

## Walla Walla Catholic School Board Meeting Highlights- July 2019

### President's Report:

Fr Seidel attending school at Notre Dame, President's report will resume in August 2019.

### Principal's Report:

Multiple hiring actions ongoing for football and cheerleading [update, hire now completed]

We have a possible candidate for the ELC director who also has HR experience. Exploring potential to combine two part time positions into one full time position. There is an impact to the school's budget to pursue this path. Mr Lesko will keep the board updated on this hiring action. [updated, hire now completed]

Nick Hazeltine resigned as head basketball coach; continue on as Athletic Director and full-time teacher.

### Committee Reports:

**Building and Grounds (Locker Room):** Heidi Buratto and Chrissy Jones, representing the Booster Club, presented a project for board approval to refurbish the DeSales Locker Rooms in the Gymnasium. The project includes de-cluttering the locker rooms, deep cleaning and painting. The board accepted the project as presented. Work will be completed before school starts.

**Marketing:** Melissa Theissen updated the board on enrollment for the 2019-2020 school year. Enrollment is 269 students, 179 at Assumption and 90 at DeSales. The WWCS has a 91% retention rate. There are 26 new students are new students enrolled for the upcoming school year. We have a wait list of 4 families for kindergarten.

Homecoming weekend is Oct 18-20th with football, winery special deals, and an alumni mass.

**Policy:** Marleen Ramsey and the policy committee have been very busy. Policy approvals from June included an updated policy for our Capitol Emergency Fund, and a new policy for Major Fund Raiser Stipends.

The school's credit card policy was approved for updating to include adding the Director of Advancement as a potential user and the policy language was updated to replace all instances of Finance Committee Chair with Director of Finance.

Last month there was discussion of inactive funds, these small pots of money left over from previous projects. Policy committee discussed with Mona Geidl, an attorney. Under WA law, it is not legal to just move those little pots of money into another account. We need to abide by the donor intent, and if it was given for Art, then it could be spent on art supplies, but not on paint for the locker rooms. We are encouraged to find similar projects as intended to spend that money. For the class project funds, we should contact the most recent classes and ask them if we may transfer funds. If we cannot find them, then ASB would be the closest match.

For all new donations coming in, we should draft a letter that is sent with our thank you for the donor to sign in acknowledgement that if we have leftover funds, they can be transferred for another purpose. We should also add in a statement on the tax receipt form indicating similar language. The tax receipt alone is not enough, but we don't need to have 100% compliance, just due diligence under the law. Jerry Anhorn asked the Director of Finance and Director of Advancement to work on the letter and tax receipt rewording.

**Building and Grounds (Master Plan):** Jerry Anhorn gave a review of the meeting held on July 9th. Architects West came and had a layout of remodel of DeSales to include K-12 that was \$12M. Some of the building not in need of remodel was included (learning center, gym, main hallway), so there is room to discuss price. Other options to continue analyzing include adding in a separate area for pre-K/educare, and adding some square footage onto one wing and not remodel as much of the existing space.

Ed Little was hired by the board for a feasibility study for the capitol campaign. A letter was sent to all parents and guardians as well as the wider community regarding the way forward on the Master Plan and Capital Campaign. Jamie Van Wormer, our Director of Advancement, is the contact for any questions.

**Finance:** Kristal Hassler discussed the transition of financial management responsibilities to Edie Mulvihill, our new Director of Finance. Edie Mulvihill is organizing all financial accounts of the WWCS and will give an overview of the budget for 2019-2020 school year at a future board meeting.

The WWCS has a balanced budget for 2019-2020 with current enrollment, and the school board voted to approve the budget.

**Next Meeting:** Thursday, August 22nd, at 6:30 pm, DeSales