

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER  
BOARD OF DIRECTORS MEETING  
APPROVED MINUTES  
DECEMBER 5, 2006**

**BOARD MEMBERS PRESENT:**

**ST. JOHN NEUMANN**  
Father Charlie Lachowitz  
Faye Heffele  
Mark Lasswell

**ST. THOMAS BECKET**  
Father Tom Brioschi  
Brian Howard  
Kirk Fischer

**CHURCH OF ST. PETER**  
Father Rick Banker  
Della Miller  
Dan O'Brien

**OTHER ATTENDEES**  
J. Patrick McHugo, Principal  
Karen Foster, Recording Secretary  
Joe Polaczyk, Finance Committee  
Sarah Collins, Development Director  
Mary Tolke, Auction Committee

DESCRIPTION	DISCUSSION	ACTION BY
INVOCATION		Fr. Tom
ADOPTION OF AGENDA	<p><b>Motion:</b> To approve the December 5, 2006 agenda with the following amendments:</p> <ol style="list-style-type: none"> <li>1. ADD - Yankee Doodle Road Corridor Study to Unfinished Business, last item.</li> <li>2. MOVE - Tuition discussion to first item.</li> </ol> <p><b>The motion was unanimously approved.</b></p>	Board
APPROVAL OF MINUTES	<p><b>Motion:</b> To approve the minutes from the November 7, 2006 meeting with the following changes.</p> <ul style="list-style-type: none"> <li>• STRIKE 4<sup>th</sup> bullet in 5-year Plan</li> <li>• STRIKE Operations budget bullets. REPLACE with "reviewed key assumptions for the 5-year plan"</li> <li>• STRIKE enrollment concern in Marketing Committee report.</li> </ul> <p><b>The motion was unanimously approved.</b></p>	Board
<b>UNFINISHED BUSINESS</b>		
ELECTRONIC COMMUNICATIONS BYLAWS	<p>Ms. Heffele presented the second reading of the clarification. Mr. Ginder is awaiting approval from the archdiocese.</p> <p><b>Motion:</b> To approve the second reading of the Electronic Communications draft and await Mr. Ginder's seeking approval from the archdiocese and incorporating it into the bylaws.</p>	Faye Heffele
GOVERNING DOCUMENTS REVISIONS	<p>We continue to await archdiocesan approval of the revisions. Issue will be placed on next month's agenda.</p>	Father Charlie
2007/2008 TUITION RECOMMENDATION	<p><b>Motion:</b> To add a recurring budget item beginning 2007/08 (line item Board expenses) a \$2,000 stipend for the canonical administrator services made retroactive to Father Charlie's last five years of service. The first \$5,000 payment shall be made in 12/06. The board shall commit to making the second \$5,000 payment in 6/07.</p> <p><b>The motion was unanimously approved.</b></p> <p>Mr. Fischer introduced Mr. Polaczyk who presented the Finance Committee's tuition recommendation for 2007/08 of \$4425 (3.5% increase), and an out of parish increase of \$210 to \$6125. The committee proposes \$75,000 be transferred from the operating budget to the debt service fund. Board members encouraged all to honor the commitment made to the faculty and examine all possible cuts before salaries and positions are affected. A successful capital campaign will enable meeting the goals of future faculty salary escalation. An enrollment of 605 would erase the \$20k budget deficit. The assumptions will become clearer when enrollment is known this spring.</p> <p>The Admissions Withdrawal policy needs to be updated by January 2007 to have an impact on tuition down payments and other budget decisions. Tuition documents will be distributed the third week in January.</p> <p>The Board asked the Finance Committee to:</p> <ol style="list-style-type: none"> <li>1. Identify a tuition schedule policy recommendation with minimum impact, maximum benefit – that is consistent with the Student Withdrawal Policy, and</li> <li>2. Clarify with STB its capital campaign expectations, and</li> <li>3. Return in April with firmed up assumptions that may impact tuition numbers.</li> </ol> <p><b>Motion:</b> To approve the 2007-08 tuition recommendations as stated.</p> <p><b>The motion was unanimously approved.</b></p>	Kirk Fischer
CAPITAL CAMPAIGN FEASIBILITY ANALYSIS PROPOSAL	<p>Ms. Collins presented the feasibility study proposals she received. One proposal is pending. The Board recommended she invites consultants for a site visit. Two companies are willing to visit free of charge. Interviews of school families and parishioners are likely. Board members and pastors requested the basic tenants of the campaign be communicated. Campaign initiation is tentatively the beginning of the school year 2007/08, family and parishioner interviews in spring 2007. Ms. Collins believes the firm selection can wait until January 2007 without affecting the timeline.</p> <p>The Board agreed that Ms. Collins will interview the consultants, the Board and Development Chair will be invited.</p>	Brian Howard

