

**St. Mary Catholic Schools
Board of Trustees Agenda
Wednesday, September 18th, 2024
6:15pm- SMCS Administrative Offices**

Mission: Preparing and inspiring students to lead meaningful lives rooted in the teachings of Christ in our Catholic tradition.

Vision: To be celebrated as the school system where students discover and develop their God-given talents and experience success through learning, faith and service.

<ul style="list-style-type: none"> ● Opening Prayer and Review of Mission Statement 	Kristen Bergstrom
<ul style="list-style-type: none"> ● Open Forum ● School Choice Open Forum 	
<ul style="list-style-type: none"> ● Consent Resolution Agenda <ul style="list-style-type: none"> ○ Minutes of the April 2024 BOT Meeting ○ Minutes of the May 2024 BOT Meeting ● Minutes of the July Executive Committee Meetings ● Minutes of the September Executive Committee Meetings 	Patti Purcell
<ul style="list-style-type: none"> ● Presidents Report <ul style="list-style-type: none"> ○ Report on Academic Excellence 	Dan McKenna Kelly Beisenstein-Weiss
<ul style="list-style-type: none"> ● Finance Committee Update <ul style="list-style-type: none"> ○ Report on Business Operations 	Bill Bittner Lance Ernsting
<ul style="list-style-type: none"> ● Strategic Plan <ul style="list-style-type: none"> ○ Review Metrics 	Leila Mousai
<ul style="list-style-type: none"> ● Governance Committee <ul style="list-style-type: none"> ○ Finalize Committees ○ Distribute Charters 	Meghan Healy
<ul style="list-style-type: none"> ● New Business <ul style="list-style-type: none"> ○ Calendar 	Kristen Bergstrom
<ul style="list-style-type: none"> ● Executive Session 	
<ul style="list-style-type: none"> ● Closing Blessing 	

SMCS Board of Trustees – Meeting Minutes

Meeting held April 17, 2024

Mission: Preparing and inspiring students to lead meaningful lives, rooted in the teachings of Christ, in our Catholic tradition.

Attendance:

Present: Daniel McKenna, Ron Steffen, Kristen Bergstrom, Bryan Rosiejka, Dr. David DeWitt, Paul Seveska (via phone), William Bittner, Troy Noel (via phone), Patti Purcell, Father Bob Kollath, Ron Schreier, Leila Mousai, Father Nonito Barra

Missing: Father Judah Pigon, Meghan Healy

Guests: Jessica Anderson

BOT MEETING START TIME: 6:30 PM

Opening Prayer: Kristen Bergstrom

MOTION:

CONSENT RESOLUTION

- Ron Steffen moved to accept the Minutes of the January BOT, February BOT and March Executive Committee Meetings
- Second by Bryan Rosiejka
- Call to vote – unanimous
- Motion carried

Approved

PRESIDENTS REPORT

- Personnel update
 - All administration contracts were out and returned
 - All administrators who were given a contract are returning
 - All administration positions are in place
 - Teacher contacts went out Monday
 - Some have been returned
 - Personnel retention looks to be exceptional this year
 - Very positive
 - An employee will be stepping away from after school care and taking on a teaching contract at St. Gabriel's
 - Employee will run summer camp this year but will not going forward

- Enrollment update
 - Feels like we are at an inflection point
 - Projection is looking very good this year (1040)
 - Still having regular tours of the school
 - May have some students that do not come back, but overall retention looks good
 - Number of WPCP students will go up
- Tuition assistance
 - Implemented online applications
 - Slightly smaller number of applicants
 - It is suspected that some have not applied because it's a different process
 - No issues with the online application process
 - Overall grant cost will likely still be the same even if the number of applicants are less
- Development
 - Zephyrfest is looking excellent
 - Bishop will be attending
 - Momentum at \$587,000 pledged
 - Dan and Kathleen will be meeting with all interested and potential donors
 - Monies must be held in the foundation for at least a year before they generate grants
- Academic excellence
 - Data driven decision making
 - Forward exam (State requirement)
 - Star (Diocesan requirement)
 - I-Ready
 - Goal is for school to be an enriching experience for the students
 - Goal is to keep school more rigorous
 - Moving to a weighted grading system

