



## SMCS Board of Trustees President's Report for February 20, 2019

### President's Focus for Past Month

- Worked with SMCS Business Services Director and Finance Committee to explore options and determine budget recommendations to present to the BOT for approval
- Participated in Parish Investment (Subsidy) meeting with pastors and business managers
- Researched public and private school districts to gain teacher salary information
- Led half day session with principal group to begin evaluation of staffing needs for next year
- Personally called and/or met with over 20 current SMCS families to gain a shared understanding of any concerns they may have and determine actions for resolution
- Facilitated two separate Parent Focus Groups to get feedback on our initial year Aquinas program; eight of nine families participated in the process
- Co-facilitated an evening Aquinas Information Session for prospective families
- Visited Roncalli HS to meet with Campus Minister to share in dialogue about their ministry program
- Involved with decisions/communications related to new eight player football program and staffing
- Met with Foundation Board members to develop Gift Acceptance Policy and Donor Agreements
- Worked with key donors to complete high school entrance security upgrade and project funding
- Worked with donors and staff to design affordable education options and marketing campaign
- Facilitated meeting with MS/HS music teachers and lead administrators to brainstorm ideas on how to grow program from "good" to "great"
- Engaged with key staff to establish steps needed to create the "WOW" factor for Early Childhood program
- Facilitated January Alpha group session; attended various school events and fundraising events, including Winter Escape, Wines Around the World, and Z-Cabaret
- Presented highlights of SMCS at February 8<sup>th</sup> Neenah Rotary member meeting

### Professional Development

- An all-day Alpha Retreat was held for all system employees on January 21<sup>st</sup>. The focus was on the Holy Spirit and how we are all led by the Holy Spirit and are Spirit-filled. It was a great day of video, discussion, camaraderie, and personal reflection. Lunch was provided by the system.
- On February 21<sup>st</sup>, all system employees will participate in the next Alpha presentation followed by professional learning for the remainder of the day led by building principals and grouped as elementary, middle school, and high school clusters.

### Curriculum/Instructional Programs

- Kristen Bergstrom, Eleanor Healy, Pat Batey and the five principals are reviewing "Learning List" which is a subscriber-based company that assists with identifying curriculum gaps in materials, alignment of materials, etc.

- At their February meeting, the principals discussed a **curricular rotation** for review of all subject areas. The rotation will include review / implementation / evaluation timelines with the intent of making sure we are implementing quality not just implementing new. We need to be diligent in getting through the cycle, yet be mindful of the impact to the teachers and students as new curriculum is implemented
- The **Aquinas Program** held an informational night on February 5<sup>th</sup>. Information and invitation materials have been sent to all second grade parents and to selected 3<sup>rd</sup> and 4<sup>th</sup> grade parents. Additionally, marketing materials to the community at large are being disseminated.
- The high school will be offering Personal Finance and Health **self-paced courses** based on principles of Catholic stewardship this summer. We are also moving forward with **blended learning** class offerings in a variety of subjects for the 2019-20 academic year.

### Fine Arts

- **Visual Arts** teachers will meet with Hayden Krause to review plans for a coordinated K – 12 program. Our art teachers and Hayden will visit the art show at Pius High School this spring; Pius is known for excellence in their visual arts program at their high school and in their feeder schools.
- **Z-Cabaret** was held on February 8<sup>th</sup> and 9<sup>th</sup>. Four alumni, four staff members, and three students participated in the February Z-Cabaret event. It was a fantastic showcase of SMCS talent in an intimate “backstage” venue!
- **Sister Act** rehearsals are in full swing at the high school. Performances will be held on March 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. Get your tickets now!

### Admissions

- **2019-2020 Registration**
  - Early registration ended February 7<sup>th</sup> (extended one week due to cancelled events)
  - SMCS principals/staff did a great job contacting non-registered families to offer assistance, answer questions, etc.
- **High School** information night (second night) – rescheduled for Monday, February 4
  - Well attended (11 families) with fantastic results! At least four families who were ‘on the fence’ registered for 2019-2020.
- **Aquinas** information night – Tuesday, February 5
  - 14 families attended
- **Freshmen Course Selection** night – Monday, February 18
  - 56 of 61 registered families attended – highest attendance ever!
- **Affordable Tuition** promotional campaign
  - Drop-In Session – Tuesday, February 26: assistance with WPCP, tuition assistance applications, SCRIP, registration; Spanish interpreter available
  - Flyers in parish bulletins, SMCS newsletters, Relevant Radio ad, social media posts/events/ads, contact with Hispanic community, website
- **Summer 2019**
  - Flyers and info sheets are ready and being distributed – SMCS and partner schools, Go Valley Kids, newsletters, website
- **Marketing Committee and Community & Continuity Task Force** – engaged with progressive work
- **Play Lab** – NEW early childhood recruitment program launched in January going very well, 5-10 children have attended each session

