



SMCS Board of Trustees President's Report November 20, 2019

Professional Development

A half-day retreat was held on November 4th for all academic teachers, staff, and administrators. The topic focused on "Following Christ...Come Follow Me Series". The retreat included videos and discussions related to "Personal Prayer and the Heart of a Disciple", with time allowed for personal reflection and prayer writing.

Admissions/Marketing

- 2020-2021 recruitment/retention
 - Registration is open, however, we will not promote until tuition, transition grade discounts, and grants (Miller Family Grant & Affordable High School Tuition) are approved by the donors and BOT
 - 5th/7th grade visit day – October 29
 - 7th: invites to students from SMCMS, Holy Spirit, St. Mary Greenville, St. Ignatius, New Hope, Fox Valley Christian Academy, Xavier
 - 93 students (59 from SMCMS, 34 from outside SMCS)
 - Spoke to 8th grade class at St. John Little Chute November 6
 - SMCHS Parent Preview Night – Tuesday, October 29 – 17 families
 - SMCMS Parent Preview Night – Wednesday, October 30 – 10 families
 - Scheduled shadow days at SMCHS and SMCMS – November 11, 12, 18, 19
 - HS: 6 students from outside SMCS, 3 students from SMCS
 - MS: 19 students from SMCS
- Marketing Committee
 - New prospectus completed and ready for distribution!
 - New marketing materials continue to be developed with new branding elements - info sheets, banners, newsletters, social media elements, etc.

Business Services

- Completed RFP for new payroll/HR system, with decision to use Paylocity. Plan is to have the system implemented by the first payroll in January. New and exciting features for SMCS in the Paylocity system and services:
 - Onboarding – electronic onboarding for all new hires to complete our starting paperwork. We will be able to have the sign documents electronically and store them electronically. This would include the Diocese paperwork as well.
 - Employee self-service portal both web and mobile
 - Timecard system – this would allow hourly employees to enter their hours by job duty online, each pay period they would be approved electronically by the supervisor, then come through the payroll system for approval and payment.
 - Online benefit portal – Allowing employees to accept or decline benefits with SMCS. Enrollment would be online; this would feed to our providers and the payroll system. Employees would be able to access their benefits 24/7 from any computer.
- Working on tuition and budget projections for 2020-21
- Working with CLA auditors on our School Choice audit
- Working with several different middle and high school groups on SCRIP fundraisers
- Working with Brigade and Parishes to refer SMCS families for Christmas giving programs

Development/Advancement

- Closing out fundraising events:
 - Connect5 raised \$27,155; disbursements made to five parishes, athletic/activities Booster Club, fine arts bands, and SMCS technology
 - Meet Me in the Middle raised \$21,604 (includes one outstanding sponsor payment for \$1,000)
 - Taste! raised \$28,404 (includes three outstanding sponsor payments totaling \$1,250)
- Annual Fund dollars to date: \$52,261
- Documents being finalized for 2018-19 Donor Report publication
- ZNIGHT/ZGOLD was held November 9th; while attendance was slightly down, all there enjoyed a festive event coordinated along with the Hall of Fame inductee event. Numbers still being finalized, but expect to come in close to last year.
- Our All Saints day Mass on November 1 honored those alumni who have departed the past year.

HR/Staffing/Communications

Hired (updates since October meeting)

- Theresa Wilkinson- Long Term Sub 5th Grade- SG
- Corinne Dordel-PT Instructional Aide- SM
- Christina Kinjerski- Food Service Aide
- Andrea Spencer- Sub Aide
- Jennifer Simon - PT Instructional Aide - SMM
- Macaela Tomasi - PT After School Care Provider- SMM

Current Openings

- Director of Mission Advancement
- Theatre Instructor
- Baseball Coach
- Food Service Subs
- Teacher Subs

Items of Interest

- 2nd video promoting SMCS completed
- Employee SMCS apparel order placed; items expected at SMCS prior to Thanksgiving
- Employee Christmas gathering planned for December 3 at Holidays
- Updating Employee Handbook
- Adding employees' pictures to website

Upcoming Dates

- November 21-Girls Basketball Family Night
- November 22,24,25-High School Fall Musical "Snapshots: A Musical Scrapbook"
- November 26-MS/HS Marching in Appleton Christmas Parade
- December 3-SMCS Christmas Art Show Starts
- December 4-SMCHS Blood Drive
- December 4-Middle & High Schools Combined Choir Concert
- December 9-St. Mary Elementary School Christmas Concert
- December 10-St. Gabriel Elementary School Christmas Concert
- December 12-St. Margaret Mary Elementary School Christmas Concert
- December 16-Middle & High Schools Combined Band Concert
- December 17-Elementary Schools Band Concert