

West Catholic High School Board of Directors
 Meeting Minutes/ Google Meet
 January 28, 2020
 West Catholic High School

Attendees: Doug Mileski, Miles Schmidt, Bill Roth, Jodi Arsulowicz, Duane Kluting, Pat Kalahar, Dave Veneklase, Carol Blundy, Greg Meyer, John Frey, Tim Thimmesch, Jean King, Tania DeVries, Diane Vermeesch, Sr. Damien Marie Savino, Tom Wesholski

Absent: Fr. Tomas Simons

Resources: Cindy Kneibel, President/CEO; Tony Fischer, Principal, Justina Ouellette, Administrative Assistant, Cathy Percell, Controller Diocese of GR. Tom Rosenbach, Beene Garter

Agenda Item	Discussion/Conclusion/Action	Responsibility
1.1 Call to order 6:00 pm 1.2 Opening prayer 1.3 Roll Call	This meeting conducted via Google Meet 16 of 17 members present	B. Roth C. Kneibel King
2.1. Comments from the Floor	None	
3.1 Finance Update	Finance committee has focused discussions on tuition and recommended a 1.5% tuition increase for domestic students and 2% for international for the year 2021/22. This has been approved by the governing board with majority support via email on January 20 th , 2021. In general, the financials are tracking on budget. PPP loan forgiveness is in the application stage; Development income is exceeding expectations, tuition assistance tracking on budget; 2 acres of land adjoining the school property has been purchased; many facility improvements have been completed. Next steps: budget draft by next governing board meeting and developing an updated strategic plan	Carol Blundy/Cindy Kneibel

	<p>C. Kneibel expressed gratitude for the Bishop’s covid relief funds, community support, Diocese assistance with PPP loan applications, Kathy Purcell and finance committee’s help during this challenging time. Many donors have stepped up as well.</p>	
<p>3.2 Presentation: Catholic Secondary Schools Audit Presentation: Year end June 30, 2020 and 2019</p>	<p>Mr. Rosenbach provided feedback and answered questions regarding the audit and financials as it relates to West Catholic. PPP loan as a liability will likely be forgiven; WC Foundation is off to a great start with 7.8 million dollars; the gym debt is consistently being paid down; overall a “clean balance sheet” The biggest variable is tuition receivables; Tuition assistance adjusted with some donations is at 7-8% (recommended goal of < 15%; PPP funds were used appropriately; review of proposed tuition increase of 1.5% is in line with industry standard. Mr. Rosenbach suggested a consideration of using a 4year tuition contract and variable tuition model that some private schools have adopted. Mr. Rosenbach extended his congratulations on the financial health of WC and complemented on the resourceful efforts.</p> <p>Questions asked and follow up:</p> <ol style="list-style-type: none"> 1. Is the Diocese moving toward schools and parishes becoming their own legal entity to protect individual assets? Mr. Rosenbach will inquire 2. Are there examples available to review 4year and variable tuition contracts? Are there metrics or analytics available for private schools such as revenue per student, cost per student, average assistance granted per student, Mr. Rosenbach stated Bishop is reviewing 3. Any recommendations re: tuition models for international students? Mr. Rosenbach will research 4. What is the parish support for tuition? C. Kneibel stated that approx. 78% of students get parish support and the school receives \$500; non parishioner students pay total tuition and WC does not get the \$500 subsidy from these students. There is work to be done to make up that difference with this group 	<p>Tom Rosenbach- Beene Garter</p>

3.3 Covid Update	It appears we do not qualify for an additional PPP Loans or help from recent Covid act. Michigan Catholic Conference and MANS are lobbying hard to the governor on behalf of Catholic and non-public schools; It was suggested to reach out to Senator Winne Brinks to request her support. Only 3 students have tested positive since the return to this semester- none from in school contacts; 85% of WC staff have at received at least the first vaccine and more are planning to be vaccinated soon.	C. Kneibel
3.4 Facilities Update	Ventilation system upgrades with 39/40 vents replaced; a generous donor provided for several electrical upgrades with motion detected lighting and many energy efficient LED's; another donor provided funds for new thermo protective blinds in all windows. It is estimated that all upgrades over the past 12 months will produce a \$17,000 savings in energy. Many energy rebates are expected as well	
3.5 CEO goals update	President/CEO goals have been updated to include measurable outcomes; Many thanks to D. Veneklas for assistance; C. Kneibel reports she will present these to D. Faber during her mid-year review this week	C. Kneibel, President/CEO
4.0 Review and approval of Minutes	D. Mileski made a motion to approve the minutes from the December 2020; D. Veneklas second; All approved.	B. Roth
5.1 Enrollment update	112 incoming students enrolled for 21/22 school year; Goal is 120 students with 15 of them international students; International market has all but dried up with recent covid travel restrictions; a new international scholarship program is rolling out	C. Kneibel
5.2 Principal report	A meeting at the diocese level is planned to discuss possibility to open marketing to all feeder schools. There is currently no further progress from	T. Fischer, Principal

	the State to open athletic competition for winter contact sports; A committee has been identified to begin a 10-year facilities master plan with the goal to ensure our facilities support the mission of our school and community.	
5.3 Foundation Logo	C. Kneibel shared the new, student designed , logo for the WC Legacy Fund. She also stated that it will be important to now develop hard copy marketing information for the foundation.	C. Kneibel
5.1 Closing Prayer 5.1 Adjournment @ 7:44 pm	Closed with prayer and song provided by M. Schmidt	M. Schmidt B. Roth