



LUMEN CHRISTI CATHOLIC HIGH SCHOOL
Board of Directors Meeting
September 21, 2021

The meeting was called to order by Board Chair Michelle Hajdukovich at 6p.

Present: Bill Arnold; Daniel George, Michelle Hajdukovich, Dr. Kevin Jones, Fr. Tom Lilly, Shane Locke, Rys Miranda, Brian Ross, Jim Seeberger, Aaron Sperbeck, Anne Gore, Dan Sarlitto

Absent: Danna Hoellering, Kara Moriarty, Deacon Dave Van Tuyl

Members immediately broke into their small working groups (Finance; Development/Marketing/ Public Relations; Lumen Forward) for 30 minutes.

The meeting was reconvened at 6:30p.

ORDER OF BUSINESS

Approval of the Agenda

The agenda was approved as presented.

Approval of the Minutes

The approval of August Minutes will be done via email.

Position Vacancy

Michelle requested a Board Member take up the task as Board Secretary, Anne Gore volunteered.

Introductions and Board Duty Review

Introductions of all members present were made, including guest Dan Sarlitto, Principal of St. Elizabeth Ann Seton (SEAS), Lumen's "sister school." Michelle and Father Tom both thanked all for their service. Michelle reiterated that the board's mission is to provide guidance to Fr. Tom who noted he was always grateful for said guidance and does not deviate from it!

Archdiocesan Perspective

An AOAJ staff member was not able to be present, Fr. Tom apologized for an oversight on his part in getting this set up.

Words from our Sister School

COVID continues to be a challenge at the school on many fronts with 182 kids all unable to be vaccinated. There have been a total of 9 total positive cases to date but the school is continuing to improve and update its mitigation plan (including universal masking) in response to the COVID activity both in the school community and community at large.

Enrollment is solid and has shown an upward trend over the past 3 years - 168 (2019-20); 172 (2020-21); 182 (2021-22).

There have been several staffing changes including new hires but these personnel changes are all working. Several of the new hires are retired ASD teachers which Dan notes is a good model.

Extracurriculars (robotics, band, art) are in full swing. The school's long term goal is to elevate these into part of the full time curriculum.

Dan has staff working on an FCC Emergency Connectivity Fund Grant, any monies awarded will go towards technology purchases; as will donations from the Annual Fund Drive which has started. The ultimate goal is 1:1 chromebook capacity + charging carts and other IT devices for the school.

The school's Annual Auction is scheduled for November 12th, a final decision has not been made as to whether it will be live, hybrid, or completely online. A decision will be made and announced next week. There will be an upcoming Halloween event, all are welcome.

The Annual Jog-a-Thon is also in the works, the school is looking to involve others beyond the school, e.g., the American Heart Association. Other community partnerships Dan is looking to foster are with APD/FBI/Homeland Security as the school practices safety drills, especially "Intruder" ones.

Finally, work is underway on a 5 year SIP (School Improvement Plan) to address infrastructure, technology and operations.

Mission Moment

Brian presented this month's "Mission Moment," an idea borne from the LCHS/SEAS joint retreat, whereby a "moment" would be shared when theory was translated into practice. While initially prepared to speak about the Lumen soccer tournament in Healy, instead Brian chose to talk about the Senior Class retreat which included a morning at SEAS. The Seniors started by attending daily mass with SEAS parishioners; then helped with facilities by cleaning and tending to small chores and finished their time by writing letters to all 5th and 6th graders. In the letters the Seniors addressed "What is something they wished they'd known at their (5th or 6th grade) age." The letters included words of advice, encouragement and inspiration and were distributed one at a time by the Senior, to the 5th or 6th grader as they were called forward. Brian's concluding remark - "It was a home run and definitely something to continue moving forward."

Principal's Report

As written (attached). As an addendum Brian noted that the school had done a one question survey to determine the number of students who were fully vaccinated against COVID. There were 94 responses and 72% of the student population is vaccinated. This survey was not for

'actionable' purposes other than for general knowledge and to provide teaching staff with an approximate % of population who would be online (due to quarantine purposes) in the event of a positive case in the school.

Aaron Sperbeck posed a question regarding SEAS (unable to be vaccinated) 5th and 6th grade students 'playing up' at Lumen. Brian noted that we currently have soccer students playing up, granted this is an outdoor sport where transmission risk is lower. The first indoor sport 'playing up' opportunity will be for basketball in Nov/Dec and will be assessed according to community transmission rates at the time.

