

## **Board of Directors Meeting**

Minutes - June 27, 2019 - DeSales Catholic High School

**Call to Order:** Claire Valente called meeting to order at 6:32 pm. Fr. Nicks started with prayer.

**Board Members Present:** Claire Valente, Andrea Renholds, Fr. Nicks, Joyce Sanks, Ruthann Haider (skype - full meeting), Brenda Shields, Jerry Anhorn (skype - partial meeting), Kristal Hassler, Marleen Ramsey

**Board Members Absent:** David Byma, Fr. Seidel, Deacon Jim Barrow, Elly Sherry

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

**Guests Present:** None

**Approval of Prior Meeting Minutes:** Claire Valente asked for a motion to approve the May 2019 regular meeting minutes. Kristal Hassler motioned for approval of the minutes, Marleen Ramsey seconded. All members present voted to approve prior months minutes.

**President's Report:** Bishop Daly's letter assigning Fr. Seidel as President of WWCS is in the mail.

**Principal's Report:** Enrollment numbers are 19 preschool, 25 pre-K, 181 Assumption, and 91 DeSales. Kindergarten is full with 25 students. We are starting a waiting list, and policy states to split and add another section when we get to 32 enrolled students. We have set a July 15th deadline for the kindergarten waitlist. That should give us enough time to hire a teacher, move classes as needed, and get supplies for the extra class. Even if the 2nd class does not pay for itself, there are larger benefits beyond the cost, including growing our school.

Alumni classic baseball game has been cancelled by the Sweets organization. There may be some advertising still going out about the fundraising event.

Edie Mulvihill, our Director of Finance, is meeting with our affiliated organizational groups to bring the financials all in house. Ruthann would like to have Sausage Fest to transition financials immediately after the event, as opposed to now. Kristal would like to work the 2 systems simultaneously for now, which should not create extra burden on the Sausage Fest volunteers.

Bullying survey results are not back yet.

There is a curriculum review at DeSales coming up, and Assumption is adding Junior Biz from Junior Achievement.

The administration assistant at Assumption has been filled.

## **Committee Reports:**

**Finance:** Andrea Renholds had a question over the accounts receivable page that showed an amount plus and minus right next to each other. Kristal explained this was the most conservative accounting approach for writing-off debts that we don't expect to collect. We in fact are getting a small amount each month on some of our debts in that category.

We still have cash in the bank, approximately \$95k, with our carry over from last year still in restricted accounts, which needs to be moved to the general fund. The next finance committee meeting will be set for July 16th, so Kristal needs enrollment numbers by the 12th.

**Marketing:** Melissa plans to hold orientation nights for those families transitioning into WWCS, either new kindergarten students, freshmen, or those in their first year of attendance. We still have a few families interested in the school, but have not enrolled yet.

**Policy:** Marleen and the committee formalized the policy of stipends for the chairs of major fundraising events. The committee felt the sub-chairs stipends would be better set with administration than with the fundraising chairs themselves. Also, they did not want to put hard numbers into the policy. <Jerry Anhorn skyped in from Kenya here> Find interim policy number in Board Book, 5145.3 Fundraising Stipends. Andrea Reholds made a motion to approve the policy, Fr. Nicks seconded. All agree, with Ruthann abstaining, and no nea votes.

Policy 3110.1A is connected to 3110.1, and both have been rewritten. The Emergency and Capital needs funds to merge into one, with a \$40k budget at the beginning of each fiscal year. Some discussion on the exact wording came about. No less than \$40k in the restricted capital needs at the beginning of the fiscal year. Strike the entire second paragraph from the proposed regulation, as it is. Fr. Nicks moved to approve as amended, with Kristal Hassler seconding. All approved.

3181 Credit Card Policy - Add in Director of Advancement as a potential staff member to get a credit card and Director of Finance would replace Finance Committee as the oversight of the credit cards. This will be brought to the board next month.

Inactive fund issue - We have items in restricted accounts that are very small and take up more time and effort in accounting than they are worth keeping separate. Under \$500 does not need to be tracked alone. Recommend a policy be written so restricted funds left alone for 12 months and under \$500, move someplace. Either to unrestricted general fund, or tuition assistance. Need to consult with Mona for donor intent and legality. We need to check our future donation language to state that all funds left over from a specific purpose will be transferred to the school.

**Building and Grounds:** Facilities meeting update. Remodel of DeSales to include a k-8 is \$13.5M, remodel and add 9.4k square feet is \$17.2M, remodel and add 11.6k square feet is \$18.1M, remodel both DeSales and Assumption is \$18.4M, and new construction on donated land (assuming all grading and utilities are there) is \$23.7M. Remodel would take the building down to its bare bones, and reconfigure the interior space, upgrade to code, and create a new exterior. Jerry is unsure we really need the extra space, given that the enrollment projects the architects were working with are on the high side.

The board agreed that the cost of fully new construction at a new location was just too high. Also, we would not like to modernize both schools, but combine into one campus. So, focus on the remodel of DeSales to a K-12 facility. We should look into the cost estimates of leaving things alone that have more recently been upgrade, like our gym. Andrea asked if the ELC was coming over to the one campus or staying at Assumption in the K-2 building? We need to ask the architects to include them in a separate building over here, but phased. Total phased construction could increase the cost. Initial estimates were 1 year for planning, and 1 year for construction, with moving children off site or into portable classrooms. The architects should meet with our facilities group for more guidance, then set up meetings with our larger communities.

Are there grants for go after? Does the Diocese have load guarantees? They used to have loan programs, but those were wiped out during the bankruptcy. They do have their own guidelines for construction that we would need to abide by. <Jerry Anhorn signs off from Kenya>

**Nominating:** 3 people on the board are up for renewal: Jerry Anhorn, Kristal Hassler, and Elly Sherry. Marleen made a motion to approve them, with Fr. Nicks seconding. All approved. There are no new prospective board members at this time, as our previous candidate removed himself due to other commitments. Our new slate of officers are as follows: Jerry Anhorn, chair, Andrea Renholds, vice-chair, Kristal Hassler, treasurer, and Ruthann Haider as secretary. Joyce Sanks made a motion to approve with Marleen Ramsey seconding. All approved, no neas.

**Other Business:** None

**Mission Moment:** Claire Valente would like to thank the Alvaro Campos family for providing the beautiful large paper flowers for graduation. Also, Han gave a speech about his experiences at WWCS at the Awards Ceremony that brought people to tears.

**Good of the Order:** Claire Valente would like to thank everyone for working with her during her 2 year stint as Board Chair.

**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 Claire Valente at 8:15 PM.

**Executive Session: Minutes prepared by:** Andrea Renholds

**Next Meeting:** Thursday, July 25th, 2019 at 6:30 pm in the Thomas Aquinas Learning Center at DeSales