

BOARD MEETING MINUTES
STELLA MARIS ACADEMY
St. John's Campus
October 8, 2020

Present: Bob Lisi, Karen Newstrom, Fr. Tony Wroblewski, Fr. Seth Gogolin, Fr. Jim Bissonette, Paul Fitzgerald, Julianne Blazevec (principal, *ex officio*), Jesse Murray (principal, *ex officio*), Nick Minardi, Barry Bigelow, Cynthia Zook (Director of Schools, *ex officio*), John Kenney (via phone)

Absent: Fr. Rich Kunst

Opened at 3:05 pm with prayer.

Approval of agenda. Moved by Fr. Seth Gogolin, seconded and carried.

Mission Moments:

- St. Michael's parish, due to the closure of its early childhood center, has contributed to SMA \$215,000 from the Cassie Trust funds earlier received.
- The opening of classrooms has been a beautiful blessing to students, offering familiarity during all the uncertainties of the pandemic.
- A member was reminded of the important work the board does after an acquaintance revealed she regularly reads the minutes online to keep abreast of school business.

Approval of minutes from September 3, 2020. Moved by Fr. Tony Wroblewski, seconded and carried.

Principals' Report:

- Responses are being implemented for COVID with identifiable impacts on campuses. Factors include number of cases within cohorts and individual classes, number of current positive cases, percentage of students absent with symptoms, and rises in campus cases or local cases per 10,000 people. Families have been precautionary with symptoms. Currently, 2-3% of students are out with symptoms, with 1-3% in isolation. Present protocols seem to be effective at SMA, mirroring the national outcome. Only those families impacted receive notification of COVID presence.
- The '20-'21 baseline MAP tests have been completed, to be followed by two more assessments throughout the year.
- Teacher in-services will be on October 15 and 26. The first is a catechesis workshop and the second, a conference.
- The draft of the Annual Report is available in the Board Resources folder.

COVID Update:

- The administration team is managing COVID policies and concerns as noted above, with support from the ad hoc committee.

Governing Bylaws revision:

- Current revisions were reviewed and discussed.

Motion to approve support for the direction of the revisions. Moved by Barry Bigelow, seconded and carried.

Lease Agreements:

- The committee has identified another school community, John Paul II Schools in Fargo, who is also looking at lease updates. Currently, JP II pays a set price per student to the hosting parish.
- The committee will draft an agreement by December.

Facilities Committee:

- The committee is in the process of meeting with each campus's building engineers.
- A list of needed kitchen repairs has been received from the St. James campus. Requests have yet to be identified from the other two campuses.
- This year's budget allows \$10,000 per campus for needed repairs.

Finance Committee:

- The '19 -'20 Annual Report to the Diocese needs the Board's approval before submission.

Motion to approve the 2019 - 2020 Annual Financial Report moved by the committee, seconded and carried.

- Audits will be administered on a three-year cycle, consisting of a first year audit, followed twice by annual reviews, billing to occur monthly as executed. The school will not be locked into a three-year commitment.

Motion by the committee to proceed as recommended, seconded and carried.

- A reimbursement of Pre-K tuition for COVID closure is under consideration. The state offers some financial relief for COVID impacts on pre-k programming. Such payment would be given as credit at the end of the term. The committee will review further based on feedback received and bring forward a recommendation at a future meeting.
- The gift from St. Michael's has been received. The status of St. James' contributions needs further inquiry.
- Funds were transferred from the brokerage account.

Development Committee:

- Committee members will meet with St. Francis in Brainerd to share ideas.
- Cathedral intends to lower its support to 30% of ordinary income from a current level above 40% over the next three years.

- The forecast for development for next year's budget will be shared at the November meeting.

'20 - '21 Board Goals:

- A draft update to the School Strategic Plan will be reviewed at the November meeting.

Board Membership:

- Fr. Tony and Karen Newstrom volunteered to serve on a newly created nominating committee. The first order will be to identify needs.

Sole Member Designee:

- As the current Sole Member, Fr. Jim Bissonette has appointed Cynthia Zook as his designee to act on his behalf upon his absence. Duties include supervision and annual review of principals, assisting in leadership structure discussions, and active presence at board meetings, as well as those for the Executive Committee.

Executive Session entered at 5:21 pm.

Closed with prayer at 5:44 pm.

Respectfully submitted,
Karen Newstrom