

WEST CATHOLIC HIGH SCHOOL GOVERNING BOARD MEETING MINUTES

March 22, 2023

MAK Boardroom

West Catholic High School

1801 Bristol Ave NW

Grand Rapids, MI 49504

Attendees: Emmanuela Chukwuezi, Suzette Colon, Michael Curry, Tania DeVries, John Frey, Duane Kluting, Molly Nawrocki, Joe Ricord, Sr. Damien Marie Savino, FSE, Dave Veneklas

Absent: Pat Kalahar, Fr. Tom Simons, Tom Wesholski

Resources: President/CEO Jill Annable, Principal Tony Fischer, Communications Director Natalie Scalabrino; DoGR Superintendent Dave Faber

Guests: Emma Wittkoski (obs, GVSU student)

Agenda Item	Discussion/Conclusion/Action	Responsibility
<b><u>Opening</u></b>		
1.1 Call to Order & Welcome	Kluting called the meeting to order at 6:03 p.m.	Duane Kluting
1.2 Opening Prayer	Opening prayer Annable	Jill Annable
1.3 Roll Call	10 of 13 present at time of roll call	John Frey
<b><u>Comments from the Floor/Community Topics</u></b>		
<b><u>Presentations/Information</u></b>		
3.1 Bridging Faith & Future: Strategic Plan Update	<p>Kluting introduced Dave Faber, Superintendent of Catholic Schools, DofGR to the Board</p> <p>Faber stated that the Diocese was in year five of its strategic plan for schools and was there to share progress and get insights for the plan moving forward; he shared a video update highlighting growth in enrollment, growth in baptized students attending Catholic schools. The map for Bridging Faith &amp; Future is partially completed, they are now working on the remainder of the map. Additional information can be found at <a href="http://catholicschools4u.org">catholicschools4u.org</a>.</p> <p>Faber invited WC Board to Spring School Board Summit Wednesday, May 3 at 6:30-8:30 p.m. at Cathedral Square (virtual option available); Annable asked someone from every committee to attend. She forwarded an email to the Board from Faber; links are included to</p>	Dave Faber

	<p>provide feedback in the four areas of the plan: 1) Catholic Culture &amp; Mission, 2) Programmatic Excellence, 3) Accessibility &amp; Investment, and 4) Stewardship &amp; Sustainability. Faber asked for input on the strategic plan in these four areas, and called on Board members to review areas pertinent to their work with WC and provide feedback by commenting on the Google Doc as soon as possible. Diocesan timeline similar to WC's strategic planning timeline as they plan to present the update Fall 2023.</p> <p>Faber discussed that all schools utilize a variable tuition model. Also the value and return on investment of a Catholic education: faith impact, academic impact, economic impact. Catholic school attendees make ~13.6% more income than other graduates, could even pay parents back by age 31 and enjoy &gt;\$500,000 more by retirement.</p> <p>Faber highlighted programming with Aquinas College, dual enrollment courses at high schools, collaborative use of the PAC, and discussed the possibility of more mutually beneficial programs.</p> <p>Faber shared recent annual reports regarding the DoGR's work with the trades including the number of students entering the trades. Serving on the Harmel Academy Board, he shared that students typically come from homeschool programs. Current enrollment of Harmel Academy is 18 students and growing, 4 from West Catholic, currently male students only, courses in machinery and electrical, residential college. Many Catholic employers in the community looking for skilled trade workers. Annable shared that parents and students have expressed interest in trade school options through strategic plan listening sessions. Kluting suggested this might be a good opportunity to further connect the two schools.</p> <p>Group discussion also included the importance of considering alternative career pathways outside of college; employers interested in working with Catholic school students, building a connection with students and KCTC, numerous opportunities for funding in the private sector to help fulfill upcoming needs for skilled trades. Further discussions needed with students, counselors, parent guild.</p>	
<b><u>Approval/Discussion</u></b>		
4.1 Review & Approval of Minutes	<p>3.2 - "Committee liaisons present annual periodic reports to the board..."</p> <p>Motion to approve November Board meeting minutes: Veneklase; seconded: Curry; unanimously approved.</p>	Duane Kluting
4.2 Strategic Plan Process Update	<p>Annable shared that listening phase is now complete, data is currently being notated by how often an item is mentioned and by which group. Plan is to have committees complete a short exercise utilizing the collated data from the listening sessions.</p> <p>Frey said decision was made to utilize existing committees to help provide feedback from the collected data, instead of creating a new strategic planning committee. Each committee</p>	Jill Annable John Frey

