

**St. Mary Catholic Schools  
Board of Trustees Agenda  
Wednesday, September 24th, 2025  
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"> <li>● Opening Prayer and Review of Mission Statement</li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● Open Forum-Wisconsin Parental Choice Program</li> <li>● Open Forum- General</li> </ul>	
<ul style="list-style-type: none"> <li>● Consent Resolution Agenda               <ul style="list-style-type: none"> <li>○ Minutes of May 2025 BOT Meeting</li> </ul> </li> <li>● Minutes of September 2025 Executive Committee Meeting</li> <li>● Minutes of August 2025 Executive Committee Meeting</li> </ul>	Patti Purcell
<ul style="list-style-type: none"> <li>● President's Report (15 Minutes)</li> </ul>	Dan McKenna
<ul style="list-style-type: none"> <li>● Governance Committee Update (10 Minutes)</li> </ul>	Meghan Healy Teeling
<ul style="list-style-type: none"> <li>● Finance Committee Update (5-10 Minutes)</li> </ul>	Troy Noel
<ul style="list-style-type: none"> <li>● Old Business</li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● New Business (5-10 Minutes)               <ul style="list-style-type: none"> <li>○ Safety</li> </ul> </li> </ul>	Dan McKenna
<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, May 21st, 2025  
6:15 pm- SMCS Administrative Offices**

**Attendees:** Kaydee Ruppert, Kristen Bergstrom, Dan McKenna, Patti Purcell, Ryan Valentine, Leila Mousai, Dave DeWitt, Father Bob Kollrath and Paul Seveska (by phone).

**Absent:** Bill Bittner, Ron Schreier, Father Nonnito, Father Michael Lightner, Father Judah Pigeon

Guest: Raisa Ramos

<ul style="list-style-type: none"> <li>● Opening Prayer and Review of Mission Statement The meeting began at 6:22 pm in prayer led by Dan McKenna, followed by a review of the mission statement by Kristen Bergstrom.</li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● Open Forum-no attendees were present who had requested to speak.</li> </ul>	
<ul style="list-style-type: none"> <li>● Patti Purcell motioned to approve the Minutes of March 2025 BOT Meeting. Ryan Valentine seconded. The motion carried.</li> <li>● The Minutes of April 2025 Executive Committee Meeting, of the May 2025 Executive Committee Meeting and of the April 2025 Athletic Committee Meeting provided to all BOT members in the packet.</li> </ul>	Patti Purcell
<ul style="list-style-type: none"> <li>● Lance Ernsting presented a financial update.             <ul style="list-style-type: none"> <li>● Lance noted that we were finishing the year ahead of this year's budget forecast.</li> <li>● Modified budget coming in October 2025 for upcoming (25-26) year based on actual staffing and student enrollment.</li> <li>● Members of the BOT discussed building a bridge to a surplus budget forecast and what that would look like. Lance will build a 5- to 10-year plan.</li> </ul> </li> </ul>	Lance Ernsting

<ul style="list-style-type: none"> <li>● President's Report</li> </ul> <p>Dan McKenna reported on the following items:</p> <ul style="list-style-type: none"> <li>● New classrooms being built at St. Gabriel's elementary school.</li> <li>● The Board of Trustees reviewed the ACT 20 promotion policy for 3rd to 4th grade advancement requirements. The policy will be added formally to our policy handbook.</li> <li>● Dan noted that we had 100% retention from 5th to 6th grade and some additional students, and that we are seeing the same high retention rates from 8th to 9th grades as well.</li> <li>● Dan reported that he is making some progress on the new uniform policy, planning on an August, 2026 soft implementation policy on Mass days only for now.</li> <li>● Dan also reported that the St. Margaret Mary's school principal was leaving and Dan is reviewing new candidates to fill the vacancy.</li> </ul>	<p>Dan McKenna</p>
<ul style="list-style-type: none"> <li>● Advancement Update (10 Minutes) <ul style="list-style-type: none"> <li>○ <b>Zephyrfest Recap;</b> Dan noted that Zephyrfest was very successful this year and hit our targeted budget. Planning is underway for next year's event.</li> <li>○ <b>'25-'26 Enrollment Update:</b> Dan reported that we are confirming WPCP enrollment choices and currently have 199 WPCP students confirmed. We are expecting enrollment for the '25-'26 school year of 1,144 students, which will likely require some additional staffing.</li> </ul> </li> </ul>	<p>Dan McKenna</p>
<ul style="list-style-type: none"> <li>● Academic Excellence Update (10 Minutes) <ul style="list-style-type: none"> <li>○ Dan provided a brief update on the academic excellence committee's progress. Results of most recent testing will be ready over the summer. Results are used to inform curriculum.</li> </ul> </li> </ul>	<p>Dan McKenna</p>
<ul style="list-style-type: none"> <li>● Governance Committee Update (8 Minutes) <ul style="list-style-type: none"> <li>○ Board Evaluation Feedback: Meghan presented the results of a recent Board Evaluation survey. Some feedback included getting the BOT agenda out earlier and meeting date cadence, among other things. Kristen will review the feedback and strive to weave it into future improvements.</li> <li>○ 2025-26 slate of BOT officers: Meghan presented the new slate of officers for the upcoming year as follows:</li> </ul> </li> </ul>	<p>Meghan Healy Teeling</p>

