

**Light of Christ Catholic Schools  
Board of Directors**



**Light of Christ Catholic Schools**

**March 16<sup>th</sup>, 2023  
SMCHS – Forum Room  
1:15 pm Board Meeting**

**I. Call to Order – Opening Prayer**

Present: Msgr. Braaten, Fr. Ehli, Fr. Johnson, Fr. Sattler, Msgr. Schumacher, Mitch Armstrong, Lorne Duppong, Elizabeth Jones, Greg Vetter

In attendance: Gerald Vetter, Daniel Neff, Tracy Friesen, John Richter, Randy George

**II. Approval of Agenda/Minutes**

A motion was made to approve the agenda for the March 16, 2023 board meeting.

Moved: Msgr. Braaten

Second: Greg Vetter

The agenda was approved unanimously.

A motion was made to approve the minutes from the February 16, 2023 board meeting.

Moved: Msgr. Braaten

Second: Elizabeth Jones

The minutes were approved unanimously.

**III. Management Reports**

**a. VP of Academic Affairs**

- i. Tracy Friesen provided an academic update on Virtual Learning days, personnel, and a climate/culture survey. As of now, a total of four Virtual Learning days have been utilized due to inclement winter weather.

**IV. Existing Business**

**a. Employee Handbook– (*Approval Requested – Roll Call*)**

- i. Randy George presented information on the Employee Policy Handbook, which has been reviewed by the Business Operations Committee, Light of Christ Management, and the entire Light of Christ Board of Directors. A motion was made to approve the Employee Policy Handbook

1. Motion: Msgr. Braaten

2. Second: Greg Vetter

3. The motion carried unanimously with a roll call vote.

**b. 2023-24 Budget – (*Approval requested*)**

**i. Projected Compensation – (*Approval Requested*)**

1. The board was in favor of the proposed compensation schedule for Light of Christ faculty and employees.

**ii. Projected Tuition and Fees – (*Approval Requested*)**

1. The board was in favor of the proposed tuition and fees for the 2023-2024 academic year.

\*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.

iii. Capital Improvements

1. The board discussed the capital improvements/facilities 5-year replacement schedule for all Light of Christ facilities. A discussion was had regarding what constitutes a capital improvement and what should be the cost-share agreement between Light of Christ Catholic Schools and the respective parish, when the capital improvement is at one of the three grade schools. While there is a 75% Light of Christ and 25% parish cost-share agreement from the Memorandum of Understanding, which were ratified in April of 2020, the question remained as to whether the Memorandums of Understanding needs to be updated to specifically include any capital improvements on the replacement schedule. It was recommended that the Memorandum of Understanding between Light of Christ and the parishes with grade schools be reviewed and updated.
- iv. A motion was made to approve the 2023-2024 budget with the capital improvements for SMCHS and the St. Mary's Academy to be included, but the expenses and improvements scheduled for the three grade schools to be taken off the current budget until a resolution is established regarding the capital improvement cost-share agreement and schedule. As a result, the updated budget now includes a total net income of \$53,117.
  1. Motion: Msgr. Braaten
  2. Second: Mitch Armstrong
  3. The motion carried unanimously.
  4. Bishop Kagan confirmed the approval of the 2023-2024 tuition rates and budget via email on March 20, 2023.

V. Living Mission

a. President's Office

i. Re-Enrollment and Enrollment Report - (*Update*)

1. Nearly 98% of re-enrollment is complete with 142 new students having enrolled. There are a total of 50 active inquiries for the upcoming school year. There are 1,437 students enrolled in the current school year.

ii. School Activities Report – (*Update*)

1. Carnival Results – (*Update*)

- a. The total net profit for the 2023 Carnival was \$254,283, which is \$7,311 (3%) higher than the previous year net profit. All three categories of gross income (Grand Prize Tickets, Midway Receipts, and Dining Room) were up from the previous year.

2. Elementary School Logos – (*Update*)

- a. To better unify the branding and logos of all Light of Christ Catholic Schools, a 2023 Logos Rebranding Project for all three grade schools is currently underway. The board was in full support of the revision.

iii. SANS and Legislature– (*Update*)

1. Gerald Vetter presented an update on the current work of SANS and the North Dakota Legislative session, including House Bill 1532 and a Books/Artifacts bill.

b. Finance & Mission Advancement Offices:

i. Mission Advancement Report – (*Update*)

1. Dan Neff reported that the Mission Advancement Department continues to focus on the launching of the second phase of the Stability Initiative, as well as the Saints Ball on April 15<sup>th</sup>.

ii. Financial Dashboard and Statements - (*emailed document*)

1. Dan Neff presented the financial dashboard and statements from February.

iii. Request for Proposal Audit Services – (*Update*)

1. Since it has been several years since auditing services has been bid out to local companies, Dan Neff suggested that a Request for Proposal (RFP) be composed for

auditing services for Light of Christ Catholic Schools. With support from the board, Dan Neff will proceed with the details of the Request for Proposal. The board will look to approve the RFP at the April board meeting. Light of Christ management reported that Bishop Kagan is in support of proceeding with the RFP.

VI. Closing Prayer – Adjournment

- a. Next Meeting: *April 27<sup>th</sup>, 2023, @ 1:15pm*
- b. The meeting adjourned at 4:21 pm

Respectfully submitted,

Fr. Jared Johnson

Secretary, Light of Christ Board of Directors