

SMCS Board of Trustees – Meeting Minutes

Meeting held January 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, Meghan Healy, Bryan Rosiejka, Dr. David DeWitt, Paul Seveska (via phone), William Bittner, Troy Noel, Patti Purcell, Father Bob Kollath, Father Judah Pigon, Ron Schreier

Missing: Father Nonito Barra, Fr. Michael Lightner, Leila Mousai

Guests: Jessica Anderson

BOT MEETING START TIME: 6:33 PM

Opening Prayer: Kristen Bergstrom

MOTION:

CONSENT RESOLUTION

- Ron Steffen moved to accept the Minutes of the November BOT Meeting, Minutes of the Athletic committee meeting and the Minutes of December BOT Executive Committee Meeting
- Second by Troy Noel
- Call to vote – unanimous
- Motion carried

PRESIDENTS REPORT

- Bill speaking
- Interested in advertising for SMM Catholic schools' week
 - Want to make sure to take advantage of the open house and be able to act if there is any interest in signing up the SMCS
 - Is there a pitch during Catholic schools' week?
 - There are welcome greetings at Mass
 - Principals at some of the elementary schools promoting SMCS
 - Steve Pable a crucial part of organizing the presentation of school
- Academic excellence
 - Narcan is now available at SMCS
- Bryan asked about:
 - Sophie Jones to help with math improvements?
 - Yes, interim report share some insight
 - Parents excited about feedback
 - Must be open to constructive criticism

- Test scores should improve
- New evaluation process for non-teaching staff?
- Need to get the good things we do out to the community
- Bill on improving enrollment:
 - Inquiries from numerous parents moving into the area
 - Martha has been flagging them
 - Online inquiries in the pipeline now
 - Good to track how parents are finding out about us
 - Losing some students as they move to high school
 - Send a packet to realtors to let them know to tell folks about our school
- Fr Bob on enrollment:
 - SMCS does have a bus route to Sherwood to capture some of the students out there
 - If we can maintain 90 students and fully staffed, this would be sustainable
 - This year is a trial year for St Mary In Menasha to see how new programs work
- Enrollment
 - SMM pre-K 3 in comparison there is a significant loss from last year
 - International students down system wide
 - Less international students applying
 - Looking to build up the area of international students
 - Kelly not super hopeful on the return of international students
 - US is not viewed as being as safe as it used to be
 - Issue outside of our control
 - We have the students in our own parishes
 - How do we get them to come?
 - Need to promote the school more
 - Trying to set up SMCS as a school that can form a child's conscience
 - Issue is many parents don't go to Church
- Bryan
 - Academic excellence, can we get a report?
 - Talked about staffing,
 - Using testing data to develop curriculum
 - Professional development
 - Communication to parents
 - Move back to original elementary school principal format
 - Went to Diocese and got legal advice to move forward

FINANCE

- Bill speaking
 - Showing us where we were at with a deficit budget \$297,000
 - Got feedback that the board wants a balanced budget

- Blended tuition increases of 13% and additional students
 - Donors getting the school off of reliance on Zephyrfest by lowering their donation by \$350,000
- Finance committee reviewed Friday and recommended acceptance
 - Revised budget is balanced.
 - Revenue up and expenses up
 - A lot must be in alignment for the budget to work
 - Could be some 'manna from heaven' donations that are not accounted for
- Tuition is higher than before
 - Proposed a \$500 increase across the board
 - Compared with neighboring schools
 - List price is compared
 - Still competitive
 - Since then, Xavier came out with their new tuition
 - Actual numbers from Xavier and we went just below them
 - Elementary's larger increase
 - Highschool a little less
 - Net + \$102,000
 - Approximately 50 families paying the premium out of parish discount
- New tuition rates are in the budget
 - Want to convey we have best school and very competitive
 - At or below other schools
 - Aggressive increase
 - Should have done tuition increases a little earlier
 - Budgeting an increase of 6 additional international students
 - Xavier is having the same problem we do
 - Teachers are very marketable now
 - Increase in fees
 - Bergstrom Corp allowed a \$100,000 one-year increase to Zephyrfest, Kristen got a commitment
 - What does it cost to have sports?
 - From all GZO and costs what is the difference?
 - New goal would need to increase GZO and Booster Club Revenue-to **\$80,000**
 - Try to minimize donor fatigue
 - Need to determine what tuition covers
 - May need additional sources (alum, etc.) for booster club
 - Athletic Committee working to restart booster club
 - May be a big opportunity for additional funds
 - Who else might support sports that we haven't addressed before
 - Should we combine all activities?
 - No was the general reaction

- Trying to get a \$75,000 decrease in non-educational salaries, Dan signed up for these activities
 - Non-educational salary is about 20 percent of the salaries, is that a correct number?
 - Diocese might now that number
 - Should be able to compare to public schools and Xavier
 - For employee benefits, using a percentage of salary
 - Approximately 25% of salary for benefits
 - Do not plan on changing
 - Headcount currently 980 need to get to 1040 to make this happen
 - Budgeted with tuition paying students not Choice students, get more with Choice students
 - No Momentum money budgeted in this
 - Very aggressive budget and there has not been a balanced budget in the last three years
 - Still not giving the teaches what we wanted to but on the correct path
 - Still not committed to turning any families away
 - One is streamlining the tuition assistance process
 - Process out there to breakdown the applicants and give us a better way to assign money and determine assistance level
 - Will be more demand with increase, need to improve the assistance program
 - Dan is confident he can make the budget work

MOTION:

CONSENT RESOLUTION

- Ron Schreier moved to accept the budget as presented by the Finance committee
- Second by Father Bob Kollath
- Call to vote – unanimous
- Motion carried
- Bryan noted that dan does not have to do all work himself, the bot is available for assistance
- Shipek funds will add an additional \$77,000 soon that was not budgeted

FOUNDATION UPDATE

- Dan met this morning; Foundation dispersing \$23,000 dollars
- Foundation excited about Momentum
 - Josh Dietrich on our Foundation as a Diocesan representative
 - Good to have him on the board
 - Momentum continuing, March 7 for next meeting
 - Meet with folks and talk and personal asks
- Whole point is to raise the need for the Foundation and what donors can do

- Have a list but no goal per timeline
- One of the metrics in Dans' goals to get and agreed amount of money from donors
 - Need to be prepared for old parishioners to donate to Foundation
 - Put out an endowment sheet to help interested parties
 - Some parishes are setting up estate planning for free to help guide use of their money

MOTION

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

MOTION

- Ron Schreier moved to end the executive session
- Second by Meghan Healy
- Call to vote – unanimous
- Motion carried

MOTION

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

Meeting ended at 8:30 PM