

**St. Mary Catholic Schools  
Board of Trustees Agenda  
Wednesday, October 16th, 2024  
6:00pm- 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>● Presentation of Audit Results <ul style="list-style-type: none"> <li>○ Review of Audited Financial Statements</li> <li>○ Governance Communication Letter</li> <li>○ Internal Control Communication Letter</li> </ul> </li> </ul>	CliftonLarsenAllen-
<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 September 2024 BOT Meeting</li> </ul> </li> <li>● Minutes of the October 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 Modified Budget</li> <li>○ Presentation of Cash Flow</li> <li>○ Assumptions for 10-year plan</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> <li>○ Reminder of/Collection of Conflicts of Interest</li> </ul> </li> </ul>	Meghan Healy
<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, September 18th, 2024**

**6:15pm- SMCS Administrative Offices**

**Attendance;** Kristen Bergstrom, Kaydee Rupert, Dave Dewitt, Bill Bittner, Patti Purcell, Kelly Beisenstein Weiss, Father Judah, Megan Healy, Lance Ernsting, Leila Mousai, Ryan Valentine, Ron Schreier, Troy Noel, Paul Seveska via Microsoft Teams

**Guest in attendance:** Raisa Ramos

**Missing:** Father Bob, Father Mike and Father Nonnito

This was a WPCP open forum opportunity. The BOT had not received notice from anybody they were intending to come, therefore after 5 minutes of waiting for a walk-in the regular meeting was started.

Meeting began at 6:20 pm

Opening Prayer and Review of Mission Statement-Kristen Bergstrom

#### **Consent Resolution Agenda-Patti Purcell**

- Minutes of the April 2024 BOT Meeting
- Minutes of the May 2024 BOT Meeting
- Minutes of the July Executive Committee Meetings
- Minutes of the September Executive Committee Meetings

Patti Purcell presented the April/May minutes and motioned to approve them. Ron Schreier seconded the motion. Motion carried. Minutes for the July and September Executive Committee Meetings were provided to the Trustees in the packet for the meeting for informational purposes.

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

Report on Academic Excellence-Kelly Beisenstein-Weiss

- Kelly presented recent Forward test results for various grades and subjects
- Overall results are showing improvement from 2022-2023, with most of the improvement coming from those in the lowest percentiles

- Kelly talked about iReady and how it is getting used in K-8; will become predictive of our Forward test scores eventually
- We are the only private school in the Diocese using the Forward exams and iReady, currently
- Other area schools data will be made public in November
- This information is informing how we instruct the kids; it helps us be more proactive in educating our students
  - Kelly used an example of how the school has moved geometry earlier in the school year to ready kids for the Forward exam and used a teacher with this expertise across the system to help the students prepare

### **Finance Committee Update - Bill Bittner**

#### **Report on Business Operations - Lance Ernsting**

- Lance presented an overview of the Business Services department
- He also presented the FY25 vs. FY 24 budget; showed a predicted deficit with opportunity to shore up through expense monitoring
  - Budget does include salaries and benefits for 6 positions that remain unfilled
- 293 Choice Students in FY 25 vs. 248 in FY24
- Students are funded all the way through graduation even if the WPCP program is eliminated by the state

#### **Strategic Plan- Leila Mousai**

- Leila presented the strategic plan and metrics.
- Leila motioned to approve the 2025 Strategic Plan with metrics. Ron Schreier seconded it.
- Ron asked where recruitment comes into this. Ryan Valentine pointed out that it's in the objectives of the financial section.
- Motion passed.

#### **Committees Update-Meghan Healy**

- Meghan will send out conflict of interest forms to everyone, and charters for all the committees to BOT committee chairs.
- Executive Committee:
  - is full; Kristen Bergstrom is chair
  - Leila Mousai, Meghan Healy, Patti Purcell, Bill Bittner, and Dan McKenna make up additional members
- Finance Committee:

- o Bill Bittner is the chair
- o Other BOT members include Troy Noel and Kristen Bergstrom
- o Bill is inviting Kaydee Ruppert to join
- Buildings and Grounds Committee:
  - o Ryan Valentine will chair
  - o Dan McKenna and staff (Joe Roth and Lance Ernsting) complete this committee
- Athletic Committee:
  - o Dave Dewitt chairs this
  - o Hh has asked Ryan Valentine to join the committee
  - o Patti Purcell has interest in joining
  - o Paul Seveska is on this committee too as are Matt Schoultz; Kathleen Healy Osland and Nathan Vogel
  - o Will meet every other month; 2<sup>nd</sup> Wednesday of the month in the evenings
- Catholic Identity Committee:
  - o Meghan Healy is chair
  - o Dave Dewitt and Leila Mousai offered to join this committee
- Governance Committee:
  - o Meghan Healy is chair
  - o Dave Dewitt, Paul Seveska and Dan McKenna are also part of this committee

## **Open Forum**

School Choice Open Forum-No school choice representatives present.

**New Business**-none

## **Calendar-Kristen Bergstrom**

- Kristen handed out the calendar of events ([linked here](#)). BOT members should get some of these events on their calendars to periodically support throughout the year.

## **Executive Session**

- Dave Dewitt made a motion to move into executive session at 8:05 pm and Ron Schreier seconded it. Motion passed.
- Ron Schreier moved to leave executive session at 8:42, and Dave Dewitt seconded. Motion passed.
- Action was taken during the session.

