

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
June 12, 2007**

**Board Members Present:**

**St. John Neumann**  
Father Charlie Lachowitz  
Faye Heffele  
Mark Lasswell

**St. Thomas Becket**  
Father Tom Brioschi  
Brian Howard

**Church of St. Peter**  
Father Rick Banker  
Della Miller  
Dan O'Brien

**Other Attendees**  
Karen Foster, Recording Secretary  
Linda Kautzky, Incoming Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:20 pm.	Brian Howard
<b>Adoption of Agenda</b>	<b>Motion:</b> To approve the June 12, 2007 agenda as submitted. <b>The motion was unanimously approved.</b>	Board
<b>Approval of Minutes</b>	<b>Motion:</b> To approve the minutes from the May 1, 2007 meeting with the following amendments: 1. Principal Search process - ADD Ms. Della Miller, CHANGE Ms. Kate Nelson TO Ms. Kate Larson. 2. Liaison Reports – Athletic Field Site Plan – CHANGE Mr. Jim Greene TO Mr. Jim Green. <b>The motion was unanimously approved.</b>	Board
<b>Unfinished Business</b>		
<b>Governing Documents Revisions</b>	The documents await the archbishop's signature.  The Board plans to address the feasibility study in executive session in the near future to address recommendations concerning the governance documents, pointing to greater communication by the Board to school families on Board structure and function.	Father Charlie
<b>New Business</b>		
<b>Election of Officers</b>	Several Board positions are commencing: <ul style="list-style-type: none"> <li>• Father Charlie's position as Canonical Administrator is continuing. His term is being extended by the Archbishop. The formal announcement letter is forthcoming. The Canonical Administrator is President of the corporation who supervises the principal on behalf of the Board of Directors.</li> <li>• Mr. Kirk Fisher has served his 3-year term representing St. Thomas Becket. Ms. Rebecca Schmid is replacing Mr. Fisher, and she will begin her 3-year term in August 2007.</li> <li>• Ms. Faye Heffele has served her 3-year term representing St. John Neumann. Father Charlie asked Ms. Heffele to continue serving in her position. Ms. Heffele accepted. Her 3-year term renews in August 2007.</li> <li>• Ms. Linda Kautzky is replacing Ms. Karen Foster as recording secretary.</li> </ul> <p>The election of officers occurred as follows:  <b>Chairperson</b>  <b>Motion:</b> To nominate Mr. Brian Howard as Chairperson.  <b>The motion was unanimously approved.</b></p> <p><b>Vice Chairperson</b>  <b>Motion:</b> To nominate Mr. Dan O'Brien as Vice Chairperson.  <b>The motion was unanimously approved.</b></p> <p><b>Corporate Treasurer</b>  <b>Motion:</b> To nominate Ms. Della Miller as Corporate Treasurer.  <b>The motion was unanimously approved.</b></p> <p><b>Vice President</b>  <b>Motion:</b> To nominate Father Tom Brioschi as Vice President.  <b>The motion was unanimously approved.</b></p> <p><b>Corporate Secretary</b>  <b>Motion:</b> To nominate Ms. Faye Heffele as Corporate Secretary.  <b>The motion was unanimously approved.</b></p>	Brian Howard
<b>Reports of Committees</b>		
<b>Liaison Report</b>	<b>Development</b> <ul style="list-style-type: none"> <li>• Golf tournament is August 6, 2007, work is progressing.</li> <li>• Septemberfest meeting is being held this week. The committee continues to search for a chairperson.</li> <li>• Feasibility report next steps include determining whether success is attainable and what financial commitments are expected. Father Charlie will schedule a meeting before July 4<sup>th</sup> with the Board and Ms. Sarah Collins.</li> <li>• The budget is balanced at 587 students. The enrollment target was 580, and tentative enrollment is 578. The Board will reevaluate the budget when enrollment numbers solidify.</li> <li>• Letters have been sent to families who have not paid a tuition deposit for next fall.</li> </ul>	Mark Lasswell
	<b>Finance</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>	Della Miller

<b>Lialson Report</b>	<b><u>Tri-Parish</u></b> • No report	Father Tom
	<b><u>Marketing</u></b> • Mr. O'Brien reported that the committee has met four times since the last Board meeting. The committee began as a recruitment and retention committee and is requesting clarification of responsibilities for cross functional and at times overlapping activity among the Board, Canonical Administrator, school Administration, Marketing committee, Development committee, Development Director, and the capital campaign consultants. Father Charlie suggested the new principal may want to re-examine and clarify the current structure, and that roles may solidify as the capital campaign direction is clarified by the consultants. • A volunteer group wants to begin developing marketing materials over the summer. The consultants will oversee their work. • At this time the Marketing committee is to remain primarily focused on recruitment and retention. • The Development committee will assist if needed with campaign materials.	Dan O'Brien
	<b><u>Athletic Field Site Plan</u></b> • The committee received a site plan without dimensions and will ask Mr. Lavelle to insert them. The next steps are to assign dollar values to all options and present to Mr. Boone and Mr. Koltes for review and comment.	Dan O'Brien
<b>Principal's Report</b>	Parent survey results are posted on the school website. Father Charlie asked Board members to send their top five priorities for the new principal to focus upon to ease the transition and provide direction.	Father Charlie
<b>Executive Session</b>	Occurred from 6:00 – 7:05 pm.	Board
<b>Closing Prayer</b>	The meeting adjourned at 8:35 pm.	Kirk Fischer

**Next meeting August 7, 2007 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting**