

**St. Mary Catholic Schools  
Board of Trustees Agenda  
Wednesday, November 20th, 2024  
6:30pm- 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"> <li>● Opening Prayer and Review of Mission Statement</li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● Open Forum</li> </ul>	
<ul style="list-style-type: none"> <li>● Consent Resolution Agenda               <ul style="list-style-type: none"> <li>○ Minutes of the October 2024 BOT Meeting</li> </ul> </li> <li>● Minutes of the November Executive Committee Meetings</li> </ul>	Patti Purcell
<ul style="list-style-type: none"> <li>● Presidents Report</li> </ul>	Dan McKenna
<ul style="list-style-type: none"> <li>● Finance Committee Update               <ul style="list-style-type: none"> <li>○ Presentation of Cash Flow Analysis</li> <li>○ Updated Modified Budget</li> <li>○ Updated Enrollment Projections</li> </ul> </li> </ul>	Bill Bittner
<ul style="list-style-type: none"> <li>● Governance Committee               <ul style="list-style-type: none"> <li>○ Approval of Committee Charters</li> </ul> </li> </ul>	Meghan Healy
<ul style="list-style-type: none"> <li>● Old Business               <ul style="list-style-type: none"> <li>○ Diocesan Updates</li> </ul> </li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● New Business</li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● Executive Session</li> </ul>	
<ul style="list-style-type: none"> <li>● Closing Blessing</li> </ul>	

**St. Mary Catholic Schools  
Board of Trustees Agenda  
Wednesday, October 16th, 2024  
6:00 pm- SMCS Administrative Offices**

**Attendance:** Kristen Bergstrom, Kaydee Rupert, Dave Dewitt, Bill Bittner, Father Judah, Father Bob, Megan Healy, Lance Ernsting, Leila Mousai, Ryan Valentine, Ron Schreier, Troy Noel,

**Attendance via Google Meet:** Patti Purcell, Paul Seveska, Clifton Larson Allen Staff via Google Meet (Alyssa Ertl, Rob Zuengler),

**Guest in attendance:** Colleen Post, Lance Ernsting

**Absent:** Father Mike and Father Nonnito

**Opening Prayer and Review of Mission Statement, Kristen Bergstrom**

**Presentation of Audit Results, CliftonLarsenAllen**

- Review of Audited Financial Statements
  - Observations:
    - Investments: Organization withdrew and used funds. Pledges receivable decreased as pledges were received without new pledges.
    - Liabilities: Began to use the Line of CreditNet Loss: Attributable to usage of net assets released from restrictions coupled with reduced contributions
    - Discussion on DPI Form, Net Eligible Education Expenses for all Pupils
      - School expenses allocated to the WPCP students was higher than government funding. Therefore, we don't owe money back to the State.
    - Meghan motioned to accept the audit report as presented and Bill seconded. Motion carried.
- Governance Communication Letter
  - No new material entries recorded
  - No disagreements were encountered with management or any of the financial representatives from SMCS
- Internal Control Communication Letter

- o This letter was consistent with last year's letter
- o Items identified are very common for non-profit organizations of our size

## **Open Forum**

No guests had requested to speak at tonight's meeting.

## **Consent Resolution Agenda, Patti Purcell**

- Minutes of the September 2024 BOT Meeting
- Minutes of the October Executive Committee Meetings
- Patti moved to accept the minutes of the September 2024 BOT Meeting and Ron seconded it. Motion carried.

## **President's Report, Dan McKenna**

- Dan presented a new format for the President's Report that he worked with Leila M. to get a more strategic look to; tactical items now fall under our strategic initiatives to better showcase progress against our strategic plans
- [All Aboard is coming up](#); BOT members are invited to attend this event on Nov. 2
- Bill mentioned how much he liked the Zephyrfest video and thought we should use it more

## **Finance Committee Update, Bill Bittner**

- Presentation of Modified Budget
  - o 70 more students than last year; 44 are WPCP students
  - o Wages are projected as if we're fully staffed
  - o We anticipate having a smaller deficit than originally planned
  - o However, we may need to increase the LOC to accommodate current year cash needs
    - Lance to follow up with the bank
- Presentation of Cash Flow
  - o Cash position has been good for several years due to government programs outside of WPCP and receipt of estates such as Shipek
  - o This year, we will need to draw on the LOC
  - o We will hold an average outstanding balance that we will owe interest on
  - o See the link to the modified budget in this month's President's Report to review the actual numbers
- Assumptions for 10-year plan
  - o Bill reviewed the major assumptions impacting our 10-year financial plan

- o At the November BOT meeting, Bill and Lance will present their first pass of the 10-year financial plan given these assumptions
- o Bill also presented another snapshot of our enrollment, tuition comparisons and WPCP students by grade, by campus and year-over-year growth since FY2018.

### **Governance Committee**

- Approval of Committee Charters, Meghan Healy
- Collection of Conflicts of Interest

### **New Business, Kristen Bergstrom**

- Father Bob: reclaim the Sabbath efforts; may require some teacher training to help our families do this
  - o SMM is having 1x/month student-led Masses which is helping with this
  - o Sports are trying not to schedule things on Saturday night and Sundays
- Father Bob: Bishop also wants to increase Mass attendance by 20%

### **Executive Session**

- Meghan motioned to move into Executive Session; Dave seconded. Motion carried.
- Ron motioned we adjourn the Executive Session and Father Bob seconded it. Motion passed.
- No action was taken.

Ron made a motion to adjourn. Meghan seconded the motion. Motion carried.

Meeting adjourned at 7:58 pm.

### **Closing Blessing**