

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER  
BOARD OF DIRECTORS MEETING  
February 1, 2005**

**APPROVED MINUTES**

**Board Members Present:**

<b>St. John Neumann</b> Steve Hoepfner Faye Hefele	<b>St. Thomas Becket</b> Brian Howard Kirk Fischer Fr. Tom Brioche	<b>St. Peter's</b> Sheila Moroney Thom Miranda Fr. Kevin Clinton	<b>Other Attendees</b> Sr. Patricia Beckman, Principal Chris Edinger, Director of Finance Mark Lasswell, Finance Committee Phil Schiller, Consultant for Development Activities Kaleen Mikulski, Recording Secretary
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<b>Item</b>	<b>Description</b>	<b>Action By</b>
<b>2.1</b> <b>2/1/05</b>	<i>Opening Ceremonies</i> a. Invocation b. Ms. Faye Hefele was welcomed to the Board. She is replacing Dr. Phil Schiller.	<b>Sr. Pat Brian Howard</b>
<b>2.2</b> <b>2/1/05</b>	<i>Adoption of Agenda</i> <b>Motion:</b> To approve the February 1,2005 agenda as written. <b>The motion was unanimously approved.</b>	<b>FS Board</b>
<b>2.3</b> <b>2/1/05</b>	<i>Reading and Approval of Minutes</i> <b>Motion:</b> To approve the minutes from the January 4, 2005 meeting as written. <b>The motion was unanimously approved.</b>	<b>FS Board</b>
<b>2.4</b> <b>2/1/05</b>	<i>Community at Large</i>	
<b>2.5</b> <b>2/1/05</b>	<i>Unfinished Business</i> a. Community At Large Process: The Temporary Operating Procedures (TOP-2) outlines the process individuals or groups are to follow when bringing matters before the Board. Community at Large will be removed from future board meeting agendas when TOP-2 is instituted. b. Tuition Increase Notification: A joint letter from the Board of Directors and the Finance Committee notifying FSCS families of the 2005-2006 tuition increase was discussed. The letter with proposed changes will be forwarded to all Board and Finance Committee members via email by Wednesday, February 2. Comments are to be forwarded to Ms. Moroney no later than the end of the day of February 2. The letter will be sent to families with the 2005-2006 registration materials by the end of the week.	<b>FS Board</b>  <b>FS Board Sheila Moroney Mark Lasswell</b>
<b>2.6</b> <b>2/1/05</b>	<i>New Business</i> Three proposed Temporary Operating Procedures (TOP) were submitted to the Board for content review and first readings. a. TOP-1 – specifies the provisions for adopting and changing any and all FSCS and Tri-Parish Center policies until the By-Laws are revised to incorporate the provisions outlined in TOP-1. b. TOP-2 – addresses the provisions for setting and approving Board meeting agendas until the By-Laws are revised to incorporate the provisions outlined in TOP-2. c. TOP-3 – among the items included are: the rationale for TOP-1 and TOP-2, rules for conducting Board meetings, and adoption of a requirement that all capital improvements and capital acquisitions, regardless of amount and whether or not budgeted, be specifically identified and approved by the Board. For each TOP reading, Mr. Miranda recorded comments and will meet with Fr. Charlie and Mr. Mark Ginder to discuss Board recommendations. Second readings of TOP-1, TOP-2, and TOP-3 are scheduled for the March Board meeting.	<b>Brian Howard for Fr. Charlie</b>

	d. Policy #601 (Age Admission) – There was a first reading of a recommendation to amend the current policy to exclude the statement “or have attended kindergarten.” Justification for the change was discussed and was acceptable to the Board. A second reading of Policy #601 is scheduled for the March board meeting.	<b>Sr. Pat</b>
<b>2.7 2/1/05</b>	<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"> <li>• The school has been experiencing significant computer server problems. The situation has been temporarily repaired; however the system will need to be updated and reconfigured this summer. Funds have been budgeted next year to address the computer situation. Once the Temporary Operating Procedures have been finalized and adopted the computer matter will be revisited to determine what options the school should follow to best resolve the problem.</li> <li>• The Finance Committee expects to present a final budget for the 2005 – 2006 school year to the board at the April meeting.</li> <li>• Administration has completed formal faculty observations. Informal visits and follow up on improvement plans will continue during February.</li> <li>• Teachers are reviewing their curriculum to determine progress on the required material for their grade level. Plans will be developed to assure completion of the curriculum by the end of the school year.</li> </ul> <p>b. Liaison Reports</p> <ol style="list-style-type: none"> <li>1. Development: Dr. Schiller presented a summary of work completed in January as the Consultant for Development Activities. The first meeting of a restructured Development Committee is scheduled for February 16.</li> <li>2. Finance: Ms. Edinger provided a recap of financial statements from July 1 – December 31, 2004. A Statement of Financial Position as of December 31, 2004 and the Income Statement as of December 31, 2004 were reviewed.</li> <li>3. Tri-Parish: The next meeting is scheduled for February 2, 2005.</li> </ol>	<p><b>Sr. Pat</b></p> <p><b>Steve Hoepfner</b></p> <p><b>Kirk Fischer</b></p> <p><b>Fr. Tom</b></p>
<b>2.8 2/1/05</b>	<p><i>Executive Session</i></p> <p>None</p>	
<b>2.9 2/1/05</b>	<p><i>Adjourn</i></p> <p>Closing Prayer</p>	<b>Fr. Tom</b>

**Next Board Meeting:** March 1, 2005 at 7:00 p.m.