

Professional Development

- The following topics were covered on the December 7th Professional Development Day
 - Alpha Training for all employees continues to focus on evangelization and discipleship.
 - Fine Arts, Early Childhood, and Pupil Services teams across all grade levels continue to meet as system staff to maintain system focus.
 - PLTW training was provided at all elementary schools.
 - Middle and High School teachers met to discuss vertical curriculum topics, assessment strategies, and grading systems.
- Stacy Sweetalla continues to attend networking and professional development meetings related to meeting the needs of our creative learners as the Aquinas program continues to grow.

Curriculum

- Pat Batey is continuing to work with Kristen Bergstrom from the Board of Trustees and former principal Eleanor Healy on the Academic Excellence strategic initiative. Using documents put together by teachers, parent takeaways are being prepared to be used during student tours.
- A curriculum focus continues to be establishing equity in standards, materials, and resources across grade levels and buildings.

Fine Arts

- ZFAB has granted fine arts teachers with several new items this semester. These include a new marching band banner that was used in the Appleton Christmas Parade, two new paper cutters for art classes in the elementary schools, four new cameras for high school photography classes, support of a guest choreographer to work with SMCHS Soul Tones ensemble for two pieces performed at the Christmas concert, and scenic materials to improve the visual appearance of our seasonal concerts.
- 40 students auditioned for Sister Act, the high school musical happening in March. All students involved in the production are eligible to attend free theater based workshops through the Fox Cities PAC high school musical theater awards program and we have had several students represent SMCS.
- 7th Grade Art students created Horse Sculptures with the ideas and concepts of the world famous artist Deborah Butterfield. Margaret Koskinen stressed the concepts of STEAM to create the horse sculptures. The project concluded with an art opening which was attended by parents and included a small reception.
- Congratulations to the six high school band students who were selected to join the Big East Conference Honors Band and to the eight high school choir students who were selected to join the Big East Conference Honors Choir.

Admissions

- 2019-20 Registration
 - Working with Diocese to move our current registration process over to PowerSchool registration – *should* provide an easy transfer of data from registration to PowerSchool; set to launch soon!
 - Transition Grade Discount promotion and Priority Registration for ALL grades - revised dates to be set once registration date is finalized.
- Work continues with both the BOT Recruitment and Community & Continuity Strategic Initiatives
 - Early Childhood – will begin an internal evaluation of our early childhood programs in 2019
 - Fine Arts – exploring our needs for 2019-20 (visual arts & drama)
- NEW early childhood recruitment program to launch in January 2019 – each elementary school will host **Preschooler and Parent Playtime** once/month.
 - Meet other parents
 - Crafts, songs, and story time
 - Meet our teachers

HR/Staffing/Wellness/Other

- **Fitness Center** – December incentive program developed to increase high school & middle school student usage on off days and weekends with great participation!

Hired (updates since November Board meeting)

- Idalia Hickey – Teaching sub

Current Openings

- SME Administrative Assistant – In final interview stage with applicant
- Human Resource Generalist – Offer extended
- Director of Business Services

DOJ Safety Training

- Key employees trained on Crisis Mitigation - an overview of threats and schools, steps in how to mitigate and how to respond provided by NWTC. Training was made possible through DOJ grant funds awarded to SMCS.

Communications

- **SMCS Newsletters & School News Updates:**
 - In our ongoing efforts to communicate important information to our families while using our resources wisely, starting in 2019, SMCS will rotate weekly between SMCS (system wide) newsletters and individual school news updates.
 - Newsletters will be e-mailed every Wednesday beginning with the SMCS newsletter on January 2nd followed by individual school news updates on January 9th.
- **Website** - 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.
- **Social Media** - Working on developing a plan where key people have access to posting so we can market ourselves with more “in the moment” activities.

Business Services: Finance/Technology/Food Service

- **Scrip:** Christmas in full swing; orders triple. Lots of customer service issues and special orders. Fulfillment days require A Game from every one required.
- **Foundation** plans for establishing a bank account ready.
- **Fund raisers:** Worked on revenue and expense in for Meet Me In the Middle, Taste!, and Z-NIGHT. Training and plans moving along for Winter Escape and Wines.
- **Work on updating technology plan/budget** in process.
- **Prep** beginning for ACA 1095 health insurance beginning.
- **DPI audit** for Fall enrollment finally done December 14. Financials completed in October, but new rule on background checks for under 18 year olds caused many hours of research and documentation.
- **Final invoices** for 1st safety grant processing before year end @ \$100,000. Preparing for 2nd grant processing.
- **Flood update:** Carpet replacement that was in question by insurance was found to be already easily removed and showed signs of mold. Waiting for adjustor approval on the \$42,000 cost to replace carpet.
- **Food Service** - working on “Reduced and Free” lunch paperwork and protocols.

Fund Development

- **Annual Fund:** A total of \$71,654 collected to date toward goal of \$200,000.
- **Fundraising event results:**
 - **Meet Me In The Middle** raised \$28,492 for our Middle School; additionally, approximately \$7,000 has been pledged but not yet received.
 - **TASTE!** raised \$21,597 profit for St. Gabriel Elementary.
 - **Z-Night/Zephyr Gold** raised \$58,851 profit vs \$66,869 last year. The purchase of tickets was potentially impacted by \$7,000, since we can no longer assess the \$100 family fundraising fee to voucher families. A debrief meeting generated great ideas to drive attendance for next year, including bringing back a live band!
- **Zephyrfest 2019** - Saturday, April 13th at the Fox Cities Exhibition Center. Sponsors solicited for Live Auction items and Silent Auction donations. Major sponsor opportunities available for the following: Auction Event Systems (tech support the night of event), Auctioneer, Printing, Graphic Design Services, EPS (Sound System), Decorations & Floral, Entertainment – contact Marsha Britt for details. Silent Auction will be available for people to bid on-line without having to be at event; may open up a few premier items before the start of the event.
- **Green Bay Packers Foundation Grant** - Helen Englebert and MS Principal Jill Ahles attended a luncheon at Lambeau Field Atrium where SMCS was awarded a \$3,000 grant for *Project Lead the Way: A Path to the Future*, funded in part from the Green Bay Packers Foundation.

Alumni Relations

- **Cookies, cards and caroling** - During the first two weeks in December, the Advancement Department delivered Christmas cards, cookies and sang Christmas carols with the help of the SMCHS choir members. We shared our gratitude of support that our donors and alumni have given to SMCS.
- SMCS alumni currently enrolled in college(s) will be visiting with our high school students and staff on January 2; our high school counselors will facilitate as all involved share dialogue related to the alumni college experience.

Upcoming Events

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| • Zephyrs Family Night (boys game) | December 20 |
| • Alumni Basketball Game | December 29 |
| • SMC Vex Tourney | January 5 |
| • Zephyrs Family Night (girls game) | January 11 |
| • Clash of the Choirs | January 19 |
| • Catholic Schools Week starts | January 27 |