

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
November 8, 2005**

APPROVED MINUTES

Board Members Present:

<p>St. John Neumann Fr. Charlie Lachowitz Steve Hoepfner Faye Heffele (7:30 p.m.)</p>	<p>St. Thomas Becket Fr. Tom Brioschi Brian Howard</p>	<p>St. Peter's Sheila Moroney Dan O'Brien</p>	<p>Other Attendees Sr. Patricia Beckman, Principal Kaleen Mikulski, Recording Secretary</p>
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Finance Committee: Jim Fink, Tim Murphy, Thor Raarup

Item	Description	Action By
11.1 11/8/05	<u>Opening Ceremonies</u> Invocation	Brian Howard
11.2 11/8/05	<u>Adoption of Agenda</u> Motion: To approve the November 8, 2005 agenda as written. The motion was unanimously approved.	FS Board
11.3 11/8/05	<u>Reading and Approval of Minutes</u> Motion: To approve the minutes from the October 4, 2005 meeting with the following correction: a. Remove Ms. Moroney's name from Item V. b. and list it under item V. c. The motion was unanimously approved.	FS Board
11.4 11/8/05	<u>Unfinished Business</u> a. Budget The Finance Committee presented its budget variance threshold recommendation to the Board. It recommends Board action be required for any budget variance of 10% or more of the unrestricted cash reserve. Threshold recommendations would come annually from the Finance Committee. Motion: To accept the Finance Committee's recommendation that the budget variance threshold requiring Board action be 10% or more of the unrestricted cash reserve. The variance threshold will be calculated annually during the budget approval process. The motion was unanimously approved. Note: Ms. Heffele was not present for the vote. The Finance Committee gave an update on the budget preparation for 2006-07. The budget is currently based on 600 enrolled students and factors in a scheduled salary increase for teachers. Increases in health insurance, benefits, and heating costs are also anticipated. The Board asked the Finance Committee to work within a framework of a cost of living tuition increase. The Board recognizes and continues to encourage the tremendous number of volunteers supporting FSCS. To hold down tuition, and maintain current levels of programs, fundraising and development are vital. Parents need to be aware of these tradeoffs. The Board requested multiple budget scenarios be planned for, such as enrollment exceeding expectations allowing for certain programs to be reinstated, or situations where elective programs may necessitate user fee increases. The Board reiterated the need to communicate FSCS's philosophy to current families and promote FSCS as a K-8 experience. Also, marketing efforts to 5th and 6th grade families need to be enhanced so as to retain and recruit students. Sr. Pat agreed to write a letter to families explaining the philosophy. The Finance Committee submitted its recommendation on the hiring of a Development Director or Events Coordinator. The Board concluded the school is looking for a "hybrid" development person – one who can ask for gifts, accompany FSCS parents to	Jim Fink

	<p>solicit major gift donations and coordinate events. The Development Manager, or Development Coordinator job description will be modified to include initiating and coordinating special gift solicitations. The position is to be budget neutral for 2006-07, although raising a specified amount of money will not be a requirement of the job. Sr. Pat will interview candidates and inform them of the special gift solicitation aspect of the position.</p> <p>b. Policy Review</p> <p>The second reading for the 100 and 200 series of the policy manual was completed.</p> <p>Motion: To accept Policies 101 and 201 as revised.</p> <p>The motion was unanimously approved.</p> <p>Proposed changes to the 300 and 400 series of the policy manual were submitted to the Board for first readings. The following recommendations were made:</p> <p><u>300 Series</u> – Readopt Policy 305 changing the opening statement to read, “In addition to the powers already granted to the Board of Directors in the By-Laws, the Board shall be the policy making body for Faithful Shepherd Catholic School and the Tri Parish Center.”</p> <p>Policies 301 – 304 and the 400 series are covered in the By-Laws and will therefore be deleted. The second reading and adoption of Policy 305 will be schedule for the December meeting.</p>	<p>Sr. Pat</p>
<p>11.5 11/8/05</p>	<p>New Business</p> <p>a. Tuition Withdrawal Form</p> <p>A revised Withdrawal Notice form prepared by the Finance Committee was presented to the Board. The form was modified to reflect trimesters and a notation was added stating that for students withdrawing before June 30 “all money paid will be refunded except the non-refundable amounts (e.g. tuition deposit, registration fee).”</p> <p>Motion: To accept the Finance Committee’s revised Withdrawal Notice form as written.</p> <p>The motion was unanimously approved.</p> <p>b. Accreditation</p> <p>A draft of the School Improvement Plan was presented to the Board. FSCS families and committees are also currently reviewing the document with all groups to have comments returned by November 22. The Accreditation Committee would like the Board to approve the document at the December meeting. The Board requested the revised plan be forwarded to the Board, via email, before the December meeting.</p> <p>c. Silent Auction</p> <p>A FSCS parent has offered to donate a timeshare to the Live & Silent Auction. Accepting the donation would require the school to assume ownership of the property or the Auction Committee to sell an item not legally owned by the school. Given the legal implications, the Auction Committee asked the Board to choose an appropriate course of action based on the various options presented. The Board asked Ms. Edinger to consult with the Archdiocesan Finance Director to establish the best course of action for all parties involved. This matter will be tabled until information is received from Ms. Edinger and the Archdiocese.</p> <p>d. City of Eagan Agreement</p> <p>The First Amendment to the Park Dedication and Use Agreement was presented to the Board for review. The Board expressed concern about the school and city usage portion, which as written, is not acceptable. The amortization schedule also needs to be clarified, as there is no indication the school is getting credit for any time even though FSCS and Tri-Parish Center have invested funds in the fields. Mr. Howard will meet with Mr. David Meyer before the next Board meeting to address the Board’s concerns.</p>	<p>Sr. Pat</p> <p>Brian Howard</p> <p>Brian Howard</p> <p>Sr. Pat</p>

