

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

## 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

St. Mary Catholic Schools  
Board of Trustees Meeting  
September 18, 2024  
President's Report

### Catholic Culture and Community

- Latest issue of "Forever Zephyrs", the Alumni Newsletter, went out last week. They are very well received, and have a good level of engagement. We are inviting all former Hall of Fame members to participate in the **Homecoming Parade on October 4**. Between this and the **Zephyrs Connect event on Sunday, September 29**, there are exciting new traditions in development.
- Process for school news every other week seems to be going well so far. It's always dependent on whether people actually read the newsletters, or click through to their specific campuses. We are working to make sure that all contact info is current, and that even non-English speaking families have a reliable source of communication.
- Dan McKenna met with the parish priests on Friday, August 31 at SMM Parish.
- The all-system Mass has become an important part of our faith life at St. Mary Catholic Schools. Campus Minister Mike Picard took the lead on planning, and working with a few other key people on logistics and liturgy, the event turned out beautifully. We had five priests and two deacons, with Fr. Mark Mleziva as the main celebrant. Fr. Judah Pigon is slated to help with the next all-system Mass at the end of January for Catholic Schools Week.
- HS Play - My brother's gift has auditioned and is double cast. Performances are November 14 - 17.
- MS Musical - Finding Nemo Jr. has been cast and rehearsals are well underway. Performances are October 18 - 20.
- Our high school musical has been selected for the spring and is going to be The Sound of Music. It will be open to students from our elementary and middle schools as well as our high schoolers.
- Homecoming Week is September 29-October 5.

### Financial

- Updated financials will be presented at the meeting.
- Enrollment update is included in the packet.
- Momentum Update is included in the packet.
- GZO Financial summary in packet.
- ZFAB appeal will be hitting mailboxes soon. Donations are asked to be in by October 4th in order for ads to make it into our yearly booklet.
- Managing implementation of Papercut copier software

- Making sure Parishes are included for printer access
- Making sure the deployment pack to the iOS devices and macOS devices are working and functional.
- Updating Parish laptops to Windows 11
- Recruiting for 2024-25:
  - 28 new hires
  - 6 openings
    - Elementary Music Teacher - SMM/SM
    - EL Teacher
    - HS Principal
    - (3) After School Care Providers- SG/SMM/SM

### **Business Office Updates – from Lance Ernsting**

- *Continuing to meet with each member of the team to understand their roles, duties and main responsibilities and how I can best help them.*
- *Finalizing FY24 income statement to review how we performed against budget, along with understanding the FY25 budget.*
- *Daily monitoring of cash flow – new process put in place to monitor this and ensure invoices are paid at the appropriate time. Raising issues as appropriate to ensure full visibility.*
- *Developing a robust monthly process to compare FY25 modified budget vs monthly actuals – this process to be in place during Q2 whereby I will meet with each department / school / cost owner to review budget vs actuals and identify risk areas.*
- *I am also developing a process whereby all funds/investments are captured in one location and there are clear dates marked next to each fund indicating what actions are coming up in the future.*

### *Payroll – Susan Zabel*

- *Successfully submitting payroll on the 15<sup>th</sup> and 30<sup>th</sup> of each month*
- *Responding to benefits changes during each week to ensure that payroll is correct*
- *Receiving new and updated pay agreements for employees and ensuring that these are entered correctly into Paycom in preparation for Payroll*

### *Accounting – Doug Collins*

- *Doug is the lead in the financial audit onsite the week of 9/9. Met with auditors (CLA) throughout the week and responded to any questions and inquiries.*
- *Final report to be prepared and ready for the audit committee in the middle of October.*

### *Accounts Payable / Receivable – Ann Harris*

- *Ann continues to receive cash deposits and checks (gate money, summer camp, lunch, donations, tuition, etc) and deposit in the bank on a timely basis. Also does excellent work entering all of these things into Blackbaud to ensure the correct accounts are used.*
- *Ann also receives invoices and enters them into Blackbaud for approval and is responsible for the printing of checks – she personally puts these checks into the mailbox.*

