



**BOARD MEETING MINUTES
STELLA MARIS ACADEMY
December 6, 2018
Holy Family Parish**

Present: Bob Lisi (Chair), Barry Bigelow, Karen Newstrom, Sharon Mollerus, Fr. Richard Kunst, Paul Fitzgerald, Fr. Ryan Moravitz, Fr. Drew Braun, Fr. Peter Muhich, Fr. Jim Bissonette, Cynthia Zook, Director of Schools, *ex officio*, Hilaire Hauer, President, *ex officio*

Excused: Sister Edith Bogue, Steve Olson, Laura Schauer

Guests: Peggy Frederickson, Jesse Murray, Julianne Blazevec, Mike Mazzio, Marie Mullen, Annette Merritt

Opening Prayer: The meeting convened at 3:05 with a prayer.

Agenda approved

Mission Moments:

- Holy Family students expressed their appreciation of Fr. Rich's homilies at school Masses.
- Alumni from the former St. Anthony's Catholic School in Duluth are still gathering socially, proving Catholic education helps form lifelong friendships.
- A member noted enjoyment in attending the Christmas concert at the St. James Campus.
- Many have viewed the video on Facebook of Fr. Rich showing his prowess at foosball.

Public Comment: None.

Approval of Minutes from November 8, 2018 moved and seconded. Carried.

Development Committee

- Continued learning on the Sales Force platform for donor management. Over time, there may be value in utilizing additional software features not offered in the free version for a minor fee.

Facilities Committee

- A facilities assessment of the three campuses will be conducted in January with support by Ryan Blazevec.
- The principals have provided an initial assessment to President Hauer as a starting point.
- Facility needs will be prioritized and addressed in ways yet to be determined.

- Leases and capital maintenance will be discussed with the pastors at the three campuses following the facilities assessment results.

SMA Strategic Plan Review

- Mr. Murray presented learnings from the Institute for Catholic Liberal Education school leaders forum he, Kelly Vittorio, and Susan McLaughlin attended at Our Lady of Lourdes School in Denver. Board members received a power point handout that was also presented to the faculty at their all-staff meeting in November. Our team noted that the school they visited has daily Mass, which is well attended by school families, and also found the Lourdes teachers to be very knowledgeable in the model of education they are offering.
- Crucial areas include teacher development/recruitment and a vibrant admissions department.
- A typical transition timeline involves two to three years to incorporate the curriculum and pedagogy, with another two to three years assessing and adjusting the program as needs arise.
- Reception from our teachers upon hearing the team's report included excitement and a desire to understand what will be implemented and when.
- All SMA faculty will visit St. Agnes and Providence Academy during the teacher in-service day on January 18th. Their findings will be shared with the board at the February meeting.

Finance Committee

- The Board met via phone conference on December 5th to discuss the draft 2019-2020 budget, which gave rise to the question of whether we should keep tuition stable with the expectation of an enrollment increase or increase tuition. Discussion concluded that any adjustment to the tuition policy should be done to support a cost of living increase for faculty/staff compensation.
- The 2019-2020 draft budget includes \$52,000 for curriculum advancement.
- Facilities will be assessed to allow a workable budget for capital improvements.
- Revisions continued to be discussed with the goal of reducing expenses and increasing revenue towards a balanced budget, particularly since the draft budget is projecting a deficit.

High School Task Force

- The task force expressed concern that they do not have confidence in a 2019 launch following further discussions with SMA Administration.
- A more robust business plan that includes additional market data and financial parameters needs to be developed. Along with this, an implementation plan covering all areas of start up including communication between the task force and stakeholders needs further development.
- School families will be informed of the adjusted timeline.

Executive Session convened at 5:12 pm.

Adjourned with closing prayer at 5:40.

Respectfully submitted,

Karen Newstrom