

Lumen Christi High School

School Board Meeting Minutes – September 17, 2019

Board Members Present:

Greg Gallagher
Lea Bouton
Danna Hoellering
Fr. Tom Lilly
Shane Locke
Principal Brian Ross
Jim Seeberger

Visitors Present

Kathy Gustafson (Principal, Saint Elizabeth Ann Seton School)

Meeting Commenced:

Due to an initial lack of quorum, meeting began as “informational” at 6:10pm. Quorum achieved at 6:20pm

Opening Prayer:

Fr. Tom opened the meeting with a prayer.

Approval of Minutes and Agenda:

- May 2019 meeting minutes were not reviewed and will be released electronically.
- Agenda was approved by the Board by unanimous consent. Board Chair changed the order of the agenda; however, all original items addressed during the course of the meeting. These minutes reflect the order of the original agenda.

Mission Moment

- Fr. Tom reported the new school buses had arrived and were in the process of being “wrapped.” Public unveiling scheduled for Thursday, September 26th, 2:30pm.
- Driver training will be conducted on September 21, 2019 by the former head of Anchorage School District Bus Driver Training Program.
- Buses are fully insured and contain standard safety equipment.
- First use of the buses is scheduled for the soccer games on September 27th and 28th, and first service to /from Saint Elizabeth’s will begin on Monday, September 30th, with Principal Brian Ross at the wheel!

Comments from Principal Kathy Gustafson

- School year is off to a great start at Saint Elizabeth’s.
- 18 of 25 tables already sold for upcoming November 8th Auction.

- Enrollment at 170 students. Pre-K almost filled and approximately 50-percent of last year's Pe-K class matriculated to the First Grade.

Archdiocese

- No report submitted.

Board Chair Comments:

- Commented on the value of the September School Board Planning Day with Nancy Hansen.
- Extensive discussion followed on intent and format of a School Board letter to all school families detailing the strategic planning underway based on feedback from parents, faculty, and students. Board Chair to write an initial draft with edits to follow by other Board members. Draft to be ready to present to Principal/Parent Forum scheduled for September 24th.
- Deferred to Fr. Tom to introduce the 2019-20 LUMEN-ary Drive. Fr. Tom encouraged all Board members to make their contribution early through online giving link on parish/school web pages. 15-20 Lumen families have already committed approximately \$7,000 to the LUMEN-ary Drive through monthly donations using Smart Tuition.

Standing Reports:

Principal - Brian Ross: Principal's report –

- Showed a sample of the combined Saint Elizabeth's and Saint Benedict's "baptism bib" designed with both school logos/information to be given to parishioners of both parishes at baptism. The hope is to extend this to all Anchorage parishes in the future.
- Excellent Senior Retreat! All high school retreat this Thursday and Friday.
- Solicited Board member participation in a soon-to-be-formed "Lumen Christi 25th Anniversary Celebration Steering Committee" as plans unfold for next year.
- Would like to highlight an annual "Distinguished Alumni" award. Planning underway.
- Highlighted upcoming Principal/Parent Forum scheduled for September 24th. The initial forum last academic year attracted 25 parents and fostered excellent discussion long into the night.
- New "course intensives" underway with Auto Mechanics (Deacon Kurt Adler) being a big hit with students. Culinary Arts (Carol Sturgulewski) up next.
- Detailed "Principal's Report" attached.

Recruitment and Retention & Development–

- No formal report submitted. Notes from Planning Day submitted to Board Chair for use in drafting upcoming Board letter as referenced above.

Finance Report and Accounting Update – Danna Hoellering –

- Danna presented the year end financial (attached). Lower student count has resulted in a projection of a \$70,000 deficit.

Alumni – Nikelle Sherman –

- No report submitted.

Old Business:

- No old business.

New Business:

- No new business.

Calendaring:

- By unanimous vote the 2019-20 Board meeting dates are: September 17th; October 15th; November 19th; December 17th; January 28th (the hour before the “State of the school;” February 18th; March 17th; April 21st; and May 12th.

