

### President & Leadership Team Key Points of Focus for Month

- Our Servant Leadership attribute for June is **Celebration!**
- Work progresses on the SMCS Foundation with diocesan and SMCS Board of Directors approval obtained; legal review and assistance in process for IRS filing.
- High school commons upgrade project began June 1.
- Several grants totaling \$140,000 were written and submitted to meet June deadlines.
- Planning work with volunteers taking place for many school 2018-19 fundraisers
- Staffing work in process, with high level of recruiting, interviews, and contracts being offered and accepted.

### HR/Staffing/Awards

Our all-staff awards and recognition gathering was held at Pullmans at Trolley Square in Appleton on Friday afternoon, June 1<sup>st</sup>. After a prayer reflection and presentation of awards, a bountiful luncheon and refreshments were provided through the generosity of the Gagne family. Numerous nominations were received this year for all four of our awards. The following winners received a plaque and \$250, as well as recognition by their peers and the SMCS community.

- ✚ St. John Baptist de la Salle Outstanding Teacher Award - **Judy Blaney**
- ✚ St. Frances Xavier Award for Positive Influence - **Anne Buss**
- ✚ St. Anne Award for SMCS Spirit - **Ron DuVernay**
- ✚ St. Isidore of Seville Award for Promising Innovation - **Hayden Kraus**

The winner of the **SMCS Faculty and Staff Fitness Center** incentive was **Rachel Brown**, with **Kristy Albrecht** and **Marilyn Peterson** each receiving a runner up prize for their efforts.

A great deal of activity taking place related to staffing and salary changes for next year. The staffing work in process:

### **Transferring/Changes**

- Stacy Sweetala – Aquinas Teacher/Coordinator
- Mary Ann Slavinsky – moving from SG EC to SG kindergarten
- Heather Gruber – moving from SMM EC to SMM kindergarten

### **Hired**

- Tammy Oneacre – SM .5 teacher & SM/SG .5 learning support
- Amanda Young – SG teacher
- Justina Plemon – MS teacher
- Melanie Andersen – SM teacher
- Sandy Mader – food service
- Patricia Fouts – HS principal
- Joe Roth – HS/MS director of buildings and grounds
- Becky Thone - PK Teacher SG
- Cathy Solowicz (delayed contract)

### **Leaving**

- Kathy Kellermann – SMM teacher
- Kathy Lamecker – SG teacher
- Anne Buss – SG teacher

- Abbey Weggel – MS teacher
- Crystal Lensmeyer – HS learning specialist
- Debra Vanderslice – food service
- John Schneider – food service
- Ann Marie Schmitz – SMM aide
- Kim Bittner – SMM aide
- Mary Jo Sajdak – SMM administrative assistant
- Michelle Dejno – SMCS advancement
- Shannon DeShambo – SMCS advancement
- Mark Seif – HS maintenance (will drive bus in fall)
- Mike Zuleger – MS principal
- Stephanie Hoernke – SM teacher
- Jason Tursky – HS dean of students

### **Current Openings**

- P3 Teacher SG
- PK Teacher SMM
- EC Aide SMM
- .5 School Counseling HS
- Learning Specialist HS
- Administrative Assistant SMM
- Director of Advancement SMCS
- Senior Accountant SMCS
- Principal MS
- Dean of Students HS

### **Business Services/Finance/Technology**

- Finance Department: Very busy time of the year for business services.
  - Payroll changes effective July 1 includes salaries and benefits; teachers contracts change 8/15
  - Preparation for on-site auditor visit in late June; closing the fiscal year in July; final audit visit 1<sup>st</sup> week of August
- Scrip: Continuing the program with summer changes
- Summer Day Camp: working with Tina Fairweather to support the summer day camp - 42 children participating
  - New initiative – Friends’ Day - Wednesday
- Subsidy Meetings – planning meetings with Charlene Brumbeoloe
- Connect 5 Run – September 22 – working with parishes to participate
- Technology: All 800 system laptops are turned in for summer processing
  - Senior laptops cleaned, returned to factory standards and prepped for sale to owners. Microsoft program to provide graduates with free Office 365 software was discontinued. Instructions for options included with laptop.
  - Freshmen laptop selected; 4-year purchase plan finalized; bank loan requested
  - All student and teacher laptops reviewed for repairs, reimaging and upgrades
  - Infrastructure upgrades continuing
  - New virus protection being researched and prepared for installation on laptops

## Admissions

- SMCS was gifted with a sponsorship for Lifest 2018. We will have a table/booth at the event marketplace, as well as an ad and our logo in the event promotional pieces.
- With collaboration from elementary principals, creating a focus group (parents, teachers, non-SMCS parents, etc.) to discuss recruitment and retention for our early childhood program
- With collaboration from all principals, creating a parent ambassador program – parents who will be our voices and promote our schools, our community, our programs, our academics, etc.
- Additional Aquinas Program assessment dates – June 12-13 (3 children signed up)

**Enrollment for 2018-19** is currently at **843 vs 817** reported last month, with Preschool and Pre-K still expected to rise and STS students not yet registered for high school. A high level of activity is taking place with recruiting efforts, tours, and SMCS promotional activities.

## **Fitness Center** - summer hours are:

- Monday, Wednesday, Friday 10 a.m.-noon
- Monday-Thursday 5-7 p.m.
- Current students (entering grades 7-12), staff, and alumni are welcome to use the fitness center during the summer open hours. Parents of current students are also welcome to use the fitness center if their children are also using the facility.

## Fund Development & Alumni Relations

### **Annual Fund:**

- YTD = \$183,217...with two weeks and many 'asks' still out there. Often times there is a flurry of activity at the end of the campaign to meet the fiscal year deadline. Projecting to reach over \$185,000.
- 2018/19 AF: the printed brochure and letter for March 2019 mailing is almost complete. Timeline: SMCS employee pledge cards will be distributed at August in-service and then mailed to community mid-September.

### **Fundraising Events:**

- **Meet Me in the Middle:** Christina Turner is the chair of the event. Her organizational skills and understanding of the system makes her a perfect person for this job, especially with a new principal coming on board.
- **TASTE!** This committee has met a couple of times and are well on their way to planning another great event.

### **Alumni/Community Events:**

- On Thursday, June 14, SMCS was represented at the Menasha Farmers Market. On Saturday, June 23, SMCS will be at the Neenah Farmers Market. Arts and craft activities and games for families in attendance, along with small prizes and SMCS information are provided. SMCS will have a monthly presence at both markets throughout the summer.
- Saturday, June 23, is the annual Blue Inn Dance at Smith Park. This is for alumni from Menasha HS and SMC that have recreated the infamous summer dance that was a weekly occurrence during the 50s and 60s. They offer great raffle prizes and split the proceeds with both schools. SMCS staff are on-hand to gather updated alumni information, assist with the raffles and thank them for their support of SMC yet today.

### **SMCS Foundation:**

- Paperwork has been signed and returned to the lawyer for filing with the IRS.
- Potential SMCS Foundation board members have been identified and the process to confirm members has started.
- The structure of the Zephyrs Legacy Circle is being finalized and to align with the new SMCS Foundation.

**Director of Fund Development position open:** Michelle Dejno's last day at SMCS is June 29<sup>th</sup>. Michelle is moving back to her roots of strategic planning for various organizations in NE Wisconsin when she joins O'Connor Connective, a DePere strategic communication firm. Michelle will stay connected to the SMCS Foundation, Z-NIGHT event committee and a few other SMCS initiatives, and has offered to provide assistance if needed in the future. Thank you for all you have done for us, and good luck, Michelle!