



**BOARD MEETING MINUTES  
STELLA MARIS ACADEMY  
August 1, 2019  
St. James Campus**

**Present:** Bob Lisi (Chair), Steve Olson, Sharon Mollerus, Paul Fitzgerald, Fr. Rich Kunst, John Kenney, Nick Minardi, Karen Newstrom, Hilaire Hauer, President, ex officio, Cynthia Zook, Director of Schools, ex officio

**Absent:** Barry Bigelow, Fr. Peter Muhich, Fr. Drew Braun, Fr. Jim Bissonette, John Matthews

**Guests:** Mike Mazzio, Shawn Fabbro

**Opening Prayer:** The meeting began at 3:03 with a prayer led by Fr. Rich Kunst.

**Agenda approved**

**Mission Moments:**

- A parent of a new SMA student praised the school in her workplace.
- SMA signs on the lakewalk in the Congdon neighborhood have been wonderfully visible to those passing by.
- The new soccer season is off to a great start, allowing our students and families to reconnect with each other before the coming school year.
- Our school community has banded together to show care and concern for staff member, Kristin Chederquist, who was recently diagnosed with cancer. Prayers continue for Kristin and her family.
- Cynthia Zook expressed gratitude for the outpouring of sympathy after her mother's recent death.

**Public Comment:** None.

**Approval of Minutes from June 27, 2019 Board Retreat moved and seconded. Carried.**

**Approval of SMA mission, vision, and philosophy statements as presented moved by Steve Olson, seconded and carried.**

**Approval of Wellness Policy to be included in the Faculty/Staff Handbook and Family/Student Handbook. Approval of presented policy moved by Sharon Mollerus, seconded and carried.**

**Approval of complete Faculty/Staff Handbook and Family/Student Handbook. Approval moved by Fr. Rich Kunst, seconded and carried.**

**Staffing Changes:**

The new school year will offer a few new teachers on each campus, including music, choir, art, and Spanish.

Preschool at the St. James Campus will be offered only three days a week due to enrollment.

Our communications associate, Katelyn Kasella, is moving and therefore is resigning from her position.

We will welcome Fr. Paul Strommer as Associate Pastor at the Cathedral, filling the position previously held by Fr. Jeremy Bock.

**Financial Committee:**

Paul Fitzgerald shared we ended the 2018/2019 FY ~\$100k ahead of expenses. Continuing to gain greater confidence in parish contributions, which is a significant portion of the budgeted revenue, will help in projecting the annual budget. Paul noted the lease agreement renewal includes \$10,000 per campus for capital maintenance needs which was not addressed in the previous agreement.

**Campus Security Improvements:**

Nick Minardi shared a draft Request for Proposal for campus security improvements. The RFP will be sent to two local providers. Discussion involved an overall understanding the security needs at each campus including a high-level cost estimate that will be refined following the bidding process. Improvements are likely to happen in two phases with phase one adding security cameras and door entry controls and phase two addressing integration with campus communication systems. Members supported moving forward with the next steps, recognizing that financial reserves will be utilized to fund the improvements.

**School Strategic Plan Review**

John Kenney presented a summary of efforts taken to advance the high school programming initiatives within the SSP, along with a recommendation to consider outside consultant services to evaluate the market/conditions for the addition of high school programming. Members recommended reviewing the past studies on this topic completed prior to SMA. Members also noted the newly formed Mater Dei Apostolate that will be providing Catholic high school programming for 9<sup>th</sup> grade students beginning this Fall may influence how SMA moves forward on this topic. The Board Executive Committee will seek further guidance from Bishop Sirba on next steps.

The SSP also calls for the completion of a Board handbook. Members were asked to contribute to this effort to move it to completion.

**Additional Announcements**

Sentinel Service Day, formerly Work-a-thon, will be held on September 27, with grade appropriate service projects through the community.

Catechetical formation for staff this year features the virtue of faith with a focus on service.

**Executive Session:** Entered at 4:52pm

**Adjourned** with closing prayer at 5:45pm.

Respectfully submitted,

Karen Newstrom