

Board of Directors Meeting

Minutes - July 25, 2019 - DeSales Catholic High School

Call to Order: Jerry Anhorn called meeting to order at 6:30 pm. Jerry started with prayer.

Board Members Present: Claire Valente, Andrea Renholds, David Byma, Fr. Nicks, Joyce Sanks, Ruthann Haider, Brenda Shields, Jerry Anhorn, Deacon Jim Barrow, Elly Sherry, Kristal Hassler, Marleen Ramsey

Board Members Absent: Fr. Seidel

Administrators and Staff Present: John Lesko, Melissa Thiessen, Jamie VanWormer, Edie Mulvihill

Guests Present: Chrisy Jones, Heidi Burrato

Approval of Prior Meeting Minutes: Jerry Anhorn asked for a motion to approve the June 2019 regular meeting minutes. Claire Valente motioned for approval of the minutes with two corrections: an update to the Olweus Student Anti-Bullying Survey, and correcting a typo. Kristal Hassler seconded. All members present voted to approve prior months minutes as edited.

President's Report: None submitted, Fr. Seidel still at Notre Dame in IN.

Principal's Report: John Lesko - Nick Hazeltine has worked with a couple of folks for cheerleading coach, and he will meet with another person for head football coach next week. Presently, the assistant coaches are getting the boys ready to play.

Negotiations with a candidate for ELC director that has HR experience. John would like to combine the 2 part time positions into one full time position, which would need an additional \$9k in the budget for medical coverage.

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

Claire Valente asked if there were any outstanding contracts. Yes one, and Fr Seidel will wrap this up first week of August.

Committee Reports:

Building and Grounds (Locker Room): Heidi Buratto and Chrisy Jones for the Booster Club presented a project on locker room refurbishment. They have already paid and had the spaces cleared out of old property with the AD approval, and had them

professionally deep cleaned. They have 2 bids for repainting all non-tiled surfaces and have secured 75% of the funding from Boosters and Alumni Association, and confident they can raise the remainder. As the master planning process is at least 2 years out, this is a very needed update that presents a fresh face to our students and competitors that use our facilities. <Fr. Nicks arrived amidst discussion> Urgency is they would like to start on Monday, to have it completed in time for school. Jim Barrow motioned to accept the project, Ruthann Haider seconded. All present approved. <Guests left>

Marketing: Melissa Theissen gave an enrollment update, and results of the parent survey will be forthcoming at a later date. Enrollment is 269 students, 179 at Assumption and 90 at DeSales. 24 are not returning, giving us a 91% retention rate, and 26 students are new to the school. Of those leaving, 10 are moving out of area, 2 are custodial in nature, and 2 for more services at the public school. Of the 10 left, a few needed more support (special education) than school can currently provide, and others felt there were more options for their higher achievers at the public school, but not more rigor.

We have a wait list of 4 families for kindergarten. There was some discussion about number of new families and how far along they are in the financial aide and registration process. 25 families we do not have all the paperwork in yet. Edie Mulvihill was concerned with up to 9. Jerry indicated that it is a historical problem with families transitioning to private schools, and not worried.

Back to school picnic is August 13th at 5pm here at DeSales.

Homecoming weekend is Oct 18-20th with football, winery special deals, and an alumni mass. Board members are encouraged to participate.

Policy: Marleen Ramsey and the policy committee have been very busy. Passed along copies of Policy 3110.1 and 3110.1A on Capitol Emergency Fund, and Policy 3860 on Fund Raising Stipends that were passed last month for the board. Some dates and signatures are missing, so those will be redone and passed out next meeting. Edie Mulvihill will work on getting an electronic board policy "book" or shared folder put together instead of paper copies.

Credit card policy needs to have the Director of Advancement added as a potential user and replace all instances of Finance Committee Chair with Director of Finance. Andrea Renholds motioned to approve credit card policy as edited, Kristal Hassler seconded. All agreed and policy 3851 is passed.

