

WWCS Board meeting, February 27, 2020

Andrea Renholds called the meeting to order at 6:35

Board members present: Andrea Renholds, Father Seidel, Claire Valente, Kristal Hassler, Jim Barrow, Marleen Ramsay, Joyce Sanks.

Absent: David Byma, Elly Sherry, Ruthann Haider, Brenda Shields, Jerry Anhorn, Father Nicks

Staff members present: John Lesko, Jamie Van Wormer, Melissa Thiessen. Absent: Edie Mulvihill

Guests: Guy Gingell, Ryan Kregger, Cober Plucker, Julie Brinson, Chad Kjeldgaard, Nicole Clemens, Lori Wheeler, Darren Goble

Consent agenda. Motion to approve minutes (Jim), second (Claire), approved unanimously

President's report: 1) Joint position under consideration with parishes for youth minister and high school religion; will free Father Seidel up for more time devoted to presidential responsibilities. Jim asked about parish half; Father says will depend, youth groups at root but possibly other things. Potentially FOCUS or ex-FOCUS missionaries. As soon as 2020-2021; will bring budget numbers to finance. 2) NSBEC standards 6 and 7 reviewed by faculty, meeting them. 3) Donation for 5th/6th grade scholarships to build classes. 3) NSBEC standard 10, need for financial plan, Ed Little helping, looking out 3-7 years. In general compared to other schools, doing very well on standard 10. 4) Reworking ELC enrollment structure to be less complex, fixed payment/membership like gym rather than hourly. Makes families' lives simpler, more consistent service. Joyce asked to be involved; Father welcomed that. Claire asked about Geoff coming to present to board on ELC; John indicated would happen in March meeting, board members to send him questions. [see written report for other president's information]

Principal's report: 1) Currently accredited separately for K-8 and 9-12, body has K-12 pilot program and we have asked to be part of that and have been accepted. NSBEC standards will play increasing role in accreditation. Assumption set to start self-study next year, DeSales a couple years out, working with accreditation body on common timeline. 2) Parent-teacher conferences and Spokane CYC next week [participation in latter subsequently cancelled because of coronavirus precautions]. 3) Safety consultant will be coming early March to do threat/risk/vulnerability assessment and make recommendations. 4) 3 people interviewed for science position. 5) Julie Brinson, Assumption science teacher, came and presented on recent projects (Junior Achievement, Invention Convention) and reviewed K-8 Science curriculum, being realigned to Diocesan standards, which involves adjusting 8th/9th grade physical science. John remarked that MAP scores for science higher than diocesan average. [see written report for other principal's information]

Finance (Kristal): Cash flow, new numbers since board documents but have \$50000 margin, dependent on HOPE and Annual Fund coming in as anticipated. Expenses pretty fixed. Finance committee on hiatus until closer to April when we have enrollment numbers so can review salary needs.

Marketing (Melissa): Working with Ed Little, 3-4 hours spent learning about schools and processes, REM meeting, laying groundwork. Next month meeting with Marketing and REM for first rendition of marketing and enrollment plan. First look at reenrollment is that went much more smoothly this year, 235 is target for 100%, at 183, 35 families not yet completed. March 2 is financial aid deadline, plan to send out awards during spring break, hopefully with scholarships as well for full package. Kindergarten update, 12 siblings already, five other potentials for ELC depending on readiness, 3 outside, so looking at 20 as start number. Screening for readiness planned. New students: four already through enrollment process. Kristal asked how firm the 183; through commitment, waiting on financial aid. Andrea asked about waitlist for K; process has been reviewed from last year and should be clearer this year. Father commented that readiness process has been streamlined as well. Claire asked about other new family contacts; Melissa reported that had 30 packets for new families, almost gone. Kristal asked about DeSales Info. night; one new family, others were Assumption families already engaged, but panels went very well and should be easy to offer again later in semester, possibly at different time.

[Later in meeting: Claire asked Father about preaching about enrollment at schools; Jim commented in old days that was routine. Father said will talk to other priests about it]

Safety (written report)

Nominating (Claire): Currently at 9 applicants, five of which are parents; wide variety of skill sets and characteristics. Asked board to think about how many new members want to bring on this year and what are greatest needs so as to be able to determine who best candidates for next year, also consider possibility of staggering terms for new candidates so balance of terms. Will send all information before March meeting and have discussion of candidates in executive session, since involves personal information. Then formal nominations at April meeting. Discussed ratios and indicated nominating committee (Claire, Joyce, Elly, Jamie). Asked whether committee would be making recommendations; no, will be giving qualifications and review information but up to board to decide what is needed.

[Later in meeting: Jim commented would be concerned if we brought board up by a big number, better to use people in committee positions, would have benefited him to have served on a committee before joining board. Doesn't want us to get carried away with numbers.]

Director of Advancement (Jamie): Working on new Desales lunch program with Providence, way of building community ties as well as healthy lunch options. Working on grant for new moveable kitchen equipment, to make high school kitchen catering friendly but allow to be moved for

renovation. Annual Fund request in registration packets, only 7% comes from families, will be following up with existing families. March parish pledge drive, guest speakers at Masses. April/May phonathon with students. Good for high school students to talk to community. Question as to whether thanking or soliciting; answer is both. Career Fair March 13 with Kathy Ruthven, 20+ businesses, potential for internships and volunteer opportunities. Whitman, Walla Walla University, Corps of Engineers and others. Board presence appreciated. 9-12 including lunch.

Policy (Marleen): 1) Updating interim policies, John working on student safety. 2) Substance abuse policy rewritten to template of student handbook. Brief discussion of whether should proceed tonight or wait until next meeting; consensus was straightforward and no reason to take up extra time. Claire asked about references to diocesan policy and state law and potential conflicts. Marleen indicated that was to cover all bases. Jim commented that safe and economical to do so. Marleen mentioned that she relied heavily on Mona Geidl, lawyer on committee, did not think there was a conflict. Jim indicated meant could use most restrictive in either, Father agreed. Jim moves to approve, Kristal 2nd, motioned carried unanimously. Policy number 5144.4. 3) Looking at current practices with fundraising, want to meet with Jamie about other interim policies concerning that.

Building and Grounds (Father Seidel): committee proposing a subcommittee to work with 3 RFP firms to score them, will bring all scoring and proposal to board for determining final choices. 5-6 members, one or two others consulting. Reaching out to teachers and other experts as well as current facilities members. Kristal asked about timeline. Jamie responded end of March submit, 1st of April begin interviews, submit to board for April meeting. Claire reminded that needed to be sure we had things 10 days before meeting if wanted vote; Jamie agreed. Father, Jerry Anhorn, Andrew Martinick (who designed process) assembling committee. No objections; Father will move forward.

Technology (Andrea): meeting March 12, will update next meeting.

Mission moments: 1) Andrea mentioned her husband Jon came with Corps of Engineers for egg drop, first time at DeSales other than sporting events, had pleasant time interacting with students. 2) Father reviewed retreat schedule, impressed that juniors came to him and asked for another retreat, he didn't have extra time but they planned it on own initiative, happening following Saturday/Sunday.

Good of the order: Andrea asked who is the board contact on routine questions and practical information? Father will get us an answer and let us know.

Adjourned 7:55.

Next board meeting is Thursday, March 26th, 6:30pm

