

**St. Mary Catholic Schools
Board of Trustees Agenda
Wednesday, May 21st, 2025
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"> ● Opening Prayer and Review of Mission Statement 	Kristen Bergstrom
<ul style="list-style-type: none"> ● Open Forum 	
<ul style="list-style-type: none"> ● Consent Resolution Agenda <ul style="list-style-type: none"> ○ Minutes of March 2025 BOT Meeting ● Minutes of April 2025 Executive Committee Meeting ● Minutes of May 2025 Executive Committee Meeting ● Minutes of April 2025 Athletic Committee Meeting 	Patti Purcell
<ul style="list-style-type: none"> ● Updated Finance Presentation (10 Minutes) 	Lance Ernsting
<ul style="list-style-type: none"> ● President's Report (15 Minutes) 	Dan McKenna
<ul style="list-style-type: none"> ● Advancement Update (10 Minutes) <ul style="list-style-type: none"> ○ Zephyrfest Recap ○ Enrollment Update 	Dan McKenna
<ul style="list-style-type: none"> ● Academic Excellence Update (10 Minutes) 	Dan McKenna
<ul style="list-style-type: none"> ● Governance Committee Update (8 Minutes) <ul style="list-style-type: none"> ○ Board Evaluation Feedback ○ 2025-26 slate of BOT officers 	Meghan Healy Teeling
<ul style="list-style-type: none"> ● Old Business (5 Minutes) <ul style="list-style-type: none"> ○ Board of Director Meeting Recap 	Kristen Bergstrom
<ul style="list-style-type: none"> ● New Business (5-10 Minutes) <ul style="list-style-type: none"> ○ BOT Retreat, Friday, August 22nd, 8am-1pm ○ August Meet and Greet - Need Date 	Kristen Bergstrom

<ul style="list-style-type: none">○ Back to School BOT tour of schools - Need Date○ BOT Member Departures-Presentation of Gifts	
<ul style="list-style-type: none">● Executive Session	
<ul style="list-style-type: none">● Closing Blessing	

**St. Mary Catholic Schools
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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.

Attendees: Meghan Healy, Leila Moussai, Dan McKenna, Ron Schreier, Kristen Bergstrom, Patti Purcell, Kaydee Ruppert, Father Judah, Paul Seveska

Guests: Kathleen McCurdy, Lance Ernsting

Absent: Dave DeWitt, Ryan Valentine, Troy Noel

<ul style="list-style-type: none"> ● Opening Prayer and Review of Mission Statement <ul style="list-style-type: none"> ● Meeting opened at 6:39 pm with a prayer by Kristen B. ● Meghan Healy motioned to modify the by-laws to allow the online BOT members to vote online for tonight. Ron Schreier seconded. Motion carried. 	Kristen Bergstrom
<ul style="list-style-type: none"> ● Open Forum-None 	
<ul style="list-style-type: none"> ● Consent Resolution Agenda ` <ul style="list-style-type: none"> ○ Meghan Healy made a motion to accept the minutes of the February 2025 BOT Meeting. Ron Schreier seconded. Motion carried. ● Minutes of March 2025 Governance Meeting and Minutes of March 2025 Executive Committee Meeting were provided in the packet for BOT members. 	Patti Purcell
<ul style="list-style-type: none"> ● Presentation on SMCS Investments (10 Minutes) <ul style="list-style-type: none"> ● Lance presented an overview of all SMCS Investment and Endowment Funds and provided the BOT with an overview of distributions. ● Lance also presented an overview of the Foundation investments. ● Update on Advancement Department (10 Minutes) 	Lance Ernsting Kathleen McCurdy

