

**BOARD MEETING MINUTES  
STELLA MARIS ACADEMY  
St. John's Campus  
November 5, 2020**

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

**Absent:** Fr. Jim Bissonette

**Opened** at 3:01 pm with prayer.

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

**Approval of minutes from October 8, 2020.** Moved by Fr. Seth Gogolin, seconded and carried.

**Principals' Report:**

- COVID update: Some schools in the greater Duluth area have closed and returned to remote learning. Private schools have retained autonomy to make decisions that best serve their school community. Factors in closing SMA campuses would be a combination of public and internal indicators, with consideration of the metrics in use by other diocesan schools. The lack of available substitute teachers is also of concern. COVID protocol will be communicated to SMA families, as well as a diocesan-wide letter from the Director of Schools.
- December 4 will be no school to allow teachers time for grading, data entry, etc at the end of the trimester.

**Lease Agreements:**

- Agreements are being drafted with an effective date of July 1, 2021, which will give us time to develop the final language.

**Finance Committee:**

- The Pre-K program at both campuses will receive \$8,500 each for October, November and December through the CARES Act, potentially allowing for reimbursement for Pre-K families affected by temporary classroom shutdowns related to COVID. Reimbursement recommendations will be brought to the board by the Finance Committee with the goal of a decision by the end of the trimester.
- The committee recommends the "agreed upon procedures review" by the financial audit firm. A full financial audit will be scheduled for the end of the fiscal year.
- The Endowment Committee is in search of an investment advisor. Barry Bigelow has offered to open a brokerage account for free, thus avoiding a conflict of interest.

- This school year's budget and a draft budget for the 21/22 fiscal year were discussed. Issues mentioned include:
  - The current revenue projection is ahead of budget as a result of an increase in enrollment, and large monetary donations, one anonymous and the other from St. Michael's parish.
  - Next year's budget should be adjusted for a return in enrollment to pre-COVID numbers and staff levels or current enrollment and staff levels, to be discussed further by the Finance Committee.
  - Added expenses for next year include recommended hiring of additional leadership team members and the cost of a financial audit.
  - The \$10,000 per campus for needed repairs was reduced to \$5,000 based on historical spend. This may, however, be too aggressive considering maintenance staff's growing lists of needed repairs.
  - Tuition policy for the 21/22 FY was assumed to be adjusted by the regional cost of living index.

**School Strategic Plan:**

- Strategies under the four main objectives need to be revised along with subsequent action items.
- Board members are encouraged to read through the SSP and send proposed modifications to the chair.

**Executive Session** entered at 4:43pm.

**Adjourned** at 5:48 pm with prayer.

Respectfully submitted,  
Karen Newstrom  
Secretary