

BOARD MEETING MINUTES
STELLA MARIS ACADEMY
May 7, 2020
Teleconference

Present: Bob Lisi , Paul Fitzgerald, John Kenney, Fr. Peter Muhich, Fr. Drew Braun, Fr. Rich Kunst, Nick Minardi, Sharon Mollerus, Barry Bigelow, Karen Newstrom, Cynthia Zook (Director of Schools, ex officio), Hilaire Hauer (President, ex officio)

Absent: John Matthews, Fr. Jim Bissonette

Guests: Julianne Blazevic, Peggy Frederickson, Jesse Murray, Mike Mazzio

Opening: The meeting began at 3:05 with a prayer.

Agenda approved.

Mission Moments:

- Teacher Appreciation Day was recognized by many families doing drive-by parades at teachers' homes to show deep gratitude for their dedication and excellence.
- Through technology and the help of local priests, our school community is able to stay connected in the continued celebration of weekly school Masses.

Approval of April 2, 2020 board minutes moved by Fr. Peter Muhich, seconded and carried.

Facility Committee Update:

- Building leases for all campuses are for twelve months at an annual cost of \$1.00. The leases do not specify which party pays for long-term, non-educational capital improvements. The cost of large scale improvements with educational benefits fall to SMA. Maintenance/cleaning and utility costs of SMA campuses are billed to SMA or paid directly to the carrier. SMA is responsible for the first \$10,000 of mechanical improvements and pays for any kitchen appliances.
- The committee has identified several areas in the campus leases needing further action, including:
 - Better clarification of fiduciary responsibilities between parish and school, such as long-term structural maintenance and major mechanical infrastructure improvements.
 - Considering a larger lease amount to enable the parish to apply it to non-educational long-term capital improvements.
 - Possibly revising the current lease.
- The committee, with help from some board members, will prepare proposed amendments to the current lease for consideration at the annual retreat. Fr. Charles

Lachowitz, Vicar General of the Archdiocese of St. Paul and Minneapolis, is also a potential resource, being experienced in public school administration.

Finance Committee Update:

- The budget is currently at 30% of the projected deficit.
- A federal PPP loan of \$474,640 was secured and is in a new account at North Shore Bank. Payroll and utility expenses must be documented for eight weeks to receive any forgiveness.
- Several families have requested tuition forgiveness, deduction or deferment recently due to financial hardship or a change in the educational value their child is receiving.
- Examples of requests were discussed at length, along with current tuition policy and considerations of possible amendments.

Motion to continue with the current tuition policy of no reduction of tuition, but deferment of agreed upon tuition payments and encouraged application for financial aid moved by Fr. Rich Kunst, seconded and carried with two abstentions.

Principals Update

- PreK is now open to three year olds with five day options available. The Pre-Kindergarten program is now MNSAA accredited. St. James campus is Parent Aware certified, with the Holy Rosary campus in the process of achieving the same.
- The last day of the '19-'20 school year is June 3 and will be celebrated with the final school Mass. Textbooks may be dropped off and any remaining personal possessions picked up June 4 and 5. A fun event is being planned for the evening of June 5.
- Teachers will have training the following week.
- Options are being considered for the forty-five eighth graders graduating from both campuses. Most preferable is a ceremony at the Cathedral on June 2 at 5:30. Social distance guidelines at that time may not allow such a large gathering, in which case a drive-up ceremony will occur. Students at either would receive a diploma, religious medal and rose, and will be publicly recognized beforehand with a yard sign.
- The CLE timeline is being refined.

Motion to encourage continued work on the CLE timeline moved by Fr. Rich Kunst, seconded and carried.

School Strategic Plan

- The SSP was presented with current year updates. The plan is mostly completed; new initiatives will need development both now and into the future. Updates were noted in the following areas: CLE, Formation Model, Family Association, unification of campuses, facilities improvements, student information system, PTO plans and teacher salary scale development, addition of two new endowments, marketing and public relations, re-evaluation of high school planning, board development, relationship with local priests and parishes, and the State of the School address.

Approval of the updated School Strategic Plan as presented moved by Sharon Mollerus, seconded and carried.

Board Membership

- Sharon Mollerus has notified Chair Lisi of her need to resign due to family obligations. Fr. Peter Muhich's term ends this month; he has expressed willingness to continue on the board.

Motion to renew the board appointment for Fr. Peter Muhich moved by Karen Newstrom, seconded and carried.

- Election of Officers: All officers voiced interest with continuing serving in their current roles. No interest was shown by other members.

Approval of renewal of appointment of Fr. Rich Kunst as vice chair moved by Karen Newstrom, seconded and carried.

Approval of renewal of appointment of Paul Fitzgerald as treasurer moved by Karen Newstrom, seconded and carried.

Approval of renewal of appointment of Karen Newstrom as secretary moved by Sharon Mollerus, seconded and carried.

Annual Board Retreat

- The date of the annual board retreat has not yet been selected, but will be held in late June or early July.
- The agenda will be set by the executive committee.
- The retreat needs to be in person rather than a teleconference.

Executive session entered at 5:15 pm.

Adjourned with closing prayer at 5:23 pm.

Respectfully submitted,
Karen Newstrom
Secretary