

BOARD MEETING MINUTES
STELLA MARIS ACADEMY
September 3, 2020

Present: Bob Lisi, John Kenney, Karen Newstrom, Fr. Tony Wroblewski, Fr. Seth Gogolin, Fr. Rich Kunst, Fr. Jim Bissonette, Paul Fitzgerald, Julianne Blazevic (principal, *ex officio*), Jesse Murray (principal, *ex officio*), Nick Minardi, Barry Bigelow, Cynthia Zook (Director of Schools, *ex officio*, via phone)

Absent: none

Opened at 3:05 pm with prayer.

Approval of agenda. Moved by Fr. Seth Gogolin, seconded and carried.

Mission Moments:

- SMA was blessed once again with an unanticipated large monetary gift from the same generous donor of December's gift. As the executive director of Mater Dei Apostolate had just confided in a board member their financial need, the donor agreed to donate \$25,000 of the \$250,000 to Mater Dei, with the remaining \$225,000 put towards SMA's daily operational costs.
- The start of this school year sees a growth in numbers, with many returning families and an additional one hundred thirty new students.

Approval of Minutes from August 6, 2020. Moved by Fr. Tony Wroblewski, seconded and carried.

Principal's Report:

- With the 130 new students, current enrollment is about 450 (approximately 200 at Holy Rosary campus, 100 at St. John's campus and 150 at the St. James campus). The addition of twelve new faculty members results in at least one new teacher in every grade except fifth.
- Cooperative teaching is occurring across campuses as teachers focus on their two strongest subject areas.
- Campus leaders have been identified for all three campuses.
- Meet and Greet occurred at all campuses earlier this week. The traditional Back to School Information meeting will be held virtually.
- The first day of classes is Tuesday, September 8. Busing will start September 21 daily except Wednesdays.
- Along with monthly virtues, the entire year will focus on the virtue of hope.

Contingency Planning Committee:

The committee has drafted a COVID-19 response plan in accordance with health guidelines. Issues addressed include preparedness plan for temporary closure, utilizing a management team and confirmed case protocol. Discussion ensued on communication to families in such an event, as well as the means in which board members would be informed. The executive committee might meet in an advisory role and/or a special board meeting held.

Facilities Committee:

- Key pillars have been identified for revised lease agreements which will be recommended for approval by the board at the next meeting.

Development/Fundraising:

- The Bishop's Dinner is canceled for this year; a mail-in donation campaign will be held in its place.
- Sentinel Service "Day" will take place the week of October 19 through 23.
- The Stellabration is scheduled for May 1, 2021 at the Greysolon Ballroom.
- Discussion with Catholic United Financial continues regarding this year's raffle. CUF has recently sent notification of admittance to the raffle fundraising, despite an agreement on how lists of families might be shared. There remains a possibility of compromise by including CUF marketing materials in school communications to families.

Finance Committee:

- The committee did not meet in August but continues to identify potential financial auditors.
- A proposal from CLA in Waite Park includes a fee of about \$25,000 to be paid over a three period.
- Years of look back for an audit need to be clarified, running through June 2020.

Bylaws Committee:

Revisions to the bylaws were presented by the committee. Articles addressed include:

- Article II - Rights and powers of the sole member
- Article III - Responsibilities of the board; number, qualification and selection of directors; term of office; removal, resignation and filling vacancies, compensation; procedure and policy changes
- Article IV - Officers; election, removal and vacancies; chairperson
- Article V - Committees, standing committees, executive committee, nominating committee, finance committee,; development (and marketing) committee
- Article X - Conflicts of interest: Confidentiality
- Article XII - Separate agreements: supporting parish - financial support; SMA organizational chart

Executive Session entered at 4:33 pm; ended at 4:58 pm.

Board Goals:

The following goals were presented and discussed, with board vote suggested for next meeting:

1. Recommend update to governing bylaws.
2. Establish key performance indicators.
3. Establish annual board evaluation process.
4. Develop and manage processes for filling board and committee needs.
5. Prepare '20/'21 tuition policy and fiscal year budget for board approval.
6. Review/revise SMA values and implement across the academy.
7. Update School Strategic Plan for next three years of initiatives.
8. Finalize organizational leadership structure for '21/'22.

Adjourned with prayer at 5:13 pm.

Respectfully submitted,
Karen Newstrom
Secretary