

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

APRIL 4, 2006

BOARD MEMBERS PRESENT:

ST. JOHN NEUMANN
Fr. Charlie Lachowitz
Faye Heffele
Steve Hoepfner

ST. THOMAS BECKET
Fr. Tom Brioschi (7:15pm)
Brian Howard
Kirk Fischer

CHURCH OF ST. PETER
Dan O'Brien

OTHER ATTENDEES
Sister Patricia Beckman, Principal
Karen Foster, Recording Secretary

ABSENT: Fr. Rick Banker
Sheila Moroney

DESCRIPTION	DISCUSSION	ACTION BY
Invocation		Steve Hoepfner
Adoption of Agenda	<p>Motion: To approve the April 4, 2006 agenda with noted changes: 1) ADD Auction dinner discussion.</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: To approve the minutes from the March 7, 2006 meeting with the following changes: 1) DELETE from Budget Review – Operations section – position elimination specifics. 2) RESTATE - Reports of Committees – By-laws Update – “The bylaws executive submitted an update in place of Mr. Ginder. The subcommittee will present additional information at next month’s Board meeting.”</p> <p>The motion was unanimously approved.</p>	Board
Unfinished Business		
Policy Manual Review	<p>900 (Health and Safety - 901-904)/ 1000 (Building and Grounds – 1001 – 1002)</p> <p>The second reading of policy series 900 and 1000 was completed.</p> <p>1100 (Finance – 1101 - 1109)</p> <p>The second reading of policy series 1100 was completed. 1104 – Fund Raising - Finance Committee reviewed at its last meeting and presented policy revisions. 1106 – Cash Accounts – Finance Committee has a more robust cash procedure in place its Handbook. Fr. Charlie recommended to ADD - “Additional cash handling procedures may be recommended by the Finance Committee with Board approval.”</p> <p>Motion: To approve the 900, 1000 and 1100 series policies as amended. The motion was unanimously approved.</p>	Sister Pat
New Business		
Auction Dinner	<p>The Board-sponsored auction dinner is April 28th. The plans follow.</p> <ul style="list-style-type: none"> ❖ Appetizers – at Fr. Charlie’s – Ms. Heffele and Mr. Hoepfner are assisting with appetizers ❖ Main course – at Fr. Brioschi’s – Mr. Howard and Mr. Fischer are assisting with the meal ❖ Dessert – at Mr. O’Brien’s home – Mrs. O’Brien will work with Fr. Rick and cater dessert ❖ All are asked to submit expenses to Mr. O’Brien ❖ Invitations - Mr. O’Brien will send ❖ Transportation – Mr. O’Brien will check on limousine availability with Steve Grego 	Board
Athletic Field Site Plan	<p>There is wisdom in creating a long-range, comprehensive site plan for all FSCS athletic fields and playgrounds, one that addresses the future needs and required infrastructure and maintenance to meet those needs.</p> <p>The Finance Committee will develop a procedure for evaluating gifts in kind. Considerations include - Will we incur additional costs as a result of the gift? Is it an existing priority? Will it enhance current programs? Is not receiving the gift better than receiving it? If this gift is planned for in the future, is accelerating it by accepting it now beneficial?</p> <p>In the future the Tri Parish Committee will identify exterior grounds needs to be prepared to respond to work projects.</p> <p>Motion: That the Board establishes an ad hoc committee led by Mr. O’Brien and including representatives from the Tri Parish Committee, administration, Athletic Department, Eagan Athletic Association, and other interested parties, to develop an athletic field site plan.</p> <p>The motion was unanimously approved.</p>	Father Charlie

Reports of Committees		
Liaison Reports	<p><u>By-Laws Update</u> The Executive Committee met with Mr. Ginder last week. Mr. Howard will distribute the initial draft bylaws for the first reading at the May meeting.</p>	Brian Howard
	<p><u>Development</u></p> <ul style="list-style-type: none"> ❖ Mr. Hoepfner met with Ms. Collins and received capital campaign information. They will incorporate it into 5-year plan discussions. ❖ Septemberfest - Sept. 22/23/24 - will take on "Basilica Block Party" feel and crowd - no family carnival games. Entertainment Committee is booking five bands. There will be Mass at noon on Sunday. It begins at 5 pm each day. ❖ Marathon will be held on Sunday again – it worked well last year. ❖ Golf tournament is August 7th at Southern Hills. ❖ Sr. Pat is preparing spring annual appeal to grandparents, friends and supporters. 	Steve Hoepfner
	<p><u>Finance</u></p> <ul style="list-style-type: none"> ❖ Five-year plan is on track, good progress is being made. It will be presented at the May Board meeting. ❖ Unsolicited donations policy draft – committee will define but maintain flexibility. ❖ Liquidation of donated stock policy – FSCS has a brokerage account and would liquidate gifted stocks. ❖ Capital policy – Mr. Polaczyk is drafting. ❖ Cash handling procedure is under review. ❖ Variance report – distributed to the Board – reforecasting occurs in October and February. ❖ The committee welcomed two new members – Tim Simon and Steve Merrink. 	Kirk Fischer
	<p><u>Tri-Parish</u> The committee will meet after Easter. Monthly meetings are intended.</p>	Father Tom
	<p><u>Marketing</u> No report in Ms. Moroney's absence</p>	Sheila Moroney
Principal's Report	<p>Sister Pat distributed the Principal's Report.</p> <ul style="list-style-type: none"> ❖ Microsoft Office - FSCS owns a specific number of Microsoft licenses, allowing no more than 100 people using Office simultaneously. We are unable to purchase more. Microsoft Office 2007 is coming in January 2007. ❖ Enrollment - 625 students are registered for fall 2006. We will need two Middle School teachers. We will have 615 students in the fall accounting for the average loss that occurs between April – September. ❖ Accreditation – The major school committees and Board need to review our plan and resubmit changes. Progress reports are due annually in December. ❖ We are looking at forming a Drama Club. ❖ The school received its first grant today for \$500. 	Sister Pat
Executive Session	Occurred from 6:00 – 7:00 pm.	
Closing Prayer		Brian Howard

**NEXT MEETING MAY 2, 2006 AT FSCS
DINNER & EXECUTIVE SESSION AT 6:00 P.M.
MEETING AT 7:00 P.M.**