



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 Bodary

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.
- Mass days, drills and protocols reviewed



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- Safety protocols presented to relevant local departments and will be presented to the regional 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
 - Lockout endeavour
 - Identify options for partnerships

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

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



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- 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)