

**BOARD MEETING MINUTES**  
**STELLA MARIS ACADEMY**  
**Stella Maris Academy High School Campus**  
**January 6, 2022**

**Present:** Bishop Daniel Felton, Fr. Seth Gogolin (Chair), Fr. Tony Wroblewski, Sr. Kathleen Del Monte, Fr. Jim Bissonette, John Kenney, 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:** none

**Guests:** Julianne Blazevic, Jesse Murray, Steven Gerads, Rachel Rowe, Holly Kassing, Emily Huneke

**Opened at 3:24 PM with prayer.**

**Bishop Daniel Felton:**

Bishop met with the Executive Director of Mater Dei, Marie Mullen, and SMA President Hilliker to discuss the nature of the current relationship of the two entities and the prospect of their future relationship. He acknowledged the distinctiveness of both, citing SMA's need to concentrate on developing the high school program and Mater Dei's need to advance their governance strategy. There is, however, an overlap of families and students. The collaboration between the two communities may offer a model for other areas in the Diocese to replicate. A draft of a letter to be sent to both SMA and Mater Dei families from Bishop, Marie and Andrew was shared.

**Mission Moments:**

- Upcoming graduates from the UMD Newman Center are expressing interest in teaching at the new high school.
- Thanks to Nick Minardi and Joe Krois for keeping the high school grounds neatly plowed during recent snowfalls.
- Teresa and John Kenney's gracious hosting of the Christmas party for board members was acknowledged with deep appreciation.

**Approval of Agenda** moved by Fr. Tony Wroblewski, seconded and carried.

**Approval of Minutes** moved by Fr. Tony Wroblewski, seconded and carried.

**President's Report:**

- The past month was filled with many Advent and Christmas programs and activities. Weather caused the postponement of the high school open house to January 7. Christmas break was readjusted due to the district's change of schedule.
- Drawings for the high school will be finalized in the next few weeks, allowing work to begin for an August completion.

- MNSAA supports accreditation for 9-12 programming prior to those full grades being in place.
- COVID was in decline in December and is currently at about a one percent total for all campuses. The eligible student population currently vaccinated is at 54%. The leadership team is planning an update to a Level 3 system of the mitigation plan.
- The President has agreed to participate on the hiring team for a new MNSAA Executive Director, allowing for more voice from schools outside of the Cities.
- Collaboration plans are ongoing with Mater Dei.
- Partnership with CSS is being explored for academic and extracurricular programs.
- Both grants from the Schulze Foundation were submitted, with anticipated reception of monies in the coming months.
- The upgrade of the phone system is completed.

#### **Department Updates:**

- **Principals** are investigating a partnership with ICLE. Catholic Schools Week is being planned for the end of the month, and preparations are underway for the annual Catholic United Fund Raffle.
- The Business Office is working with the enrollment/admissions rollover for next year.
- The Marketing/Communications director is on maternity leave, and a new intern has been recruited. Material for prospective families has been developed and a marketing campaign is upcoming.
- Recent Faith Formation activities include middle school Advent retreats and student volunteering at the high school, with ongoing planning for Catholic Schools Week.
- The Admissions and Enrollment office is preparing for the high school open house this week and Countdown to Kindergarten in February and March. Procedures are being finalized to allow enrollment through mySMA for next year. Current enrollment remains steady at 529 students.

#### **High School Committee:**

- The contract for design has been formalized. Drawings from RW Fern and Associates are expected soon.
- Marketing planning is ongoing.

#### **Finance Committee:**

- Work continues on Year to Date financials.
- SMA is now fully invested in Schwab.

#### **Nominating Committee:**

- Two candidates have been identified for the board:
  1. Joe Gerard, a St. James parishioner who was on the Called to Be One committee.
  2. Andrew Busam, chair of St. Michael's parish council.
 Both are strong nominees.

**Policy and Planning:**

- The committee is in the process of outlining its work, with the primary focus on policies and procedures for the high school.

**Development/Marketing:**

- Online consultation with Hal Johnson and Associates has been implemented.
- The search for a development director is ongoing.

**Adjourned with prayer at 4:18 PM.**

Respectfully submitted,  
Karen Newstrom  
Secretary