<b>YANKEE DOODLE ROAD CORRIDOR STUDY</b>	<p>Mr. McHugo distributed three proposals currently under consideration. One includes a FSCS parking lot expansion, limits the daytime traffic and land access, and reroutes traffic during pick up times. Option M1 has the least impact on FSCS. Board members questioned what assessments may be involved with each option and whether land acquisition fees would be due FSCS for the taking of land by the county.</p> <p>The Board was unable to make decision due to a lack of information. It is unclear what is happening at the Dec. 7<sup>th</sup> meeting, and it is unknown whether a decision is required at this time. McHugo will discuss with Mr. Meyer.</p>	Mr. McHugo
<b>NEW BUSINESS</b>		
<b>SILENT AUCTION ELECTRIC MOMENT</b>	<p>Ms. Collins and Ms. Tolke presented two electric moment recommendations from administration: 1) a modular updated playground addition (with tiered levels of spending based on funds raised), and 2) a storage shed/concession stand. The electric moment typically raises \$10-15k.</p> <p>Additional funding sources were identified for the concession stand - selling bricks or a Men's poker night. In addition, the Site Plan Committee would need to do some planning/surveying to prepare for a concession stand.</p> <p>The project with greater appeal, perceived need, feasibility, and absence of alternate funding sources shall be pursued. The Board believes the decision can wait. The Auction Committee members were asked to return next month, and the Site Plan Committee shall obtain a more detailed building quote and surveying for a proposed concession stand.</p>	Ms. Collins Ms. Tolke
<b>REPORTS OF COMMITTEES</b>		
<b>LIAISON REPORTS</b>	<p><b>Development</b> No report</p>	Mark Lasswell
	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Mr. Fischer presented the committee's response to the reportable conditions from the audit report. The Board requested this letter be filed. No further action is required.</li> <li>• The 2006-07 reforecast bears good news, the auction is the next critical milestone.</li> </ul>	Kirk Fischer
	<p><b>Tri-Parish</b> No report</p>	Father Tom
	<p><b>Marketing</b> No report</p>	Dan O'Brien
	<p><b>Athletic Field Site Plan</b></p> <ul style="list-style-type: none"> <li>• Mr. Rick Lavelle who assembled the site plan for Septemberfest was unsuccessful in obtaining free surveys. The cost is estimated at \$2850. We need a survey to determine field location relative to other structure/facilities/property boundaries on campus. The committee would like to move forward on this.</li> </ul> <p><b>Motion:</b> To spend the money needed to conduct a grounds survey with consultation by the Finance Committee on a funding source.</p> <p><b>The motion was unanimously approved.</b></p> <ul style="list-style-type: none"> <li>• Wetland delineation is important to the baseball field. The current field size (fence placement) is not regulation for all ages of play. The deadline has passed for fall 2007 implementation. The committee plans to readdress in spring.</li> </ul>	Dan O'Brien
<b>PRINCIPAL'S REPORT</b>	<p>Mr. McHugo distributed his report.</p> <ul style="list-style-type: none"> <li>• Exit reports will be addressed at next meeting.</li> <li>• Nurse's office update – the cost of a full day nurse and additional staff training costs are estimated at \$5800.</li> </ul>	Mr. McHugo
<b>EXECUTIVE SESSION</b>	Occurred from 6:00 – 7:00 pm.	Board
<b>CLOSING PRAYER</b>		Fr. Rick

**NEXT MEETING JANUARY 2, 2006 AT FSCS • 6:00 PM - DINNER & EXECUTIVE SESSION • 7:00 PM - MEETING**