

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes**

March 7, 2006

BOARD MEMBERS PRESENT:

St. John Neumann
Fr. Charlie Lachowitz
Faye Heffele

St. Thomas Becket
Fr. Tom Brioschi
Brian Howard
Kirk Fischer

Church of St. Peter
Fr. Rick Banker
Dan O'Brien
Sheila Moroney

Other Attendees

Sister Patricia Beckman, Principal
Chris Edinger, Director of Finance
Mark Lasswell, Finance Committee
Jodi Zesbaugh, Finance Committee
Karen Foster, Recording Secretary

ABSENT: Steve Hoepfner

DESCRIPTION	DISCUSSION	ACTION BY
Invocation		Sheila Moroney
Adoption of Agenda	Motion: To approve the March 7, 2006 agenda. The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the February 7, 2006 meeting with the following changes: 1) Policy Manual Review – 500 Personnel – “Policies include 501-508 and 601-608. 2) Delete sentence – 800 (Student Conduct – “Discipline...” The motion was unanimously approved.	Board
Unfinished Business		
Tri-Parish Center Policy	The second reading of the Tri-Parish Center (TPC) policy was completed. TPC insurance requirements, fees, maintenance, archdiocesan supervision requirements, sponsorship, and policy enforcement were readdressed. Sponsorship (school/parish vs. private use) determines liability to monitor the event and pay the facility fee, insurance, and maintenance costs. Board members support the following process for policy determinations concerning use of the facility: 1) School principal determines school sponsorship of an event (Y/N); if no, 2) Pastor determines parish sponsorship (Y/N); if no, 3) TPC Committee conducts a review*, if no, 4) Board of Directors reviews appeals resulting from the review process. * The TPC committee examines requests for discretionary use of the facility when an event is not deemed to be school or parish-sponsored and when negotiable angles exist. Motion: To accept the Tri-Parish Center policy as submitted. The motion was unanimously approved.	Father Tom
Marketing Task Force	“Proposal for Marketing Task Force” document was reviewed. The goal of the proposed marketing task force is twofold: 1) to develop a long-range strategic plan to increase student retention, recruitment and enrollment, and 2) to complement and enhance current marketing products/awareness/opportunities. Organizational classifications of the proposal were addressed: official standing committee vs. task force vs. ad-hoc committee of a standing committee. Equal representation from the parishes is required if a new standing committee is formed. The Board sees value in this proposal, and subsequently determined it shall be a task force. Further requirements include adopting specific duties that are focused on analysis for the Board and assigning Board liaison(s) and administrative representation. Motion: That Ms. Moroney continues to develop the task force and report back to the Board. The motion was unanimously approved.	Sheila Moroney
Policy Manual Review	<u>700 (Curriculum and Instruction - 701)</u> The second reading of policy 701 was completed. <u>800 (Student Conduct – 801-805)</u> The second reading of policy series 800 was completed. Motion: To approve policy 701 and the 800 series policies as displayed. The motion was unanimously approved. <u>900 (Health and Safety - 901-904)</u> The first reading of policy series 900 was completed. Policies 902, 903 and 908 address legal requirements.	Sister Pat

