

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

**APPROVED MINUTES**

**Board Members Present:**

<b>St. John Neumann</b> Fr. Charlie Lachowitz Faye Heffele	<b>St. Thomas Becket</b> Fr. Tom Brioschi Brian Howard	<b>St. Peter's</b> Sheila Moroney Thom Miranda	<b>Other Attendees</b> Sr. Patricia Beckman, Principal Phil Schiller, Consultant for Development Activities Kaleen Mikulski, Recording Secretary
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Item	Description	Action By
3.1 3/1/05	<i>Opening Ceremonies</i> a. Invocation	Sr. Pat
3.2 3/1/05	<i>Adoption of Agenda</i> Item IV a – c: Unfinished Business should read <i>second</i> reading for TOP 1 and 2, <i>first</i> reading for TOP-3, and <i>second</i> reading for Policy #601. Remove Item V b: New Business Application Fees. <b>Motion:</b> To approve the March 1, 2005 agenda as amended. <b>The motion was unanimously approved.</b>	FS Board
3.3 3/1/05	<i>Reading and Approval of Minutes</i> <b>Motion:</b> To approve the minutes from the February 1, 2005 meeting as written. <b>The motion was unanimously approved.</b>	FS Board
3.4 3/1/05	<i>Unfinished Business</i> The second reading was conducted for proposed TOP-1 and 2, and the first reading was completed for TOP-3. a. TOP-1: The following changes were agreed upon: <ul style="list-style-type: none"> <li>• The sequencing of Provision 3 will be corrected.</li> <li>• Provision 12 will be deleted.</li> <li>• A Sunset Provision will be added to TOP-1 and will expire September 1, 2005.</li> </ul> b. TOP-2: The following changes were agreed upon: <ul style="list-style-type: none"> <li>• Provision 3. a. is to read Provision 2.</li> <li>• The sequencing of Provision 10 is to be corrected to include a new Provision 10.b. – Board members receiving written agenda item requests from non-board members may refer the request to the Board Chair or Canonical Administrator. Remaining Provision 10 items will be re-sequenced and 10.d. will reference Provision 7.</li> <li>• Provisions 12 and 14 are to reference Provision 10.</li> <li>• Provision 13 will be deleted.</li> <li>• A Sunset Provision will be added to TOP-2 and will expire September 1, 2005.</li> </ul> The third reading and adoption of TOP-1 and 2 is scheduled for the April board meeting. c. TOP-3: Content review and first reading was completed. The document will be forwarded to the Finance Committee for their review and brought back to the Board for the second reading at the April meeting. d. Policy #601 (Age Admission): The second reading was completed. A statement will be added indicating out-of-state transfer students will be handled on a case-by-case basis. A third reading of Policy #601 is scheduled for the April board meeting.	Fr. Charlie  Fr. Charlie  Fr. Charlie  Sr. Pat
3.5 3/1/05	<i>New Business</i> a. State of the School: The State of the School meeting is scheduled for March 31, 2005. FSCS parents will receive annual updates from the Administration, Board, Finance Committee, SAC and HSA. Mr. Howard will represent the Board of Directors.	Sheila Moroney

	<p>b. City of Eagan Park Dedication Fee: The city has contacted FSCS regarding the “Park Dedication and Use Agreement” that was signed in 1994. Until now the city has waived the park dedication fee, as FSCS athletic fields were not useable. Now that the fields have been improved the city is interested in using them for area athletic events. FSCS does have the option to opt out of the agreement for a fee of approximately \$117,000.</p> <p>Favorable reasons for allowing use of the fields include goodwill with the City of Eagan, and the City will maintain the fields. Opposing reasons include potential damage and possible restrictions faced by FSCS to accessing its own fields.</p> <p>As the Board was just made aware of this situation a legal review of the Agreement will be completed. Mr. Howard will represent the Board and work with Mr. David Meyer and the City of Eagan to gather more information and work toward a mutually beneficial agreement.</p> <p>c. Extended Day Proposal: Three potential providers have submitted bids for the Extended Day Program. No decision has been made; however, Administration is recommending the YMCA and would like to negotiate a contract with them. The Board requested additional reference checks be made.</p> <p><b>Motion:</b> To pursue mutually agreeable conditions for the YMCA to assume the Extended Day Program in the fall of 2005.</p> <p><b>The motion was unanimously approved.</b></p> <p>d. Instructional Support Restructuring Proposal: A proposal to restructure educational support to provide additional student services was presented to the Board. Action cannot be taken however until the budget has been approved. The budget will be presented to the Board at the April meeting. The proposal will be discussed after the budget is approved.</p>	<p><b>Brian Howard</b></p> <p><b>Sr. Pat</b></p> <p><b>Sr. Pat</b></p>
<p><b>3.6</b> <b>3/1/05</b></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"> <li>• The bearings on the air handler unit are burning out and will be replaced this summer. The estimated cost for replacement is \$4,000. With proper installation and maintenance the new bearings should last ten years.</li> <li>• The finance office is in the process of being set up in the old conference room. The development area has been moved to the old finance office.</li> <li>• Teachers are completing intent forms regarding contracts for next year.</li> <li>• The self-study portion of the accreditation process has been completed and a final draft of the report will be ready for review by the end of March.</li> </ul> <p>Registration Update: To date 590 registrations have been received. The Board requested that Ms. Edinger provide an analysis of registration trends for this year identifying attrition rates and number of new families.</p> <p>b. Liaison Reports</p> <ol style="list-style-type: none"> <li>1. Development: Dr. Schiller presented a summary of work completed in February as the Consultant for Development Activities. It has been proposed that the school host a “Founders Day” to recognize the initial capital campaign primary/significant donors. No date has been set for the event. The first meeting of a restructured Development Committee was held on February 16. There was a low turnout. Current committee members have been asked to extend personal invitations to potential committee members.</li> <li>2. Finance: A year to date Variance Report and Executive Summary was provided to the Board. The Board requested that going forward new and ongoing variances be highlighted.</li> <li>3. Tri-Parish: Rental agreements and procedures are being reviewed. Mr. Mike Schroeer is the committee chair. The next meeting is scheduled for March 29, 2005.</li> </ol>	<p><b>Sr. Pat</b></p> <p><b>Phil Schiller</b></p> <p><b>Brian Howard for Kirk Fischer</b></p> <p><b>Fr. Tom</b></p>

	4. Progressive Dinner: Details for the Auction event were discussed.	<b>FS Board</b>
<b>3.7</b> <b>3/1/05</b>	<i>Executive Session</i> Closed	<b>FS Board</b>
<b>3.8</b> <b>3/1/05</b>	<i>Adjourn</i> Closing Prayer	<b>Fr. Charlie</b>

**Next Board Meeting:** April 5, 2005 at 7:00 p.m.