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 (learning center, gym, main hallway) was included, so there is room to discuss price. Other issues to keep a dialogue going 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.

In the meantime, Ed Little was hired by the board for a feasibility study for the capitol campaign. Melissa has drafted a letter from the board for communication on this topic. Jamie VanWormer, our Director of Advancement, will be the contact should questions arise. We need a simultaneous release of information to parishioners, parents, alumni, substantial donors, and Union Bulletin. Deacon Jim Barrow approved the letter, as edited, and Marleen Ramsey seconded. All approved. <Marleen Ramsey left>

Finance: Kristal Hassler is excited to work with our new Director of Finance, Edie Mulvilhill on the budget. Kristal Hassler has asked the Endowment Fund manager for the proportion of the salary for the Director of Advancement they are to pay, as per our agreement, for last year and this year. Edie Mulvilhill has taken over many disjointed accounts and will give an overview of the budget for 2019-2020 school year.

There was a very detailed discussion over the budget, comparing to actuals from last year whenever possible. We are balanced with current enrollment. Andrea Renholds asked for \$40k for technology instead of the \$17k listed. The technology committee has worked on a life cycle plan to replace our current models on a 5 year plan, and that is an estimate. We do have some savings to cover, and there is a possibility to apply for grants to replace items. Edie Mulvilhill suggested the board save tuition assistance funds from HOPE and the annual fund for next year, so we can use hard dollars over paper dollars. We have a balanced budget, and Claire Valente motioned to approve the

budget, Kristal Hassler seconded. All present approved, save David Byma who abstained from voting.

Other Business:

Feasibility Study: Jamie VanWormer gave an update on the feasibility study with Ed Little. He will be meeting with 40-50 constituents between now and October when he will present findings to the board.

The Master Planning process will have 9 focus group sessions that will run through November. The findings will be presented in Jan/Feb time frame, going public to the community in May 2020 with pictures and drawings.

Mission Moment: Brenda Shields said she and Joann Williams just finished a reading and math camp with 27 kids jazzed about being back in school.

Good of the Order:

Claire Valente: The board has done an amazing job of getting the finances of the school in order. 5 years ago we had a \$300k deficit, and now we have a balanced budget. Enrollment is another issue. We have seen a steady decline and we need to get the enrollment up. Negativity affects our students and teachers. The Olweus Student Anti-Bullying Survey and parent survey results will be shared later. We have had several students leave after their freshman year at DeSales that last couple of years. The kids need a passion for the school, and we need to offer something that makes us distinctive.

Kristal Hassler: We need a policy regarding staff talking to the media if we don't already have one. John Lesko and Melissa Theissen can work on this. We need everyone working in our schools to be 100% positive.

Jim Burrows: Board members need to be introduced to the teachers.

Ruthann Haider: Down in sponsorship for Sausage Fest. Talk to Jamie VanWormer.

Fr. Nicks: Found \$225k from a will sitting in an account at the Diocese. The money was earmarked for seminarians from WW, but some of the investment profits may come to WWCS.

15 Minute Public Comment Period: None

Closing Prayer lead by Fr. Matthew Nicks:

O Christ, our Teacher, You have commanded your people, "Go out and teach all nations." We thank You for the gift of our Walla Walla Catholic Schools, and we ask that you continue to guide them and preserve them. Please send your Spirit upon the students, faculty, and staff of DeSales and Assumption. Fill them with your wisdom and blessings. Impart to our teachers and

staff strength and zeal in their noble task of Catholic education. Grant that our students grow to be disciples of Jesus Christ – strong in virtue, exceptional in learning, and generous in service. We ask this through the intercession of St. Francis DeSales and of our Blessed Mother, assumed into heaven. Amen

Meeting adjourned by Jerry Anhorn at 9:13 pm.

Executive Session: Minutes prepared by: Andrea Renholds and Ruthann Haider

Next Meeting: August 22, 2019 at 6:30 pm