



## Board of Directors Meeting

### Minutes for April 26, 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, Mona Geidl, Sarah Beechinor, David Byma, Annie Guest, Deacon Jim Barrow, Andrea Renholds, Jerry Anhorn, Elly Sherry, Kay White and Brenda Shields

**Board Members Absent:** Kristal Hassler

**Administrators Present:** Fr. Matthew Nicks and John Lesko

**Guests Present:** Amy Graham, David Elmenhurst, Michael Gorton and Joyce Sanks

**Approval of Prior Meeting Minutes:** Claire Valente asked for a motion to approve the March 22, 2018 regular meeting minutes. Andrea Renholds motioned for approval of the March 22, 2018 minutes. Annie Guest seconded the motion. All members present voted in favor of approving the minutes.

**Financials:** Sarah reviewed the financials with the board. In comparison to last school year we are headed in the right direction. The implementation of ACH tuition payments has made an enormous difference in our accounts receivable. Claire inquired about the gap in Tuition Assistance received vs. Tuition Assistance dispersed. Sarah and Jerry replied that the finance committee's intent is to gradually migrate to a real dollar Tuition Assistance model, rather than a financial aid discount.

**President's Report:** Fr. Nicks distributed a report electronically which included an updates on:

- Strategic Planning - May 3<sup>rd</sup> there will be a joint parish council meeting. At the meeting the current draft will be reviewed by members of the councils and they will be provided the opportunity to ask questions, make comments and give suggestions for the plan.
- Communication & Enrollment - The new registration system continues to progress well. Financial aid letters went out in a timely manner and we are entering the appeals stage of the process. An exit questionnaire and interview have been consistently utilized for families indicating they will not be returning. Bishop Daly will be at DeSales on April 29<sup>th</sup> to bless the new stain glass windows donated by Jean Thomas.
- Advancement - Phonations have taken place with students from DeSales volunteering. No candidate has been chosen for the advancement position. Chris Grasso will be leaving this position in early May, discussions have begun as to how we might temporarily provide staffing to maintain continuity in the projects he currently maintains.
- Community and Miscellaneous - The lease with Willow Charter School has been finalized and signed. Funds will be utilized for specific parish needs and the mission of Catholic Education in Walla Walla. The parish has established a separate fund to hold designated funds. After many conversations with Catholic community members and in response to the bishop's request, these funds will be initially designated for the establishment of a small convent for religious sisters dedicated to serving in Catholic education.

**Principal Report:** John reported he is in the midst of planning for next year, working on the master schedule and teaching assignments. He distributed the Athletic Director job description and will be finalizing the Dean of Student's job description after the master schedule has been set. Early Release will be every Wednesday in 2018-19 to allow additional collaboration time for faculty. The calendar is set and conferences are scheduled at both school for the same dates. This will allow similar schedules for parents. DeSales teachers will conference in the Assumption Parish Hall. Sarah had reviewed John's written report and asked for more information on the advisory groups at DeSales. John said

the groups will consist of 8-12 students, be led by a faculty member and meet bi-monthly for 10-20 minutes. The goal is to work on community building and they are still working out the details.

John reminded the board that Katie Reickers would be in Walla Walla on April 30. Please plan to attend an informal luncheon that day.

#### **Committee Reports:**

**Building & Grounds:** Jerry Anhorn reported that he had met with Apollo recently who had provided some interesting ideas for the DeSales HVAC. They are still in the cost analysis process and will get back to us with a formal proposal. Jerry suggested that if we are planning to move forward on a capital campaign, now is the time to talk about engaging an architect. It is hard to sell the vision without a rendering on how that will look. Claire agreed, but need a professional to determine feasibility. Jerry would like to consult with architects to see what we can do with what we currently have. We don't have the answers and we need some professional guidance. The board agreed to move forward.

**Marketing:** Annie presented on behalf of Melissa. Connections, the new digital alumni magazine, was emailed and posted to the website. A rough draft of the new website is being reviewed. Enrollment is steady, we currently have a 92% return rate. We would like to remind families that there is a referral incentive in place - \$350 tuition credit per student referred.

Claire announced that we have limited quantities of coffee still available at \$10 per bag.

**Strategic Planning:** Claire reported that the strategic planning committee has been tinkering with language and will have a complete draft ready on Monday for the public meetings in the next few weeks. The goal of the meetings is to take to a broader audience for ideas on tactics. Once the public meetings have been completed the final draft will be presented at the May or June board meeting for approval.

**Nominating:** Claire reported that they have two potential candidates to review. Fr. Nicks has received one nomination for the parent election. Claire reminded the board that anyone interested in serving in one of the executive committee roles needs to let her know. Deacon Barrow asked if there were any job descriptions for the roles and if they could be distributed before the next meeting.

**Other Business:** Claire would like to publicly thank Chris Grasso for his years of service to the Walla Walla Catholic Schools. The Director of Advancement position is still open, the committee wants to make the "right hire." HOPE is on Saturday, the auction catalog is online for a preview. Rosalie and her committee have been working very hard. Sausage Fest chair has approached the board about incentivizing one of the other chair positions. This position is one of the main chairs for the event and has been difficult to fill over the past 2 years. Currently, there are two WWCS fundraising chairs that receive a tuition incentive - Hope and Sausage Fest. After some discussion, it was tabled.

**Good of the Order:** None

**15 Minute Public Comment Period:** None

**Closing Prayer lead by Fr. Matthew Nicks and meeting adjourned at 7:38 PM.**

**Minutes prepared by:** Amy Graham

**Next Meeting:** Thursday, May 24, 2018 at 6:30 PM