COMMITTEE CHAIR REPORTS

Recruitment and Retention

Dan and Shane that Kara had agreed to be the Chair of their committee and that Shane could step in when necessary. This committee's support of the Speaker Series was to set up and clean up; Kara would also be ordering flowers for the stage; and food if it's able to be served.

Lumen Forward

Aaron Sperbeck, Chair. Aaron notes that he'll be serving as MC for the inaugural Speaker Series, and has been working to promote the event. Aaron notes he's already in conversation with Dr. Kevin Jones regarding speakers for the Spring event. Promote Speaker Series, will serve as MC.

Finance Committee

Bill Arnold, Chair. Report as written (attached financials.)

Dan noted that the personnel line item looked low and wondered if we were understaffed. Brian reported no, that we had a complete staffing cohort.

Bill noted that with regard to the Speaker Series, the Finance Committee was helping to organize speakers at individual masses the weekend of October 2nd/3rd. Bill requested that members sign up to speak at their Parish, as well as others if they could.

BOARD CHAIR UPDATE

Retreat recap: Michelle noted that overall, the SEAS+Lumen retreat was wonderful. A written report from Lea (forthcoming) will serve as a guiding document moving forward. It will be attached to this report at a later date.

Speaker Series: Michelle noted the amazing help from all, in particular Laura and Clay Butcher (C+L Creative) in designing and promoting marketing materials, and Kevin Jones for helping with this series, and the Spring Series speaker line up. Michelle further noted administrative details - 1) There will be a run through the night before; 2) The Program is anticipated to run 90 minutes with 10-15 minutes for Q&A's; 3) Aaron Sperbeck will serve as MC; 4) The even will be live-streamed for those wishing to attend virtually; 5) Wine and snacks may be available; looking

into details for that; 6) Students are encouraged to attend. Michelle asked that Board members step fully into their role as host(s) for the event!

PASTORS COMMENTS

Father Tom began by offering thanks to all who are serving and that he owes all debt of gratitude! He then outlined the new Director of Advancement position and roles, and welcomed Anne to the Board. Moving on to finances, he reiterated 100% transparency of all school and parish finances, with the exception of individual staff salaries. He encouraged anyone with questions about school or parish finances to contact him at any time. With regard to the Speaker Series, he reiterated his appreciation for everyone's efforts and noted that a donor had come forward at the \$2,500 level to help support the event. This donor is a long time supporter of Lumen but wishes to remain anonymous, Father Tom shared the information but asked that Board Members respect their wishes and keep the information confidential.

Information relating to the Parish included that all indoor activities including mass and faith formation will require masking. The only exception is adoration, where a single parishioner is in the church alone.

CLOSING PRAYER

Brian suggested that in lieu of soliciting a volunteer to end each meeting in prayer that instead we conclude with the prayer to St. Michael the Archangel, which is how each school day is closed.

ADJOURNMENT/NEXT MEETING

The meeting adjourned at 7:40p. The next meeting is scheduled for October 19th and will be virtual.

Principal's Report
School Board Meeting Sep 2021

Academics

-No update.

Safety/Security/IT

-No update.

Campus Life

-Student Leadership Board planned a Spirit Week for Sept 13-17 followed by Homecoming Bonfire on Friday, Sept 17 and junior high and high school dances in the gym on Saturday, Sept 18th. Reports are that a great time was had by all in attendance, especially the middle school students.

-National Honor Society hosting a canned food drive for the St. Francis Food Pantry during Hunger in Action month.

-Two parents/grandparents (Michelle Hohmann and John Mitchell) are hosting hot lunches on Wednesdays. First iteration with middle school last week was a huge hit!

-High school and junior high retreats are this Thursday and Friday, Sept 23-24. Students will be doing a mixture of faith activities and community service.

Marketing/Enrollment/Fundraising

-Current enrollment: 105

-Anne Gore is working on the 2020-2021 Annual Report.

-Lumenary Drive is currently underway.

-The Ortega family is selling homemade tamales again to raise money for the school. \$20 will get you a dozen tasty tamales. Contact the front office to submit your order.

Sports

-Lumen high school soccer team placed second in the Tri-Valley Tournament in Healy two weekends ago.