STRATEGIC DASHBOARD UPDATE

- Most metrics on track
- Staff developed a robust academic excellence plan which will be part of strategic plan process going forward
- Faculty is more aligned and allowed to be more creative
- Some financial metrics may be altered

GOVERNANCE COMMITTEE UPDATE

- Presentation of the new officer slate
 - Ron Steffen is terming off the BOT and Patti Purcell will likely take over
 - Other BOT positions will remain same as 2023-2024
- Recommendations for committee chairs

- Final decision with Kristen for committee chairs
- Conflict of interest policy to review and return
- Bryan developed a new Conflict of Interest policy and form from input received from Dan
 - Vote on next month
- Discussion on committees responsibilities with regard to the returned forms
- Approximately 8 individuals interested in joining the board
 - Only 4 applications so far
 - Expect more applicants

Old business

- Kristen thanked all who supported the staff appreciation breakfast
 - Worked well having all the teachers there for their PD day
- Discussion on need for an advancement or marketing committee
 - Varying opinions. Consensus is this committee existed when Advancement was adequately staffed or didn't have relationships they could leverage for support.

New Business

- No new business

MOTION

- Dr David DeWitt moved to begin executive session
- Second by Bryan Rosiejka
- Call to vote – unanimous
- Motion carried

MOTION

- Bryan Rosiejka moved to end the executive session
- Second by Leila Mousai
- Call to vote – unanimous
- Motion carried

MOTION

- Ron Schreier moved to end the BOT meeting
- Second by Dr David DeWitt
- Call to vote – unanimous
- Motion carried

Meeting ended at 8:30 PM

SMCS Board of Trustees – Meeting Minutes

Meeting held May 15, 2024

Mission: Preparing and inspiring students to lead meaningful lives, rooted in the teachings of Christ, in our Catholic tradition.

Attendance:

Present: Daniel McKenna, Ron Steffen, Kristen Bergstrom, Bryan Rosiejka, Meghan Healy, Paul Seveska (via phone), William Bittner, Troy Noel (via phone), Father Judah Pigon, Leila Mousai, Father Bob Kollath, Dr. David DeWitt

Missing: Patti Purcell, Ron Schreier, Father Nonito Barra

Guests:

BOT MEETING START TIME: 6:33 PM

Opening Prayer: Kristen Bergstrom

MOTION:

CONSENT RESOLUTION

- Ron Steffen moved to accept the Minutes of the May Executive Committee Meetings
- Second by Dr. David DeWitt
- Call to vote – unanimous
- Motion carried

Approved

PRESIDENTS REPORT

- Enrollment
 - In the 1030's for overall enrollment
 - About 16 more than budgeted
 - More WPCP students
 - Currently have approximately 150 new students
 - Approximately 40 students not returning
 - Some of the non-returning students are international
 - Dan spoke at St Gabriel's about WPCP students
 - Our WPCP students do not detract from our mix of students
 - SMCS has been very happy with the WPCP families
- Corporate Board Review
 - Meeting went well
 - SMCS was well-prepared
 - SMCS has a good relationship with the Diocese
 - The corporate board approved the budget for next year
 - Zephyrfest was enjoyed by the Bishop and Vicar

- Advancement update
 - Still getting financials completed on Zephyrfest, but it is looking like the event will have generated as budgeted
 - Dave Voss was a great moderator of the event
 - GZO is being headed up by Patti Purcell and Kathleen McCurdy
 - The Momentum campaign has crested the \$600,000 mark
 - There will be a June meeting with the Momentum chair members
 - Overall the campaign is going well
 - Actively researching the process of accepting stocks as a donation
 - Bryan R asked about the milestones for the Momentum campaign
 - Dan noted it was difficult to place milestone on the Momentum campaign, since it is not a capital campaign
 - Momentum does not cover a capital need
 - There has been broad support for the campaign
 - Planning on being at a million dollars by the start of 2024-25 school year
 - Leila asked if we could see the number of donors to Momentum
 - It was agreed the strategic plan would have specific metrics for 2024-2025 which pertain to the Momentum campaign
 - \$722,000 total donations/pledges.
- Personnel
 - Teacher contracts due and there have been no surprises
 - High retention this year
 - Lost a Spanish teacher we did not want to lose
 - Had a great interview with a potential candidate
 - Steve Pable
 - Was working for 5 Parishes as Discipleship Coordinator
 - 2 year project
 - The Parishes collectively decided to eliminate the position
 - Not all parishes wanted to discontinue but the parishes couldn't continue to cover the position financially without ALL 5 parishes contributing and without the Diocesan support.
 - Steve will be taking over the Communications and Alumni Relations role and will also serve as a Theology teacher at SMCS
 - Director of Business Services
 - Kristen will be filling this position until a replacement is found
 - Meeting with some prospective candidates on Friday
 - Principals
 - Contracts came back as expected
 - Still waiting for some principal aid contracts

