



Board of Directors Meeting

Minutes for June 21, 2018 - DeSales Catholic High School

Call to Order: The meeting was called to order by WWCS Chair, Claire Valente at 6:30 pm. Opening Prayer was led by Fr. Nicks

Board Members Present: Claire Valente, Kristal Hassler, Annie Guest, Deacon Jim Barrow, Andrea Renholds, Jerry Anhorn, and Elly Sherry

Board Members Absent: Mona Geidl, David Byma, Sarah Beechinor and Brenda Shields

Administrators Present: Fr. Matthew Nicks and John Lesko

Guests Present: Amy Graham, Melissa Thiessen, Sherry Rizzuti, Mike Gorton, Kristin Basel and Robyn Huether

Approval of Prior Meeting Minutes: Claire Valente asked for a motion to approve the May 24, 2018 regular meeting minutes. Jim Barrow motioned for approval of the May 24, 2018 minutes. Annie Guest seconded the motion. All members present voted in favor of approving the minutes.

Financials: Kristal did a brief review of financials. The Annual Fund shortage was discussed as well as the final Hope numbers. The budget will be approved at the August meeting based on actual enrollment numbers.

President's Report: Fr. Nicks distributed his report electronically which included an update on

- Administration - Fr. Seidel has been assigned to the WWCS as chaplain and will serve as the high school religion instructor. Some of the faculty and staff attended MOAB training which was provided by Catholic Charities.
- Communication & Enrollment - Our new website is on track to launch during the summer months. International Students: Though we have secured several host families for placement of Chinese students, we have received very few inquiries from Cambridge. We have broadened our network to include Vietnam and Korea.
- Advancement - The new advancement position remains open. A potential candidate will be interviewed in early July. Conversation has begun on how to address ongoing advancement projects during the vacancy.
- Community and Miscellaneous - The board is in the process of developing an evaluation process for the president position.

Claire has discussed the evaluation process with Fr. Nicks. It will be based off of the job description that was developed for the position. She requested that the board members email comments to herself and Fr. Nicks. In August, the board will adjourn to executive session for the formal evaluation and planning the board's agenda for the year ahead.

Claire inquired about Fr. Seidel's role in the schools. Fr. Nicks indicated that Fr. Seidel will be at the schools 95% of the time, he will have a Sunday Mass in the parishes and sub when necessary.

Principal Report: John was out of town. Claire spoke about the upcoming accreditation visit this fall. She explained that the last Accreditation team gave DeSales a goal and are returning to visit with stakeholders. Claire would like to see better board participation this go around. Mark your calendars for December 12, 2018.

Committee Reports:

Finance: Kristal reported that finance had met and would be reviewing the year-end numbers in the next couple of weeks. The budget with final tuition numbers would be ready for approval at the August meeting. The committee is recommending that we transfer restricted funds that we received from the Lorenz estate, along with some scholarships to Hank Worden at Edward Jones to invest. Deacon Jim Barrow made a motion to establish investment accounts at

Edward Jones and transfer the restricted funds. Jerry Anhorn seconded the motion. All members present voted in favor of the motion.

Building & Grounds: Jerry will be following up with Apollo next week and should have their proposal for the August Board meeting. Fr. Nicks reported that he met with Chris Hyland. Chris Hyland volunteered to investigate grants available for solar power installation.

Marketing: Melissa reported that enrollment for 2018-19 is 278 (186 at Assumption and 92 at DeSales.) There are 14 new students and 24 that will not be returning. She commented that the students were moving on for various reasons and that there wasn't a strong theme. She is currently meeting with potential families and feels that we will pick up 8-10 additional students over the summer.

Melissa discussed the recent Parent Survey. There were 75 respondents. Claire and Melissa worked together to ferret out common themes so that we can take immediate action. Some of the immediate actions will be:

- Athletic Director will be working on an Athletic Code for our students
- Early Release every Wednesday for PLC and teacher collaboration.

The plan is to use the same survey each year to track results and compare apples to apples. The new website will launch in August.

Strategic Planning: Claire mentioned that many of the concerns brought up by the survey had been identified in the strategic plan. She hoped that all the members had received the mailed copy and reviewed it. Claire will be sending the implementation schedule to committee chairs. Claire asked for a motion to approve the Strategic Plan as written. Kristal Hassler motioned to approve the Strategic Plan as written. Annie Guest seconded the motion. All members present voted in favor of approving the Strategic Plan. Claire thanked the Strategic Plan committee members for their efforts.

Claire and the SP committee would like to board to consider rewriting the Mission statement of the schools. Fr. Nicks is in agreement and the committee feels that it is time for a refresh. The board agreed to proceed with a revision.

Nominating: We have a couple of new board candidates up for approval. Jerry Anhorn made a motion to approve Marlene Ramsey as board member with her term commencing on July 1, 2018. Kristal Hassler seconded the motion. All members present voted in favor of the motion. Welcome Marleen.

The second candidate is the parent representative, Ruthann Haider. Ruthann is currently the Sausage Fest chair and receives a tuition credit for the role. The board is concerned that this is an employee type position and in conflict with the bylaws. After much discussion Andrea Renholds made a motion for policy committee to review the issue of volunteer stipends and make a recommendation for revision of the bylaws with regard to that issue. Kristal Hassler seconded the motion. The following members approved the motion: Claire, Kristal, Jerry, Annie, Andrea and Elly. Deacon Jim voted no. Motion was approved.

Fr. Nicks motioned to approve the election of Ruthann Haider to the board with term commencing on July 1, 2018. Jerry Anhorn seconded the motion. The following members approved the motion: Claire, Jerry, Fr. Nicks, Deacon Jim and Elly. Kristal, Annie and Andrea were opposed. Motion was approved. Welcome Ruthann.

Executive: Claire stated that Deacon Jim would assume Mona's role as chair of the policy committee. Mona has graciously agreed to continue as a committee member. Claire asked for a board representative to sit on the Safety Committee. Deacon Jim volunteered. Claire announced the slate of executive officers for the 2018-19 school year:

- Chair - Claire Valente
- Vice Chair- Deacon Jim Barrow
- Treasurer - Kristal Hassler
- Secretary- Jerry Anhorn

Fr. Nicks moved to approve the executive officers. Andrea Rehnolds seconded the motion. All members present approved the executive officers.

Good of the Order: Next meeting will be August 23rd at 6:30PM. Claire reminded members to submit comments for the president's evaluation.

15 Minute Public Comment Period: Robyn Huether responded to the board's discussion on incentivizing fundraising chairs and the potential conflict of interest. She compared it to board members receiving referral incentives for new

students, or discounts on tuition such as financial aid or multi-student discounts. She asked that the board look at the whole picture. Robyn also commented on the survey results and asked if there was a correlation between faculty and students leaving particularly at certain grade levels.

Closing Prayer lead by Fr. Matthew Nicks and meeting adjourned to Executive Session at 8:10 PM.

Minutes prepared by: Amy Graham

Next Meeting: Thursday, August 23, 2018 at 6:30 PM