<ul style="list-style-type: none"> ○ Kathleen McCurdy presented an overview of Advancement updates and wins in SY 2024-25: <ul style="list-style-type: none"> ■ Received a sizable new directed donation from an anonymous donor. ■ Ahead of the 2024-25 goal with Momentum donations/pledges. ■ Received a new grant which will be used for tuition assistance for grades K-8. ■ Introduced a new online payment system for parents to pay for camps, lunch, extracurricular activities and more, streamlining and simplifying payments. ■ Started using a new fundraising platform. Greater Giving will be replaced by One Cause. ■ Launched a new website with a recruitment focus. ■ Migrating our database (Results+) to Razer’s Edge which will result in better coordination between Advancement and the Business Office. ■ Hired a new communication person who has other relative advancement experience. ■ Enrollment update: Things continue to look good. We are utilizing geofencing and paper flyers around particular schools to increase enrollment. ■ Developing a new fundraising strategy which will be announced in the near future. 	
<ul style="list-style-type: none"> ● President’s Report (15 Minutes) <ul style="list-style-type: none"> ● Dan reported that the Diocese will now allow us to look for our own auditors and will look into this in the future. ● He mentioned that an Academic Excellence subcommittee will be meeting to discuss the idea of a “school within a school” which will cover advanced topics, particularly around language arts. ● Dan revisited the enrollment update presented by Kathleen and was confident in the numbers projected for next year. <ul style="list-style-type: none"> ○ There were some questions and discussions about why some schools are generating more or less interest. 	Dan McKenna
<ul style="list-style-type: none"> ● Finance Update (5 Minutes) <ul style="list-style-type: none"> ○ We are on track to the modified budget. ○ Per Bill, there is high confidence in the numbers thanks to 	Bill Bittner

Lance's diligence. .	
<ul style="list-style-type: none"> ● Governance Committee Update (5 Minutes) <ul style="list-style-type: none"> ● Three applicants were proposed for next year's BOT. The slate of candidates included: Dr. Drea Carberry, Thomas Gritton, Jr, and Lynn Hopfensberger. ● Meghan Healy moved to approve the slate of new candidates as proposed. Ron Schreier seconded. Kristen asked if there was any discussion. ● Motion carried. ● Meghan reported that feedback had been received in the Board self-evaluation requests. It will be discussed at the next Exec Committee meeting. ● The new leadership positions will be discussed at the next Executive Committee meeting and presented to the BOT next month. 	Meghan Healy
<ul style="list-style-type: none"> ● Old Business (5 Minutes) <ul style="list-style-type: none"> ○ Follow-up to February Open Forum Presentation ○ Follow up on Uniform policy <ul style="list-style-type: none"> ○ Dan reported we sent out a questionnaire and have a meeting scheduled in April to gather info and come up with a plan. 	Dan McKenna
<ul style="list-style-type: none"> ● New Business (5 Minutes) <ul style="list-style-type: none"> ○ Board of Directors Meeting, April 9th, 2pm 	Kristen Bergstrom
<ul style="list-style-type: none"> ● Executive Session <ul style="list-style-type: none"> ● Meghan Helay motioned to enter into Executive Session at 6:23 p.m. Leila Mousai seconded. Motion carried. ● Meghan Healy motioned to exit Executive Session at 8:31 p.m. Leila Mousai seconded it. Motion carried. ● No action was taken in or after the Executive Session. 	
<ul style="list-style-type: none"> ● Closing Blessing 	

Meghan Healy made a motion to adjourn at 8:34 p.m. Ron Schreier seconded it. Motion carried and the meeting was adjourned.

Minutes submitted by Patti Purcell, Secretary

SMC Athletic Committee Meeting
Apr 9, 2025

Present: Dave D., Matt S. Nathan V., Patti P, Paul S.
Excused: Kathleen H.-O.

Call to order 6:31 PM

- 1) Opening prayer - Dave D.
- 2) AD/ Sports update - Matt S.
 - a) Hired new FB coach - Rob Dettelman, Coaching experience in Ohio
 - i) Brian Keller- Asst coach/OC
 - ii) Strength and conditioning coach (Earl Peterson) - DC
 - b) Girls varsity basketball : conference champs, 2nd in the state
 - c) Boys varsity basketball: Lost in regional semifinals, only 2 returning starters this year, improved throughout the season
 - d) Powerlifting: 6-7 lifters to state and nationals, Maria Marti finished 2nd in state and 2nd in nation
 - e) Dance Team: 7 girls, participated in 1st competition ever, came in last place but great experience
 - f) Girls soccer lost 1st game to Xavier
 - g) Softball: 1-2
 - h) Varsity Baseball: 1-0 with walkoff win against Ripon
 - i) Golf has first match tomorrow
 - j) Tennis tournament in BayPort against D1 schools - competitive
 - k) Track ramping up
 - l) Adding Girls golf next fall
 - i) Jack Steinhaff coaching (former assistant coach Osh N and Laconia)
 - ii) Team dropped from Bay Conf and we were selected to join - playoffs
 - m) Inspire Sports event with boys basketball players, plan football event in fall
- 3) Fundraising:
 - a) GZO - Patti P
 - i) planning underway - aggressive goal
 - ii) Working with advancement on coordinated donor asks
 - iii) We'll review previous sponsor list as well as new sponsor considerations
 - iv) Ridgeway Golf Course reserved for July 14, 2025.
 - v) GZO committee continues to meet and brainstorm on course events, raffles, at event fundraising
 - b) NCAA Basketball Slam opportunity - Matt S
 - i) Learned a lot