-Junior high soccer tournament scheduled for this week on Thursday, Sept 23 at 4:30 at Kincaid. High school state soccer tournament scheduled for Sept 30-Oct 1 at Kincaid stadium.

St Benedict Parish/Lumen Christi

Statement of Activities
Lumen Christi Only - Not Final
August 31, 2021

	<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:	2,929.57	3,089.14	75,132.22	51,398.28	110,339.64
Extraordinary Revenue Totals:	13,541.67	5,177.50	16,608.34	7,855.00	177,130.00
Fees/Tuition Income Totals:	104,817.51	86,216.67	105,832.51	87,883.34	872,530.00
Investment Income Totals:	28.27	31.68	56.23	63.36	380.20
Sales & Other Income Totals:	11,784.95	5,311.91	22,946.00	10,623.82	63,742.90
Income Totals:	<u>133,101.97</u>	<u>99,826.90</u>	<u>220,575.30</u>	<u>157,823.80</u>	<u>1,224,122.74</u>
Expense					
Personnel Expense Totals:	63,516.19	72,293.26	126,843.81	144,586.52	867,518.99
Professional Services Totals:	5,687.65	4,858.34	10,059.24	9,716.68	58,300.00
Supplies Totals:	12,504.93	2,441.05	17,371.57	4,882.10	29,292.52
Facility Expense Totals:	13,567.05	15,819.79	36,190.96	34,489.58	193,687.67
Travel & Transportation Totals:	728.84	458.33	1,379.64	916.66	5,500.00
Dues, Assessments & Community Totals:	0.00	300.00	0.00	600.00	3,600.00
Education & Development Totals:	22.40	583.33	72.40	1,166.66	7,000.00
Other Operating Expenses Totals:	3,199.24	6,875.00	7,705.77	11,250.00	57,600.00
Expense Totals:	<u>99,226.30</u>	<u>103,629.10</u>	<u>199,623.39</u>	<u>207,608.20</u>	<u>1,222,499.18</u>
Income - Expense:	<u>33,875.67</u>	<u>(3,802.20)</u>	<u>20,951.91</u>	<u>(49,784.40)</u>	<u>1,623.56</u>



Better Together - Alignment Workshop

**LUMEN
CHRISTI**
HIGH **†** SCHOOL

Alignment between St. Elizabeth Ann Seton School and Lumen Christi supports parents and provides a seamless garment K-12 for Catholic education. Additionally, the charge from the Archdiocese is that our Catholic schools “transform our communities into centers of faith, hope, and charity by providing quality Catholic formation.”

We are blessed with two amazing pastors who are working faithfully to move both schools forward. Let us not lose direction, and work to be better, together!

Below are the brainstormed answers to the question “*What are opportunities for alignment and growth?*”

Support from the Archbishop - possibly leading to a joint governing body - could we possibly have one board for both schools?

Develop additional relationships between LCHS students and SEAS students.

- “Mentors” or buddies (reading buddies with the littles, mentors for elders as they prepare for Jr High)
- Date night - LCHS students could be babysitters for a regular (quarterly/monthly) evening event. Parents sign up and pay ahead of time. LCHS students with a couple of adult chaperones plan an evening of fun for younger children.
- Homework club (math/science) - staffed by LCHS students
- Collaborative masses - possibly a joint mass on the day the LCHS seniors that are SEAS alumni walk through the SEAS halls in cap and gown

Goal: build the commitment and loyalty beyond 6th grade so that the “default setting” is for students to stay in Catholic schools K-12.

Marketing/Advertising:

- Cross promotion, or joint promotion, of events. Any fundraisers should be advertised in both schools and both parishes. Both parishes should be aware of all events.
- Opportunity with the Gala to share workload and cost
- Build a joint alumni database and increase celebrations!
- Should the schools be advertised in alignment - possibly with SEAS as the “lower school” and LCHS as the “middle/upper school” - are they advertised on both websites as being a full K-12 spectrum?
- Build community awareness - trash pick up? Random Acts of Kindness? Build neighborhood awareness of both schools.

Board Efficiency/Alignment

- Joint calendaring between schools and boards
- Increase inter-board communication

Curriculum Alignment - Work toward aligned curriculum between both schools. Potential areas include theology and technology (ie - what are the expectations for an entering LCHS student and how are those skills taught at SEAS)