

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
NOVEMBER 7, 2006**

BOARD MEMBERS PRESENT:

ST. JOHN NEUMANN
Faye Heffele
Mark Lasswell

ST. THOMAS BECKET
Fr. Tom Brioschi (8:15 pm)
Brian Howard
Kirk Fischer

CHURCH OF ST. PETER
Dan O'Brien
Della Miller

OTHER ATTENDEES
J. Patrick McHugo, Principal
Karen Foster, Recording Secretary
Jim Fink, Finance Committee

DESCRIPTION	DISCUSSION	ACTION BY
INVOCATION		Mark Lasswell
ADOPTION OF AGENDA	Motion: To approve the November 7, 2006 agenda as written. The motion was unanimously approved.	Board
APPROVAL OF MINUTES	Motion: To approve the minutes from the October 3, 2006 meeting as written. The motion was unanimously approved.	Board
UNFINISHED BUSINESS		
GOVERNING DOCUMENTS REVISIONS	Due to Father Charlie's absence, the issue is tabled until next month.	Father Charlie
5-YEAR FINANCIAL PLAN	Mr. Fischer and Mr. Fink distributed the 5-year Financial Plan documents. Highlights follow: <ul style="list-style-type: none"> • Capital campaign launch was added to 2007/08 operating budget. • Campaign potential timeframe is FY 2007/08, 2008/09, 2009/10 • FY 2010-11 has been added to the 5-year model. • Operations Budget – the group reviewed the key assumptions for the 5-year plan. • October budget reforecast looks good with utilities making up for Septemberfest loses. Marathon proceeds total \$62k (\$60k budgeted.) Auction should be highly successful this year. Finance will bring tuition proposal to Board, revisit operations debt service/\$100k transfer, and consider capital campaign consultant fees. • Debt Service Budget: <ul style="list-style-type: none"> ➢ Issues – high interest costs, \$300k parish subsidy inadequate for debt servicing, money from first capital campaign is nearly spent, need to address the school's long-term needs via a capital campaign. ➢ Preliminary estimates for capital campaign collections and principal reduction are included. • Plant & Equipment – capital campaign is well-suited to address needs. • Audit – Ms. Edinger presented the school's external audit report. The board requests a formal response and action plan from administration to the audit letter: <ul style="list-style-type: none"> ➢ Reportable condition – Segregation of Duties - document implementation strategies for handling cash. ➢ Reporting Fraud, Abuse & Misconduct – add to Finance Committee Policy Manual from existing policy. ➢ Conflict of Interest – implement language. 	Kirk Fischer
NEW BUSINESS		
LUNCHROOM SUPERVISOR REQUEST	Mr. McHugo has reviewed the request and recommends continuing staff supervision in the lunchroom. Students are well-behaved, the process is effective, and a similar process is typically employed at other schools. Mr. McHugo has not received problematic communication from faculty concerning current operations, and he will maintain dialogue with faculty. Administration will revisit the issue next year. Finance Committee will add to next year's budget.	Kirk Fischer
ELECTRONIC COMMUNICATIONS-BYLAWS	Ms. Heffele distributed a policy draft. The first reading of the policy draft occurred. Ms. Heffele will send the draft to Mr. Ginder for review. The second reading will occur next month.	Faye Heffele
CAPITAL CAMPAIGN FEASIBILITY ANALYSIS PROPOSAL	The Board determined the next step in the process is that Ms. Collins shall draft a letter on behalf of administration to three consultant firms requesting a proposal be given to FSCS by the end of November. The Development Committee shall review the proposals and report to the Board in December. Motion: To pursue capital campaign feasibility proposals from three consultant firms as outlined above. The motion was unanimously approved.	Brian Howard
REPORTS OF COMMITTEES		
LIAISON REPORTS	Development <ul style="list-style-type: none"> • Ms. Collins is developing capital campaign organizational charts and job descriptions. The Development committee is drafting the structure and inviting potential members. Work shall be firmed up soon. • The committee wishes to move forward on capital campaign feasibility letters (see Motion above). • Auction enthusiasm grows. The Auction Committee has initiated weekly communication to spark interest in this year's spectacular auction items and event night happenings. 	Mark Lasswell
	Finance <ul style="list-style-type: none"> • The 5-year plan discussion occurred as noted above. • The committee recommends administration formalizes technology needs and plans for replacement and phase-ins by establishing a committee of technology experts. This master plan shall align with the school goals of maintaining master plans for the athletic fields, music and art programs, etc. Long-term needs shall be tied to the capital campaign. • The committee will advertise in the school newsletter for technology plan committee members. 	Kirk Fischer

LIAISON REPORTS	<p><u>Tri-Parish</u></p> <ul style="list-style-type: none"> No report Members inquired about the level of confidence we can place in the STB capital campaign. Fr. Tom reported that STB will be able to provide an answer in January. 	Father Tom
	<p><u>Marketing</u></p> <p>Mr. O'Brien presented Ms. Moroney's committee report.</p> <ul style="list-style-type: none"> The immediate goal is hosting a Middle School Information Night in January 2007, geared for 5-8th graders with a marketing design, focused on reasons to attend Middle School at FSCS. Trinity School, a private, Christian 7-12 grade school (enrollment 400) is relocating from Bloomington to Eagan in October 2007 near the intersection of Argenta Trail and I-494. The Metropolitan Airports Commission granted Trinity approximately \$7 million to either install soundproofing or move to a new location in response to the flyover noise experienced at the school from the new airport runway. Trinity accepted the money and is planning a \$15 million project including a 2- station gym and soccer fields. The committee is collecting data for enrollment projections to identify whether marketing opportunities exist for 4th graders in Mendota Heights elementary schools. The committee questions what funding may be available for marketing. Next meeting will occur in 2-3 weeks. Six members have joined the committee, tasks have been outlined. 	Dan O'Brien
	<p><u>Athletic Field Site Plan</u></p> <ul style="list-style-type: none"> Mr. Howard has identified a GPS company to survey all sport fields. Mr. Lovell will assist the committee in assigning dollar amounts to the want list. Committee members found wetland delineation information in the school office which will prove useful. 	Dan O'Brien
PRINCIPAL'S REPORT	<p>Mr. McHugo distributed his report. Board members offered gratitude for his presence and encouraged feedback and insight into school operations. Mr. McHugo complimented the students, staff and parents he has encountered in his first few weeks as Interim Principal.</p> <ul style="list-style-type: none"> He will report on the exit surveys next month, capturing documented reasons for student departures. Hearings are scheduled for the Dakota County Proposal for Yankee Doodle Road. ITBS testing is complete, results have arrived, and faculty will analyze in the coming weeks. The group discussed a letter received from a parent of a diabetic student who expressed concern about nurse's office hours cuts this school year. Administration is investigating training opportunities for school staff. Mr. O'Brien will follow-up with the corresponding parent to inform the parent of the plans. 	Mr. McHugo
EXECUTIVE SESSION	Occurred from 6:00 – 7:00 pm.	Board
CLOSING PRAYER		Dan O'Brien

NEXT MEETING DECEMBER 5, 2006 AT FSCS • 6:00 PM - DINNER & EXECUTIVE SESSION • 7:00 PM - MEETING