Pastor’s Comments:

- Fr. Tom acknowledged the time and sacrifices made by Board members to be present for Board meetings and for their efforts to foster the recruitment and retention of students. He acknowledged the good relationship between Saint Elizabeth’s and Lumen Christi.
- He acknowledged we are at a tight point financially, with a projected deficit of \$70,000. This will have to be addressed through additional fundraising and the cutting of expenses as the parish can not afford a contribution greater than the \$120,000 allocated in the 2019-20 parish budget. He acknowledged that effort is already underway with the Principal’s decision not to hire an additional full-time teacher. This has meant shifting teaching responsibilities, with the Principal, himself, now teaching two classes. It is important that Board members do all they can to be good ambassadors for the school and personally reach out and invite families.
- Fr. Arthur Roraff, Pastor, Saint Andrew Parish, will join us beginning in October, serving a one-year term on the Board.

Closing Prayer: Greg Gallahger

Meeting Concluded:

- Chair adjourned the meeting at 7:30pm.

The next school board meeting will be October 15, 2019.

Lumen Christi School Board Meeting September 17, 2019

- AGENDA -

- Opening Prayer (1 minute)
- Approval of Agenda (1 minute)
- Approval of Minutes from May 14th School Board meeting (2 minutes)
- “Mission Moment” – Buses! (5 minutes)
- Words from our “Sister School” (Kathy) (5 minutes)
- Archdiocesan Perspective (Bonnie) (5 minutes)
- Board Chair Comments (25 minutes)
 - Debrief of Planning Day with Nancy Hanson
 - Board letter to school families with strategic vision – edits and Comments
 - LUMEN-ary-Drive
- Principal’s comments (15 minutes)
 - 25th Anniversary planning
 - Gym floor replacement
- Recruitment and Retention (5 minutes)
- Development (5 minutes)
- Finance – Danna (10 minutes)
- Alumni (5 minutes)
- Old Business
- Calendaring (5 minutes)
- Pastor's Comments (5 minutes)
- Prayer (1 minute)
- Adjournment

Principal's Report
School Board Meeting Sep 2019

Academics

-Our Basic Auto Skills "intensive" is going well, with 9 students learning how to change tires, change oil, take apart an engine block, and run computer diagnostics. 2nd quarter will bring Mrs. Carol Sturgelewski's Culinary Arts intensive.

-Art elective is 5 students, debate elective is 5 students, yearbook elective is 8 students. We have created a junior high study hall in the library and two high school study halls during our 7th period elective period on Tues/Wed afternoon.

-Academic awards assembly was held Sep 16th

-We are looking to host a Catholic College Fair on Oct 12th here at school.

-Seniors and Juniors will attend the UAA College and Career Fair on Oct 14th

Safety/Security/IT

-School conducted announced fire drill during first week of the new year.

-We hired a new janitor/custodian this year-Mr. Romeo Langanson, who is also the BPO for Mears Middle School and a St. Benedict's parishioner.

Campus Life

-First Day Orientation went very well. This included extended Advisory sessions, an all-school assembly in the gym, Opening Day Mass with Bishop Bellisario, and abbreviated classes.

-Senior retreat focused on "Servant Leadership" (10 graduating seniors at St. Therese's camp) was very successful. Seniors will make "I Promise" pledges similar to last year.

-Students are cleaning the school during afternoon advisory each day.

-Junior High Movie Night was well-attended by fifteen 7th and 8th grade students.

-Homecoming Dance was well-attended by over 40 students and guests.

-High school retreat at St. Therese's from Sept 19-20. Theme is "Be Christ Like." Retreat director is Ms. Ginny Dauses from 12Noon Ministries (<https://12noon.org/about-us>) out of Annapolis, MD.

-Junior high "retreat" from Sept 19-20. Activities include service projects, Mass, reconciliation service, bowling, and Anchorage Museum tour

Marketing/Enrollment/Fundraising

-Current enrollment is 67 students, including four international students (Vietnam, Cambodia, and Venezuela).

-We are working with C+L Creative (Clay and Laura Butcher—Lumen parents) on a social media communications plan to highlight school activities throughout the year on Facebook and Instagram. They have updated major portions of our website and will be producing another video later in the fall for roll-out at the Gala in February.

-Boys Basketball is hosting a fundraiser at Texas Roadhouse on Monday, Sept 30th. 10% of sales go to support our team!

