

**FAITHFUL SHEPHERD CATHOLIC SCHOOL AND TRI-PARISH CENTER  
BOARD OF DIRECTORS MEETING  
APPROVED MINUTES  
FEBRUARY 6, 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**  
Father Rick Banker  
Della Miller  
Dan O'Brien

**OTHER ATTENDEES**  
Sarah Collins, Director of Development  
Karen Foster, Recording Secretary

| DESCRIPTION                        | DISCUSSION   | ACTION BY      |
|------------------------------------|--|----------------|
| INVOCATION                         |  | Mr. McHugo     |
| ADOPTION OF AGENDA                 | <b>Motion:</b> To approve the revised February 6, 2007 agenda as written.<br><b>The motion was unanimously approved.</b>   | Board          |
| APPROVAL OF MINUTES                | <b>Motion:</b> To approve the minutes from the January 2, 2007 meeting with the following amendment:<br>1. Line of Credit - ADD – “potential” to first sentence in front of shortfall.<br>2. Principal Selection Committee - CHANGE – advertise position end of January to “February”<br><b>The motion was unanimously approved.</b>   | Board          |
| <b>UNFINISHED BUSINESS</b>         |  |                |
| CAPITAL CAMPAIGN UPDATE            | Ms. Collins distributed the Gala 2007 report. A great level of success was due in part to increased marketing efforts to new families and those who had not attended in the past, bottomless beer mugs, and increased ticket sales (attendance). The budgeted goal was \$130K, and net income is approximately \$175K, of which \$16K was raised during the electric moment for playground equipment. Additional income is expected from ongoing online group event signups. The group agreed to publicize the outcome in this week’s parent newsletter, congratulate the community on a highly successful event, and clarify where the money is going, particularly the \$16K raised during the electric moment. The Finance Committee will assist determining next year’s Gala goal.<br><br>Mr. Steve Virgadamo of Catholic School Management was selected to be the capital campaign consultant. He visited FSCS this week. The timeline follows:<br><ul style="list-style-type: none"> <li>• He is asking each BOD member to identify influential and affluent members of our school/parish community and email the names to Ms. Collins by March 1<sup>st</sup>.</li> <li>• He will conduct interviews of these identified individuals, administration, Finance and Parish council members and Board members March 6-7<sup>th</sup>. Ms. Collins will schedule the BOD member interviews in the coming weeks.</li> <li>• Administration will gather the nominations, determine the list of approximately 120 interviewees, send letters to the identified interview candidates explaining the purpose and plan (to be drafted by Ms. Collins next week), and schedule the interviews for the consultant’s return visit March 28-April 1.</li> <li>• He will return mid to late April to conduct two focus groups with 10 faculty members each and will complete the remaining interviews.</li> <li>• He will return in May with the final report.</li> <li>• The Board will view and discuss the final report at the June meeting.</li> </ul> | Sarah Collins  |
| GOVERNING DOCUMENTS REVISIONS      | Ms. Heffele reported we are still waiting final approval from archdiocese. Board members asked Ms. Heffele to redistribute the proposed revised documents to the Board for review.   | Father Charlie |
| YANKEE DOODLE ROAD PROJECT         | Mr. Howard distributed the options under consideration by Dakota County. The FSCS traffic study group believes M4 is best for the school. A traffic study to be conducted by FSCS volunteers is scheduled tomorrow to examine flow and identify potential solutions for alleviating stacking of cars during pickup. The intent is to obtain data to present to the county demonstrating our ability to meet our traffic needs and support the direction the county is opting. The county will present the issue for vote to the Eagan City Council on March 13 <sup>th</sup> .<br><b>Motion:</b> To authorize Mr. Howard to advocate option M4 at the March 13 <sup>th</sup> Eagan City Council meeting.<br><b>The motion was unanimously approved.</b>  | Brian Howard   |
| <b>NEW BUSINESS</b>                |  |                |
| PRINCIPAL SEARCH PROCESS           | The principal position has been posted, and a parent meeting is scheduled on March 1 <sup>st</sup> . Father Charlie met with the faculty and staff today. Mr. McHugo’s visibility in the classrooms and school was recognized by the faculty as a key component of the leadership they desire. The faculty noted a disparity between actual faculty input and what has been communicated to the Board by administration to be faculty input. Father Charlie suggests that on future matters the faculty communicates to the Board by means of a representative rather than by means of the principal, creating an unfiltered line of communication to the Board. The Board will discuss and refine this notion at a future meeting.  | Father Charlie |
| TUITION AND WITHDRAWAL POLICY 1108 | Ms. Heffele presented the revised policy draft. Members suggested several modifications. Mr. Fischer will present the draft to the Finance Committee for review and comment. The second reading will occur at the next Board meeting.  | Faye Heffele   |
| <b>REPORTS OF COMMITTEES</b>       |  |                |
|                                    | <u>Development</u> <ul style="list-style-type: none"> <li>• No report</li> </ul>   | Mark Lasswell  |

