

**BOARD MEETING MINUTES**  
**STELLA MARIS ACADEMY**  
**Stella Maris Academy High School Campus**  
**November 2, 2023**

**Present:** John Kenney (chair), Sr. Kathleen Del Monte, Andrew Busam, Paul Fitzgerald, Fr. Seth Gogolin, Fr. Matt Miller, Fr. Rich Kunst, Nick Minardi, Robb Enslin, Bob Lisi, Joe Gerard, Margaret Romano (via video), Karen Newstrom (via video), Andrew Hilliker (President, *ex officio*), Wade Mathers (Director of Schools, *ex officio*)

**Absent:** None

Guests: Kendra Martin (via video), Natasha Deneu (via video)

**Opened at 3:00 PM with prayer.**

**Mission Moments:**

- The Bishop's Dinner was a successful, wonderful evening.

**Public Comment:** None

**Approval of Agenda** moved by Sr. Kathleen Del Monte, seconded and carried.

**Approval of Minutes** moved by Fr. Seth Gogolin, seconded and carried.

**President's Update:**

High School:

Renovations: Lockers are being installed, completing Phase 1. Plans are continuing on the Phase 2 science wing renovation. The fall work on the back trail is completed; further work needs to be completed in the spring.

Capital Campaign and We're All In!: A \$1.5 million match has been secured to be paid over three years.

Upcoming events: Grandparents' Day, November 8; Accreditation Visit, November 12-16; Christmas programs, Holy Rosary and St. John's December 5, St. James, December 13, Junior/Senior High, December 14.

Bishop's Dinner: A successful evening brought in approximately \$105,000; with donations still coming in, it's expected to reach the goal of \$125,000.

Staffing updates: The junior/senior high school has a new administrative assistant. A custodial position at the same campus is open. A consultant for graphic design support has been hired.

Domestic/International Program: The necessary steps are being conducted to allow a future boarding program for both domestic and international students. A local expert in this area has offered support when need arises.

ECFL: The charter Early Catholic Family Life program has been initiated at the St. James campus, with ten families participating and early childhood staff facilitating.

New Emergency Preparedness/Visitor Screening Tool: The junior/senior high campus now uses VisitU for emergency communications, lockdown alerts, and visitor screening. Other campuses will switch over to VisitU in January.

Admissions Process: A revamped admissions process is being finalized to meet the needs of additional programming and added enrollment.

Early Childhood CSCOE Grants: Two CSCOE grants were secured for building out/excellence in preschool programming. They will be used to improve preschool pickup access at Holy Rosary and beautify preschool classrooms at both campuses.

Enrollment: Current enrollment is 645 students, with an increase of four since the last meeting.

#### **Finance Committee:**

First quarter financials have been prepared, Currently, we are \$80,000 behind budget excluding donations; including donations brings the total to \$10,000 above projections.

#### **Facilities:**

The shared services agreements on leased properties are being reviewed in preparation for engagement with the parishes at the beginning of 2024. An inventory of IT infrastructure is being conducted throughout the campuses. The conceptual designs and layouts for the science wing are being decided and will lead into the full architectural design and specification package.

#### **Nominating:**

A template for prospective board members has been added to the Nominating Committee folder. Board members may fill it out with any candidates. A list of members whose terms will be ending in the next year will be presented at the next meeting.

#### **Policy and Planning:**

**Motion to approve an addendum to the PTO and Sick Bank section of the policy handbook to comply with requirements by the state of Minnesota, moved by Nick Minardi, seconded and carried.**

**Motion to approve the School Strategic Plan, moved by Fr. Seth Gogolin, seconded and carried.**

First reading of proposed bylaw changes of sections 3.13 and 3.15, with discussion.

**Closed at 4:12 PM.**

Respectfully submitted,  
Karen Newstrom