<ul style="list-style-type: none"> <li>■ Kristen Bergstrom: President</li> <li>■ Meghan Healy: Vice President</li> <li>■ Patti Purcell: Secretary</li> <li>■ Troy Noel: Treasurer</li> <li>○ Kaydee Ruppert motioned to accept the new slate of officers for the upcoming year; Dave Detwitt seconded he motion. The motion carried.</li> </ul>	
<ul style="list-style-type: none"> <li>● Old Business (5 Minutes) <ul style="list-style-type: none"> <li>○ Board of Director Meeting Recap: Kristen provided a recap of the recent SMCS Board of Directors meeting with the Bishop, noting it was a well-attended and positive event. The Board of Directors approved the 2025-2026 budget and the SMCS President Contract, as approved and presented by the SMCS Board of Trustees.</li> </ul> </li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● New Business (5-10 Minutes) <ul style="list-style-type: none"> <li>○ BOT Retreat, Friday, August 22nd, 8am-1pm</li> <li>○ August Meet and Greet - Need Date</li> <li>○ Back to School BOT tour of schools - Need Date</li> <li>○ BOT Member Departures-Presentation of Gifts</li> </ul> </li> </ul>	Kristen Bergstrom
<ul style="list-style-type: none"> <li>● Executive Session: <ul style="list-style-type: none"> <li>● Meghan Healy motioned to move into executive session at 7:45 pm; Dave DeWitt seconded. The motion carried. At 7:54 pm, Dave DeWitt motioned to exit executive session; Meghan seconded and the motion carried. No action was taken during the Executive Session.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Closing Blessing: <ul style="list-style-type: none"> <li>● Meghan made a motion to adjourn at 7:54 pm. Leila seconded it. The motion carried.</li> </ul> </li> </ul>	

Minutes respectfully submitted by Patti Purcell, SMCS Board of Trustees Secretary

St. Mary Catholic Schools  
Board of Trustees Meeting  
September 25, 2025  
President's Report

### Catholic Culture and Community

- Dan McKenna and Kristen Bergstrom have met with various law enforcement and safety professionals to discuss the safety of our students in light of the shoot in MN. The School Safety committee met on Monday 9/22. Included in this meeting were representatives of Fox Crossing, Menasha, and Neenah police departments. Dan and Kristen will report their work to the Board at the September meeting.
- A faculty and staff Mass on August 13 (in conjunction with the Catholic Leader Academy day) was celebrated by Fr. Tom Reynebeau, the new pastor of St. Patrick. He did a great job of helping to introduce the theme of “Faith on the Move” for this year. (He’s also been doing a tremendous job with our weekly Middle School Masses!)
- The All System Mass on Friday, September 12 continued this remarkable tradition. There is nothing like seeing a thousand students, staff, and visitors participating in our highest act of worship. The smiles and the joy overflow from that event and help to animate our entire school year. Fr. Mark helped to coordinate a beautiful Eucharistic Procession after Mass for Grades 6-12, bringing Jesus visibly and physically into the spaces of our Middle School and High School. There was tremendous positive feedback about the day’s events. In addition, we intentionally solicited input for improving those activities even more to make it a tremendous and memorable experience for all Zephyrs.
- Class retreats are already underway, with the new 9th Grade having a day at Camp Tekakwitha. There are many great possibilities and fresh ideas we hope to incorporate into the retreats, partly with the background and creativity of new MS staff member Meredith Lauer. Retreats are an important - and probably underutilized - opportunity to live and reinforce the Zephyr Way.
- Ministry and Mission provided new portraits of Pope Leo XIV and Bishop Ricken to all five campuses for display. For many students, these may be names they hear during Mass, but don’t have any other frame of reference for these Church leaders. So we included a short write-up (targeted toward elementary) to help explain more about the role of the Pope, the Bishop, and a little bit of their respective backgrounds. We also encouraged principals to consider planning a blessing or explanation session with their pastors or deacons.
- Still to come -

