

### President's Leadership Team Key Points of Focus for Month

- Continued involvement on Diocesan Meitler Planning committee; approved final plan November 28<sup>th</sup>
- Finalization involving Diocesan approval for the creation of a Foundation and moving forward with Unanimous Consent Resolution; authorized December 20<sup>th</sup> by the Chancery office
- Completion of WCPC audit and items needed for compliance
- Preliminary work on budget; establishment of tuition rates for 2018-19
- Progress made on enrollment task force engagement with small key stakeholder group
- Further development of the Aquinas program and marketing plan for launch
- Several student and/or staff issues requiring president's involvement at various schools
- Transition of communications role; interview/screens and segregation of job duties
- Addition of marketing component to Zephyrfest Coordinator position
- Transfer of duties for high school principal role and coverage for elementary administrator on medical leave
- Offer made and accepted for part time school counselor to support high/middle school students

### Professional Development

#### **Curriculum**

- A scope and sequence document by subject area across grade levels is being developed by teachers at all levels. The information has been gathered and the next steps are to develop consistency in structure. It is our intent to have a take-away document by grade level of all subject areas and a document by subject area across grade levels

#### **Fine Arts**

- Tickets for "Z CABARET" are now on sale on [ShowTix4u.com](http://ShowTix4u.com). This fine arts fundraiser will feature SMCS alumni and fine arts supporters in a variety show as guests sit on stage of the FAEC for a table side view of the show. Seating will be limited
- All SMCS Christmas choir and band concerts have been attended. Several members of the choir and band have been performing for people and organizations in the community that are special to SMCS
- Our December Art Show has filled the FAEC hallway with a wonderful amount of art featuring students from all five schools

### HR/Safety/Wellness

#### **Transfers/Changes/Hires**

- Recruiting for sub teachers, food service aides, 4<sup>th</sup> grade teacher @ St. Gabriel (.5), Communications Coordinator, SMCHS Principal
- Marsha Britt now Marketing and Zephyrfest Coordinator
- Ralph Norton finished internship and is staying on 2<sup>nd</sup> semester as school counselor

#### **Wellness**

- A local wellness policy evaluation was done; our policy needs updating in the areas of evaluation and parent involvement
- A wellness calendar including hours of fitness center and classes available to staff as well as outside events will be distributed to staff
- Staff and their families, as well as alumni, will be invited to use fitness center during weeks around Christmas
- Working on developing a second semester fitness challenge for employees

## Admissions/Recruitment & Retention

- Early registration for a tuition discount (transition grades only) closed on November 30
  - 84% retention (to date) with 5<sup>th</sup> graders (5<sup>th</sup> graders registered for 6<sup>th</sup> grade at SMCMS)
  - 77% retention (to date) with 8<sup>th</sup> graders (8<sup>th</sup> graders registered for 9<sup>th</sup> grade at SMCHS)
- Grade school/middle school night at the boys basketball game was Friday, December 15
  - Took basketball players to the elementary schools to promote on 12/14 and 12/15 – HUGE hit!
- Will be attending the Go Valley Kids Family Resource Fair on Sunday, January 28 – new for SMCS
- Established relationship with Go Valley Kids – both online and print resources for families with young children
- January 16, 2018 – Elementary School Showcase events at each of the 3 elementary schools
  - SMM: STEM
  - SM: Enrichment & Engaged Learning
  - SG: Literacy

## Fund Development & Alumni Relations

### **Z-NIGHT and Zephyrs Gold Raffle:**

- Profit: \$51,000 (estimate) – similar to last year, but has good structure to improve on next year
- December Zephyrs Gold Raffle winner (snow blower): Pat and Kim Breen
- January drawing will be January 11<sup>th</sup> for a \$500 Scheel's gift card

**SM Winter Escape 'Dueling Pianos'** – January 26<sup>th</sup> at The Outer Edge. Tickets available online and at St. Mary Elementary.

**SMM Wines Around The World** – February 24<sup>th</sup> at The Ballroom at The Reserve. Tickets available online and at St. Margaret Mary Elementary

**Zephyrfest** – April 21 at the new Fox Cities Expo Center. You should have received an electronic save-the-date reminder for ZF18!

### **Annual Fund**

- Tracking even to same date last year: 7.1.17 – 12.18.17 = \$67,184
- Promotion through December 31: For any gift \$100 or over until 12/31, entered to win NEW Zephyrs cooler filled with Zephyrs goodies. (Show sample)
- End of Year messages: personal contact, emails and fb posts through 12/31
- February: Alumni phone-a-thon