

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



Light of Christ Catholic Schools

May 23, 2019
Center for Pastoral Ministry
1:15 PM

I. Call to Order – Opening Prayer

Present: Fr. Becker, Msgr. Braaten, Fr. Johnson, Fr. Sattler, Fr. Vetter, Amber Smith-Heinert, Rob Koppinger, Cheryl Streifel

Absent: None

In attendance: Gerald Vetter, Mike Weisbeck, Tim McCaffrey, Brian VerDouw, Jon Griffin

II. Approval of Agenda/Minutes

a. A motion was made to approve the May agenda.

Moved: Msgr. Braaten

Seconded: Robert Koppinger

The agenda was approved unanimously.

b. A motion was made to approve the board minutes.

Moved: Amber Smith-Heinert

Seconded: Msgr. Braaten

The minutes were approved unanimously.

c. A motion was made to approve the executive minutes. *[This motion was made and voted upon via email on May 31, 2019]*

Moved: Fr. Johnson

Seconded: Fr. Vetter

The minutes were approved.

III. Internal Audit Report

- a. Jon Griffin and Brian VerDouw from the Light of Christ Internal Audit Committee (IAC) presented their April 16, 2019 internal audit to the board. The IAC focused on five areas: accounts payable, bank statements, cash receipts, FACTS discounts and Restricted Donations. One of the recommendations made by the IAC is for written procedures to be established that outline who can sign off on expenses by account. These procedures should address the account and who has authorization and the dollar amount for which they are authorized. The IAC will do another quarterly audit in mid-July for the current quarter (April 1-June 30, 2019). The IAC will provide these reports to Brady Martz for

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the annual audit. It was also recommended that the Board of Directors should review the Business Procedural Manual annually.

IV. Monthly Reports

a. Finance Office

i. Monthly Financials (*emailed document*)

1. In responding to a question from the board, M. Weisbeck mentioned the challenge in trying to estimate the anticipated costs for substitute teacher wages. All the monthly overages were adjusted and absorbed in the annual overall budget.

b. Mission Advancement Office

i. Annual Fund Update (*emailed document*)

1. The total funds raised year to date (as of 5/17/19) for the Mission Advancement Office is \$1,022,973. The year to date budgeted amount raised is \$777,226.
2. Discuss Detailed Plan to Achieve Annual Goal
 - a. A discussion was presented by Mission Advancement to achieve the Annual Fund Goal.
3. Tim McCaffrey reported that he is pleased with the results of the first annual *Saint's Ball*.

ii. Capital Campaign Report (*emailed document*)

1. A capital campaign report was made.

c. Items for Board Discussion:

i. New Board Meeting Location

1. Upon discussion amongst the Board of Directors, it was agreed to begin meeting at the new SMCHS for the monthly Board of Director's meeting, upon completion of the school.

V. New Business

a. President Evaluation

- i. The board conducted annual evaluation of president Gerald Vetter.
- ii. G. Vetter presented to the board the following items:
 1. A weekly schedule of standing meetings between the President and other LOC departments/staff.
 2. A summary of the various forms of communications sent during the 2018-2019 academic year to families, staff, faculty, and Board of Directors. These totaled at least 82 electronic communications.
 3. *The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*

b. Schedule Bylaw Meetings

- i. The board discussed next steps in reviewing and updating the LOC Board Structure of Governance and Bylaws. The board will meet on Tuesday, June 18th and Thursday, June 27th (during the June LOC board of directors meeting) to begin this process. Both meetings will take place at the St. Mary's Academy.

VI. Closing Prayer – Adjournment

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- a. Next Meeting: June 27th @ 1:15pm
- b. This meeting will take place at St. Mary's Academy.**

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