

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
MAY 3, 2005**

APPROVED MINUTES

Board Members Present:

St. John Neumann Fr. Charlie Lachowitz Steve Hoepfner Faye Heffele	St. Thomas Becket Fr. Tom Brioschi Brian Howard Kirk Fischer	St. Peter's Fr. Kevin Clinton Thom Miranda Sheila Moroney	Other Attendees Dan O'Brien Kaleen Mikulski, Recording Secretary
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Item	Description	Action By
5.1 5/3/05	<u>Opening Ceremonies</u> a. Invocation	Steve Hoepfner
5.2 5/3/05	<u>Adoption of Agenda</u> Add Item VI. a. Principal's Report – Update on the Park Dedication Fee. Motion: To approve the May 3, 2005 agenda as amended. The motion was unanimously approved.	FS Board
5.3 5/3/05	<u>Reading and Approval of Minutes</u> Motion: To approve the minutes from the April 5, 2005 meeting as written. The motion was unanimously approved.	FS Board
5.4 5/3/05	<u>Unfinished Business</u> The fourth reading was conducted for proposed Temporary Operating Procedures (TOP) 1, 2, and 3. a. TOP-1: The following changes were agreed upon: <ul style="list-style-type: none"> • Provision 3 – sequencing was corrected. • Provision 12 – will not be deleted. • Sunset Provision – added and expires December 31, 2005. b. TOP-2: The following changes were agreed upon: <ul style="list-style-type: none"> • Provision 10 – includes a new Provision 10. d. – Board members are not required to submit written agenda item requests received from non-members. • Provision 12 – “individual” was changed to “non-Board member.” • Provision 13 – deleted. • Sunset Provision – added and expires December 31, 2005. Changes were made to TOPs 1 and 2 and distributed to Board members for final review. Motion: To approve TOP 1 and TOP 2, as amended, in the fourth reading. The motion was unanimously approved. c. TOP-3: The following changes were agreed upon: <ul style="list-style-type: none"> • Provision 5 – clarified to state that capital expense funds budgeted in anticipation, but without definition, and expenses in excess of \$5,000 require Board approval. • Sunset Provision – added and expires December 31, 2005. Motion: TOP-3 will be forwarded to the Finance Committee for their review and brought back to the Board for the fifth reading at the June meeting. The motion was unanimously approved.	Fr. Charlie Fr. Charlie Fr. Charlie
5.5 5/3/05	<u>New Business</u> a. Appoint New Corporate Secretary: Mr. Miranda, the Board's current Corporate Secretary, will be leaving the Board in June. Motion: To appoint Ms. Heffele as the new Corporate Secretary. The motion was unanimously approved.	FS Board

	<p>b. Soccer/Football Goal Post Installation: Inver Grove Community College is willing to donate its soccer/football goal posts to the school. A FSCS parent has agreed to move the posts to the field at no charge. The only cost the school will incur is to sandblast and paint the posts. A survey will be conducted to be sure the posts are correctly placed.</p> <p>Motion: To accept the donation of the goal posts and installation.</p> <p>The motion was unanimously approved.</p> <p>c. Policy Formation: The Board discussed and decided that, given TOP 1, an ad hoc committee will not be needed at this time.</p> <p>d. Repairs for Air Handling Unit (AHU): The bearings on the AHU unit are burning out and will need to be replaced. The Finance Committee recommends the Board approve funds in the amount of \$4,375.00 to repair the AHU. Ms. Edinger confirmed that all warranties have expired. There is a concern that the original unit was not spec'd and/or installed correctly. A maintenance audit is scheduled for May 4, 2005. The auditors will be asked if they can determine why the AHU bearings are burning out after only 5 years of operation.</p> <p>Motion: The Board gives contingent approval to repair the AHU unit using funds from the capital reserves after all other options have been reviewed/exhausted. Before moving forward the Board requires a firm repair estimate.</p> <p>Discussion: The Board is to be notified via e-mail on the outcome of the maintenance audit and the firm cost to repair the unit.</p> <p>The motion was unanimously approved.</p>	<p>Brian Howard</p> <p>Sheila Moroney</p> <p>Kirk Fischer</p>
<p>5.6 5/3/05</p>	<p><u>Reports of Committees</u></p> <p>a. Principal's Report:</p> <ul style="list-style-type: none"> • City of Eagan Park Dedication Fee – FSCS's legal counsel will meet with the city to look at a temporary agreement that will not close future options for the school to use its own fields. Legal counsel will charge FSCS approximately \$300 for the meeting/review. The city has indicated that they will work with FSCS to schedule events. Mr. Howard will continue to represent the Board and work with Mr. David Meyer and the City of Eagan to develop a mutually beneficial agreement. <p>b. Liaison Reports:</p> <p><i>Development:</i></p> <ul style="list-style-type: none"> • Founders Day is scheduled for Friday, May 6. Approximately 200 people are expected to attend. • The committee will be meeting to discuss the future of the Marathon and recruit volunteers to chair the Golf Tournament. • There is a need to coordinate business sponsorship requests and volunteers. Currently, there is no central processing place for this information. The Development Committee will work on the issue. • Dr. Schiller's Consultant for Development Activities contract will expire June 30. A job description for a new Development Director has been written. <p>Motion: The Development Committee is to review the Development Director job description before any action is taken.</p> <p>Discussion: The development strategy needs to be thoroughly reviewed. It was suggested that three subcommittees operate under the direction of development. The subcommittees would address there following three areas: Marketing, Special Events, and Major Gifts. The motion was rescinded.</p> <p>Amended Motion: The Board directs Mr. Hoepfner to coordinate with Sr. Pat the hiring of a new Development Director.</p> <p>The amended motion was unanimously approved.</p>	<p>Fr. Charlie</p> <p>Steve Hoepfner</p>

	<p><i>Finance:</i></p> <ul style="list-style-type: none"> The Finance Committee reviewed and supported the recommendations made by the Board to their Finance Council Procedures. The recommendations were adopted. The Finance Committee has started working on the five-year, long-range financial plan. The Finance Committee will be asked to prepare a presentation to interested Board members on the timing of when the budget is developed and how decisions are made. It was suggested that the presentation be held in July in place of the regularly scheduled Board meeting. (Note: There will be no July Board meeting due to the 4th of July holiday and vacations.) <p><i>Tri-Parish:</i></p> <ul style="list-style-type: none"> The committee is working to develop a “Duties and Responsibilities” document similar to the Finance Committee’s document. The committee is creating building usage policies and procedures and is currently looking at policies from other schools. Usage policies and procedures will be brought to the Board for review. 	<p>Kirk Fischer</p> <p>Fr. Tom</p>
<p>5.7 5/3/05</p>	<p><i>Executive Session</i> Closed session.</p>	<p>FS Board</p>
<p>5.8 5/3/05</p>	<p><i>Adjourn</i> Closing Prayer</p>	<p>Thom Miranda</p>

Next Board Meeting: June 14, 2005 at 7:00 p.m.