

**BOARD MEETING MINUTES**  
**STELLA MARIS ACADEMY**  
**Stella Maris Academy High School Campus**  
**April 13, 2023**

**Present:** Fr. Rich Kunst, Joe Gerard, Fr. Tony Wroblewski, Andy Busam, Bob Lisi (Vice Chair, chaired the meeting), Fr. Seth Gogolin, Robb Enslin, Sr. Kathleen Del Monte, Andrew Hilliker (President, *ex officio*), Margaret Romano, Wade Mathers (Director of Schools, *ex officio*)

**Absent:** John Kenney (Chair), Paul Fitzgerald, Karen Newstrom

**Guests:** None

**Opened at 3:01 PM with prayer.**

**Mission Moments:** Bob shared that a friend's daughter who is now going to SMA said "thank you for letting me go to Stella Maris." There is a hopefulness in that.

**Approval of Agenda:** With the adjustment of moving item 8 to the Executive Session, agenda was moved by Fr. Tony Wroblewski, seconded and carried.

**Approval of Minutes for March:** Moved by Fr. Tony Wroblewski, seconded and carried.

**President's Report:**

High School: Fixtures, cabinets, and benches are being placed. Projects remaining include stairs, water fountains, and ground floor drywall/framing. KA anticipates punch list date of May 19 which will grant SMA occupancy of renovated space.

Capital Campaign: Summary of gifts was included in Board packet. For Board financial support, we are striving for 100% (commitment, given or pledged) prior to publicly launching; we are currently at 48% participating.

CSS / SMA Steering Committee: The inaugural Steering Committee meeting had to be rescheduled due to a snowstorm. The new date is April 17 at SMA. The structure of the Steering Committee and SMA board involvement was provided on the shared drive.

School Security / Safety: With the recent tragedy in Tennessee, SMA's diligence and conversation related to school safety has been heightened. Andrew is working with the Duluth Police Department on training initiatives as well as with safety teams to evaluate and enhance procedural responses. This is expected to take place in May.

Major Field Trips: There is an internal taskforce working to revamp major field trips to provide a more comprehensive array of opportunities that align with our mission.

May Open House and Step-Up Day: SMA will host a current family open house at the Jr/Sr High Campus on May 2. Step up events for HRO grades 3 and 4 will be held in late May.

Endowment Funds: Paul Fitzgerald and President Hilliker will meet with the Catholic Community Foundation in May to begin the process of transitioning from Catholic United to a more traditional endowment that we can grow.

### **Board Committee / Task Force Updates**

- **Finance:** Draft budget for FY 24 was presented. Review and discussion followed. The goal is to have it approved by May.
- **Facilities Committee:** Roof damage on east side of SMA Jr/Sr High school building (see President's Report). Graffiti issues at Holy Rosary were discussed and are being addressed.
- **Nominating Committee:** No update.
- **Policy and Planning Committee:** No new updates. The work continues on accreditation, nearing the end of the first pass of the strategic plan. They expect to have it for the May meeting. Also, the Handbook is expected to be ready for approval by; the August meeting.
- **Development / Marketing Committee:** Moved to Executive Session.
- **St. James Task Force:** The St. James (West Duluth) Task Force shared the results of their efforts and provided the Board with their recommendations, including those that would involve immediate action that could impact enrollment for the 23-24 school year, actionable steps that may not be in time for Fall 2023 enrollment, and future options to consider. Board members expressed gratitude and deep appreciation for all the hard work of the Task Force members and for their many creative and helpful ideas. Task Force members included Reba Copeland, Michaela Doyle, Cheryl Foldesi, Joe Gerard, Troy Thompson, Gabby Thompson, and Becky VanRiper.

**Moved to Executive Session at 4:19 PM.**

Respectfully submitted,  
Sister Kathleen Del Monte, OSB