



Board of Directors Meeting

Minutes for May 24, 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, Sarah Beechinor, Annie Guest, Andrea Renholds, Jerry Anhorn and Brenda Shields

Board Members Absent: Kristal Hassler, Mona Geidl, David Byma, Deacon Jim Barrow, and Elly Sherry

Administrators Present: Fr. Matthew Nicks and John Lesko

Guests Present: Amy Graham, Mike Bates, Michael Fuentes, Melissa Thiessen, Marlene Ramsey and Joyce Sanks

Approval of Prior Meeting Minutes: Claire Valente asked for a motion to approve the April 26, 2018 regular meeting minutes. Sarah Beechinor motioned for approval of the April 26, 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. We will finish the year in the black, nothing else was noted.

President's Report: Fr. Nicks distributed a report electronically and is available on the website. Fr. Nicks noted two items.

Priest Presence: The official announcement for priestly assignments is scheduled for this weekend. The situation in the diocese has changed significantly over the past year, resulting in a reduction in active ministry priests. This reduction significantly exceeds what was initially anticipated. This will result in a reduced priestly presence in Walla Walla for the foreseeable future. This, of course, will impact our school system. The exact nature of that impact will be determined in the weeks following the official announcement.

Clara Stewart Estate - The finance committee recommendation was to invest the funds from the Clara Stewart Estate, endow or treat them as endowed (utilizing only a fixed annual percentage - 5%), and leave the conditions of the scholarship broad (realizing that they could be specified in the future permanently or even for specific years). For the time being, allow the quantity of scholarships, their value (total limited by a fixed percentage), and the conditions for their awarding to be determined by administration in consultation with faculty and staff.

Claire suggested that it may be beneficial to use the funds for new families. Sarah added that finance had discussed a variety of marketing discounts for new families and had decided to wait for input from Melissa. Claire added that the Strategic Plan includes a comparative study on the financial aid/discounts other schools provide. Jerry Anhorn replied that finance had done an in-depth look at schools in the PNW last year. Claire thought it may be worth revisiting. Melissa is tasked with doing some research, meeting with finance and Fr. Nicks to provide long term solutions in this area. The board is looking for concrete ideas and will run the "numbers" based on those ideas to determine if they are budget friendly.

Principal Report: John reported the Assumption Home & School would be funding a new bell intercom system at Assumption. They have received one bid and were waiting on another. The new system would connect the K-2 and main building and provide speakers on the playground. Fr. Smedley and Mrs. Richard have just wrapped senior service project interviews. They commended the seniors and saw growth in all. At Assumption, we will be participating in Jr. Achievement. There will be 12 sessions and a trip to "Biz Town" in the spring. Mr. Lesko mentioned that Katelyn Hassler was WIAA athlete of the week. Finally, Lynn Buckley has resigned as the librarian at Assumption.

Committee Reports:

Finance: Sarah reviewed the financial aid process for the board. Families apply online through FACTS, a third party vendor, and supply supporting documentation (tax returns, w-2's and business tax forms if self-employed.) FACTS

provides a recommendation based on income, family size and tuition costs. Those awards are communicated to families. Families still needing additional aid, may submit an appeal to the financial aid committee (president, Canonical Administrator or appointee, board treasurer and finance chair.) The appeal includes copies of bank statements, retirement statements, paystubs and mortgage statement as well as a letter identifying any extenuating circumstances the committee should consider. Sarah explained that a majority of the appeals received some additional aid. Finally, if the family still feels they need aid, they can appeal to the pastor of their parish.

Building & Grounds: Mike Fuentes of Apollo provided the board with a facility improvement plan for Assumption and DeSales. The review included an overview of Apollo, an assessment of our existing conditions and utility costs, and facility improvement ideas. Two types of heating and cooling systems were presented. Mike needs input from the board and committee to ensure they are moving in the right direction. The board agreed that Apollo's proposal aligned with their vision.

Marketing: Melissa reported that the RE/M committee recently met, with a primary focus on retention. There are 272 students currently enrolled for 2018-19 and 16 "strong" potentials in the works. Claire asked about international student enrollment. Melissa replied that we have had one interview with a potential student, but hadn't received a response from him yet. The website committee has been reviewing mock ups from Schoolpointe in preparation for the fall launch.

Strategic Planning: Claire stated that the committee had completed all of the stakeholder feedback sessions. The committee is finalizing the plan and will be distributing paper copies to the board. Claire strongly encouraged all of the board members to read the document in preparation for the final approval at the June board meeting.

Nominating: Claire reported that Marlene Ramsey's materials would be distributed to the board for review. She and Elly recently met with potential candidate Joyce Sanks and are recommending a vote at this time. Andrea Rehnolds moved to approve Joyce Sanks as a director on the WWCS board, three year term beginning July 2018. Sarah Beechinor seconded the motion. All members present voted to approve Joyce Sanks as a director.

Executive Committee: Claire announced the proposed officers for 2018-19:

Chair - Claire Valente

Vice Chair - Deacon Jim Barrow

Secretary - Jerry Anhorn

Treasurer - Kristal Hassler

The formal vote will take place at the June meeting.

Other Business: Due to conflicts there is a need to reschedule the June board meeting. A poll was taken establishing June 21st as the final board meeting of 2017-18.

Good of the Order: None

15 Minute Public Comment Period: None

Closing Prayer lead by Fr. Matthew Nicks and meeting adjourned at 8:20 PM.

Minutes prepared by: Amy Graham

Next Meeting: Thursday, June 21, 2018 at 6:30 PM