<p>Policy Manual Review (continued)</p>	<p>Several 900 series policies were eliminated (see rationale in handouts). Members recommended Sr. Pat send draft of policy 902 to legal counsel for liability review.</p> <p>1000 (Building and Grounds – 1001-1002)</p> <p>The first reading of policy series 1000 was completed.</p> <p>1100 (Finance – 1101-1109)</p> <p>The first reading of policy series 1100 was completed. Some revisions reflect new Finance Committee and by-laws guidelines concerning accountability. Typographic changes were offered for policy 1103. Sister Pat will refer policy 1104 to the Finance Committee for review and recommendations.</p> <p>The second reading of the 900, 1000, and 1100 series policies will occur at the April meeting.</p>	<p>Sister Pat</p>
<p>New Business</p>		
<p>Continuation of Employment</p>	<p>Motion: That Sr. Pat is offered a contract for continued employment. The motion was approved unanimously.</p>	<p>Father Charlie</p>
<p>Score Board Donation</p>	<p>Several parties approached Mr. Howard regarding donating a multi-use outdoor scoreboard for the athletic fields. The offer includes procurement and installation, estimated at \$9,000. A scoreboard is a capital improvement, so it is subject to Board jurisdiction. The broader issue is the handling of unsolicited donations for which no decision-making criteria exist.</p> <p>Concerns include: a site development plan for the athletic fields (in accordance with the City of Eagan Park Dedication and Use Agreement), Tri-Parish policy development, long-term maintenance expenses, and donor relations.</p> <p>Mr. Hoepfner outlined a series of questions (via email) to answer when considering unsolicited donations, including: Is the donor interested in allocating the money elsewhere? Does it fit with the vision? Is it a priority?</p> <p>The Board is not ready to accept the donation at this time due to other activity (absence of a site plan, the Eagan Agreement, TPC policy development), and it wishes to receive a recommendation from the TPC Committee.</p> <p>The proposed outdoor athletic scoreboard donation will be readdressed at next month's Board meeting.</p>	<p>Brian Howard</p>
<p>Budget Review 2006/07</p>	<p>Ms. Zesbaugh and Mr. Lasswell, representing the Finance Committee, presented the proposed 2006/2007 budget for Board review, discussion, and approval. Mr. Lasswell outlined the methodology and assumptions employed in the development of the three budgets – operations, debt service, and plant & equipment (see draft proposal).</p> <p>Operations Tuition rates, salary adjustments, and enrollment (to date) are set for next school year. Highlights include a projected enrollment of 600 (incoming Kindergarteners exceed outgoing 8th graders), increased tuition assistance from 3.5% to 4%, flat healthcare costs (new plan), fewer textbook purchases, instructional salary increase of \$50,000 to reflect 87.5% (BA) and 71.1% (MA) parity with five adjacent school districts. [Note: instructional salary goal is 90% (BA)/80% (MA) parity in five years.]</p> <p>Fundraising goals are: Marathon \$60k, Auction \$135k, Septemberfest \$15k, Golf \$20k, Donations (unsolicited) \$30k. The Development goal is \$25k. The utilities are budgeted to increase \$25k. No capital improvements are planned in 2006/07.</p> <p>Sister Pat concurred that the enrollment projections are conservative. There are six 6th grade students wait listed.</p> <p>Debt Service Assumptions include: St. Thomas Becket will complete its \$220k obligation payback by June 30, 2006, \$100k will be transferred from operations budget, \$300k from parishes, \$200k principal & interest payments and special assessments, \$360k of interest (interest rate of approximately 5%). Outflows total \$570k. Approximately \$161k of the debt service cash fund will be required to meet debt-servicing requirements.</p> <p>Faithful Shepherd will meet its principal and interest payment obligations in 2006/07, yet the Finance Committee members cautioned that the debt service cash fund is being depleted.</p> <p>Plant and Equipment (The fund for future asset depreciation) No money is budgeted or available to transfer into this fund. The Finance Committee will address in the long-range plan by considering reallocating parish funds (i.e., the \$100k/parish/year currently going to debt service) to the TPC fund, whereby parish money would support the facility, not the debt. Funds would be designated toward capital improvements, and debt reduction excess would be added to the TPC fund so parishes do not fund building costs.</p> <p>Finance Committee representatives recommend continuing to establish tuition in December and determine the budget after enrollment numbers are firmer. The Board found the budget acceptable given current information and assumptions.</p> <p>Motion: To accept the 2006/07 budget as submitted by the Finance Committee.</p>	<p>Kirk Fischer Mark Lasswell Jodi Zesbaugh</p>

	The motion was unanimously approved.	
Reports of Committees		
Liaison Reports	<u>By-Laws Update</u> The Bylaws Executive Committee submitted an update in place of Mr. Ginder. The subcommittee will present additional information at next month's Board meeting.	Brian Howard
	<u>Development</u> Mr. Hoepfner was not in attendance – no report.	Steve Hoepfner
	<u>Finance</u> The five-year plan is progressing well and will be presented at the May meeting. Ms. Edinger will reforecast in October and February each year. Mr. Fischer requested a vote on the nearly \$20,000 raised by the auction electric moment for spending on computers. Motion: To allow Sister Pat to spend the money raised from the electric moment on computers. The motion was unanimously approved.	Kirk Fischer
	<u>Tri-Parish</u> Tri-Parish Center policy was addressed – see minutes above.	Father Tom
Principal's Report	Sister Pat distributed the Principal's Report.	Sister Pat
	The State of the School report is March 30 th . Mr. Howard will give the Board report, and Mr. Howard and Sister Pat will determine the content. The Board auction dinner is April 28 th .	
Executive Session	Occurred from 6:00 – 7:00 pm.	
Closing Prayer		Father Rick

**Next Meeting April 4, 2006 at FSCS
Dinner & Executive Session at 6:00 p.m.
Meeting at 7:00 p.m.**