

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
JANUARY 2, 2007**

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
Dan O'Brien
Della Miller

OTHER ATTENDEES
Chris Edinger, Director of Finance
David Meyer, Assistant Principal
Sarah Collins, Development Director
Jim Fink, Finance Committee
Karen Foster, Recording Secretary

DESCRIPTION	DISCUSSION	ACTION BY
INVOCATION		Father Tom
ADOPTION OF AGENDA	Motion: To approve the January 2, 2007 agenda as written. The motion was unanimously approved.	Board
APPROVAL OF MINUTES	Motion: To approve the minutes from the December 5, 2006 meeting with the following amendment: ADD Father Charlie to attendance. The motion was unanimously approved.	Board
UNFINISHED BUSINESS		
GOVERNING DOCUMENTS REVISIONS	Father Charlie left another message with the archdiocese last month, pressing for action. We continue to await archdiocesan approval of the revisions. The issue will be placed on next month's agenda.	Father Charlie
2007/2008 TUITION RECOMMENDATION	Mr. Fischer presented the Finance Committee's recommendation of a \$400/student nonrefundable tuition deposit due by May 15 th . The purpose of the increase is to obtain firm commitments upon which administration can implement staff and budget decisions for the next school year. The Board asked Ms. Edinger to draft a letter explaining the rationale for the deposit increase, including a brief history of our tuition deposits and a description of the new procedure. Father Charlie will draft a cover letter from the BOD and distribute it electronically to Board members for review and comment. These documents will be mailed with registration materials later this month. Motion: To create a procedure for the \$400/student nonrefundable tuition deposit. The motion was unanimously approved.	Kirk Fischer
LINE OF CREDIT	Mr. Fink, Chairman of the Finance Team, presented a proposal to pursue a short-term (one-year) \$350,000 line of credit from a lending institution to fund the potential shortfall in the capital account which is used to make principal and interest payments. This line of credit is considered seed money for the capital campaign and a safety net for debt obligations. The repayment source will be the upcoming second capital campaign. The funds shall be restricted for making payments on the debt only - the school shall have no access to the funds for operating costs. Motion: To establish the \$350,000 line of credit recommended by the Finance Committee - restricted by the Board of Directors to authorize any use. The motion was unanimously approved.	Jim Fink
CAPITAL CAMPAIGN FEASIBILITY ANALYSIS PROPOSAL	The Development Committee met with two consultants, and Ms. Collins presented three proposals with detailed discussion items. Administration recommends Catholic School Management (CSM), believing they will best understand and address FSCS's unique situation and provide a quality analysis. The tentative timeframe follows - February - initiation with administration and BOD, late April-May - interviews, report preparation, return visit and recommendations commencing in late May-June. Motion: To enter into an agreement with CSM to conduct a capital campaign feasibility study, expend the necessary funds, and capitate the consultant travel expenses. The motion was unanimously approved.	Sarah Collins
NEW BUSINESS		
SILENT AUCTION ELECTRIC MOMENT	Due to lack of information on concession stand/shed specifics, feasibility, and costs, playground equipment will be the Electric Moment at this year's auction. As stated previously, alternate funding sources exist for a concession stand. Ms. Collins presented proposals for playground improvements. The Site Plan Committee recommends changing out wood chips for rubber matting or rubber chips. Rubber chips and matting significantly impact cost. Administration will determine Catholic Mutual's preference on groundcover options that may affect our decision. Motion: To select playground equipment for the Electric Moment at the 2007 auction. The motion was unanimously approved.	Sarah Collins
YANKEE DOODLE ROAD PROJECT	Mr. Meyer and Mr. Howard presented information from recent meetings with Dakota County on the road project, including pros and cons of the three proposals on the table. Dakota County and the City of Eagan are working with FSCS to develop an alternative plan with the least negative impact on FSCS. Our goal is to continue our cooperative relationship with our neighbors, the city and county. Mr. Howard and Meyer are meeting with the county next week to discuss modifications.	David Meyer
PRINCIPAL SELECTION COMMITTEE	Father Charlie recommended communication begins this month to the school community, inviting parents to participate on the search team. The proposed timeline follows: Invitation to open meeting (February), assemble Search Committee (February), advertise position (end of January), interviews by Selection Committee (early April), and final selection (early May).	Father Charlie

REPORTS OF COMMITTEES		
LIAISON REPORTS	<u>Development</u> <ul style="list-style-type: none"> • No report 	Mark Lasswell
	<u>Finance</u> <ul style="list-style-type: none"> • 5-year plan adjustments will continue until the budget is complete. • Father Charlie, and Father Tom will meet to discuss STB's capital campaign progress • The committee reviewed policy samples from the audit recommendation: <ul style="list-style-type: none"> ➢ Whistle blower policy – need to determine placement – perhaps integrate into Justice in Employment policy ➢ Conflict of interest – need to determine cap. The policy does provide for the BOD to grant exceptions. ➢ The committee will investigate alternative policy drafts, combining with existing policies or handbooks. 	Kirk Fischer
	<u>Tri-Parish</u> <ul style="list-style-type: none"> • No report 	Father Tom
	<u>Marketing</u> Mr. O'Brien presented Ms. Moroney's note. The committee agrees that Mr. Meyer's plan for the January 11 th Open House is well thought out and offered its help that night. The committee will reconvene the following week.	Dan O'Brien
	<u>Athletic Field Site Plan</u> <ul style="list-style-type: none"> • The site survey that the Board voted to conduct last month has not occurred yet. Shed placement and size depend on the survey. All plans are on hold with winter upon us. All field positions have changed since the original site survey. • Overall athletic and site needs and wants list will be distributed to the BOD. • The committee supports the electric moment decision. 	Dan O'Brien
PRINCIPAL'S REPORT	<ul style="list-style-type: none"> • No report in Mr. McHugo's absence. 	Mr. McHugo
EXECUTIVE SESSION	Occurred from 6:00 – 7:00 pm.	Board
CLOSING PRAYER		Father Charlie

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