



ST. STEPHEN CATHOLIC SCHOOL ADVISORY BOARD

Meeting Date: 9/25/25

Mission: *As a ministry of the parish, St. Stephen Catholic School inspires academic excellence by the pursuit of Truth, formation of disciples of Jesus Christ, growth in virtue, and service with mercy.*

Attendance:

Attendees	Title	Attendance
Mr. Bradley Stalder	Principal	PRESENT
Mr. Braden Diaz	Chairperson	PRESENT
Mr. Chris Felton	Co-Chairperson	PRESENT
Mrs. Emily Naquin	Communications Coordinator	PRESENT
Mrs. Jennifer Cricket Bodary	Mission Chair	PRESENT
Mrs. Jennifer Pierce	Board Member	PRESENT
Mr. Brian Kolbuch	Board Member	PRESENT
Mr. Greg Keller	Board Member	PRESENT
Mr. Todd Gilliland	Board Member	ABSENT

Reported by: Emily Naquin

Agenda

1. Prayer & Mission Statement Reading

- Mrs. Cricket Bodaryy

2. Advisory Board Acknowledgement Forms

- Turned into Mr. Stalder

3. By-Law Updates

- Updates/revisions presented by Mr. Braden Diaz regarding Articles III-IV (scope of responsibilities, membership and structure)
 - Article III/Section A #2: Re-wording: Members of the board shall consist of not more than nine (9) lay members with a minimum of five (5) members of the school community, as defined in section C, one of whom shall be a representative of the Parent Support Group (PSG). The principal does not have voting privileges.
 - Article III/Section B: Each lay member approved by the Advisory Board are to serve a minimum term of two (2) years with positions reviewed annually by the Advisory Board members with final approval by the principal and pastor of the parish.
 - Add to section C alumni
 - **ACTION:** Mr. Chris Felton to revise the By Laws and present to board members before the next meeting.

4. School Safety

- School Closure Debrief (September 15, 2025)
 - Full disclosure was given by principal to all members of the school/parish community as allowed by the Huron Police Department. If further information is desired, seek counsel by Huron Police Department.
- Church/Mass Procedures - Stalder



ST. STEPHEN CATHOLIC SCHOOL ADVISORY BOARD

Meeting Date: 9/25/25

Mission: *As a ministry of the parish, St. Stephen Catholic School inspires academic excellence by the pursuit of Truth, formation of disciples of Jesus Christ, growth in virtue, and service with mercy.*

- Locked side church doors, walkie-talkies, policy/procedure binder at church to guide urgent/emergent situations
- Mass Days
 - 2 days/week: Tuesdays and Fridays for appx. 1 month. The whole school attends together.
 - Mass safety drills in the short term with a goal of 2/year moving forward.
 - Goal of returning to mass 3 days/week
 - Safety protocols presented to Huron police and fire departments and will be presented to the regional principal meeting by Mr. Stalder for review and feedback
- Safety Committee (Ben Glines addition) - Diaz/Felton/Naquin
 - Regular review of safety procedures in place.
 - Identify gaps
 - Develop template for critical incident communication updates
 - Moving forward with Lockout to install ballistic shields in the next few months. Lockout to plan a meeting with parents for updates/discussion
 - Identify options for partnerships or volunteers/employee for school safety/resource officer (reach out to Mr. Fluent)

5. Homeschool Roundtable

- September 30th @ 10:30 in cafeteria
 - St. Stephen school: Who, Why, What
 - Information gathering from our homeschool community
 - Listening session

6. Sacred Heart Academy – Grand Rapids, MI

- Tentatively Thursday, November 20th
- Mr. Stalder to visit and meet with the headmaster regarding parish, school, homeschool relationships. Bridge the gap between our community and school
- **ACTION:** volunteer to attend

7. Accreditation Update - Mr. Stalder

- Compliance Checks – Wednesday, October 29th
- Mon/Tues Oct 13-14 Personnel Files & Accreditation Work PD For Teachers
- **Michigan Association of Non-Public Schools (MANS) Accreditation on-site Visit: March 31, 2026**
 - Tentative: January cleanup in school rooms
 - February 1st OPEN HOUSE



ST. STEPHEN CATHOLIC SCHOOL ADVISORY BOARD

Meeting Date: 9/25/25

Mission: *As a ministry of the parish, St. Stephen Catholic School inspires academic excellence by the pursuit of Truth, formation of disciples of Jesus Christ, growth in virtue, and service with mercy.*

8. Grant Writing Committee - Mrs. Jennifer Pierce

- Survey to go out
- More info to come!

9. Strategic Plan Development Draft – Discussion

- **ACTION:** Mr. Diaz to assess/offer benchmark measurables
- Application for Cardinal Neuman Society
 - Yearly renewal
 - Nationally recognized
 - **ACTION:** Volunteer from Advisory Board to assist with application
- Mission & Catholic Identity
- Academic Excellence
- Operational Vitality
- Governance & Leadership

10. Closing Prayer - Rotation

- Mr. Greg Keller

11. Action Items & Meeting Schedule

○ ACTION ITEMS

- Mr. Chris Felton to revise the By-Laws and email to board for review before next meeting
- Homeschool roundtable: attend if you can
- Notify Mr. Stalder if interested in joining him in Grand Rapids to visit Sacred Heart Academy
- Volunteer to help Mr. Stalder with application for Cardinal Neuman Society
- Mr. Diaz to give benchmarks and identify measurable items in 3-5 year Strategic Plan
- Go onto YELP and offer a positive review

○ NEXT MEETING SCHEDULED FOR:

- TBD (before October 29th)