

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 7, 2006**

BOARD MEMBERS PRESENT:

St. John Neumann

Fr. Charlie Lachowitz (until 9:10 pm)
Steve Hoepfner
Faye Heffele

St. Thomas Becket

Fr. Tom Brioschi
Brian Howard
Kirk Fischer

Church of St. Peter

Fr. Rick Banker
Dan O'Brien

Other Attendees

Sister Patricia Beckman, Principal
Michael Schroeder
Chris Edinger, Director of Finance
Karen Foster, Recording Secretary

DESCRIPTION	DISCUSSION	ACTION BY
Invocation		Kirk Fischer
Reading and Adoption of Agenda	<p>Motion: To approve the February 7, 2006 agenda</p> <p>The motion was unanimously approved.</p>	FS Board
Reading of Minutes	<p>Motion: To approve the minutes from the January 3, 2006 meeting.</p> <p>The motion was unanimously approved.</p>	FS Board
Unfinished Business		
Policy Manual Review	<p><u>500 (Personnel) and 600 (Records and Standards)</u></p> <p>A second reading of the 500 and 600 series of the Policy Manual was completed. Policies include 501 - 508, and 601 - 606.</p> <p>Motion: To approve policy series 500 and 600 as written.</p> <p>The motion was unanimously approved.</p> <p><u>700 (Curriculum and Instruction)</u></p> <p>The first reading of policy 701 was completed. The first sentence of the policy shall be amended to read, "Faithful Shepherd Catholic School shall develop curriculum documents consistent with the mission and philosophy of the school."</p> <p><u>800 (Student Conduct)</u></p> <p>The first reading of policy series 800 was completed. Several detailed polices (formerly 801 – 814) were condensed into policies 801, 802, 803, 804, and 805. Several typographic changes to policies 803 and 805 were offered.</p> <p>The March meeting policy review will include the second reading of the 700 and 800 series policies, and the first reading of revised series 900, 1000, 1100.</p>	Sister Pat
Tuition Deposit	<p>The Finance Committee has been asked to examine ways to minimize the budget impact of late summer withdrawals. The committee has recommended a \$300 per student tuition deposit in January (or May after families have completed monthly FACTS payments), or making July and August FACTS payments a non-refundable commitment with all January registrations.</p> <p>Most withdrawals have occurred among current (versus new) families of students between K -1st and 5th -6th grades. Teacher contracting takes place in spring based on registration numbers. The large size of the current 5th grade class increases the potential budgetary impact if we hire additional teachers to support registration numbers and a large number of those students withdraw. Student retention needs to be addressed, particularly at that grade level.</p> <p>Board members requested to know how many students pay in January and do not return in September. The goal shall be to place the penalty on the behavior. The group questioned whether one \$300 fee would suffice to preserve our budget while not penalizing families who do not withdraw in summer.</p> <p>Recommendations were made to enforce the current withdrawal policy and not institute new changes at this time for next school year. Sister Pat will communicate the withdrawal policy in next year's registration letter, including notice of the school's legal right to claim unpaid tuition.</p>	Sister Pat Kirk Fischer

