

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER  
BOARD OF DIRECTORS MEETING  
October 4, 2005**

**APPROVED MINUTES**

**Board Members Present:**

<b>St. John Neumann</b> Fr. Charlie Lachowitz Steve Hoepfner Faye Heffele	<b>St. Thomas Becket</b> Brian Howard Kirk Fischer	<b>St. Peter's</b> Sheila Moroney Dan O'Brien	<b>Other Attendees</b> Sr. Patricia Beckman, Principal Kaleen Mikulski, Recording Secretary
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Item	Description	Action By
<b>10.1</b> <b>10/4/05</b>	<u>Opening Ceremonies</u> Invocation	<b>Fr. Charlie</b>
<b>10.2</b> <b>10/4/05</b>	<u>Adoption of Agenda</u> Add Item V. d. Board Retreat and remove Item VII. Executive Session. <b>Motion:</b> To approve the October 4, 2005 agenda as amended.  <b>The motion was unanimously approved.</b>	<b>FS Board</b>
<b>10.3</b> <b>10/4/05</b>	<u>Reading and Approval of Minutes</u> <b>Motion:</b> To approve the minutes from the September 6, 2005 meeting with the following corrections: a. Item IV. Development Director: There are indications that compensation expectations are higher than allowed in the budget. b. Remove Mr. Howard's name from Item VI. a.  <b>The motion was unanimously approved.</b>	<b>FS Board</b>
<b>10.4</b> <b>10/4/05</b>	<u>Unfinished Business</u> a. Budget Roles & Responsibilities There is a need to further clarify the budgetary management roles of the Board, Finance Committee, and the Administration. Specifically, criteria need to be developed to determine the threshold for budget variances requiring action by the Board, such as enrollment changes and unanticipated expenses. Currently, any expense in excess of \$5,000 requires Board approval. The Board requested the Finance Committee review this matter at their October meeting and make recommendations on budget variance thresholds that will require Board action. Recommendations will be discussed at the November Board meeting.  The Board further requested the Finance Committee work with Administration to determine a method for increasing confidence in the enrollment figures given their direct impact on the budget. In addition, the Finance Committee's presence at the November meeting was requested to discuss tuition for the 2006-2007 school year.	<b>Kirk Fischer</b>
<b>10.5</b> <b>10/4/05</b>	<u>New Business</u> a. Policy Review Proposed changes to the 100 and 200 series of the policy manual were submitted to the Board for first readings. Sr. Pat recommended the following changes:  <u>100 Series</u> – Readopt Policy 101, changing the title from Philosophy of Catholic Education to Mission and Philosophy.  <u>200 Series</u> – Readopt Policy 202 with clarification that initial and waiting list seat assignments will be subject to the criteria outlined in the policy. Item #6 in the policy will be changed to read, "...of other Catholic parishes." Readopt Policy 203 as written.	<b>Sr. Pat</b>

	<p>Policies 102, 103, 104, 201, 204 and 205 are to be deleted as they are not policy statements, are a restatement of items already covered in the By-Laws, or they restate items covered in policies that will be readopted.</p> <p>The second reading and adoption of policies 101 and 202 will be scheduled for the November meeting. Questions regarding the policies are to be handled via email before the next Board meeting.</p> <p>b. <b>Development Director Update</b></p> <p>Ms. Mary Jean Scott, a search consultant working with the school to locate a Development Director, has recommended changing the job description and title. Ms. Scott stated the current job description is really two jobs and, if a development director was hired, there will be a need for a development staff. Ms. Scott recommended that the current job description be modified by removing the reference to soliciting major gifts from donors, and hire an Event Coordinator instead of a Development Director. Presently, Ms. Scott has candidates for an Event Coordinator position. The Board stated the initial focus of the position has not changed and more than an Events Coordinator is being sought because there are development aspects of the job.</p> <p>The Board requested the Finance Committee review and consider whether the position should be filled now or postponed until May as most of the annual fundraising events are completed or well underway. Depending on the Finance Committee's recommendation, Mr. Hoeppepner will meet with Sr. Pat and Ms. Scott to determine the direction on filling the development position.</p> <p>c. <b>Enrollment Discussion</b></p> <p>There was discussion on the need to develop a Task Force/Marketing Committee to identify the school's optimal size, marketing plan, and student retention with special effort focused on the 5th and 6th grades. Enrollment projections through 2009-10 were distributed. Sr. Pat will meet with Mr. Hoeppepner, Ms. Moroney and the Development Committee to address these issues.</p> <p>d. <b>Board Retreat</b></p> <p>Fr. Charlie proposed the Board complete the "Partnership Quotient" program at the November 5th retreat. The program was recently completed by the staff at SJN and was positively received. The Partnership Quotient focuses on understanding group dynamics and develops three goals to enhance a group's working relationships. The Board agreed the program could be beneficial, so it will be scheduled for the retreat.</p>	<p><b>Steve Hoeppepner</b></p> <p><b>Steve Hoeppepner</b></p> <p><b>Fr. Charlie</b></p>
<p><b>10.6</b> <b>10/4/05</b></p>	<p><u><i>Reports of Committees</i></u></p> <p>a. <b>Liaison Reports:</b></p> <ul style="list-style-type: none"><li><i>Septemberfest Wrap Up</i></li></ul> <p>Final numbers have not yet been determined. Overall, the group thought there was great exposure; however, weather was an issue. A steering committee will work on capitalizing on the goodwill created, and will evaluate the event mix, layout and entertainment. The Committee will also meet with Nativity church in St. Paul to gather input on developing a traditionally well-attended and profitable event. Recommendations will be brought to the Board this winter. Mr. Joe Hamand has agreed to chair the event next year.</p> <p>The Board was informed of damage to the field and sprinkler system. Repairs will cost approximately \$3,000 to \$5,000. The Board authorized no more than \$5,000 to repair the fields and sprinkler system. The money will come from the restricted capital fund.</p> <ul style="list-style-type: none"><li><i>Development:</i></li></ul> <p>The Marathon is scheduled for Sunday, October 9. To date approximately \$22,000 has been raised.</p>	<p><b>Brian Howard</b></p> <p><b>Steve Hoeppepner</b></p>

	<ul style="list-style-type: none"> <li><i>Finance:</i> Finance Committee training is scheduled for October 11. The Committee is currently working on a five-year financial model that will include a year-by-year layout, and factor enrollment and personnel costs. The Variance Report will be available at the next Board meeting.</li> <li><i>Tri-Parish:</i> No report.</li> </ul> <p>b. <b>Principal’s Report:</b> Sr. Pat’s report was provided to the Board.</p>	<b>Kirk Fischer</b>
<b>10.7</b> <b>10/4/05</b>	<i>Executive Session</i> None.	
<b>10.8</b> <b>10/4/05</b>	<i>Adjourn</i> Closing Prayer.	<b>Sheila Moroney</b>

**Next Board Meeting:** November 8, 005 at 7:00 p.m. at FSCS

**Retreat:** November 5, 2005 at 9:00 a.m.