



**BOARD RETREAT NOTES**  
**STELLA MARIS ACADEMY**  
**June 28, 2018**

**Present:**

Bob Lisi, *Chair*; Fr. Richard Kunst, *Vice Chair*; Paul Fitzgerald, *Treasurer*; Sister Edith Bogue, *Secretary*; Karen Newstrom; Fr Ryan Moravitz, Fr. Peter Muhich, Stephen Olson; Hilaire Hauer, *President, ex officio*; Bishop Paul Sirba, *ex officio*

**Staff:** Mike Mazzio, Business Manager

**Excused:** Laura Schauer

**Motion:** Approve agenda, Paul Fitzgerald, seconded. Carried.

**Mission Moments:**

Phone meeting with a parent, who expressed appreciation. It renews our spirit to talk about successes and creative and different forms of thinking about the school.

There was a great 8th Grade Graduation Mass, combining both campuses. The 8th Grade retreat at St. John's University was a great experience. Some kids said, "I wish we had gotten together earlier in the year." Reinvigorates our appreciation for becoming one school, even if it takes time.

Amazed and delighted about the two students who received the national History Project award. Karen Newstrom was subbing in that class and saw the beginning of the project when they were doing the research. Even at that phase, the students' intensity and skill was evident.

Third graders from our Catholic School in Hibbing visited the monastery. They took part in *statio* at Midday Prayer, and were taught to bow to Christ's presence in Word and Sacrament, and then to Christ's presence in each other. Their huge eyes as they saw their classmates as Christ was amazing.

**Board Development**

Members of the Board had watched one or more of several videos available online from Christian Brothers. The discussion highlighted applicable learnings from three of them. The *Effective Communication* video highlighted several ways to use social media both for marketing and to communicate with families. There was emphasis on highlighting the unique value proposition of Catholic schools.

The *Effective Budgeting* video focused on the need to go deeper than the balance sheet, but not to focus on line-by-line analysis of the budget. Rather, schools should develop metrics (e.g., the cost to acquire a student, the instructional cost per student, the non-instructional cost per student, the average tuition actually paid per student). These can be combined into ratios, such as the instructional cost as a percentage of the overall cost per student. These ratios and metrics are useful for identifying where we

are improving or losing ground relative to the budget and suggest areas for further working. The metrics and ratios were specific to education, which differs from other organizations. The Board hopes that, working with our Business Manager, we can develop such statistics in coming years.

A third video offered to make *Board Members into Fund-Raising Stars*. The ideas from the video sparked a discussion about responsibility for development and fund-raising. This is an area in which significant Board development and staffing is needed.

### **Areas of Disunity**

The Board spent a significant amount of time identifying areas in which the viewpoints and priorities of different members vary considerably – areas where we have disunity and need further discussion. A discussion of some of these areas ensued. One important focus is proposed high school. The discussion resulted in a list of "givens" or situations that must be met for work on the high school to move forward at this time.

### **Board Membership**

Applications have been received from several lay people to fill open Board positions. In addition, clergy assignments result in Fr. Drew Braun becoming pastor at St. John's Parish. There was a unanimous view that it is important for the pastor of a parish where a campus is located to serve on the Board. Because clergy assignments do not align with the 3-year terms, this may eventually lead to some open seats to be filled out of sequence. The By-Laws call for the Board to include 3-4 clergy members. With the addition of Fr Drew Braun while Fr. Jim Bissonnette, soon to be at St. Raphael and St. Rose parishes, completes his term on the Board.

The applications received were discussed, including the possibility that those not named to the Board (there are more applications than seats) might be willing to serve on committees or volunteer at the School. Bishop Sirba was present during the discussion and will invite new Board members from among the names discussed.

Sister Edith Bogue reported that she will begin a 6-month sabbatical on August 6, 2018. During that time, she will be unable to serve on the Board or as secretary. She stated that she was willing to relinquish the remainder of her term, or to request a leave of absence from the Board, whichever the members found most useful.

**Motion:** Fr. Peter Muhich moved, seconded, that Sister Edith Bogue be given a six month leave of absence from the Board during which her seat would be held open.

### **Financials**

The Board had received a budget prior to the meeting that reflected several changes since the previous draft. These include significant donations that made the balance sheet much healthier.

The Board stepped through the items in the proposed 2018-2019 budget, highlighting cost-reduction efforts. Bishop Sirba commended President Hilaire Hauer and Business Manager Mike Mazzio for their cost-reduction and income-producing efforts that reduced the deficit for 2017-2018. Cash flow during the summer, when salaries must be paid in the absence of tuition income, might still require the use of a line of credit. The budget presented is conservative, showing income from tuition and development consonant with current numbers and using realistic projections of expenses. Several Board members expressed appreciation for this approach.

Several motions were presented from the Finance Committee regarding new or revised policies. These will be implemented during the 2018-2019 school year.

**Motion** from the Finance Committee to approve the budget, with the possibility of revision in the fall when enrollment numbers are solidified. No second needed. Approved.

**Motion** on Securities Policy as presented by the Finance Committee for the protocol for gifts made in the form of registered and tradable securities. No second needed. Approved.

**Motion** on Investment Policy from Finance Committee. Sent back to committee for comparison with Diocesan Investment Policy. Will come back to Board at a later meeting.

**Motion** on Tuition Delinquency Policy from the Finance Committee. No second needed. Approved.

The retreat ended in prayer at approximately 3:35pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sister Edith Bogue". The signature is written in black ink and is positioned to the right of the typed name.

Sister Edith Bogue