

BOARD MEETING MINUTES
STELLA MARIS ACADEMY
Stella Maris Academy High School Campus
February 3, 2022

Present: John Kenney (Vice Chair), Sr. Kathleen Del Monte, Fr. Jim Bissonette, Nick Minardi, Margaret Romano, Karen Newstrom, Fr. Rich Kunst, Bob Lisi, Paul Fitzgerald, Andrew Hilliker (President, *ex officio*), Cynthia Zook (Director of Schools, *ex officio*)

Absent: Fr. Seth Gogolin (Chair), Fr. Tony Wroblewski

Guests: Julianne Blazevic, Jesse Murray, Steven Gerads, Rachel Rowe

Opened at 3:00 PM with prayer.

Mission Moments:

- The fun aspect of Catholic Schools Week has spread to Bishop Felton, as he was caught doing a handstand at one of the campuses this week.
- Congratulations go out to our Director of Diocesan Schools, Cynthia Zook, on her retirement plans at the end of the school year. Cynthia has been in Catholic education for 45 years.
- The thought given to the Stella Maris name, mascot and logo has borne fruit in the appearance of decals on many cars of families, making the school better known to the community.

Public Comment:

An appeal was made for the board to change the times of the meetings to later in the day to allow more of the public to attend.

Approval of Agenda moved by Nick Minardi, seconded and carried.

Approval of Minutes as amended moved by Bob Lisi, seconded and carried.

President's Report:

- Recent events include this week's celebration of Catholic Schools Week, the Catholic United Fund raffle, and the conclusion of MAP testing.
- Various building evaluations are being conducted prior to beginning remodeling.
- Diocesan approval is being sought for capital improvements and lending.
- The capital campaign is being prepared by the Development Committee, with a planned ad campaign and a newly hired coordinator, Hilaire Hauer.
- Current enrollment for next year's freshman class is eight students. Follow-up communications are being made to current eighth grade families.
- Efforts continue for achieving MSHSL participation in athletics.
- Texts are being evaluated for curricular programming.

- The accreditation visit from MNSAA is tentatively scheduled for October.
- The COVID mitigation protocols are currently at level three for the Holy Rosary campus, and level two for the St. James and St. John's campuses.
- Plans are being made for Vatican Returns to Duluth in August. Funds raised will go to SMA and Star of the North Maternity Home.
- A new IT Director has been hired, Nick Nygaard.
- The recent Professional Development Day was spent with Charlie Goodwin from ICLE.
- The CUF raffle has current sales of approximately \$20,000.
- The school calendar for next year is nearing its final draft.
- The Federal Lunch Program will hopefully be fully brought to all campuses in the coming weeks, allowing for free or reduced options for qualified students.

Department Updates:

- Principals are readying both PreK campuses for the state inspection. As noted above, Catholic Schools Week, the CUF raffle and calendar finalization for '22-'23 are underway.
- The business office, with the finance committee, is drafting the initial budget for next year, as well as developing a plan for asset depreciation.
- Marketing has been outsourced to Hendrickson and Co. and Design Flock Studio.
- Retreats which needed to be postponed in December and Catholic Schools Week kick-off Masses were coordinated by the Faith Formation director.
- Admissions and Enrollment has been organizing the upcoming PreK and kindergarten open houses. Space needs are being considered for next year's potential class sizes. Current enrollment is 528.

High School Committee:

- Work is currently focused on completing due diligence. Demolition is expected to begin in early April. The budget and possible loan were discussed.

Finance Committee:

- Year to Date finances are on track, with a projected deficit due to high school expenditures. Tracking will begin for those expenses.
- The treasurer will meet with Bishop and pastors to discuss area parish support, which has changed.

Motion by the committee to increase the discounted tuition for students of faculty to 50%, providing no additional risk is incurred by doing so, seconded and carried.

- Verbal quotes are being obtained in regards to lending options.
- The frequency of updates on the Schwab account will be put on next month's agenda.

Motion by the committee to transfer the brokerage account funds from Wells Fargo to Schwab, seconded and carried.

Nominating committee:

Motion by the committee to recommend to Bishop Felton the appointment of Andrew Busam and Joe Gerard to the board for the remainder of the year, with a consequent three year term, seconded and carried.

- A potential finance committee member with an extensive banking background, Fred Lewis, is willing to join.

Policy and Planning:

- Work on the handbook for the high school continues.

Developing and Marketing:

- As mentioned above, planning is underway for the capital campaign.

Adjourned at 4:11 PM with prayer.

Respectfully submitted,
Karen Newstrom
Secretary