</b>	Septemberfest report was shared, confirmed the number of \$60,218. Moving forward with Septemberfest 2015 and still working and finalizing chairs. Ecothon and Spring Annual Appeal are being worked on. There is also a portion of the committee working to identify additional fundraising options.	Johnson
<b>Finance</b>	Has met many times to determine recommendations and gain an understanding of the schools financial situation and history. Will be working to fill the open accounting position.	Silgen
<b>Personnel</b>	No update at this time.	Gruenes
<b>Facilities</b>	The committee has created a 12 year budget improvement plan for the facilities to help shape and guide decisions.	Fr. Ebert
<b>Executive Session</b>	The Executive Session took place from 6-8:23 PM.	Board

<b>Closing Prayer</b>	The meeting ended at 8:54 PM.	Fr. Hoffman
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**Next Board Meeting:** February 3rd, 2015 - 6:00 PM Executive Session & Dinner  
7:00 PM Regularly Scheduled Meeting @ FSCS

**RESOLUTION ESTABLISHING THE REVEREND CHARLES V. LACHOWITZER FAITHFUL SHEPHERD SCHOOL ENDOWMENT FUND**

The Board of Directors of Faithful Shepherd Catholic School (the "Corporation"), a Minnesota nonprofit corporation organized and existing pursuant to the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Chapter 317A, hereby unanimously adopt the following resolutions:

WHEREAS, the Board of Directors believes that it is in the best long-term interest of the Corporation to establish a permanent endowment fund with the Catholic Community Foundation of Minnesota (the "Catholic Community Foundation") to receive and invest contributions, the income and principal of which will be dedicated for the benefit the Corporation's tuition assistance and financial aid programs, as such programs are determined by the Corporation from time to time, but if the Corporation determines that less than a given year's distribution from the Fund is needed for tuition assistance and financial aid programs, the excess shall be used to support the general operation of the Corporation. In the event the Corporation ceases to exist, the Fund disbursements shall be equally distributed to the three establishing parish corporations: St. John Neumann (Eagan), St. Peter (Mendota), and St. Thomas Becket (Eagan). The equally distributed disbursements shall be used to support Catholic education in each parish corporation; and

WHEREAS, the Board of Directors have reviewed an agreement to establish a fund under the Catholic Community Foundation as a designated fund, a copy of which is attached hereto as Exhibit A (the "Designated Fund Agreement");

NOW, THEREFORE, be it resolved that this Corporation, Faithful Shepherd Catholic School, hereby establishes a separate fund under the Catholic Community Foundation of Minnesota to be known as "The Reverend Charles V. Lachowitz Endowment Fund for Faithful Shepherd School" (the "Fund") and the officers of this Corporation are hereby authorized and directed to execute the Designated Fund Agreement with the Catholic Community Foundation and to take such other action as may be necessary to establish the Fund;

BE IT FURTHER RESOLVED, the Board of Directors of this Corporation (the "Directors") shall, from time to time at its discretion, approve plans for solicitation of contributions to the Fund;

BE IT FURTHER RESOLVED, that the Fund shall be established as an endowment fund exclusively for the purpose of benefiting the Corporation. It is the intention of this Board that so long as this Corporation operates a school, distributions from the Fund will be made only for the benefit of the Corporation;

BE IT FURTHER RESOLVED, that the Directors shall establish an advisory committee, or direct an existing committee of the Board of Directors, to make recommendations to the Directors with regards to the disbursements of income generated from the Fund;

BE IT FURTHER RESOLVED, that this Fund and all related fund activities will be accounted for in accordance with generally accepted accounting principles and properly disclosed in the notes to our financial statements.