

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



Light of Christ Catholic Schools

**May 18th, 2023
SMCHS – Forum Room
1:15 pm Board Meeting**

- I. Call to Order – Opening Prayer
Present: Msgr. Braaten, Fr. Ehli, Fr. Johnson, Fr. Sattler, Lorne Duppong, Elizabeth Jones, Greg Vetter

Absent: Msgr. Schumacher, Mitch Armstrong

In attendance: Gerald Vetter, Daniel Neff, Tracy Friesen, Randy George
- II. Approval of Agenda/Minutes - (*emailed document*)
A motion was made to approve the agenda, as well as the minutes from the April 27, 2023 board meeting.
Moved: Msgr. Braaten
Second: Lorne Duppong
The agenda and minutes were approved unanimously.
- III. Management Reports
 - a. Human Resources Manager
 - i. Employee Satisfaction Survey – (*Update*)
 - 1. Randy George presented results of the 2022-2023 Light of Christ Employee Satisfaction Survey. The survey was completed by 159 of the 191 (83%) full-time and part-time faculty and staff. The total average score increased from 4.13 in 2021-2022 to 4.19 this year.
 - b. VP of Academic Affairs
 - i. Tracy Friesen provided an academic update on personnel, assessment, and evaluations, including the NDSA Mathematics, ELA, and Science results for Light of Christ students. The board encouraged this information be shared with potentially new families.
- IV. Existing Business
 - a. Upcoming Events
 - i. Baccalaureate – May 17th, 2023 – 11:00am
 - ii. SMCHS Graduation – May 21st, 2023 – 1:30pm
- V. New Business
- VI. Living Mission
 - a. President's Office
 - i. Re-Enrollment and Enrollment Report - (*Update*)
 - 1. Nearly 99% of re-enrollment is complete with 190 new students having enrolled. There are a total of 13 active inquiries for the upcoming school year. The projected enrollment for the 2023-2024 academic year is 1,482 students.
 - ii. School Activities Report – (*Update*)
 - 1. Elementary School Logos – (*Update*)

*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.

- a. Progress continues to be made in a unified marketing plan for the three elementary schools.
 - b. Finance & Mission Advancement Offices:
 - i. BOC Committee Report by Committee Chair
 - 1. Employee Policy Handbook Technical Corrections
 - a. Several technical corrections were made in the employee policy handbook in the following areas:
 - b. Visitor Policy
 - i. Motion: Greg Vetter
 - ii. Second: Msgr. Braaten
 - iii. The motion carried unanimously.
 - c. Fundraising Policy
 - i. Motion: Msgr. Braaten
 - ii. Second: Fr. Ehli
 - iii. The motion carried unanimously.
 - 2. It was decided that the Sick Leave Policy and High School Graduation Policy be sent to the Business Operations Committee for further discussion and consultation before board approval.
 - 3. Request for Proposal – Audit Firm – *(emailed document)*
 - a. After reviewing the Request for Proposal for auditing services for Light of Christ Catholic Schools, a motion was made to accept the proposal from Schmitz-Holstrom for the next three years.
 - i. Motion: Greg Vetter
 - ii. Second: Fr. Ehli
 - iii. The motion carried unanimously.
 - ii. 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 corporate sponsorship.
 - iii. Financial Dashboard and Statements - *(emailed document)*
 - 1. Dan Neff presented the financial dashboard and statements from April.
- VII. Board Requests to Business Operations Committee *(Standing agenda item if needed)*
- VIII. Closing Prayer – Adjournment
 - a. Next Meeting: *June 22nd, 2023, @ 1:15pm*
 - b. The meeting adjourned at 3:59 pm

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