-Staff already challenged to support the LUMENARY Drive!

Sports

-The varsity soccer team competed in the Tri-Valley Tournament in Healy two weeks ago.

-The junior high soccer team participates in the middle school tournament in Palmer Sept 26-27.

-Both teams compete against Holy Rosary Academy on Monday, Sept 23 at Kincaid (4pm JH, 6pm HS). It is also Senior Night where we recognize the Class of 2020 players at the last home game.

*St Benedict Parish/Lumen Christi***Statement of Activities***Lumen Christi*

June 2019

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
Ordinary Revenue Totals:	2,764.19	2,250.00	171,837.45	166,400.00	166,400.00
Extraordinary Revenue Totals:	37,370.64	12,250.00	298,215.10	271,800.00	271,800.00
Fees/Tuition Income Totals:	(451.00)	150.00	535,957.85	536,700.00	536,700.00
Investment Income Totals:	10.34	8.33	78.22	100.00	100.00
Sales & Other Income Totals:	2,300.27	10,000.00	125,179.94	132,900.00	132,900.00
Income Totals:	<u>41,994.44</u>	<u>24,658.33</u>	<u>1,131,268.56</u>	<u>1,107,900.00</u>	<u>1,107,900.00</u>
Expense					
Personnel Expense Totals:	35,624.02	123,076.19	748,439.66	830,659.00	830,659.00
Professional Services Totals:	1,174.44	1,900.66	16,724.10	23,318.00	23,318.00
Supplies Totals:	4,752.28	1,510.01	55,301.39	53,320.00	53,320.00
Facility Expense Totals:	76,901.64	13,918.95	239,067.03	169,988.32	169,988.32
Travel & Transportation Totals:	0.00	400.00	5,958.00	10,150.00	10,150.00
Dues, Assessments & Community Totals:	0.00	300.00	2,975.00	3,600.00	3,600.00
Education & Development Totals:	0.00	1,129.16	13,353.42	17,350.00	17,350.00
Other Operating Expenses Totals:	(5,906.93)	3,791.67	48,410.04	70,800.00	70,800.00
Capital Expenditures/Depreciation Totals:	1,039.92	0.00	1,039.92	0.00	0.00
Expense Totals:	<u>113,585.37</u>	<u>146,026.64</u>	<u>1,131,268.56</u>	<u>1,179,185.32</u>	<u>1,179,185.32</u>
Income - Expense:	<u>(71,590.93)</u>	<u>(121,368.31)</u>	<u>0.00</u>	<u>(71,285.32)</u>	<u>(71,285.32)</u>

St Benedict Parish/Lumen Christi

Dedicated Accounts

Lumen Christi

June 2019

Account Shortcut and Description	Beginning Balance	Month Credits	Month Debits	YTD Credits	YTD Debits	Ending Balance
School						
SCHOOL ADMIN						
Temporary Restricted						
8000.00SAD Scholarships - General	31,151.37	854.41	0.00	21,643.91	22,175.00	30,620.28
8000.01SAD Sports Team Uniforms	0.00	0.00	0.00	1,583.21	1,583.21	0.00
8000.02SAD Library Religious Books	4.21	0.00	4.21	0.00	4.21	0.00
8000.03SAD Gala Fund A Project - New Vans	29,173.14	90,000.00	0.00	92,000.00	11,701.20	109,471.94
8000.05SAD School Chapel	679.00	1.00	0.00	701.00	1,380.00	0.00
8000.06SAD Big A / little a	279.26	0.00	0.00	322.25	105.48	496.03
8000.07SAD Gala Fund A Project - Smart TV's	7,900.00	0.00	109.31	0.00	7,900.00	0.00
8000.08SAD Gala Fund A Project - Gym Enhanc	0.00	1,109.31	2,705.70	10,434.31	8,580.81	1,853.50
8000.11SAD Student Government Association	6,061.66	0.00	0.00	2,897.00	3,982.19	4,976.47
8000.22SAD Yearbook	3,118.69	0.00	0.00	6,397.00	4,750.04	4,765.65
8000.33SAD National Honor Society	166.42	0.00	0.00	274.30	305.95	134.77
Temporary Restricted Totals:	78,533.75	91,964.72	2,819.22	136,252.98	62,468.09	152,318.64
Permanently Restricted						
9000.00SAD Permanently Restricted Donatio	20,000.00	0.00	0.00	0.00	0.00	20,000.00
SCHOOL ADMIN Totals:	98,533.75	91,964.72	2,819.22	136,252.98	62,468.09	172,318.64
School Totals:	98,533.75	91,964.72	2,819.22	136,252.98	62,468.09	172,318.64
Total for selected dedicated accounts:	98,533.75	91,964.72	2,819.22	136,252.98	62,468.09	172,318.64

