



**BOARD MEETING MINUTES
STELLA MARIS ACADEMY
OCTOBER 5, 2017**

Present: Bob Lisi (Chair), Paul Fitzgerald, Fr James Bissonette, Stephen Olson, Cynthia Zook, Fr. Richard Kunst, Fr Ryan Moravitz, Sister Edith Bogue, Karen Newstrom, Interim President Hilaire Hauer *ex officio*.

Excused: Laura Schauer, Mary Lou Jennings, Fr. Peter Muhich

1. Opening Prayer
 - a. Chair Bob Lisi opened the meeting at 4:02pm.
 - b. Fr. Kunst led the group in prayer.
2. Mission Moment
 - a. Several members shared experiences of meetings with parents, children, teachers, and the general community. They described a growing sense that the new configuration of sites, uniforms, and other changes are beginning to gel.
 - b. Interim President Hilaire Hauer reported that Principals and other groups are also beginning meetings with time for a Mission Moment.
3. Public Comment
 - a. Jennifer Deming, President of the Family Association, shared information on the progress on getting Room Parents for most classes, and planning for upcoming events.
4. Approval of previous meeting minutes. **Moved and seconded. Carried.**
5. Archiving Records

Sister Edith Bogue reported that she is working with Mike Lucich to obtain an email account dedicated to the Secretary Role. The Google account at BdSec@stellamaris.academy will hold the final version of minutes for the Board, with folders for each standing committee where their minutes can be housed. When the account is finalized, she will set up the folders and then work with chairs to share them appropriately.

6. President's Update

Business Manager Michael Mazzio started Monday. He worked first with Diocesan staff, and is jumping right in to the tasks we need to have a unified business office for Stella Maris Academy. His office is in the West Annex of the Holy Rosary campus, upper level. He has been at the St James Campus to work with Sam LaVeau around the Smart Tuition. He may join us at the November meeting.

Sarah Pennings was hired as Enrollment and Communications Coordinator. She is becoming familiar with our communications program, Rediker. It has a built-in enrollment module which will be helpful with Kindergarten Round-Up. It also has a donations module which we might choose to use. While parents and staff are still struggling with the transition to new software, the future of this system is brighter than School Speak.

Theresa Kennedy will be working as a casual employee in Development, with a focus on events and alumni relations. More staffing is needed for events as they migrate to Stella Maris Academy control, and there is much potential for growth in alumni relations. Teresa is coordinating the combining of the databases from the three campuses.

The MNSAA Accreditation Visit is coming soon. The Board received the Strategic Plan by email. Several Board members are scheduled to meet with accreditors. A total of 15 people will visit and observe the 3 campuses. The Executive Committee will meet the team chairs at a Sunday afternoon social at the St. John's campus. Results from the MNSAA visit will come to us about a week after their next quarterly board meeting, probably in December.

Handbooks for Family and for Staff have been written and reviewed to create one set of policies for all three campuses. The Handbooks do include a Racial Non-Discrimination Statement. MNSAA requires that policies be adopted by the Board.

Motion by Fr Ryan Moravitz, seconded to approve the Handbooks for Families/Students and for Staff, and to express appreciation to Cynthia, Hilaire and all involved for this immense amount of work. **Approved unanimously.**

7. Catholic Liberal Arts Education

The Board discussed the possibilities for further exploring whether the Catholic Liberal Arts approach to our curriculum. The speaker at the Bishop's Dinner is from the Catholic Liberal Education Institute. Board members suggested recording the speaker and making the talk available on the website.

Stella Maris Academy has an opportunity to be intentional about curriculum development, particularly with the High School. There are many options, but we must discern which approach is unique and meaningful for our student families.

Board members noted that most of the schools we have studied are already 10 years or more into a curriculum revision. The first changes were small, and the full transformation took years. It is hard, even when people want to adapt a model, to change long-standing patterns of teaching and operating.

Further steps, after the Bishop's Dinner, might include Q&A sessions. We might also begin to collect a library of links, articles, and videos for future use.

8. High School Task Force Update

The Task Force is coming together with several members already on board. Bishop Sirba hopes to invite a few others, so the team is not solidified.

The Task Force will work on both curricular and co-curricular options, including sports and arts. Finding the right physical location is an important aspect of the work. Jennifer Deming (Family Association President) suggested involving the City quickly when a site is considered because of the possibility of zoning changes.

9. Committee Updates/Proposals

- a. Executive Committee met to develop the Agenda for this meeting.
- b. Development Committee

The current focus is on the Bishop's Dinner. Several tables have already pledged. Over 800 invitations were sent and specific requests made to 40 businesses. Stella Maris prayer cards are being printed for the event. The Committee asked Board members to solicit friends or business to sponsor a table or half-table at the Bishop's Dinner. This is separate from a Board Appeal, which will occur later.

One Board member mentioned that a donor/sponsor might bring an event to Duluth of which Stella Maris Academy could be a sponsor. This would be in February. Work is beginning for a Dinner Auction in the Spring.

The Workathon is coming up on October 13, with a focus on community service as part of our mission, as well as fund-raising. The signage for the Workathon will be reusable.

Finance Committee

The immediate work is working with Mike Mazzio to get the Business Office set up. They are also working on defining policies for spending.

Facilities Committee

Now that we are into all of the sites, there may be need to work out details specific to each location

Formation Model

The Strategic Plan prepared for MNSAA includes both further development of the Formation Model and some beginning steps for implementing it. Much more work will be done with this on the High School Task Force.

- 10. Closing Prayer was led by Fr. Ryan Moravitz.

Respectfully submitted,

Sister Edith Bogue

Remaining 2017 Board Meeting Dates

Board Meeting (4:00-5:30pm)	Executive Committee Meeting
November 2	October 19
December 7	November 23 or alternate date

Proposed 2018 Board Meeting Dates - Location TBD

(First Thursday of every month from 4-5:30pm unless noted otherwise)

Board Meeting (4:00-5:30pm)	Executive Committee Meeting
January 4	December 21
February 1	January 18
March 1 (Annual meeting)	February 15
April 12 (due to spring break)	March 22
May 3	April 19
June 7 (board retreat)	May 24
July 12 (due to July 4 th holiday)	June 21
August 2	July 19
September 6	August 23
October 4	September 20
November 1	October 18
December 6	November 22