- ii) Did not lose money - about \$500 profit
- iii) Winners posted on SMCS Athletics facebook page, GBFR does the payouts
- iv) Need to better execute on physical ticket sales and online option earlier
- v) Plan to do this again next year

4) Volunteer slots - Matt S

- a) Overall filling slots continues to go well.
- b) Tiffany Vosters is evaluating family slot commitments and sending emails
- c) A number of families do not complete 5/athlete and incur the \$200 buyout option.
- d) Going to reevaluate this summer and consider decrease from 5/athlete to 3/athlete - would likely be enough to fill all the slots if everyone did the 3/athlete, 3 slots may be more manageable and maybe fewer would incur the buy out

5) New press box construction delayed - needs to be handicap accessible (ramp being added) because of square footage. Original plan approved but local reviewer vetoed it

6) Open Discussion/Ideas

- a) No immediate needs for athletic facilities - continue to plan for future needs
- b) Matt S. to review SMC policy with regard to communications and remind coaches of the policy.

Meeting adjourned 7:32 PM

St. Mary Catholic Schools BOT Monthly Update						March 19,2025
Pillar: Academic Excellence & Student Enrichment						
<p>AP testing took place over the last weeks. HS final exams are upcoming. The 8th grade and 5th grade recognition days will be held in the next two weeks. The third round of iReady test results will be in hand shortly. Results will help inform professional development. A working group has met twice to think of ways to strengthen and deepen the HS academic experience especially in the humanities.This will be a multi-year project.</p>						
2024 -25 Metric	Owner	Start Date	Complete Date	Status	Progress Update	
1 By the end of the first semester of the 2024-2025 academic year, achieve full teacher proficiency in the multi-tiered system of supports (MTSS) framework as evidenced by 100% of teachers completing training sessions and demonstrating the ability to apply MTSS strategies in the classroom, resulting in a 15% increase in student performance metrics for those receiving Tier 2 and Tier 3 interventions.	Justina Plemon	8/14/24	1/17/2025	On Track	Rachel met with Middle School Staff on Dec 9 and Dec 16 to review MTSS. She presented to the elementary teachers on February 14 during a professional development day. Kelly will arrange for her to meet with the high school during second semester.	
2 By the start of the second semester of the 2024-2025 academic year, successfully implement Math Centers in all K-5 classrooms that include components of rigor, adaptive learning online platforms, and hands-on activities, with at least 80% of students demonstrating improved competency in math skills as measured by classroom assessments.	Justina Plemon	8/14/24	1/17/2025	Complete	Working with Rachel McCarthy; found a grant to cover small group training for building principals to participate in data dive workshops so they can train teachers on how to use data gathered by both classroom assessments and iReady to inform & differentiate instruction; will implement & reinforce Math Centers during January 3rd professional development day - this went very well	
3 Establish 'Innovation Labs' and programming within the schools where students and teachers can explore new technologies and teaching methods, fostering a culture of creativity and continuous improvement.	Justina Plemon	8/14/24	6/5/2025	On Track	students are using innovation labs at SM, SMM, MS, and HS; Kari purchased Makey Makey kits that are portable to bring to classrooms where innovation space is limited; planning for next year to build up STEM opportunities at the MS; received generous grants to purchase more materials for SME Innovation Lab	
4 Complete a comprehensive curriculum mapping for all middle and high school subject areas and for math and literacy in the elementary levels, ensuring 90% documentation of scope and sequence, alignment with state standards, and/or integration of cross-curricular connections.	Justina Plemon	8/14/24	6/5/2025	On Track	MS, high school, and elementary specialists curriculum mapping is complete; elementary has completed math as of Feb 14. MS/HS to plan scope and sequence work for second semester. Literacy mapping to be completed at elementary level during 3/21 PD day	
Pillar: Catholic Culture & Identity						
<p>Zephyr Dads barbecue was Thursday, May 15. It was a wonderful(and delicious) event yet again. All high school students and staff were able to enjoy sunny weather, burgers, and brats. With three new priests coming to Neenah-Menasha, the Fab Five will take on a different purpose and role next year. We look to host a happy hour with our new priests layter this summer to welcome them. The seniors will have their final retreat Wednesday, May 21. The Baccalaureate Mass will take place this Thursday at the FAEC.</p>						
2024 -25 Metric	Owner	Start Date	Complete Date	Status	Progress Update	
1 By the end of the 2024-2025 school year, fully integrate "The Zephyr Way" through school-wide practices and reteaching throughout the year.	Dan McKenna	8/14/24	6/5/2025	On Track	Metric may be refined.	
2 Establish a comprehensive student leadership development program with evidence of at least three student-led initiatives that have positively impacted the school or local community.		8/14/24	6/5/2025	Complete	MS: Cardboard carnival, student news cast, shark tank. Box of Joy, Christmas Giving; HS: Jim Brown - Coffee Bean Club started January 14, 2025, Sleep in heavenly peace, blood drives, No shave November, Thanksgiving food drive	

