



**SMCS Board of Trustees
President's Report
November 18, 2020**

Business Services: Finance/Technology/Food Service

- Collaborated with Admissions to select a new system that will handle our enrollment, tuition management, and accounting systems
 - Will begin to transition to Blackbaud for these systems
 - Systems will allow for families to enroll, register, and manage their tuition payments and other fees all in one place
 - Will also allow for a seamless transition from the parents' side to the business side
 - New system will provide an accounting system that is built for schools, which will allow for better expense management tools and better reporting tools
 - Will also provide a platform to more easily work with the auditors in the future
 - President signed contract for this investment; \$34,250 for year 1, \$30,000/year for year 2 & 3
- Working with the Finance Committee on tuition and budget projections for 2021-22
- Working with BOT Treasurer on new reporting system and chart of accounts
- WPCP financial audit finalized and submitted to DPI on October 8
- Now providing CLA information and documents on the WPCP enrollment audit
- Facilitating a SCRIP fundraiser for all three boys basketball teams
- Partnering with Brigade and Parishes to refer SMCS families for Christmas giving programs

Advancement – Fund Development

Annual Appeal 2020-2021

- "I'm INspired" campaign has launched with a physical mailer sent to 620 alumni or past donors
- Also addressed and sent an additional 115 mailers to the top 10% of supporters from last year
- Balance of donor database to receive the campaign material digitally through direct emails and newsletters
- Preparing to capitalize on Giving Tuesday (December 1) and drive donations to the annual appeal

Donor Book

- Material for the donor book has been sent to graphic designer; awaiting the first proof
- List of recipients has been filtered to save some costs
- A digital version will also be available for ongoing distribution

Zephyrfest & System/School Fundraisers – All fundraisers are in the works!

- Zephyrfest scheduled for Saturday, April 24, 2021
- St. Margaret Mary WAW event will take place on February 13, 2021
- St. Mary Winter Escape event is tracking to launch early January with family friendly, faith-focused kits to purchase and complete at home
- St. Gabriel TASTE! fundraiser is tracking to launch late winter with a "small business passport" to encourage patronizing past and present supporters of TASTE!
- St. Mary Middle School Meet Me In The Middle event is preparing to send their "No-Show MMITM" event invitation to MS families early December
- Zephyrs Gold Raffle – Congratulations to our October 23 first drawing winners of \$500 cash each: Mary Kegley and Kasey Wroblewski! Next drawing is December 11.
- GZO planning team has also begun prep work for the 2021 summer event to support the Booster Club

SMCS Foundation

- Top 50 supporters over last 3, 5, 10 years compiled as preliminary people to discuss potential gifts
- Marketing collateral is in the design process; will highlight two areas at first:
 - Getting in on the ground floor of Foundation support
 - No fees for the next two years for contributions made within a promotional period to boost growth and publicity of SMCS Foundation

Human Resources

- Recruiting to fill vacancies for 2020-21
- Organized onsite biometric screenings
- COVID-10 tracking and process management, including pay, for affected employees
- Working on an alternative staff Christmas party idea

Hired (updates since September meeting):

- James Brown – MS Virtual Teacher
- Grace Pirillo – SMM After School Care Provider
- Eric Rudd – HS Director of Ministry
- Jessica Rios – SM Bilingual Teacher
- Maryann Slavinsky - Virtual Kindergarten Teacher (part-time)
- Lauren Elwing - Elementary Art Teacher
- Elizabeth Smith - MS 6th Grade Teacher
- Justine Bergmann – SG 4K Teacher
- Nicholas Gillund - Substitute
- Melissa Chakar - Substitute
- Lance Ernsting - Substitute
- Renee Siems - Substitute
- David Vanderkolk - Substitute

Changes (updates since September meeting)

- Rob Srnka increased from 80% to full-time computer science teacher at MS
- Christine Cedergren increased from 45% to full-time for helpdesk support at elementary schools

Departed/Leaving (updates since September meeting)

- Rebecca Bartow – Elementary Art Teacher
- John Leonardi – MS 6th Grade Teacher
- Karen Leonardi – SG 4K Teacher

Current open positions:

- Alumni Relations and Events Coordinator
- Communications Director
- MS German Teacher (part-time)
- Food Service – HS Lead Cook (part-time)
- Bus Driver AM/PM Routes (part-time)
- Long Term Substitute Teachers – MS/SM
- Teacher/Teacher Aide/Food Service Subs

Admissions/Enrollment

- HS Parent Info Night offered in-person and virtually – Tuesday, November 17
 - 18 families attended in-person and 6 families attended virtually
 - Emailed invites to SMCMS 8th grade students, invites given to feeder school students, Facebook ad, and shared with various community pages
- Visit days
 - 5th grade November 2-6 – students came to MS campus, but spent most time outside
 - 8th grade mid-November – HS Principal Patti Fouts to visit feeder schools
- Working with SMCS Business Office to coordinate a new registration system

Enrollment Comparison:

Grade	2019-2020 enrollment	2020-2021 enrollment	14-Nov-20
	9/20/2019 (DPI count)	9/18/2020 (DPI count)	
SG P3	17	9	9
SMM P3	29	14	15
SM P3	11	5	5
SG 4K	21	25	26
SMM 4K	30	26	27
SM 4K	12	13	13
Total:	120	92	95
SG K	21	20	20
SMM K	29	21	21
SM K	12	15	17
SG 1	15	18	18
SMM 1	34	30	30
SM 1	11	12	13
SG 2	13	19	18
SMM 2	19	34	35
SM 2	15	9	8
SG 3	16	15	15
SMM 3	36	18	19
SM 3	(Aquinas=5) 17	(Aquinas = 4) 20	19
SG 4	16	20	20
SMM 4	30	34	34
SM 4	(Aquinas = 2) 12	(Aquinas = 6) 17	18
SG 5	13	18	18
SMM 5	31	26	26
SM 5	(Aquinas = 3) 14	(Aquinas = 2) 13	13
Total:	354	359	362
6	70	60	62
7	59	70	71
8	51	62	64
Total:	180	192	197
9	66	57	59
STS - 9	1		
10	61	64	64
STS - 10	1		
11	60	59	59
STS - 11	2	1	1
GO - 11	3		
12	51	60	60
STS - 12	5		
Total:	250	241	243
	904	884	897