

Board of Directors Meeting

Minutes - May 23, 2019 - DeSales Catholic High School

Call to Order: Claire Valente called meeting to order at 6:30 pm. Fr. Seidel started with prayer.

Board Members Present: Claire Valente, Andrea Renholds, Joyce Sanks, Ruthann Haider, Brenda Shields, Jerry Anhorn, Fr. Seidel, Deacon Jim Barrow, Marleen Ramsey

Board Members Absent: David Byma, Elly Sherry, Kristal Hassler, Fr. Nicks

Administrators and Staff Present: John Lesko, Jamie Von Wormer

Guests Present:

The Marketing \$5k increase was for a videographer, but Melissa will triple check and update. There is a difference of \$17k for Equity of Press Box between this year and last year. Jerry Anhorn to follow up on this.

Approval of Prior Meeting Minutes: Claire Valente asked for a motion to approve the April 25th regular meeting minutes. Jim Barrows motioned for approval of the minutes, Marleen Ramsey seconded. All members present voted to approve prior months minutes.

President's Report: Fr. Seidel on behalf of Fr. Nicks

Fr. Seidel will be implementing two new communications tools for WWCS. Flocknote will help the school communicate better with families, as we can text each class separately. Slack, or similar tool, will be used for internal staff communications.

Ofc. Steve Perry is nearly finished with his security assessment report for our facilities and will have it to us shortly.

Fr. Seidel will contact the technology committee regarding a review of the philosophy of technology within our schools.

Principal's Report: John Lesko

John and Claire invited and encouraged the board to attend graduation at DeSales (7pm on June 1).

A county health inspection was conducted in May. No major issues to report. More exterior lights are needed and we should get rid of expired chemicals from the science labs, once we and the county can figure out who will take them (hoping to piggyback on Whitman's disposal).

We had our most successful HOPE fundraiser ever. Claire noted thanks to Rosalee for all her work on HOPE.

Committee Reports:

- Enrollment: Currently at 267 for next year, with 181 at Assumption and 86 at DeSales.
 - 94% retention rate. 16 students are not returning (8 are moving out of area)
 - Melissa is confident we will reach our goal of 271
 - A discussion of a delayed payment program for classes in which there is low enrollment took place. Some items to consider for future discussion include:
 - Are people going to make up payments on time?
 - Should we give a first (tri)semester free?
 - We need a clear definition of what qualifies for low enrollment.
 - Father Seidel will come back with a firm proposal based on the discussion

- Finance Committee: Given we have a higher number of enrolled students at the upper grades than budgeted, we should hit our budget for tuition income. There was also more tuition assistance dollars available, so we had more hard dollars than just discounts.
 - Christian Brothers has decreased the health insurance premiums, and gave a “holiday” for June 2019 and June 2020, which may balance out our projected deficit. For historical perspective 3 years ago we were budgeting a \$360k deficit.
 - *Recommendation from Finance:* Policy 3011 requires capital needs fund and emergency needs fund. We are required to budget so as to meet the agreed upon levels for each fund. The board has never decided what those levels should be. Finance recommends we have a level of \$25k for capital needs (anticipated expenses), and \$15k for emergency needs fund (un-anticipated expenses). Further, it is suggested that our unrestricted cash reserves should be moved to fill our current deficit, a total of roughly \$13k.
 - *Sent to Policy* - Eliminating the emergency needs fund with all designated funds being moved to Capital Needs fund which would then have a minimum of \$40K in the capital needs fund. 1% from fundraising would automatically be added.

- Policy Committee: Proposed changes to policy #3850 regarding school affiliated organizations and how they govern themselves and work with the school’s business office. Jim Barrow motions to approve the new language, Ruthann Haider seconded. Insufficient votes were cast for a quorum. After some discussion, a proposal was made to amend the policy with term “after consultation” to “in consultation” with the business office. Jerry Anhorn moved to accept policy with correction, Andrea Renholds seconded that the proposal be brought to a vote, and it passed with Jim as the only “nay” vote.

- Buildings and Grounds: Update on our master planning process with Architects West this month. We have a broad group of 15+ people that were available last month. Architects West performed a site survey of all 3 properties, and found that Assumption was not worth investing into, St. Pats was viable as a short term option, but with no field space nearby not a long term solution. DeSales property is 17 acres, and there is sufficient

space to transform into a K-12 campus. The option of a new build on donated land was also brought up for possible consideration. Jamie reports there are 2 possible donors (15 and 30 acres, respectively) for land on which to build new construction. Preliminary investigations about whether it would even be possible to sell or lease our current property as seed money for the project will take place this summer. The next meeting with Architects will be June 11th, and they will discuss rough numbers for remodelling DeSales to K-12 school, as well as what new construction would cost.

- Strategic Plan : We are making progress on most pillars, with some areas still needing work.
- Nominating: Proposed nomination of Brent Caulk to the board, for voting in June. He was an Assumption science teacher, and an assistant principal and athletic director at DeSales. He became Dean of “North Campus” of WWCC (penitentiary education)
 - Officer slate for June meeting
 - Jerry Anhorn- Board chair
 - Andrea Renholds- Vice chair
 - Krystal Hassler- Treasurer
 - Secretary- in need, possible to do so without needing to take board minutes.

Other Business:

Advancement: Jamie would like to conduct a Feasibility Study for the capital campaign. Three companies were contacted, Partners in Mission (\$32.5k) from Boston, Agger Consulting (\$32k) out of Spokane, and Ed Little (\$7k) out of Vancouver, WA. Ed has a history of development in Catholic Education, getting a new school started in Vancouver, and was a former President of the Alumni Association at WSU. The fee usually comes from the Capital Campaign itself, or from our donation for the master planning process. Jerry Anhorn nominated that we hire Ed Little for the feasibility study and Jim Barrow seconded. Universally approved.

Claire Valente read the board response to the Assumption teachers into the record.

Mission Moment:

Ruth Anne expressed thankfulness for the family like atmosphere of the schools and how other parents are helping out while she is on an extended business trip.

Good of the Order:

Progress on getting Sisters here? Nothing to report at this time. Waiting on the Bishop to write the letter himself.

15 Minute Public Comment Period: None.

Closing Prayer lead by Fr. Curtis Seidel:

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 8:20 PM.

Executive Session

Minutes prepared by: Andrea Renholds (with notes from Fr. Seidel)

Next Meeting: June 27th, 2019 at 6:30pm