|                               |   |              |
|-------------------------------|---|--------------|
| <b>LIAISON<br/>REPORTS</b>    | <p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Mr. Hamand, Ms. Tolke, and Ms. Collins will attend the next Board meeting to present the SeptemberFest budget, assumptions, and risk mitigation.</li> <li>• The Finance Committee proposes the Board reconsiders adopting the Whistleblower and Conflict of Interest policies. Father Charlie advised he and Mr. McHugo check redundancy with the existing Justice in Employment policy. Conflict of interest may be referenced in the bylaws – Article 10.</li> <li>• Budget plan - Finance will present the budget at the March Board meeting, address any recommendations or follow-up, and obtain approval at the April Board meeting. Board members advised Finance provides a conservative, balanced budget with various scenarios of enrollment and prioritized options.</li> </ul>  | Kirk Fischer |
|                               | <p><b><u>Tri-Parish</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul>   | Father Tom   |
|                               | <p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>• The committee met Monday. Its focus remains recruitment and retention. Committee activity follows: <ul style="list-style-type: none"> <li>❖ Postcards were sent to 5,000 households announcing upcoming dates for Open Houses and Information Nights. The committee is recruiting Board members to provide tours. The committee will follow-up with phone calls to Open House attendees.</li> <li>❖ Telemarketing to current families of 5<sup>th</sup> and 6<sup>th</sup> graders was initiated.</li> <li>❖ The committee plans to place the Annual Report in parish bulletins.</li> <li>❖ The committee is developing an informational postcard highlighting student quotes and faculty/student accomplishments.</li> <li>❖ The committee will provide a registration update at the next Board meeting.</li> <li>❖ Ms. Moroney will present a committee update at the next Board meeting</li> </ul> </li> </ul> | Dan O'Brien  |
|                               | <p><b><u>Athletic Field Site Plan</u></b></p> <ul style="list-style-type: none"> <li>• Mr. O'Brien distributed the Site Plan committee's priority list. They will map out preferred locations and costs and will rerank the list based on ability to fund.</li> <li>• The site survey was completed, report is pending.</li> </ul>  | Dan O'Brien  |
| <b>PRINCIPAL'S<br/>REPORT</b> | <ul style="list-style-type: none"> <li>• First aid training for the office staff by a district nurse occurred Jan. 26<sup>th</sup>.</li> <li>• Mr. McHugo suggested administration implements a school report card this spring to provide a baseline for the incoming principal.</li> <li>• Mr. McHugo distributed the registration/withdrawal report.</li> <li>• Mr. McHugo reviewed the ITBS achievement tests. Math computation scores warrant the curriculum review that has been occurring this year.</li> </ul>   | Mr. McHugo   |
| <b>EXECUTIVE<br/>SESSION</b>  | Occurred from 6:00 – 7:00 pm.   | Board        |
| <b>CLOSING PRAYER</b>         |   | Father Rick  |

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