- Discipline issue
 - Issue with a student
 - Will be learning from home for the rest of the year
 - Not an isolated incident
 - Consistency in discipline is a priority

- Senior awards night
 - Event went really well
 - The event was live streamed and was much appreciated by those who could not attend
 - Event was improved over prior year overall
 - Event is a celebration of our seniors versus just an award celebration
 - Working to involve the teachers more into the festivities
 - Underclassmen were servers and therefore experienced the ceremony
 - Event is considered an improvement in culture

- Bryan R asked about the DreamBox program mentioned in the President's Report
 - Dan mentioned he used it when he worked in Texas for their math department
 - Can be used on an I pad or I phone
 - Program assesses student skills and adjusts as they learn
 - Teachers and parents can access their students progress and identify strengths/ares to develop
 - Program is gamified, so it is fun to use
 - Similar to I-ready, which is tied to the WI standard testing

GOVERNANCE COMMITTEE UPDATE

- Presentation of the new officer slate
 - Patti Purcell – secretary
 - Bill Bittner – treasurer
 - Leila Mousai – Vice chairman
 - Kristen Bergstrom - Chairman

MOTION:

- Bryan Rosiejka moved to approve the BOT officer slate
- Second by Meghan Healy
- Call to vote – unanimous
- Motion carried

Approved

- Presentation of the new BOT members
 - Started with 14 candidates
 - Only 4 showed continued interest
 - The 4 were narrowed down to 2 candidates
 - Ryan Valentine

- Very helpful and familiar with SMCS; Parent
- Strong working relationship with Dan
- History serving on SMCS Foundation Board
- Kaydee Ruppert
 - Very impressive; CPA; Parent
 - Employed at Dean and Dorton
 - Very strong in field of non-profit business management
 - Should be very helpful providing support to SMCS Business Office

MOTION:

- Bryan Rosiejka moved to approve the new BOT members
- Second by Meghan Healy
- Call to vote – unanimous
- Motion carried

Approved

It was noted that the new BOT members must be formally approved by the BOD as such:

- Will be moving the candidate process to a timeframe prior to the Corporate Board meeting for 2024-2025
- Meghan will contact Becky and send out the BOT candidate applications for approval
- Paul to add candidate descriptions
- The Corporate Board approval is really more of a formality, but must be done per the SMCS Constitution

Bryan Rosiejka completed the Conflict of Interest policy

- Approved by the Governance committee

MOTION:

- Bryan Rosiejka moved to approve the Conflict of Interest policy
- Second by Dr. David DeWitt
- Call to vote – unanimous
- Motion carried

Approved

FINANCE COMMITTEE UPDATE

- Currently borrowing on the line of credit; cash is being managed closely
- WPCP check will be coming in soon
- No significant income after May until August tuition begins to come in
- Summer costs will be lower, since there will be no lunch services needed over summer
- 2024-2025 costs ran higher than expected
- Business office is functioning well in spite of the loss of the Director

Old business

- Happy Hour for June meeting
 - To be held off site
 - No business to be discussed
 - Hail and Farewell for BOT members terming off
 - Introduction of new members elected today

New Business

- No new business

Executive Session

- No executive session

Father Bob led the closing prayer

MOTION

- Leila Mousai moved to end the BOT meeting
- Second by Meghan Healy
- Call to vote – unanimous
- Motion carried

Meeting ended at 8:22 PM