FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER BOARD OF DIRECTORS MEETING

September 6, 2005

APPROVED MINUTES

Board Members Present:

St. John NeumannFr. Charlie Lachowitzer
Steve Hoeppner
Faye Heffele

St. Thomas Becket Fr. Tom Brioschi

Kirk Fischer

St. Peter'sFr. Kevin Clinton
Sheila Moroney
Dan O'Brien

Other Attendees

Sr. Patricia Beckman, Principal Kaleen Mikulski, Recording Secretary

Item	Description	Action By
9.1 9/6/05	Opening Ceremonies Invocation	Steve Hoeppner
9.2 9/6/05	Adoption of Agenda Change Item III. a. to read August minutes and add Item V. b. Policy Review. Motion: To approve the September 6, 2005 agenda as amended. The motion was unanimously approved.	FS Board
9.3 9/6/05	Reading and Approval of Minutes Motion: To approve the minutes from the August 9, 2005 meeting as written. The motion was unanimously approved.	FS Board
9.4 9/6/05	Unfinished Business a. Development Director The Development Director position was discussed. There are indications that compensation expectations are higher than allowed in the budget. Plans were discussed to expand the applicant pool by seeking referrals from parents, advertising for the position, and obtaining assistance from a search firm that has offered its services free of charge to the school. The Board discussed the Development Director job description listing the essential duties and responsibilities. Priorities of the position are to include: Manage fundraising activities, database administration, and attention to outside revenue sources. Long-term expectations will also be included to address the 2012 balloon payment due on the school's debt. The Finance Committee was asked to clearly document short-term financial goals as well as to complete work on the five-year, long range financial plan paying specific attention to the 2012 balloon payment. Motion: To accept the Board's priorities for the Development Director listed in the August 9, 2005 minutes. Specifically, all aspects of development responsibilities need to be included in the description with priority given to the operating budget, creating and maintaining a database of current and past FSCS supporters, organizing and managing FSCS fundraising activities, and coordinating school development efforts with the pastors. The initial focus of the Development Director should be the school's operating budget and controlling tuition costs. The long-term focus would be debt reduction and capital improvement. The motion was unanimously approved.	Steve Hoeppner
	b. Board Terms Mr. Howard's term expires this year. Fr. Tom will ask Mr. Howard to continue on the Board for another three-year term to expire in 2008.	FS Board

9.5 9/6/05	New Business				
	a.	Marketing	Sheila Moroney		
		Parent volunteers were recognized for their Marketing and Publication work. The Board discussed the need for first line "ambassadors" to tell the FSCS story. These ambassadors would work in concert with the parishes to facilitate a consistent message about the school. Once a Development Director is hired there will be discussion on the need to create an ad-hoc committee of the Board under Development to work on "branding" the school. This topic will be further discussed at the Board Retreat scheduled for November 5, 2005.			
	b.	Policy Review	Sr. Pat		
		Sr. Pat consulted with the Board's on a process for reviewing policies. It was decided that Sr. Pat would provide a policy section to one or two board members prior to the monthly Board meetings in an attempt to anticipate questions or potential issues that may be discussed during the meetings. The first reading of any policy revision would be conducted via email. The 100 and 200 series sections of the policy manual will be reviewed via email prior to the October meeting with other sections reviewed at subsequent meetings.	Sr. rat		
	Re	ports of Committees			
9.6 9/6/05	a.	Liaison Reports:			
210/03		Development:	Steve Hoeppner		
		 Septemberfest: The Catholic Spirit article has generated interest in the event. There will be 30,000 direct marketing cards mailed to area residents. Also planned for Davy Jones are radio and television interviews. 	Steve Hoeppher		
		 Marathon: Committee members will contact parishes to promote the Marathon. Pastors will be asked to be directly involved. 			
		Finance:			
		 There is currently an opening on the Committee. Also, Mr. Lasswell will be leaving the Committee after this school year, so a new committee chair will need to be appointed. 	Kirk Fischer		
		• Year-end financial statements show an unfavorable variance of \$98,000. The Statement of Financial Position as of June 30, 2005, and the Variance Report for June 2005 were provided to the Board.			
		 As a result of lower than expected enrollment and other variances, the administration has made some adjustments to the operational plan. This has brought the financial forecast more in line with the 2005/2006 budget. 			
		 The financial audit is underway. The auditors will be asked to review the school's new procedure for handling cash. 			
		 The salary scale was discussed. Faculty members gathered and brought initial information to the Finance Committee. Sr. Pat will review options and bring forth proposals to the Board for discussion. 			
		• Finance Committee training will take place on October 11th.			
		Tri-Parish:	Fr. Tom		
		 Efforts are underway to broaden the Tri-Parish committee. Ms. Edinger, Mr. Schroeer and Fr. Tom will meet and provide further information to the Board in November. 			
	b.	Principal's Report:	Sr. Pat		
		 Sr. Pat advised the Board that they will be interviewed as part of the accreditation process. 	SI. Fat		
		 An enrollment projection to forecast enrollment through 2012 has been created. Sr. Pat will provide a copy to the Board. The Board reiterated that enrollment should not be the sole basis for balancing the budget. The Finance Committee will be asked to revisit this issue. 			

9.7 9/6/05	Executive Session Closed session.	FS Board
9.8 9/6/05	Adjourn Closing Prayer.	Sheila Moroney

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