

**West Catholic High School Board of Directors
Meeting Minutes
September 23, 2020
West Catholic High School-MAK Courtyard and google meet**

Attendees: Bill Roth, Carol Blundy, Sr. Damien Savino, Dave Veneklase, Diane Vermeesch, Fr. Tom Simons, Greg Meyer , Miles Schimidt, Tom Wesholski, Jean King, Duane Kluting, Dr. John Frey, Tania DeVries, Doug Mileski

Absent: Jodi Arsulowicz, Pat Kalahar, Tim Thimmesch

Resources: Cindy Kneibel, Principal/CEO; Kirsten Herich, Director of Domestic & International Admissions

Agenda Item	Discussion/Conclusion/Action	Responsibility
<p>1.1 Call to order 6:05pm</p> <p>1.2 Opening prayer</p> <p>1.3 Roll Call</p>	<p>This meeting conducted in person in the MAK outdoor courtyard and conference call.</p>	<p>B. Roth</p> <p>C. Kneibel</p> <p>King</p>
<p>2.1 Comments from the floor/community</p>	<p>None</p>	<p>B. Roth</p>
<p>3.1 Introduction of new board members</p>	<p>Seven(7) members of the current board will term out at the end of this academic year; any new candidates names should be forwarded to Tim Thimmesch; Also, current members are asked to consider taking an officer seat as the current executive committee will all term out at the end of the fiscal year. Welcome new board members; Doug Mileski, Duane Kluting, Tania DeVries, and Dr. John Frey</p>	<p>B. Roth</p>
<p>3.2 Introduction of new staff member</p>	<p>Kirsten Herich Director of Domestic & International Admissions joins the staff as Todd Peters and Ryan Corcoran have left. Kristen will manage both domestic and international enrollment. Rachel Sharma works closely with Kirsten on our international program. Rachel is the International Student Coordinator working with students and partners once they enroll. Current enrollment is 468; Domestic</p>	<p>Kneibel</p>

	enrollment increased by 14 while International decreased from 33 to 15 compared to this time last year; It is expected that there will be more international students enrolling at the second semester	
3.3. Covid update and opening notes	Kneibel commended the staff for much work over the summer and leading up to opening; Not one academic day was missed; The teachers learned to use state of the art technology to present concurrently in person and on-line; the entire building is disinfected each night; class sizes capped and rooms altered to meet distancing criteria; Covid support funding from 4 sources will account for about \$23,000. Total COVID costs are estimated at approximately \$484 (facility costs, PPE, additional tuition assistance, lost revenue largely in athletics)	C. Kneibel
3.4. Budget update	<p>A revised FY2021 budget was provided in board member packets prior to the September meeting showing a net reduction in bottom line of \$50k from adjustments due to covid and projected additional costs/loss of revenue in the budget passed by the Board in June.</p> <p>Motion to approve: D. Veneklase; Second: T. Wesholski; No committee objections; Motion approved</p> <p>Review of 2019/2020: Current annual payment of gym debt \$130K; \$400k accumulated in “rainy-day” fund; Paid off MAK and Alumni Plaza debt (\$108K); Achieved \$470K in capital improvements/technology upgrades; tuition receivables has been significantly reduced; Tuition assistance decreased by 10% from prior year (likely will increase in FY 2020/21 due to covid); Development met funding goals</p>	C. Blundy
3.5 President/Principal Model	Seeking board approval to move WC to the President/Principal model, considered best practice for Catholic Schools throughout the Nation. Board members were provided written descriptions prior to the meeting; WC has been practicing this	C. Kneibel

	<p>model since 2018; It will help by clearing up communication; articulates duties more clearly and validates the current duties of T. Fischer.</p> <p>Motion to approve: G. Meyer; Second:D.Veneklase; No committee objections; motion approved.</p>	
4.1 Approval of board minutes	<p>Members were provided a copy of meeting minutes from June 2020.</p> <p>Motion to approve: T. Wesholski; Second: C. Blundy; No committee objections; minutes approved</p>	B.Roth
4.2 Approval of International student rate	<p>Finance committee requesting board approval for a 2% increase in tuition for international students for 2021/2022 with the understanding domestic rates would be raised no higher than 2% when they are set prior to the calendar year-end.</p> <p>Motion to approve: C. Blundy; Second: D. Mileski; No committee objections; Motion approved.</p>	C. Kneibel
5.0 Accreditation	<p>Board members are asked to participate in the upcoming whole school accreditation process. Info will be forthcoming. All committees and board members will perform self-studies. Accreditation will be virtual this year.</p>	C. Kneibel
6.0. New board member orientation	<p>A powerpoint presentation provided an overview of board member roles and responsibilities as a limited jurisdiction board. Mission/Vision/ and strategic planning was reviewed. New members will be provided a copy of this presentation</p>	D. Veneklases
6.1 Board Survey Review	<p>Review of diocese wide survey of all board members to evaluate the knowledge of the board functions and where to better instruct members Very limited participation from WC board members this year (N=6 of 17 possible) Members commented on the survey limited usefulness as a comparative tool to other schools. It was requested from board members to review this topic with D. Faber (survey creator) at the January 2021 meeting.</p>	B. Roth/C. Kneibel

	C. Kneibel and K. Herich were excused for the review of the Principal survey. Board members provided feedback to D. Veneklase and B. Roth who will review with C. Kneibel later.	
7.1. Closing Prayer 7.2 Meeting adjourned	8:10 PM	D. Veneklase B. Roth