

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
December 7, 2004**

APPROVED MINUTES

Board Members Present:

St. John Neumann

Fr. Charlie Lachowitz

Phil Schiller

Steve Hoepfner

St. Thomas Becket

Fr. Tom Brioche

Brian Howard

Kirk Fischer

St. Peter's

Thom Miranda

Sheila Moroney

Other Attendees

Sr. Patricia Beckman, Principal

Jim Fink, Finance Committee

Kaleen Mikulski, Recording Secretary

Item	Description	Action By
12.1 12/7/04	<i>Opening Ceremonies</i> a. Invocation b. Mr. Kirk Fischer was welcomed to the Board. He is replacing Teri Carlisano.	Fr. Tom Brian Howard
12.2 12/7/04	<i>Adoption of Agenda</i> Item IV, "Community at Large" was removed from the agenda. The By-Laws will be reviewed to determine the procedure for people/groups to bring items to the Board.	FS Board
12.3 12/7/04	<i>Reading and Approval of Minutes</i> The minutes were approved as written.	FS Board
12.4 12/7/04	<i>New Business</i> a. Preliminary 2005/06 Tuition Review: The Finance Committee has completed the first draft of the 2005/06 budget. Based on projected staffing needs, operational costs and a modest increase in enrollment, the Finance Committee recommends a \$200 per student tuition increase for in-parish families. To avoid confusion, the Board intends to put any tuition increase in the context of the school's operations and keep it separate from the issue of the school's debt financing. Following extensive discussion by the Board a motion was made to table the decision until the January meeting. Motion: Board members will receive the proposed 2005/06 budget prior to the January meeting and prepare to discuss areas of concern. A decision will be made in January to determine next year's tuition. The motion was approved. b. Proposal for Development Activities: An assessment should be made regarding the need for a development program at FSCS. Dr. Schiller's term as a Board member will expire at the end of December. He has proposed to offer his services under contract to the school for a 5-month period beginning January 3, 2005 acting as an agent on behalf of the school to develop sources of additional revenue and lay the groundwork for a potential development program if needed. Dr. Schiller would be compensated for his time at a rate of \$20 per hour, not to exceed payment for 135 hours per month (\$2,700 per month). Administrative funds would be used to pay Dr. Schiller with these costs potentially offset by fundraising. Motion: A motion was made to accept the proposal for Contract for Services as written with details and conditions of the agreement to be finalized following legal consultation. The motion was approved. Abstaining – Dr. Schiller (recorded by name at his request). c. The Board also discussed the need to reconfigure the main administrative office to provide a more functional business office and development area. The administrative staff would move all business office activities to the meeting room within the administrative area. The current Finance Director's office would be used for development work. The Finance Committee will be asked to review the budget to see if funding is available.	Jim Fink FS Board Phil Schiller FS Board

	<p>Motion: A motion was made that assuming a positive review by the Finance Committee, the Board authorizes up to \$8,000 for the acquisition of furnishings required to reconfigure the business office. The motion was approved. Abstaining – Dr. Schiller (recorded by name at his request).</p>	
<p>12.5 12/7/04</p>	<p><i>Old Business</i></p> <p>a. Election of Officers: The following officers were elected by a unanimous vote of the Board:</p> <ul style="list-style-type: none"> • President/Canonical Administrator* - Fr. Charlie Lachowitz • Vice President* – Fr. Tom Brioché • Chair – Mr. Brian Howard • Vice Chair – Ms. Sheila Moroney • Corporate Secretary – Mr. Thom Miranda • Treasurer – Mr. Kirk Fischer • Recording Secretary (not a board position) – Ms. Kaleen Mikulski <p>*The Archbishop appoints the President and Vice President.</p> <p>A recommendation was made that the By-Laws be amended to state the Vice Chair position be rotated through each parish.</p>	<p>FS Board</p>
<p>12.6 12/7/04</p>	<p><i>Reports of Committees</i></p> <p>a. Principal’s Report: Sr. Pat’s report included details for the following nine sections: Building/Plant, Finances, Faculty/Staff, Curriculum, Accreditation, School Events, Co-Curricular Activities, School Advisory Committee, and Home and School Association. Highlights include:</p> <ul style="list-style-type: none"> • Results of the ITBS and COGAT testing have been received. Individual student results will be sent to parents this week. The faculty has received training on how to use the test results to enhance their programs. • The Accreditation Steering Committee is working on developing the self-study. Faculty committees are also working on drafting their sections of the self-study in preparation for accreditation. • The School Advisory Committee (SAC) has completed formatting for the Extended Day Survey that will be sent out in January. • SAC was consulted about the desirability of switching from quarters to trimesters in grading periods for next year. Faculty will discuss this matter in the near future. <p>b. Liaison Reports</p> <ol style="list-style-type: none"> 1. Development: The Development Committee is in the process of being reorganized. The first meeting of the new committee will be in January. The committee will focus on the school’s ability to handle long-term debt, and operating needs and budget. The Development Committee will also work with the Finance Committee. 2. Finance: The Committee will be asked to review funding requests for the proposed Contract for Services and the business office reconfiguration. 3. Tri-Parish: The Committee met in November and reviewed committee tasks including selecting a chair, determining committee make up, re-examining the mission, and reviewing existing policies and fees. The next meeting date is set for January 12, 2005. 	<p>Sr. Pat</p>
<p>12.7 12/7/04</p>	<p><i>Executive Session</i></p> <p>Session Closed.</p>	<p>FS Board</p>
<p>12.8 12/7/04</p>	<p><i>Adjourn</i></p> <p>Closing Prayer</p>	<p>Fr. Tom</p>

Next Board Meeting: January 4, 2005 at 7:00 p.m.