## HR Staffing/Safety/Communications

- **Hired (updates since January board meeting)**
  - Tamara Welhouse – Teaching sub
  - Dustin Harry and Jenny Dollevoet secured for summer STEPS program
- **Current Openings**
  - After School Care Aide - St. Gabriel
  - Summer Day Camp Counselor
  - Summer Day Camp Supervisor
  - Varsity Head Football Coach
  - Director of Business Services
- **Letters of Intent** - Letters were distributed and returned to supervisors February 15; HR will evaluate when received
- **Contracts** - Preparing for administrator contracts that go out March 15 (teachers are April 15) and overall staffing plans for 2019-20
- **Employment Application**- Working on creating new fillable application
- **Safety** - Working on Emergency Preparedness Binder updates

### **Website Update**

- Working with Stellar Blue to improve our SEO, key words for Google, creating a Secure Socket layer Certificate (Encrypted connection between the user and the server, required for processing payments/donations on the site or other sensitive data transmitted through the website as well as google recognition) and a digital marketing plan.
- Site map, photography and migrating content to new site are being worked on

### **Upcoming Dates of Interest**

- WI Parental Choice Drop-In Session February 26
- HS Choir Community Concert February 28 (rescheduled from snow day)
- HS Chapel Mass (7:15 a.m.) & Adoration March 2
- HS Musical “Sister Act” March 8-10
- HS Chapel Mass (7:15 a.m.) March 15
- STEM Saturday March 16
- Enrichment Showcase March 19

## Business Services: Finance/Technology/Food Service

### **Finance**

- **Parish Investment (Subsidy)** meetings - On-going work with team; helped prepare status update for BOT and BOD; Charlene Brumbeloe doing 90% of the work
- **Spirit Stop** - Software for credit card and inventory management near implementation
- **Tuition** questions in full swing – registration fees, tuition assistance and the beginning of the voucher enrollment process
- **Budget** - 2<sup>nd</sup> version ready for BOT
  - Medical insurance going up 7% per Diocesan memo; budget projections had considered that possibility

- **Scrip** - Despite 5 snow days, all scrip orders were processed!!!
  - Helping HS Spanish classes with a Scrip promotion for Dominican Republic service trip this summer; hoping to raise \$2,000
  - Kwik Trip nationally and locally offering big discounts
  - Assisted small Catholic school in Waupaca with Scrip audit per the request of CLA auditor

### **Technology**

- Met with IT team, Pat Batey and Jill Ahles regarding integration of technology with curriculum and co-curriculars; met with board liaison committee to summarize budget needs and next steps
- Infrastructure installation about ½ completed; provided support for security systems and new website applications

### **Food Service**

- DPI audit rescheduled due to snow storm; finally completed with good reports
- Power School emails required by parents to monitor lunch payments balances; about 40% completed

### **Fund Development/Events**

#### **Annual Fund**

- YTD total is \$127,009 toward our \$200,000 goal
  - 497 donations thus far, compared to 441 donations to date last year but smaller amounts (last year to date we were at \$137,198, so trailing \$10,189)
  - Over 140 calls were made to past donors who have not yet given this year
  - A second Annual Fund request letter will go out in early March

**SMCS Foundation** - The new Gift Acceptance Policy and Donor Agreement is being reviewed and should be approved at the March meeting

**Winter Escape, January 25<sup>th</sup> - St. Mary Elementary** - Preliminary results show net income of \$27,582; final numbers expected in March. Very good turnout and nice mix of school and parish families; 3-generation grade school families were honored.

**Wines Around The World - St. Margaret Mary** – Early estimates project over \$35,000 profit. Pleased with number of tickets sold and pleasant ambiance of event overall.

#### **Zephyrfest 2019: *The Greatest Show on Earth* - Saturday, April 13**

- Registration is live on SMCS website
- Event information sent to community calendars, and constant contact e-mails will be sent out for pre-sale raffles and key club promotions
- Facebook targeted ads will begin the end of February

**Alumni Awards** - Still seeking nominations. Information has been shared system-wide on facebook, in the system newsletter, and shared on all alumni portals including their monthly newsletter and facebook page