Meghan Healy motioned to adjourn, and Kaydee Rupert seconded it at 8:43 pm.

St. Mary Catholic Schools BOT Monthly Update						October 11, 2024
<b>Executive Summary</b>						
The first eight weeks of the school year are in the books. The Zephyr Way has been articulated and discussed at all grade levels. The culture among the faculty and staff has been very positive with allowances made for staffing changes at the high school and delays in ordering resources at the elementary level. This year a reworked Homecoming was more intentional about being inclusive of all grades. From Zephyrs Connect and the Powder Puff game to the parade and game, students of all ages participated. There was a tremendous sense of pride and spirit throughout all of the activities.						
<b>Pillar: Academic Excellence &amp; Student Enrichment</b>						
<ul style="list-style-type: none"> <li>-SMCHS testing day October 23: PSAT (11th), Pre-ACT (10th, 11th)</li> <li>-K-8 completed STAR 360 assessment</li> <li>-K-8 completed i-Ready diagnostic to provide data for individualized student instruction</li> <li>-i-Ready PD on 9/27 - using diagnostic data to individual instruction</li> <li>-Started Preschool library class for all three elementaries in addition to the typical 4K-8</li> <li>-Makerspace at St Mary's is open - Started with orientation where students learned what the makerspace is, what they will do/learn in that space, and the expectations. The students then completed a one piece of paper challenge.</li> <li>-Finished a three part coding lesson with first graders to prepare them for their field trip to Building for Kids at the end of October</li> <li>-Collaborated with classroom teachers to plan several lessons that connect to Wonders (3D printing Braille name plates, community helpers, and space)</li> <li>-Continue to push into classrooms to teach Scratch Jr., Google Classroom, Safe Searching/Resource gathering, TinkerCad, and themed STEM Challenges</li> <li>-A new EL teacher started last week. Two elementary school campuses are working with her to establish classroom and academic support for our growing ELL population.</li> <li>-Gaining momentum with VEX Robotics at HS &amp; MS; we will have five HS teams and four MS teams competing this season; ran a tinker time at HS for students during lunch period; parents are providing open lab times in evening in the TLC</li> <li>-Astronomy Night event Monday, October 14 at 8PM in the soccer fields with AMAZING telescopes ran by Greg Cheslock</li> <li>-Girls Who Code club met at MS; HS club's first meeting is Monday, October 14; Phil and Alyssa Kerwin are running a Coding Club at MS for boys as well</li> <li>-Working with Rachel McCarthy to use Title Funding to send building principals to data dive workshops so they can train teachers on how to use data gathered by iReady to inform &amp; differentiate instruction</li> <li>-The elementary counselor teams have been diving more into their new curriculum, Purposeful People, and finding ways to tie it into their classroom instruction.</li> </ul>						
<b>2024 -25 Metric</b>						
	<b>Owner</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Status</b>	<b>Progress Update</b>	
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	Initiated	Setting up 1:1s with building leadership to review and gather baseline data for Academic Strategic Plan Goals
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	Initiated	Working with Rachel McCarthy to use Title Funding to send building principals to data dive workshops so they can train teachers on how to use data gathered by iReady to inform & differentiate instruction
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	Initiated	Assisting in set up of innovation lab at SM
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	Not Started	
<b>Pillar: Catholic Culture &amp; Identity</b>						
<ul style="list-style-type: none"> <li>-All teachers will attend a diocesan inservice on Oct 18 at ND in Green Bay. Bishop Ricken will lead us in mass.</li> <li>-Eric Genus performed a concert of praise for our middle school and high school student on Wednesday, Oct 9.</li> <li>-St. Mary's Parish will be hosting a celebration of the church and school renovation on the afternoon of Friday, Oct 18.</li> <li>-The Freshman retreat is Wednesday, Oct 16.</li> <li>-The Fab Five will be meeting on Friday, October 25.</li> </ul>						
<b>2024 -25 Metric</b>						
	<b>Owner</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Status</b>	<b>Progress Update</b>	
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	On Track	
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	On Track	
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.	Mike Picard	8/14/24	3/20/2025	On Track	
5	Continue to celebrate two all system masses.	Mike Picard	8/14/24	1/31/2025	On Track	
<b>Pillar: Financial Sustainability</b>						
<a href="http://smcatholicsschools.org/wp-content/uploads/2024/10/2024-25-Finance-Business-Office-RoT-Updates-OCT24.pdf">http://smcatholicsschools.org/wp-content/uploads/2024/10/2024-25-Finance-Business-Office-RoT-Updates-OCT24.pdf</a>						
<b>2024 -25 Metric</b>						
	<b>Owner</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Status</b>	<b>Progress Update</b>	
1	Establish consistent and timely financial reporting on a monthly basis: Cash flow projection and actual vs. budget by department by October 2024.	Lance Ernsinting	8/14/24	10/31/2024	On Track	
2	Develop department budgets and monthly review / feedback process as appropriate by January 2025.	Lance Ernsinting	8/14/24	1/10/2025	On Track	
3	Refresh 10 year Financial Plan using 2024/25 Modified Budget as baseline - October BOT Meeting	Lance Ernsinting	8/14/24	10/16/2024	On Track	
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 Ernsinting	8/14/24	4/30/2025	Not Started	
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		
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		