

Grand Rapids Catholic Secondary Schools Board of Directors

Meeting Minutes
West Catholic High School
October 13, 2011

Attendees: John Brechting; Rev. George Darling; Eileen DeWildt; Don Duba; Tim Hile; Mike Lown; David Malson; Tom McGovern; Kevin McGrath; Cheryl Ora; Mark Scott; Mike Sochacki; Rev. R. Louis Stasker; Dave Veneklas

Absent: Rev. Mike Alber; Rev. Troy Nevins

Resources: Tom Maj, Principal; Jennifer Lahey, Business Manager

Guests: Cindy Kneibel, WC Interim Principal; Tammy Dykema, WC Admissions Coordinator

Agenda Item	Discussion/Conclusion/Action	Responsibility
<p>1.1 Call to Order</p> <p>1.2 Prayer</p> <p>1.3 Roll Call</p>	<p>The meeting was called to order at 6:30 p.m.</p>	<p>Scott</p> <p>Stasker</p> <p>Duba</p>
<p>Comments from the Floor/Presentations</p>	<p>The four new members of the Board were welcomed and they introduced themselves (Brechting, McGovern, McGrath, and Ora).</p> <p>Maj introduced Kneibel and Dykema. Dykema provided an update to the Board regarding the activities of the WC Admissions Office that she leads. Highlights of her presentation included:</p> <ul style="list-style-type: none"> • Open house was held on October 9 at West Catholic with approximately 80 attendees. Seven thousand zip code addresses were purchased and announcements and invitations were sent to targeted homes in the West Catholic market footprint. Attendees included partner, public and home school families. A detailed recruitment and follow-up plan is in place. • A 50th Anniversary Year Celebration committee has been formed effective September 26. • Several alumni engagement events have been planned, including a football homecoming party and a November 14 alumni cocktail hour at 25 Kitchen in downtown Grand Rapids, intending to emphasize alumni businesses. • A marketing plan is being developed and implemented as part of the strategic plan and vision statement, and Dykema and Kneibel have partner school visits planned. <p>Mr. Ron Cooper, a West Catholic parent, asked to address the board. He asked about how the new governance model changes authority hierarchy within the GRCSS. He also inquired</p>	<p>Scott</p> <p>Maj/Dykema</p> <p>Scott</p>

	about the WC principal search process and other staffing-related matters. Scott explained how the governance model impacts authority hierarchy. The personnel matters were not addressed.	
Committee Reports		
2.1 Standing Committees	Each Standing Committee report was presented through submission of minutes documenting committee meetings that have occurred since the last Board meeting. Board members were given the opportunity to address each committee chair with respect to questions they had. There being no questions, the committee meeting minutes were accepted by the Board.	Scott
2.2 Special Committee on Bylaw Revisions	Malson reported that the Bylaw revision project is nearing completion, and he has begun the process of incorporating into our proposed Bylaws revisions from last spring the Catholic Management Report's recommended Bylaws language, which reflects suggested bylaws for a board of limited jurisdiction. The committee expects to have a recommended set of revised Bylaws to be presented to the Executive Committee in November.	Malson
Information/Discussion Items		
3.1 Enrollment Fee	The Finance Committee raised the question of changing the way enrollment fees are assessed for the 2011-12 school year. The increasingly common practice of delayed school-year registration, primarily among already existing students, has resulted in hardship to the administration at both Schools. It is important for the administration to have an early count on students so that staffing decisions can be made and class sections and course offerings may be planned. Options considered by the Finance Committee included decreasing the on-time enrollment fee to \$100, but increasing the late enrollment fee to a figure that will motivate our current families to respect registration deadlines. The Board discussed this proposal and noted the desire for early communication to parents indicating the legitimate reasons for this change. The Finance Committee considered the Board members' suggestions and will reconvene at the committee level to develop policy language around this matter.	Lown
Standing Reports		
4.1 President's Report	<ul style="list-style-type: none"> • Open houses were held at both Schools on October 9. Over 130 prospects visited CC and approximately 80 prospects visited WC. • Bishop Hurley will conduct an all-school Mass at WC on December 8. • Campus ministers will conduct spirituality retreats at CC and WC in October and December, respectively. • Greg Deja, CC Principal, and Kneibel have been visiting our partner schools to foster improved communication and collaboration. • General Electric has announced a 6th year of sponsorship for the robotics team at WC. 	Maj

<p>4.2 Development Report</p>	<ul style="list-style-type: none"> On October 11, CC held an Evening of Excellence program at which distinguished alumni and the Dominican Sisters were honored. Special recognition was made of Sr, Robert Ann Erno, who has served CC as a math instructor for over 40 years. Maj and Michael Wolfston, Executive Director of the Foundation for Catholic Secondary Education, recently traveled to Minneapolis, Minnesota to visit a 1952 CC graduate who, after reading an article in the Alumni Magazine about planned giving, inquired about and is evaluating making a sizable donation to the Schools to support scholarships at CC and WC. Maj and Lahey recently visited the University of Notre Dame to procure commitments to provide the Schools with used science laboratory equipment through a university donation program. They visited with ND science faculty and report that GRCSS staff is welcome to visit with and collaborate on curriculum with ND professors. Maj and Lahey recently visited a donor prospect in Elkhart, Indiana relative to a charitable gift inquiry. 	<p>Maj</p>
<p>4.3 Business Manager's Report</p>	<ul style="list-style-type: none"> A financial summary report was distributed to and reviewed with the Board. The annual audit was recently completed, and the auditors' report is expected to be rendered shortly. Cash reserves continue to improve consistent with or ahead of the timing contemplated by the 3-Year Cash Flow Plan. Over \$150,000 in past-due tuition has been collected. The 2012-13 budget season will soon begin. 	<p>Lahey</p>
<p>4.4 Diocesan School Board Report</p>	<ul style="list-style-type: none"> October 5 was Count Day in the State of Michigan. Diocesan Catholic schools enrollment showed the smallest reduction rate in 14 years. Only a 60 student reduction was reported diocese-wide. The DSB Marketing Committee developed a tool kit for partner schools' marketing efforts using best practices obtained from other dioceses. 	<p>Sochacki</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> Closing prayer was offered. The meeting was adjourned at 8:00 p.m. Next meeting scheduled for November 17, 2011 at 6:30 p.m. at Catholic Central. 	<p>Ora Scott</p>