

Light of Christ Catholic Schools of Excellence
Board of Directors



Light of Christ Catholic Schools

September 17, 2020
New SMCHS – Forum Room
1:15 PM

- I. Call to Order – Opening Prayer
- a. Present: The Most Reverend David D. Kagan, Msgr. Braaten, Fr. Johnson, Fr. Sattler, Msgr. Schumacher, Bruce Haskell, Rob Koppinger, Amber Smith-Heinert, Cheryl Streifel
- Absent: Fr. Ehli
- In attendance: Gerald Vetter, Daniel Neff
- II. BACEF
- a. The board discussed the clarification needed regarding the distribution of BACEF funds received by each Bismarck parish in October of 2019. After discussion, the following items were approved and signed by Bishop Kagan:
- i. 100% of BACEF funds received by the 5 Bismarck Parishes in October 2019 will be distributed in the current 2020-2021 fiscal year to Light of Christ in monthly increments.
 - ii. In regard to the upcoming October 2020 BACEF distribution, the following will take place:
 1. 25% will be received by the 5 Bismarck Parishes and St. Hildegard's (Menoken). These funds may be used immediately for religious education and will not be remitted to Light of Christ.
 2. 75% will be received by Light of Christ. These funds will be available immediately for religious education.
- III. Election of Officers
- i. Bishop Kagan conducted the annual election of officers.
 - ii. **Vice-chairman:** Fr. Sattler moved to nominate Msgr. Braaten. Bruce Haskell seconded. Msgr. Schumacher moved to cast a unanimous ballot. Rob Koppinger seconded the motion. Msgr. Braaten was unanimously elected as the vice-chairman.
 - iii. **Treasurer:** Msgr. Schumacher moved to nominate Fr. Sattler. Rob Koppinger seconded the motion. Fr. Johnson moved to cast a unanimous ballot. Bruce Haskell seconded the motion. Fr. Sattler was unanimously elected as the treasurer.
 - iv. **Secretary:** Msgr. Braaten moved to nominate Fr. Johnson. Fr. Sattler seconded the motion. Msgr. Schumacher moved to cast a unanimous ballot. Amber Smith-Heinert seconded the motion. Fr. Johnson was unanimously elected as the secretary.
- IV. Approval of Agenda/Minutes (*emailed document*)
- a. The following adjustments were made to the August 20, 2020 Board of Director Minutes:
- i. ~~75%~~ 100% [*corrected to 100% per clarification above*] of the funds each parish received in October of 2019 from BACEF will continue to be sent to Light of Christ throughout

***Note:** All approvals by the Light of Christ Board still need to be *confirmed* by the Bishop (the Board President). All approved contracts also need to be passed through Diocesan Legal Counsel and Catholic Mutual Group.

the 2020-2021 fiscal year through the parish's monthly parish assessment amount. ~~The parish is retaining the remaining 25% for parish faith formation needs.~~

- b. The following addition was requested to the September meeting agenda: Teacher/Board of Directors Communication and Involvement.
- c. A motion was made to approve amended minutes and agenda.
Moved: Msgr. Schumacher
Seconded: Brue Haskell
The agenda was approved unanimously.

V. Living Mission

- a. Sharing Success
 - i. Gerald Vetter presented a video marking the third anniversary of the groundbreaking of the new SMCHS campus and other school additions/improvements.
- b. President's Office
 - i. Configuration and Compliance Approval Letter
 - 1. Gerald presented the Configuration and Compliance Approval Letter. Each of the board members individually acknowledged and verbally affirmed that the following items were presented:
 - That the Board received the Annual DPI Compliance Report Criteria that was verified by the Principals/President of the Schools.
 - The Board of Directors of the Light of Christ Catholic Schools of Excellence approves unanimously the operation of the Light of Christ Catholic Schools according to these configurations:
 - Saint Anne Elementary School to operate as a K-5 elementary school with a preschool and pre-kindergarten program for the 2020-2021 school year.
 - St. Mary's Grade School to operate as a K-5 elementary school with a preschool and pre-kindergarten program for the 2020-2021 school year.
 - Cathedral of the Holy Spirit Elementary School to operate as a K-5 elementary school with a preschool and pre-kindergarten program for the 2020-2021 school year.
 - The St. Mary's Middle School Academy to operate as a 6-8 middle school for the 2020-2021 school year.
 - St. Mary's Central High School to operate as a 9-12 high school for the 2020-2021 school year.
- c. President's Office
 - i. LOC Raffle
 - 1. An update on the annual Fall raffle was given.
 - ii. SMCHS Carnival
 - 1. Various considerations for the upcoming 2021 SMCHS Carnival were discussed.
 - iii. Enrollment Update

1. As of August 31, 2020, a total of 1,352 students are enrolled in Light of Christ Catholic Schools.
- iv. LOC 102
 1. G. Vetter and Dan Neff presented a continued overview of Light of Christ Catholic Schools, including: enrollment history, tuition rates, and more.
- v. CCD Building Usage
 1. The pastors of the three parishes attached to a grade school are working with G. Vetter and the respective building administrators regarding classroom usage for parish faith formation programs. Consideration is being made to ensure that health and safety measures are being taken.
- d. Finance & Mission Advancement Offices:
 - i. Monthly Financials (*emailed document*)
 1. D. Neff explained the August financials and answered various questions from members of the Board.
 - ii. Annual Fund Update – Monthly Report (*emailed document*)
 1. As of August 31, 2020, the Mission Advancement has raised a total of \$106,193 for the annual fund.
 - iii. Capital Campaign – Monthly Report (*emailed document*)
 1. D. Neff reported on the latest financial report of the *Keep the Promise Capital Campaign*.
 - iv. USDA/DPI Free Hot Lunch
 1. Because of a USDA/DPI program, free hot lunch is available until December 31, 2020 or until the funds expire.
 2. The board mentioned that parents may be interested in donating their free meals back to the school. This consideration will be explored.
 - v. Payroll Tax Deferral – IRS
 1. The payroll tax deferral was made available to Light of Christ employees within hours of it becoming an option.
 - vi. Financial Audit – Brady Martz
 1. D. Neff spent time the week of September 14th meeting with the staff of Brady Martz as part of the annual Light of Christ financial audit.
- VI. Existing Business
 - a. New Board Member
 - i. Members of the board were asked to give careful consideration regarding potential candidates to fill the board position of Rob Koppinger, whose board term is coming to an end next month.
 - b. Financial Committee Involvement
 - i. Discussion was held regarding the possibility of increasing and expanding the role of the Light of Christ Internal Audit Committee. The expanded role would include meeting with the Director of Finance once a month and to present a report to the board of directors at the monthly board meeting. This would allow more time for the board to focus on matters of mission and policy.
- VII. Closing Prayer – Adjournment
 - a. Next Meeting: October 15th, 2020 @ 1:15pm
 - b. The meeting adjourned at 4:15 pm

Respectfully submitted,
 Fr. Jared Johnson
 Secretary, Light of Christ Board of Directors