



MINUTES

**Board Meeting
May 4, 2017 (4:00 – 5:30 pm)**

1. Opening Prayer
2. Mission Moment
 - a. A member was meeting with ACE at Notre Dame. The ACE staff were very supportive of the Stella Maris effort. They offered to work with us to find someone suitably prepared to be president if we cannot find one soon. They want us to succeed.
3. Approval of previous meeting minutes

Sister Edith will distribute April minutes taken by Wanda at the next meeting.
4. School Branding Recommendation
 - a. Hilaire Hauer described the process by which the 97 recommendations for a mascot and colors were reviewed. The top two identified: the Stella Maris Sentinels and the Stella Maris Navigators. Students will vote to determine which mascot represents Stella Maris Academy.
 - b. A Mascot and Shield will be developed over the summer for use on spirit-wear, sports costumes, etc. Concept drawings for each mascot were presented, the Sentinel by Erin Makala is and the Navigator by Flint Communication, for students to see as part of the voting process.
 - c. Extensive discussion ensued. Board members offered feedback about the images. Some thought that, while a mascot needs to energize sports teams, these seemed military or violent. Others wondered if each of the two color schemes suggested could only be used with one of the mascots – or could either mascot be done in either color scheme. Another noted that it should be easy for both girls and boys to identify with the mascot. While this is easily possible for either a Sentinel or a Navigator, it seemed likely that boys would find it much easier to identify with these concept drawings than girls would. Finally, it was noted that the mascot and colors should align clearly with the Marian identity of the school.
 - d. Ultimately, it seemed best for students to choose between the idea of a Sentinel or Navigator, with dictionary definitions. The mascot would be developed only for the

mascot chosen.

- e. **Laura Schauer moved, and it was seconded, to allow students to vote for the Navigator or Sentinel as the mascot, with some explanatory material to help them understand the names (especially in the lower grades). Unanimously carried**

5. Proposed Uniform Policy

- a. The Transition Team is looking at options for uniforms that would distinguish Stella Maris student from those of other schools in the area. Color possibilities and the option to have a logo on some clothing were discussed. Some members proposed having more formal dress, especially on Mass day, which might include ties, black shoes or black belts. Another raised the practical issue of expense and a larger number of shoes to keep track of.
- b. A document from the Transition Team was distributed. They welcome feedback.

6. Proposed Academic Calendar

- a. The proposed Calendar distributed with the Agenda mirrors that of the public schools for holidays, with the addition of Easter holiday. All schools are going to the Trimesters now.
- b. The Catholic Schools Dinner on October 22, 2017 overlaps MEA, although it is late on Sunday afternoon and most people will be back.
- c. **Fr. Jim Bissonnette moved, and it was seconded, to approve the Academic Calendar. Unanimously approved.**

7. Organization Employees

- a. President selection process

One candidate has withdrawn. All viewed this application as the strongest one.

The Board discussed the current pool of applicants. Their strengths and weaknesses brought clarity about the characteristics desired in the new President. These included:

- Solid Catholicity evidenced by participation, not merely identifying as a Catholic.
- Evidence of knowledge and expertise in education, even if the candidate comes from business or a profession outside of education.
- Solid academic background to provide leadership for curriculum, the formation model, and the development of the High School. Solid background for Catholic education.
- Leadership, the ability to inspire others. Someone who can grasp and convey our vision.

The Board agreed that our first position description and listing in a variety of locations had not generated a pool of viable candidates. To move forward, we need to craft a much more precise job description. We also need to use other channels for promoting

and advertising the position. Two options were mentioned: the use of outside consultants (the Reid Group or others), and activating personal connections.

Action steps:

- Mary Lou Jennings will take the lead on gathering information and re-write the job description.
- She will also gather information about other candidates through various connections.
- Bishop Sirba will explore possibilities through his connections.
- Bob Lisi will contact the Reid Group to find out if they would be available as a "head hunter" for this position, and what that would cost.
- Bishop Sirba asks that we pray for the right candidate, specifically to the Virgin Mary. Pray consistently and with confidence.

b. Faculty and staff placement

Cynthia Zook reports much work has been done of the placements of teachers and staff. They are close to being ready to be announced publicly. The positions that have traditionally been allocated to religious education are being held until the Formation Model is developed further. There are a few difficult placement decisions still to be made. All are aware that the community wants to know about the placements of the teachers.

It was moved by Fr Peter Muhich and seconded that we support of these efforts, and that the placements be made public as quickly as possible.

8. Committee Updates/Proposals

a. Finance

The committee met once. It is working on the charter for the Finance Committee, which will circulate by email. Input is welcome on the charter, which needs to be finalized.

They are also drafting a solicitation for people to join the Finance Committee. They hope to find people with specific expertise in accounting. This will be sent to principals and pastors. The bookkeeper might be a non-voting member of this Committee, as well as the Business Manager.

The committee is working on an early version of a budget. They are forced to use a lot of projections, and are doing so conservatively (lowest projected income, highest projected costs). They are working towards replacing some projections with calculated numbers. They shared a spreadsheet version of the budget by email. The projected budget, depending on the choices made, forecasts the year as \$150K-\$300K in the red although this could get better.

This is based on a projection of \$1.5 million for tuition, parish support maintained at current levels. Ordinary income is coming in at just over \$2 million, but expenses are closer to \$2.7 million. Projected facility expense is based on last few years.

There are situations in each of the parishes about how costs related to the positions that are shared between parish and school. They hope to bring a more refined report to the next meeting.

There needs to be a plan for a conversation with the pastors of Duluth parishes that do not have a school campus on site. It could be at the Deanery level; it needs the right leadership. There is also need to find consensus about whether each site will pursue separate fund-raising. Lease agreements need to be worked on.

- b. Facilities – Discussion deferred.
- c. Development committee

The Committee met yesterday. It came to conclusion that we would be able to raise \$400,000 in the next year through two events: October 22 and an event in March 2018. There are possibilities to look at grants, an annual appeal, the Knights of Columbus. Also major gifts. First event is tomorrow night, at St. James, which needs \$50,000 for the playground. If we can get \$25,000 in Duluth, we can also get grants for the rest.

- d. Executive - deferred
- e. High School Task Force - deferred
- f. Formation Model – deferred; notes distributed.

8. Closing Prayer

Remaining 2017 Board Meeting Dates (4:00-5:30pm unless noted otherwise)

- June 1st
- June 22nd
(Retreat from 9am-3pm),
- August 3rd
- September 7th
- October 5th
- November 2nd
- December 7th

**Respectfully Submitted,
Sister Edith Bogue**