

**BOARD MEETING MINUTES
STELLA MARIS ACADEMY
October 3, 2019**

Present: Bob Lisi (Chair), Fr. Rich Kunst, Fr. Drew Braun, Fr. Jim Bissonette, Fr. Peter Muhich, Paul Fitzgerald, Nick Minardi, Sharon Mollerus, Steve Olson, Karen Newstrom, John Matthews (via phone), Hilaire Hauer (President, *ex officio*), Cynthia Zook (Director of Schools, *ex officio*)

Absent: John Kenney, Barry Bigelow

Guests: Mike Mazzio, Peggy Frederickson, Shawn Fabbro

Opening prayer: The meeting began at 3:00 with the Our Father.

Agenda approved

Mission moments:

- There were many instances throughout the last meeting testifying to how our students and school can be witnesses for Christ to others.
- A member was able to suggest SMA as a possible solution to a parent who is not happy with the future educational track of her daughter.
- Other school leaders, learning of our Mission Moments, are hoping to implement them in their own meetings.
- It is a blessing to see the priests presence on campus.
- The SMA posts on Facebook have been great, especially those concerning the Sentinel Service Day activities.
- Appreciation was shown for those who helped with the playground installation at the Holy Rosary campus, especially Nick Minardi.
- The carnival committee, consisting of members from all three campuses, did a magnificent job.

Approval of September 5 board minutes with an amendment under “Homeschool access to SMA classes” noting that band is an activity at the St. James campus, not a course, and replacing “No action taken” with “The board determined the matter will no longer be pursued.” Moved by Steve Olson, seconded and carried.

Policy on hiring substitute teachers without licenses:

The scope of who qualifies has been broadened, however, a long-term teacher needs to have proper qualifications. There is a need to vet potential substitute teachers.

The policy on hiring substitute teachers has been clarified such that a licensed teacher is most desirable and in some instances an unlicensed teacher may be hired as a substitute considering education and experience. The process of hiring substitute teachers, licensed and unlicensed, will follow usual hiring practices including interviews,

background checks, safe environment training and campus orientation. Moved by Sharon Mollerus, seconded and carried.

Financial Update:

- Year to date, there are no surprises on the current budget with the exception of a higher health insurance payment due to more employees taking part in the family plan.
- The first draft of the budget for '20-'21 addresses tuition revenue, enrollment, salaries, investment in a Catholic Liberal Education curriculum, and a Bad Debt Expense.
- The application for the endowments is going forward with United Catholic Financial. An endowment committee needs to be created consisting of Bishop or his representative, the SMA president, the SMA treasurer, and two other members. Bylaws need to be instituted.
- The annual audit filing with the Diocese has been completed.
- The three principals and John Matthews met to discuss teachers' salaries, with three goals of clarity, alignment and fairness. Considerations include timelines, other schools' (public and private) salary scales and the life of the scale.

Campus security improvements update:

- The bid process has been completed. Further discussion to move forward will be reserved for executive session.

Bishop's Scholarship Dinner:

- Currently, eleven tables are sponsored. Sponsors from both the platinum and bronze levels have been lost, although the bronze sponsor chose to donate to SMA by other means.
- Ideas to fill tables include a "Legacy Table" comprised of eighth grade parents as well as a former teachers and employees table.
- The Sentinel Service Day pledges are down \$4000 from the goal, but donations are still coming in. Jersey Mike's gave \$1,000 above the cost of the t-shirts.

Update on meeting with area priests:

1. On September 9, the executive committee along with Jenny Boran and Teresa Kenney met with area priests. Fr. Joel Hastings and Fr. Paul Strommer were not in attendance.
2. The presentation focused on an invitation to participate in the school rather than a financial appeal.
3. Thoughts and questions from today's discussion:
 - How can we change the fact that, despite having students from every parish in Duluth, there remains a parochial attitude?
 - Invite priests to a future board meeting.
 - Fr. Andy Knop from St. Michael's is meeting soon with President Hauer to learn more about our school.

Other:

Norms and processes for document storage of board committee materials needs to be established.

Executive session entered into at 4:09.

Adjourned with closing prayer at 5:31.

Respectfully submitted,

Karen Newstrom