

West Catholic High School Board of Directors
 Meeting Minutes
 January 29, 2020
 West Catholic High School

Attendees: Tom Wesholski, Mike Dorato, Tim Thimmesch, John Brechting, Greg Meyer, Pat Kalahar, Dave Veneklase, Sr. Damien Savino, Bill Roth, Tony Fisher, Cindy Kneibel, Miles Schmidt, Carol Blundy, Jodi Arsulowicz, Diane Vermeesch

Absent: Jean King, Gabriel Audu, Fr. Thomas Simons

Resources: Cindy Kneibel, Principal/CEO; Tom Rosenbach, Kathy Purcell

Agenda Item	Discussion/Conclusion/Action	Responsibility
1.1 Call to order and welcome 1.2 Opening prayer 1.3 Roll Call		
2.1. Comments from the Floor		
3.1 Presentation	<p>GRCSS Audit report presentation Tom Rosenbach, Beene Garter, and Kathy Purcell, GR Diocese Comptroller for GR Catholic Secondary Schools.</p> <p>Three reports issued - audit opinion letter, consolidated audited financial statements for Grand Rapids Secondary Schools and an internal control letter for same. These reports presented were at draft format awaiting final approval from Mike Lown. These in the same format were presented to the finance committee last week. Audit is of financials consolidated with Catholic Central. General comments from Tom. Accounts receivable significant improvement from last year. Tuition assistance is trending in a more favorable direction - benchmark is approximately 15% of tuition receivable net of costs to raise. WC trending downward over last three years at 18% before and costs netted. Finance Committee discusses</p>	Roth

intentionally and frequently. Debt has decreased. Cash flow now \$200-300,000. Cap X needs to be considered with a long term plan for development and/or prior year surplus reserve.

Facing declining enrollment all across education attributable to the State's population decrease. Bishop feels the Diocese can operate two high schools.

Some models of tuition based programs have families sign four year contract. Risk is no set number for tuition. Something to think about for future.

Questions posed by board members -

Reserve - what is good amount? \$200,000 each year built into tuition. 10% is always a great target which would be \$500,000. It was noted that we are currently tracking to a \$500,000 reserve, \$400,000 after FY 2020.

How many years have we produced a surplus - At least three, after debt payment, Cap X expenditures, technology upgrades and \$100,000 to savings the last three years and up until last year \$88,000 a year for technology reserves.

Software concern. Internal controls. Quickbooks not too flexible. Raisers Edge is what we use for fundraising. Business office is understaffed and it is difficult to impossible to integrate data from RE to QuickBooks.

What is his opinion of potential Risks with consolidated financials? Risk of being under Diocese. Bishop's philosophy would be that if something happened with either high school that he is responsible for outcome. High risk it is difficult for central office to keep up on needs and workload.

Process for awarding financial aid. Families work through software and Kathy and Cindy review results with defined parameters. Minimums are followed. Discussion about would it be helpful for Board to put forth a number for Cindy to follow.

Some tuition funding sources are not from development. (Bishops scholarship, named scholarships, foundation revenue, etc.)

End of questions.

Final auditors reports will be available sometime in the next week or so.

	<p>Comment from board member. Concern with material weakness over accounting process mainly because lack of transparency given limitations of programs used and limited staff.</p>	
3.2 Finance/ Budget Update	<p>Since the last Board meeting, the FC reviewed draft budget and suggested tuition increase. Proposal approved and put forth to the Governing Board via email. It was approved by majority.</p> <p>SWOT analysis meeting in December.</p> <p>January regular meeting. Reviewed the draft June 30, 2019 Consolidated audit with Tom Rosenbach and December 31, 2019 financials statements. Results are tracking to the FY 2020 budget.</p>	Carol Blundy / Cindy Kneibel
3.3 WC as Polling station for city of GR	<p>WC has been election site for several years. Obligated through March primaries. Admin team has recommended taking a break after the March primary. Board supports discontinuing contract</p>	Kneibel
3.4 GR Promise Update	<p>Covers tuition at GRCC. Good for 5 years after graduation. Can be dual enrolled. For all students living in GR that attended a GR school. Begins with class of 2020. Marketing committee will be leveraging. WC staff is talking about process to inform families & GRCC. What is Diocese doing? Possibly will invite Greg Ghering to next marketing meeting.</p> <p>Land update; Bishop gave approval to pursue.</p> <p>Enrollment update; 10 students ahead of last year for incoming freshman. Still optimistic for 120. Aim is 480 for next year total enrollment.</p>	Roth/Kneibel

3.5 Strategic Plan / SWOT update	All committees have done a SWOT analysis. Natalie has combined results. Mary Kay VanDriel is helping consolidate and integrate data with mission, 5 year plan including goals. Also including looking at tactics so there may be future recommendations for tactics. Goal is to bring to Board in June meeting, results and recommendations from process.	Kneibel
4.1 Minute Approvals	Minutes of the September 2019 meeting were approved on motion by Tim Timmisch 2 nd by Dave V; full committee approval	Committee
Consent Items;	Time allowed for questions regarding materials provided in the board member folder.	
Adjournment: 7.1 Closing Prayer 7.2 Adjournment 7.3 Dates to Remember	 Board Meeting – March 25 Celebrate West Auction- April 17	 Miles Schmidt