



SMCS Board of Trustees President's Report January 15, 2020

Admissions

- 2020-2021 recruitment/retention
 - Registration is open
 - SMCS families – email, newsletters
 - Outside SMCS - Feeder schools received incoming freshmen grant opportunities letter to share with students/families & the letter was sent via US mail to these students (for those that gave us an address)
 - HS Parent Preview Night (6:30 p.m.) – Tuesday, January 28
 - Feeder schools received a flyer to share with students/families & flyer was sent via US mail to these students (for those that gave us an address)
 - Phone calls to SMCS 7th and 8th grade families
 - Digital ads: USAT Network (Top 200 Websites) January 11-28
 - Targeting Fox Cities area, Ages 25-54
 - MS and elementary open houses (12:30-5:00 p.m.) – Tuesday, January 28
 - Digital ads: USAT Network (Top 200 Websites) - two weeks end of January
 - Targeting Fox Cities area, ages 25-54
 - Aquinas Info Session 5:00 p.m. – Monday, January 27
- WPCP promotion (application period is February 3-April 16)
 - Relevant radio ad – February 4-17
 - Parish bulletin insert (in production) for February 8-9
 - Flyer for SMCS newsletters (in production)
- School Choice, including Combined Schools, intent to participate submitted to DPI by January 10

Advancement

- The onboarding process has begun smoothly for our new Director of Mission Advancement, Chris Decker, who started January 6. The new Director had a productive first eight days with these highlights:
 - Met with SMCS Foundation President, Dan Engelhard, to understand and appreciate the scope of the Foundation for the immediate and future impact it can provide; gained understanding of my role to support the Foundation
 - Met with BOT Fund Development Committee Chair, Bill Bittner, to discuss fund development and my role in leading that area at SMCS
 - Participated in Winter Escape planning meeting in an effort to appreciate the role fundraisers play in the financial health of SMCS. This also helps to assess the long term efficiency and feasibility of our fundraising model
 - Begun relationship building with key SMCS stakeholders through hand written correspondence, face to face meetings, and social media connections
 - Met with donor interested in endowed tuition assistance fund for Foundation
- The SMCS 2018-19 Donor Report was mailed; many favorable comments received regarding the content and progressive reports on our schools
- 2019-20 Annual Fund total amount received to date: \$92,259
- SMCS Foundation: Just under \$50,000 in donations received; additional \$25,000 pledged
- Alumni recognition night was held at the January 4 Boys Varsity Basketball game
- Young Alumni Day was held at the high school on January 8

Business Services

- Converted to Paylocity payroll system for the first payroll in January. Preparing for yearend payroll documents
- Prepared budget projections for 2020-21
- Working with Food Service employees on roles and responsibilities

HR/Communications

Hired (updates since December meeting)

- Chris Decker-Director of Mission Advancement
- Jessica Wagner-Theater Instructor- HS
- Andrea Spencer-Instructional Aide- SM
- Janet Hadler-Food Service Aide – HS
- Spencer Van Deurzen-Athletic Intern
- Kristen Cupp-5th grade long term sub/Student teacher – SMM

Resignation (updates since December meeting)

- Spencer Jones, HS/MS Choir teacher; last day 1/20

Current Openings

- Food Service Aide-SMM
- Food Service Aide Floater
- Head Varsity Baseball Coach
- 8th Grade Long Term Sub
- Teacher Subs
- Food Service Subs
- Hiring summer day camp staff

Work in Process

- Communicated status changes and finalized payroll reporting for affected employees in compliance of January 1 new overtime law
- Working to complete DOJ School Safety grant and annual report requirements
- Administrator letters of intent being prepared for 1/31 distribution
- Staffing meetings with principals for 2020-21 school year
- Updating employee handbook
- Adding Alumni employee info to website
- Paylocity implementation for HR/Benefits portions
- Adjustments to SMCS Style Guide approved by leadership team to include
 - Cross added to all future SMCS issued apparel (uniforms)
 - Keep spirit of our Catholic faith in mind when creating any apparel

Dates of Interest

- January 17-High School singers singing the National Anthem at the GB Gambler game
- January 18-Clash of the Choirs
- January 24-Winter Escape
- January 26-February 1-Catholic Schools Week
- January 27-Aquinas Program Info session
- January 28-Elementary/MS Open Houses & HS Parent Preview Night
- February 7 & 8-Z Cabaret
- February 17-WPCP/Affordable Education Info Session and HS Course Selection Night