- September 26 - Homecoming Service morning - almost 300 HS Zephyrs will undertake a few hours of community service on campus, at all of our parishes and schools, and other agencies and organizations across the Fox Valley on the Friday of Homecoming weekend.
  - October 9 leadership day for young men at SMCHS, including Mass with Fr. Mark, and sessions from local presenters coordinated by Dean of Students Jordan Klein.
- We started our **bookmark ministry project**. The goal is to have each SMCS student create at least one inspiring bookmark. Bookmarks will initially be distributed to state correctional facilities via the Certified Peer Specialist Book Club Program. This is a meaningful, anonymous, and safe way for our community and students to participate in prison ministry. We anticipate that we will be able to create an inventory of bookmarks that will allow us to outreach to other populations and expand this ministry's reach. Bookmark ministry will have a table at Zephyrs Connect and the homecoming parade/game.
  - This year's **Zephyrs Community Art Project** was announced on 9/16. The project is open to all SMCS students, staff, families, and parishioners. **This year's theme is "Lord make me an instrument of thy peace; where there is hatred let me sow love."** Submissions are due in early December.
  - **SIX: Teen Edition** production is in rehearsals. The musical is being directed by Lindsay Dahlberg. Throughout the rehearsal process **the cast has worked with Holly Rutchik to relate Theology of the Body to the experiences of their historical characters** and their own lives. The cast and crew recently enjoyed **two additional learning experiences**. First, a virtual presentation from a costume designer Margaret Weedon who shared her experience working on costumes for the Broadway production. The other was a 75 minute dinner and history presentation provided by Bill Walsh who covered the Tudor period, Henry VII and the life of the six wives. **SIX: Teen Edition runs Oct. 10 - 12.** There are 4 performances including an understudy performance at 2pm on the 11th. **Alum Andrew Pope** is returning to SMCS to provide sound design for this production.
  - **Middle school musical** and **high school play** auditions were held and shows were cast earlier this month. The middle school musical is **Cinderella: Youth Edition running Oct. 24 - 26.** The high school will be doing a one act play, **Too Many Detectives** at the Murder Mansion. This will be the first year for SMHS to participate in one act competitions. The season starts October 25 at Oshkosh West. One act teams compete for the opportunity to advance to district, sectionals, and on to state. Opportunity for home audiences to view **Too Many Detectives at the Murder Mansion** will be planned for the weekend of November 14th.
  - The MS and HS visual arts staff have initiated a **monthly studio night**. This is an opportunity for students to work in a collaborative environment on their visual art curricular or personal projects. Intent is to pilot these nights and then begin looking for opportunities to invite visiting artists to provide students new perspectives. These will

occur on the 3rd Wednesday of the month October - April. **MS art club is also returning** this year after a gap since Margaret Koskinen's retirement.

- We held our **first Fine Arts Parent Night** to create greater awareness of recent process improvements, accomplishments, and student and volunteer opportunities. Will plan to have this annually going forward.

## Financial

- Updated financials can be seen in the September Board folder on shared drive.
- The parishes and SMCS will cost-share 1FTE to help with School workload and be dedicated Parish support. This is another great step in parish/school relations.

## Academic Excellence

### Professional Development Provided During August In-Service

- New Teacher Onboarding
- Catholic Leadership Academy
- Traumatic Event Crisis Intervention Plan
- Macbook User
- Professional Learning Communities
  - Scope and Sequence
- Forward Test Scores Data Dig
- Conscious Discipline
- Multi-Tiered Systems of Support
- SPARK
- Curriculum Technology
- Classroom Aides in Master Teacher on Classroom Management

### October 3rd Professional Development

- K-8 iReady Diagnostic Analysis
- Curriculum Refresh