	<p>chair will be asked to complete a short exercise at their next regularly scheduled meeting, then return their results to Jill or Erika in central office. Email coming out soon with instructions.</p> <p>Annable stated that Marketing Committee is meeting two extra sessions to build a plan for branding; Catholic Culture Committee will also play a role in communicating how the plan coincides with our mission, vision. We also remain on the Strategic Plan timeline. Kluting emphasized the importance of a simple, powerful plan. Staff working alongside board and committees to provide appropriate checks and balances</p> <p>Kluting mentioned that finance, development and facilities may not be meeting before desired feedback date listed as April 19. Frey stated that there is some flexibility in timing but turnaround from each committee should be as quickly as possible.</p>	
<b>Organization Minutes &amp; Reports</b>		
5.1 President & Principal Reports	<p>Annable stated there are 97 confirmed incoming Freshman students, aiming for 110-120. Discussion regarding 8th-grade numbers being down compared to previous years, was beneficial to have a conservative estimate. Belief is that admissions and marketing are in good positions. Annable highlighted low total numbers at St. Mary's Spring Lake and OLC, but percent of students heading to WC remains high. Number of international students is strong but housing is needed. Annable shared details of her recent trip to Aquinas College where unoccupied houses and dorms may be available to rent, would be mutually beneficial to AQ and to WC, policies and procedures would have to be put in place. Board members generally showed interest and support for the idea. Annable stated that international students are ready to come if we have a place for them but finding enough host families is always an issue. Veneklase applauded the strength of the leadership team in providing information and feedback.</p> <p>Inquires about graduation Mass at Holy Spirit. Fischer shared that Basilica's daily Mass time conflicted with graduation time, making Mass there unlikely in the future. He also shared the possibility of moving Mass between partner schools.</p>	<p>Jill Annable Tony Fischer</p>
5.2 Finance	<p>BeeneGarter did not present audit information at meeting and audit details were submitted late to the committee by BG; Kathy Purcell has asked Tom Rosenbach to come to the committee's meeting on April 26 to answer questions committee members have. Nawrocki plans to present audit summary at June Board meeting.</p> <p>Single audit is required by federal government because school receives federal funds, will need to have audit done next year as well. Kluting emphasized audit is to confirm information we have, not change the data.</p>	<p>Molly Nawrocki</p>

	<p>Committee discussed sales tax. BG has recommended we report and Rosenbach will be asked about this at the next meeting. Have been collecting in Spirit Store and will do so at this year's auction.</p> <p>Committee currently reviewing next year's budget to bring to the Board in June. Requested projection from Kathy through the end of the year, expected to be \$280,000 over, will share more information when it becomes available.</p> <p>Currently reassessing rainy day fund of \$500,000, directed by Board policy for emergency use only. Common practice is to set aside 3-6 months worth of operational budget. Finance Committee is discussing a more realistic amount to put aside would be \$1.5 million, with a plan to put at least \$100,000 each year into this fund. Kluting emphasized need to define what is a rainy day situation, and when to tap into it. Finance Committee will make future recommendation to Board.</p> <p>Looking to connect with facilities regarding recurring costs and capital budgeting.</p>	
5.3 Development	Auction is Friday, April 14, 2023.	Tania DeVries
5.4 Facilities	Redesigning how meetings are set up since Cynthia Kneibel and Jim Arsulowicz have retired. Ricord and committee are interested in building a stronger committee to support both the school and Justin Karamol in his new role.	Joe Ricord
5.5 Catholic Culture & Mission Effectiveness	Chukwuezi asked if it would be beneficial to record topics of discussion that overlap more than one committee. Kluting and Annable shared that inquiries can be brought from the Board to the committees, to be discussed by them as new business, and then recommend a course of action to be taken. Committee chairs are also available at Board meetings to answer questions or add clarity to a discussion, if needed.	Sr. Damien Marie Savino
5.6 Marketing & Enrollment	<p>Committee has requested monthly, quarterly, and annual Dashboard reports from WC Marketing, Communications, and Enrollment &amp; Admissions. Reports now include more detailed information. Committee currently waiting to utilize emerging strategic plan results. Also working to redesign annual marketing and enrollment plans.</p> <p>Annable shared that marketing, communication and admissions have been grouped together, may need to be refocused to ensure strong annual plans in each of these areas. An updated charter for this committee will help sharpen that focus.</p>	Michael Curry
5.7 Foundation		Duane Kluting
<b><u>Open Discussion</u></b>		
	WC Executive Committee and CC Executive Committee scheduled meeting for Friday, March 24 @ 7:30 am at WC. Discussed importance of collaborative meeting of the two schools' Executive Committees; an example of a past idea that emerged from similar meetings was	Duane Kluting

	<p>the need for an HR staff member, which is now a reality. Kluting will report back to the WC Board regarding this meeting.</p> <p>The necessity of posting committee minutes much like board minutes online was discussed; Kluting shared that an annual report is in the works that would include pertinent information in an overview without getting bogged down with too much committee detail. Nawrocki asked if a committee summary report would be beneficial; will consider for future.</p> <p>Frey discussed the need for additional Executive Board meetings in light of the Strategic Plan or as additional subjects arise that warrant meeting. Executive Board members expressed support for an additional meeting regarding Strategic Plan; Kluting will add to calendar.</p>	
<b>Adjournment</b>		
6.1 Closing Prayer	Closing prayer led by Savino	Sr. Damien Marie Savino
6.2 Adjournment	Kluting adjourned the meeting at 7:48 p.m.	Duane Kluting

UPCOMING DATES TO REMEMBER:

- Celebrate West Auction - April 14, 2023
- Dedication of Courts & Fields - May 16, 2023
- Graduation - May 23, 2023

Respectfully submitted by John T. Frey, Secretary, WC Board of Governors