St Benedict Parish/Lumen Christi

Statement of Activities

Lumen Christi

August 31, 2019

	Current Month Actual	Current Month Budget	YTD Actual	YTD Budget	Ann Budg
Income					
Ordinary Revenue Totals:	7,539.73	6,716.67	62,064.73	68,658.34	145,600.
Extraordinary Revenue Totals:	11,695.00	11,900.00	22,090.00	23,300.00	286,800.
Fees/Tuition Income Totals:	56,205.83	65,165.00	71,130.83	67,290.00	539,100.
Investment Income Totals:	28.45	5.00	74.17	50.00	100.
Sales & Other Income Totals:	12,310.08	11,075.00	19,977.58	22,150.00	132,900.
Income Totals:	87,779.09	94,861.67	175,337.31	181,448.34	1,104,500.
Expense					
Personnel Expense Totals:	59,947.22	66,005.25	121,282.06	132,385.50	796,688.
Professional Services Totals:	1,279.56	1,943.58	2,870.25	3,887.16	23,323.
Supplies Totals:	3,368.42	4,285.00	7,152.14	11,320.00	51,820.
Facility Expense Totals:	13,593.25	13,088.34	24,090.33	27,027.68	202,572.
Travel & Transportation Totals:	145.00	529.17	145.00	1,058.34	6,350.
Dues, Assessments & Community Totals:	0.00	300.00	0.00	600.00	3,600.
Education & Development Totals:	2,011.66	1,504.16	2,711.66	3,008.32	18,050.
Other Operating Expenses Totals:	8,008.37	3,650.00	9,500.65	5,450.00	70,800.
Capital Expenditures/Depreciation Totals:	0.00	0.00	0.00	0.00	907.
Expense Totals:	88,353.48	91,305.50	167,752.09	184,737.00	1,174,110.
Income - Expense:	(574.39)	3,556.17	7,585.22	(3,288.66)	(69,610.00)

St Benedict Parish/Lumen Christi

Dedicated Accounts

Lumen Christi

August 31, 2019

Account Shortcut and Description	Beginning Balance	Month Credits	Month Debits	YTD Credits	YTD Debits	Ending Balance
School						
SCHOOL ADMIN						
Temporary Restricted						
8000.00SAD Scholarships - General	30,620.28	130.25	2,200.00	130.25	2,200.00	28,550.53
8000.03SAD Gala Fund A Project - New Vans	109,471.94	0.00	105,310.80	0.00	105,310.80	4,161.14
8000.06SAD Big A / little a	496.03	0.00	0.00	0.00	0.00	496.03
8000.08SAD Gala Fund A Project - Gym	1,853.50	0.00	0.00	0.00	5,384.85	(3,531.35)
8000.11SAD Student Government Association	4,976.47	430.00	0.00	430.00	0.00	5,406.47
8000.22SAD Yearbook	4,765.65	4,805.00	585.00	4,805.00	585.00	8,985.65
8000.33SAD National Honor Society	134.77	0.00	0.00	0.00	0.00	134.77
Temporary Restricted Totals:	152,318.64	5,365.25	108,095.80	5,365.25	113,480.65	44,203.24
Permanently Restricted						
9000.00SAD Permanently Restricted Donation	20,000.00	0.00	0.00	0.00	0.00	20,000.00
SCHOOL ADMIN Totals:	172,318.64	5,365.25	108,095.80	5,365.25	113,480.65	64,203.24
School Totals:	172,318.64	5,365.25	108,095.80	5,365.25	113,480.65	64,203.24
Total for selected dedicated accounts:	172,318.64	5,365.25	108,095.80	5,365.25	113,480.65	64,203.24