*Tuition / School Choice – Shelley Wautlet*

- *Shelley has done a wonderful job working with families as we prepare for the new year. She helps walk people through the school choice process and discusses issues with each family*

*Lunch / Food Service – Tracy Ludka*

- *Tracy has done a great job preparing the menus for each school, staffing each school appropriately, offering training opportunities for each employee and making sure our inventory levels at each school are in place.*
- *We completed a food service audit successfully on 8/31/24, which is the first that she has done.*

*Scrip / Spirit Stop – Liz Uhlenbrauck*

- *Scrip continues to be sorted and put together each Thursday morning and distributed to families appropriately. Liz is consistent and great at making sure this process runs smoothly.*
- *Liz also is responsible for the spirit stop. We are currently exploring ways to keep the spirit stop open longer and seeing who we can train so that the store can be open at alternate times.*

*Buildings & Grounds – Joe Roth*

- *Joe continues to handle all issues related to the buildings and grounds – he has great relationships with our vendors and contractors and is on top of any issues that may arise.*

## Academic Excellence

- *Wrapped up digital citizenship lessons with students K-8 and all students have their devices*
- *K-8 completing STAR 360 assessment*
- *K-8 completing i-Ready diagnostic to provide data for individualized student instruction*
- *SMCHS testing day October 23: PSAT (11th), Pre-ACT (10th, 11th)*
- *K-12 data dive on August 21 with CESA 6 using Forward Results*
- *Integrating technology and STEM into the classrooms. Examples of some of the lessons: Digital Citizenship with high school students, organizing google drive and google classroom with 7th and 8th graders, Scratch Jr. introduction with 3rd grade, longitude and latitude robotic lesson with 4th grade, International Dot Day and creativity with 4K, Binary coding and programming with 1st grade.*
- *Getting the Makerspace at SM up and running with supplies and initial expectations lesson with each grade level at SM*
- *Offering technology support to teachers as they implement ipads into their classrooms (signing on, proper use/care, apps)*
- *Starting up the VEX season with both MS and HS teams*
- *September STEM event scheduled plus astronomy bonus event at night*

From Athletic Director, Matt Schultz

*Boys Soccer - Currently 2-3 overall and 1-3 in the Big East Conference. There are 22 boys playing boys soccer.*

*Cross Country - Hosting home meet tomorrow at Winagamie Golf Course. Have had some great individual finishes so far this season. There are 11 members of the cross country team, 5 boys and 6 girls.*

*Football - Currently 1-3 overall and 0-2 in the Eastern Wisconsin Conference. This is our first year playing in this conference. There are 53 boys and 1 girl in our football program.*

*Girls Tennis - Currently 13-3 overall and 7-0 in the Eastern Wisconsin Conference. This is our first year playing in this conference. There are 20 girls on our girls tennis team.*

*Girls Volleyball - Currently 8-2 overall and 2-0 in Big East Conference. There are 41 girls playing volleyball.*



# MOMENTUM

8/13/24

## Gifts and Pledges

Dollar Value	\$1,772,000
Commitments Received	21

## Solicited and Pending a Pledge Decision

Pending Prospects	6
Predicted Pledge Value of Pendencies	\$220,000

Prospects in the Appointment Pipeline on "HOLD" (various reasons)	4
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Activated Prospects Attempting to Schedule	22
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## Donation/Pledge Level Breakdown

<b>Pace-Setting Level</b> \$250,000 - \$1,000,000	1
<b>Leadership Level</b> \$50,000 - \$249,000	10
<b>Investor Level</b> \$0 - \$49,000	10

## Current Pipeline Prospective Requests

<b>Pace-Setting Level</b> \$250,000 - \$1,000,000	3
<b>Leadership Level</b> \$50,000 - \$249,000	9
<b>Investor Level</b> \$0 - \$49,000	6

