



SMCS Board of Trustees President's Report February 19, 2020

President's Focus (previous 6 weeks)

- Collaborating with Diocese and system presidents to strategize on how to deal with unexpected health insurance changes. This has a huge impact on our budgets!
- Moving forward with design of a youth/family Sunday evening Mass in collaboration with parishes
- Facilitating the St. Gabriel safety improvement building project with donors, staff, parish, and PTO
- Taking additional steps with area law enforcement Safety Intervention teams and Parish and BOT Building and Grounds committees to meet compliance for DOJ School Safety grant assessment, training, and emergency preparedness
- Met DPI audit and application requirements for 2020-21 WPCP participation; collaborated with other two schools (Holy Spirit and St. John/Sacred Heart) on Combined School partnerships
- Met FLSA Wage and Hour compliance requirements through reclassification of non-exempt salaried workers to hourly; very sensitive situation for employees impacted by classification change
- Led Aquinas Parent Information Session
- Worked with donors on plans, and with Diocese and our Board of Directors to get consent, on new soccer/football/track facility
- Helping with a target mailing campaign to Neenah & Menasha public school families who have 8th grade children; focusing on high school for this first direct mail effort
- Actively engaged in the Connect 5 event planning for five schools-five parishes
- Drafting communication plan for solicitation of donors to the Foundation
- Onboarding new Director of Mission Advancement; first six weeks progressing smoothly
- Continuing with transition of roles and responsibilities under new leadership model
- Preparing reports and new budget format for March 3 Corporate Board meeting

Admissions

- 2020-2021 recruitment/retention:
 - SMCS families – email, newsletter promotions
 - Outside SMCS - Feeder schools received incoming freshmen grant opportunities letter to share with students/families and the letter was sent via US mail to those students who provided us with their address
 - SMCS principals & director of admissions contacting current families who have not registered
 - MS and elementary open houses (12:30-5:00 p.m.) – Tuesday, January 28
 - SMM – 2 families, SM – 2 families, SG – 5 families, MS – 2 families
 - HS Parent Preview Night (6:30-8:30 p.m.) – Tuesday, January 28 ~12 families
 - Aquinas Info Session (5:00-6:30 p.m.) – Monday, January 27 – 7 families
- WPCP promotion
 - Affordable education/WPCP drop in sessions – Monday, February 17
 - Flyers sent home with current 4K and K families
 - 105 students already registered
 - Application period is February 3-April 16
- Public School Student/Family mailings to attract prospective high school students
 - 1st (in series of 3) – dropped 2/12 Theme is opportunity and affordability of SMCHS
 - 2nd to drop 2/26 Theme is SMCHS students are engaged in co-curricular activities and don't have to choose one over the other
 - 3rd to drop 3/11 Theme is SMCHS provides a strong foundation for life.

Advancement

- New Director of Mission Advancement has met with each elementary and middle school principal and toured those schools. He has sent personal, handwritten invitations to each parish priest and Mary Krueger with an invitation to meet.
- Zephyrfest continues to track positively and ahead of schedule for contributions. The change in format continues to be positive.
- Finishing development of a standard operating procedure for fundraisers. This operating procedure would describe the planning stage, night of event and post event stages of fundraising. This will aid in tracking metrics and ROI of events. It will also help the people leading the events as it will serve as a “how to” manual.
- Working in the “dream phase” of what it would look like to combine the efforts of four fundraisers (three elementary and one middle school) into one larger system wide event. More analysis needed to determine if this plan would attain our financial goals.
- Creating a strategic plan for Alumni Relations with three areas of focus:
 - 1) Cultivate a vibrant and robust community that engages alumni purposefully, personally and professionally.
 - 2) Prepare students to become engaged alumni.
 - 3) Adopt industry-wide standards and best practices, coordinated across SMCS, to improve the measurements for alumni engagement and satisfaction.

Business Services

- New payroll system is in place; working on transitioning to electronic time cards
- Paylocity implementation for HR/Benefits portions in process
- Fundraisers – wrapping up Winter Escape and working on Wines Around the World (March 7)
- Working with the auditors on the January School Choice audit
- Budget approved at January BOT meeting; budget scheduled for BOD review/approval on March 3
- Drafting a Cash Flow Statement
- Working on a Scrip plan to increase usage

Human Resources

Hired (updates since January meeting)

- Hallie Londre- Part-time Food Service Aide- SMM
- Chrissy Goethel- Lead Cook- SMM
- Cynthia VandenLangenberg- Food Service Sub
- Kristen Hubbell- Long Term Sub- 8th Grade
- Andrew Dahlberg- HS/MS Choir Teacher
- Dean Laux- Head Varsity Baseball Coach
- Kim Breen- Sub Teacher/aide
- Heidi Quick- Sub Teacher

Departed (updates since January meeting)

- Jeanne Oost- Resigned, SMM Food Service
- Mary Linsmeyer- Resigned, SMM Food Service
- Ceta Khang- Resigned, SMM Food Service

Current Openings

- SMCS Superintendent (for 2020-21)
- MS 7th/8th Grade Math Teacher (for 2020-21)
- Substitutes – Teachers, Aides, Food Service