



SMCS Board of Trustees President's Report December 18, 2019

Professional Development

THANK YOU! A very heartfelt thank you to the Board of Trustees for the breakfast prepared and served to the teachers and administrators as part of our Professional Development day on December 6! Following breakfast, Ted Neitzke from CESA 6 spoke on the topics of educational motivation and engagement. The teachers and principals enjoyed Ted's inspiring presentation, wonderful food, and were very touched and grateful to the Board for their kindness!

Admissions

- 2020-2021 recruitment/retention
 - Registration is open:
 - Emails to families, announcements in newsletters and parish bulletins
 - Affordable high school tuition grant info sent to Holy Spirit, St. Mary Greenville, St. John Little Chute, St. Ignatius, St. John-Sacred Heart
 - HS Parent Preview Night (6:30 p.m.) – Tuesday, January 28
 - MS and elementary open houses (12:30-5:00 p.m.) – Tuesday, January 28
 - Aquinas Info Session 6:30 p.m. – Monday, January 27
- Play Labs to continue January-May 2020
- Varsity basketball family nights – November 21 (girls) and December 13 (boys)

Business Services

- Continuing the transition as the new Director of Business Services. Jeanne Lee's last workday is December 20; she will be available for special projects through June 30, 2020.
- Working with new Paylocity payroll system implementation, data conversion is under way, testing to start soon. Still plan to have it implemented by the first payroll in January. Time was spent ensuring that data being converted was updated. Additionally, time is being spent to train on the new system to allow for a smooth transition. Preparation for our new online onboarding, online time entry system, and online benefit enrollment has also begun.
- Preparing for yearend payroll documents.
- Working on the budget projections for 2020-21.
- School Choice audit was submitted to DPI on 12/13/19. This was the first year where the auditors worked with the Diocese to obtain some of the information on parish and system schools. The process still entailed significant time by the business office and Pat Batey to provide adequate documentation and processes to the auditors.
- In addition to increased volume for the holiday season, two SCRIP fundraisers just concluded. Our Fine Arts students raised \$1,843 towards their Italy trip and our Powerlifters raised \$543.
- Working closely with Winter Escape and Wines Around the World fundraising teams to plan and prepare for those upcoming events.
- Working with admissions to update all tuition documents for the new tuition rates for 2020-2021 while improving to make information cohesive and understandable.

Development/Advancement

- All Board of Trustee members – make your gift now to the 2019-20 Annual Fund! Progress to date:
 - Total amount received year to date: \$70,840
 - Number of total donors = 260
 - Number of new donors (no gifts last five years) = 13
- The SMCS 2018-19 Donor Report has been proofread, printed, and distributed. This year the publication was more complex, including our SMCS fall newsletter and alumni newsletter.
- An IRA RMD focused letter was designed for a mailing targeting age appropriate alumni
- 2nd video promoting SMCS completed
- Our Advancement team has been recognizing our wonderful donors and volunteers with touches of appreciation; Christmas cards, cookie tins, and caroling delighted many friends of SMCS!

HR/Staffing/Communications

Hired (updates since November meeting)

- John Leonardi - Teacher Sub
- Christopher Binder - Teacher Sub
- Barbara Stadtmueller - After School Care- SG

Departed (updates since November meeting)

- Corinne Dordel - PT Instructional Aide- SM, resigned
- Lynn Selle - PT Food Service- HS, Retiring
- Bonnie Liegel - PT Food Service- SMM, resigned
- Jeanne Lee - Director of Business Services, retiring

Current Openings

- Director of Mission Advancement – offer pending
- Theater Instructor - HS
- Instructional Aide - SM
- Food Service Aide – SMM
- Food Service Aide Floater
- Head Varsity Baseball Coach
- Athletic Program Intern
- 5th Grade Long Term Sub
- 8th Grade Long Term Sub
- Teacher Subs
- Food Service Subs

Items of Interest

- January 10-SMCS VEX Robotics Championship
- Paylocity implementation – New Payroll/HR system for employees launches in January
- Performance Review Process in development
- Employee Wellness Challenge for New Year