

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
September 6, 2005**

APPROVED MINUTES

Board Members Present:

St. John Neumann
Fr. Charlie Lachowitz
Steve Hoepfner
Faye Heffele

St. Thomas Becket
Fr. Tom Brioschi
Kirk Fischer

St. Peter's
Fr. 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	<u>Opening Ceremonies</u> Invocation	Steve Hoepfner
9.2 9/6/05	<u>Adoption of Agenda</u> 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	<u>Reading and Approval of Minutes</u> 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	<u>Unfinished Business</u> 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 Hoepfner
	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

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

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