#gozephyrs



## Greater Zephyr Open 2024

Net Profit YOY

GZO Budget				2023 Numbers	2024 Numbers
<b>Income</b>					
Sponsorships				\$15,400.00	\$18,850.00
Golfers				\$8,625.00	\$19,500.00
Wristbands (games?)				\$3,300.00	\$5,500.00
50/50 raffle				\$1,520.00	NA
Balcony Toss (Buy a Drive)				\$610.00	\$400.00
Donations				\$260.00	\$2,110.00
Credit Card Fees Collected				\$167.64	\$691.00
Cash Raffle					\$2,620.00
Brewer Ticket Raffle					\$1,720.00
<b>Total</b>				<b>\$29,882.64</b>	<b>\$51,391.00</b>
<b>Expenses</b>					
<b>Golf Fees/Event Venue Fees</b>					
<b>Golfers</b>	120			\$3,338.00	\$12,694.50
<b>Addtl Cart Rental Fees (volunteers)</b>				\$124.00	\$330.00
<b>Food &amp; Beverages</b>					
Breakfast/Lunch Fees				\$95.00	\$1,782.00
Buffets				\$1,400.00	\$4,536.00
Volunteer lunches				\$800.00	
Gratuity on all					
Free H2O				\$200.00	
Drink Tickets				\$688.00	\$2,322.51
Booze (Patti purchased)					
Misc. Prize & Event Purchases					\$50.00
<b>Memorabilia</b>					
Gift cards		from Royal St. Pat's	gift cards	\$600.00	
Printing/Postage					\$171.39
Credit card fees				\$1,300.00	\$1,242.00
Giveaway		Curtis Stark paying 1/2 again; total is about \$2,000		\$2,411.50	
<b>Total Expenses</b>				<b>\$10,956.50</b>	<b>\$23,128.40</b>
<b>Net Profit</b>				<b>\$18,926.14</b>	<b>\$28,262.60</b>



## Enrollment Numbers 2024-25

By Campus & Grade (SMCS Enrollment + Master Enrollment)									
Grade	SMM	SG	SM	MS	HS				Total
P3	20	21	11	--				P3	52
PK	29	53	15	--	--			PK	97
K	27	30	15	--	--			K	72
1	32	18	19	--	--			1	69
2	35	29	18	--	--			2	82
3	27	25	12	--	--			3	64
4	26	23	15	--	--			4	64
5	26	33	12	--	--			5	71
6	--	--	--		66	--		6	66
7	--	--	--		59	--		7	59
8	--	--	--		74	--		8	74
9	--	--	--	--		73		9	73
10	--	--	--	--		70		10	70
11	--	--	--	--		76		11	76
12	--	--	--	--		59		12	59
<b>TOTAL</b>	<b>222</b>	<b>232</b>	<b>117</b>	<b>199</b>	<b>278</b>				<b>1048</b>
				<b>SMCS Total:</b>	<b>1048</b>				<i>(includes 5 Global &amp; STS)</i>

\*Two students currently in enrollment pipeline for SMM

### Past 3 Year Comparison

	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<b>SMM</b>	234	241	224
<b>SG</b>	148	161	187
<b>SM</b>	119	114	96
<b>MS</b>	198	192	196
<b>HS</b>	<u>245</u>	<u>277</u>	<u>273</u>
<b>TOTAL</b>	<b>944</b>	<b>985</b>	<b>976</b>
<b>International</b>	<b>12</b>	<b>16</b>	<b>5</b>

11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
250	282	281	269	237	226	214	217	238	203
177	182	180	190	155	147	140	139	132	144
122	105	102	120	106	92	86	86	103	104
153	171	159	157	162	176	173	165	180	192
239	237	258	240	254	242	237	241	250	240
<b>941</b>	<b>977</b>	<b>980</b>	<b>976</b>	<b>914</b>	<b>883</b>	<b>850</b>	<b>848</b>	<b>903</b>	<b>883</b>