

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

JUNE 13, 2006

BOARD MEMBERS PRESENT:

ST. JOHN NEUMANN
Fr. Charlie Lachowitz
Steve Hoepfner
Mark Lasswell

ST. THOMAS BECKET
Fr. Tom Brioschi
Brian Howard
Kirk Fischer

CHURCH OF ST. PETER
Dan O'Brien
Sheila Moroney

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

DESCRIPTION	DISCUSSION	ACTION BY
Invocation		Brian Howard
Adoption of Agenda	Motion: To approve the June 13, 2006 agenda as written. The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the May 2, 2006 meeting as written. The motion was unanimously approved.	Board
Unfinished Business		
Governing Documents Revisions	Ms. Heffele electronically forwarded the updated documents. Seat assignments – Mr. Ginder recommends maintaining a by-law on seat assignments given past events. This issue will remain on the agenda contingent upon Mr. Ginder clarifying issues with archdiocese.	Brian Howard
New Business		
Election of Officers 2006-2007	<p>Secretary Ms. Heffele has expressed her desire to continue as Secretary (absent from meeting.) Motion: To reappoint Ms. Heffele - Secretary. The motion was unanimously approved.</p> <p>Treasurer Board members nominated Mr. Fischer to continue as Treasurer. Mr. Fischer accepted. Motion: To reappoint Mr. Fischer - Treasurer. The motion was unanimously approved.</p> <p>Vice President Father Tom Brioschi expressed willingness to continue as Vice President. Motion: To reappoint Fr. Tom - Vice President. The motion was unanimously approved.</p> <p>Chairperson Board members nominated Mr. Howard to continue as Chairperson. Mr. Howard accepted. Motion: To reappoint Mr. Howard - Chairperson. The motion was unanimously approved.</p> <p>Vice Chairperson Board members nominated Mr. O'Brien for Vice Chair. Mr. O'Brien accepted. Motion: To appoint Mr. O'Brien – Vice Chairperson. The motion was unanimously approved.</p> <p>Development Liaison Board members nominated Mr. Lasswell, incoming SJN Board member, for Development Liaison. Mr. Lasswell accepted the nomination. Motion: To appoint Mr. Lasswell – Development Liaison. The motion was unanimously approved.</p> <p>The Board awaits the naming of St. Peter's new Board candidate, replacing Ms. Moroney whose term expires.</p> <p>Motion: To establish a Marketing Ad-hoc Committee. This committee will develop a purpose statement outlining its role in marketing and its interface with and differentiation from the tasks of the Development Committee. The Board liaison shall be Mr. O'Brien, and the Chair Ms. Moroney. The motion was unanimously approved.</p>	Brian Howard
PAC Structural Documents	Sister Pat presented an informational document outlining the purpose, composition, and responsibilities of the Principal's Advisory Council, an advisory group to the administration. This information is posted on the school website.	Sister Pat
Parent Student Handbook Review	Sister Pat distributed the updated Parent Student Handbook for the annual Board review. She highlighted the changes that have been reviewed by the faculty and administration. Policy amendments include Attendance, Student Withdrawal, Tuition & Fees, Dress Code, and Facility Use. Sister suggested the new principal may want to revise the document prior to summer distribution.	Sister Pat

Reports of Committees		
Liaison Reports	<p>Development</p> <ul style="list-style-type: none"> Golf registrations have begun and will be publicized in the bulletins soon. Southern Hills is the location. Septemberfest – Cities 97 is sponsoring the event, 100 on-air mentions, to broadcast on-air at the event, six bands signed on to date, Battle of the Bands winner will perform, corporate sponsors are being pursued. Marathon registration is complete. Date is Sunday October 8th Live and Silent Auction – “Gala for Giving” January 27, 2007. Mr. Mike Greenheck will cater the event. In July Mr. Lasswell and O’Brien will attend a seminar on conducting capital campaigns. Programs under construction – tuition funding, and BEARLY, an advertising web page (telephone book for the school community.) 	Steve Hoepfner
	<p>Finance</p> <p>Finance committee has requested the Septemberfest committee to provide financial reports. So far, Finance is comfortable with the progress and assumptions.</p> <p>Financial Updates Report (unbudgeted items)</p> <p>A. Lunchroom - Administration met with Sodexo in May, and both believe that the increasing number of hot lunches being served warrants:</p> <ol style="list-style-type: none"> Additional hot/cold serving tables (~ \$12,000), and A new freezer to accommodate weekly food deliveries (~ \$4,000), and Additional seating – lunch tables (bid received for \$14,762). <p>Finance recommends we draw down the needed funds from the restricted cash reserve (as opposed to operational surplus) and that administration provides updated financials.</p> <p>Motion – To approve expenditure of capital acquisition (up to \$35,000) for improving lunchroom capacity contingent upon Finance Committee’s recommendation for identifying funding sources. (The committee will communicate electronically over the summer as it has no regularly scheduled meetings.)</p> <p>Chris Edinger will look at alternative funding sources – KC’s, HSA, and Sodexo. Finance will email the Board its recommendations.</p> <p>Motion: The motion was unanimously approved.</p> <p>B. Middle School Teacher – Current enrollment nearly necessitates the hiring of an additional MS teacher.</p> <p>Motion: Board recommends hiring a fourth 6th grade teacher.</p> <p>The motion was unanimously approved.</p> <p>C. Foreign Language teacher position opening. The group discussed hiring options amidst a small candidate pool for Spanish teachers. The Board will re-evaluate the position in August.</p>	Kirk Fischer
	<p>Tri-Parish</p> <p>The committee met and plans to meet with the site committee.</p>	Father Tom
	<p>Marketing</p> <p>Ms. Moroney has gathered the committee and is looking for people with scientific market research experience. Needs more people with scientific market research experience (scientific perspective).</p> <p>Plan focus groups – working with pastors at parishes.</p> <p>Mr. O’Brien will report back to the board in August</p>	Sheila Moroney
	<p>Field Site Plan</p> <p>The group’s initial task is developing a site plan for the athletic fields and subsequently melding the site plan with TPC plans. The site plan will identify land that is developable and undevelopable. Members include Mr. Jeff Tolke (football, EAA Board), Mr. Lon Black (football, Knights leadership Board), Mr. Tom Shreer, Ms. Sue Riesgraf (HSA), Mr. Jim Green (baseball). The group plans to add several others and will meet this month to begin the site plan.</p>	Dan O’Brien
	<p>Principal’s Report</p> <p>Sister Pat distributed the Principal’s Report and reviewed the highlights.</p>	Sister Pat
	<p>Other</p> <p>Mr. Howard distributed revised Robert’s Rules.</p> <p>The Board and Finance committee welcomed Mr. Lasswell.</p> <p>Board members expressed gratitude for Sister Pat, Mr. Hoepfner, and Ms. Moroney’s service.</p>	
<p>Executive Session</p> <p>Occurred from 6:00 – 7:00 pm.</p>		
<p>Closing Prayer</p>	Sister Pat	

**NEXT MEETING AUGUST 8, 2006 AT FSCS
DINNER & EXECUTIVE SESSION AT 6:00 P.M.
MEETING AT 7:00 P.M.**