St. Mary Catholic Schools BOT Monthly Update						March 19,2025
3	Strengthen the partnership between the school and the parish by implementing or maintaining at least three shared initiatives that align with our common mission of community service and spiritual development.	Elementary School Principals	8/14/24	6/5/2025	Complete	We have shared multiple initiatives with our parishes e.g. Rise Against Hunger,
4	Organize and conduct five combined liturgical Mass celebrations within the academic year 2024-2025, fostering spiritual unity and community engagement between the high school and middle school students.	SP	8/14/24	3/20/2025	On Track	Starting our pen pal relationship. Students meet their HS buddy after mass on the 30th. Will plan on a May event with pals.
5	Continue to celebrate two all system masses.	SP	8/14/24	1/31/2025	Complete	First mass was held in September. Second mass was in February
Business Office Update						
1	https://drive.google.com/file/d/1QuWIOGFJb0cEzMAcPMOCnnLcG6762srB/view?usp=sharing					
Advancement Office Update						
1	https://drive.google.com/file/d/1CmqvX7HtV3pdmOqMImT-dxc9WME9gF17/view?usp=sharing					
2024 -25 Metric		Owner	Start Date	Complete Date	Status	Progress Update
1	Establish consistent and timely financial reporting on a monthly basis: Cash flow projection and actual vs. budget by department by October 2024.	Lance Ernsting	8/14/24	10/31/2024	Complete	Cash flow reporting is done consistently (and updated daily) to monitor for issues. Current projection out to December 2025. Actual vs budget by department reporting has also been implemented beginning in September 2025 and has been reviewed with all department stakeholders.
2	Develop department budgets and monthly review / feedback process as appropriate by January 2025.	Lance Ernsting	8/14/24	2/28/2025	Complete	This process is completed. The first rounds of actual vs budget reviews have taken place with all departments and we are now working on providing even more timely updates. Financial reporting has been completed in Blackbaud, detailed financial reports are being generated and reviews have been scheduled to review YTD actuals vs budget through February with all relevant stakeholders. This process of reviewing actuals vs budget will continue hereafter.
3	Refresh 10 year Financial Plan using 2024/25 Modified Budget as baseline – October BOT Meeting	Lance Ernsting	8/14/24	10/16/2024	Complete	The 10 year financial plan was begun in mid-November 2024 and completed in December 2024. Reviewed this 10 year Financial Plan with the Finance Committee and 12/16 and will also be reviewed at the Board of Trustees on 12/18.
4	Deliver an evaluation of the current use of Miller Funds and make any recommended adjustments that could be implemented for the next school year by April 2025.	Lance Ernsting	8/14/24	4/30/2025	Watch	Terry Jack sent us the Monte Carlo simulation very recently. Final step is to analyze these results and report out on them. Not completed by April 30, but as of 5/19/25 we do have the information to do our analysis.
5	Deliver 14 solicitations for the Momentum Campaign with at least \$500k in gifts/pledges by end June, 2025	Kathleen McCurdy	8/14/24	6/30/2025	Complete	29 committments received; \$2,277,100
6	Advancement will develop a new enrollment report including WPCP, financial aid, international students, and retention by January, 30 2025.	Kathleen McCurdy	8/14/24	1/31/2025	Watch	Still work to be done on this.