<p>Confidentiality Policy</p>	<p>The Finance Committee has adopted a practice statement for ensuring confidentiality of information presented at its meetings. Drafting new confidentiality procedures would require a policy, and subsequently the Board would be governed by that policy, so members agreed to defer formation of a formal confidentiality policy but institute several recommendations.</p> <p>Members agreed to add “DRAFT” or “CONFIDENTIAL” to documents deemed ineligible for public scrutiny such as unapproved minutes, budget worksheets, draft parent letters, personnel issue materials, and all executive session materials. Confidentiality statements will be added to Board orientation materials under the direction of Mark Ginder.</p> <p>Motion: To include confidentiality in Board orientation. The motion was unanimously approved.</p>	<p>Kirk Fischer</p>
<p>New Business</p>		
<p>Tri Parish Center Policy</p>	<p>The first reading of the policy was completed. It was drafted with input from surveyed community centers, churches, and combined with other policies to meet our needs.</p> <p>Father Charlie raised several concerns: 1) that the policy does not allow for discretion when it does not specifically address a situation, and 2) discretionary use of the facility by the school community (with or without fees) when the proceeds go back to the school (i.e., auction events), or in other words, determination of parish or school sponsorship of an event.</p> <p>Responses follow: 1) Members suggested that when circumstances outside the policy arise, the first avenue of response will be TPC Committee, and the second will be the Board. The Board will consider refining the policy as needed in this regard, and 2) Sister Pat believes the policy provides clear direction with regard to determination of school or parish sponsorship of events.</p> <p>As use of the facility expands, maintenance and insurance liability (particularly when children are present) remain crucial concerns. Current use does not warrant hiring additional maintenance staff at this time.</p> <p>Ms. Edinger suggested including renting specific equipment such as TV’s and VCR’s. Refer to page 6 of policy draft. The group suggested she redraft the language to indicate that select items are available for rent and select items may be used at no cost. A fee schedule will be attached.</p> <p>Ms. Edinger will amend the policy and present it for the second reading at next month’s meeting. It will include a list Frequently Asked Questions and the AV equipment revisions.</p>	<p>Fr. Tom Michael Schroeer Chris Edinger</p>
<p>Student Retention</p>	<p>Deferred due to Ms. Moroney’s absence. It will be readdressed next month.</p>	<p>Sheila Moroney</p>
<p>By Laws Update</p>	<p>Mark Ginder is reviewing the following drafts: Sponsoring Parish Agreement, By laws, and Articles of Incorporation. All drafts will be brought back in March and April for Board review. Board approval will be subject to a super majority. Archbishop review and approval will follow Board approval.</p>	<p>Brian Howard</p>
<p>Recording Secretary Roles and Responsibility</p>	<p>The Board welcomed its new recording secretary, Ms. Karen Foster. The group outlined the general duties and responsibilities of the recording secretary and that all deliberations are confidential. Several procedural changes were agreed upon. The recording secretary shall: 1) discontinue posting meeting agendas on the website (but continue posting the minutes), 2) place a paper copy of approved minutes in school office files and on the website, and 3) prepare an annual summary of Board actions presented both chronologically and alphabetically.</p> <p>Compensation is accepted practice for the recording secretary of a corporate board.</p> <p>Motion: To pay the recording secretary \$50 per meeting. The motion was unanimously approved.</p>	<p>Brian Howard</p>
<p>Reports of Committees</p>		
<p>Liaison Reports</p>	<p>◆ <i>Development</i></p> <p>Auction proceeds have approached \$135,000. Sarah Collins witnessed her first auction and will provide direction for next year’s event. The Septemberfest Committee is interested in input from the Development Committee.</p> <p>◆ <i>Finance</i></p> <p>The Finance Committee is making progress on its 5-year plan and intends to submit it to the Board prior to completion for advisement only on specific actions.</p> <p>The budget process continues with approval due in May. The committee will flag issues likely to be affected by enrollment and present them at the April Board meeting.</p> <p>Mr. Fischer presented a handout detailing the budget implications of 80, 85, and 90% faculty salary targets. The goal of the salary scale review is improving parity with area public schools. Key questions are: what target goal do we seek, over what period of time, and how will this impact the budget? This determination is a key input to the 5-year plan as well as being important to the faculty. The Board asked the Finance committee to provide a 5-year model to examine the impact.</p>	<p>Steve Hoepfner</p> <p>Kirk Fischer</p>

Liaison Reports (continued)	<p>The variance report was distributed and reviewed. Reduced heating costs have had a positive budgetary impact this winter. Re-forecasting will be required prior to issuing the annual budget, as it will likely change between now and June 30th. Members discussed the pros and cons of variance reporting. The group asked Mr. Fischer to work with Ms. Edinger and Mr. Joe Polacek to improve the reporting, thereby providing the Board more useful information.</p> <p>◆ <i>Tri Parish Center</i></p> <p>The Tri Parish Center Committee is evaluating and developing long term plans.</p>	Fr. Tom
Principal's Report	<p>Sister Pat distributed the Principal's Report in the meeting packets.</p> <p>The Accreditation site visit is scheduled next week. The Steering Committee is well prepared for the visit. Board members are invited to attend the welcome breakfast on Wednesday, Feb. 15th.</p> <p>Open Houses are scheduled this week and at the end of the month. Last week 50 people attended.</p> <p>Steve Kahn, our school psychologist, conducted a parent educational seminar last month. The event was well attended and well received. Sister Pat has requested him to offer a session monthly.</p>	Sister Pat
Executive Session	None	
Closing Prayer		Sister Pat

**Next Meeting March 7, 2006 at FSCS
Dinner & Executive Session at 6:00 p.m.
Meeting at 7:00 p.m.**