



## SMCS Board of Trustees President's Report March 23, 2020

### President's Focus

- March 3 Corporate Board meeting went smoothly, with overall favorable feedback from the Diocese, and approval of our 2020-21 budget.
- Intensive work and leadership required in response to COVID-19 pandemic. SMCS has demonstrated tremendous agility in response to the diverse and changing needs!
- Key challenges that need to be addressed for near future with prolonged pandemic crisis:
  - Impact of school closure on academic requirements – hours, testing, etc.
  - Ability to continue on-line/remote learning beyond Easter break
  - Staffing needs for duration of closure – determination of revenue vs cost
  - Recruitment strategies for next year enrollment
  - Extension of School Choice application period and tuition assistance requests
  - Fundraising programs and events delayed; revenues greatly diminished for this year
  - Anticipate parishes will have decreased ability to meet school subsidy commitments

### Admissions

- Public School Student/Family mailings
  - 1<sup>st</sup> (in series of 3) – dropped 2/12
  - 2<sup>nd</sup> – dropped 3/4
  - 3<sup>rd</sup> – dropped 3/18
- Middle School Final Four 'Party' (April 4) at the high school - cancelled
- Summer 2020 programs/camps/events
  - Bulletin insert set for Easter Sunday
- 2020-2021 recruitment/retention
  - SMCS principals & director of admissions continue to contact current families who have not registered
  - All tours and shadow days – cancelled
  - Following is a comparative snapshot of our comparative enrollment for current vs next year:

2019-2020 enrollment 9/23/2019 (DPI count)		2020-2021 enrollment 16-Mar-20	
<b>Early Childhood</b>	<b>120</b>		<b>94</b>
<b>Elementary</b>	<b>354</b>		<b>336</b>
<b>Middle School</b>	<b>180</b>		<b>177</b>
<b>High School</b>	<b>250</b>		<b>230</b>
	<b>904</b>		<b>837</b>

## **Business Services: Finance/Technology/Food Service**

### **Technology**

- Research being done for next laptop model for freshman class and other inventory needs
- Rolling out Microsoft Teams to allow for a different collaboration for our staff and students as well as our parish users
- Kudos to our very small IT staff who handled an enormous surge in activity to equip teachers, students, and staff with at-home technology capability!

### **Finance**

- Finalizing reports for Winter Escape and Wines Around the World; wrap up meetings and database reconciliation underway
- Successful presentation to the annual Board of Directors meeting
- Working with the GB Diocese on standardized budget format

### **Food Service**

- Staff cleaned coolers of perishable food and set up for staff to pick up at five buildings; all milk surplus donated to food shelter (over 1200 cartons)

### **Scrip**

- Sent a Scrip survey to users from the last 6 months that asked users to rank their top five choices from a list of potential new retailers. Analyzed the results and now working with a volunteer to reach out to these retailers. Look for new retailer options coming soon!
- In person Scrip will continue through this week; then orders only through Scrip Now (on-line)

## **Advancement**

### **Major Initiatives**

- Alumni Relations Strategic Plan (draft) was presented to Community & Continuity Task Force on 3/10. It included the three stated goals from Feb. update as well as a timeline of events for 2020-2021 calendar year and four categories of engagement: Volunteer, Experiential, Philanthropic and Interactive Communication.
- Worked on first drafts of communication pieces for SMCS Foundation. Letters and infographic handout. Updating Foundation Dashboard and investigating industry standard metrics for major gifts.
- Early stages of investigating new Donor Management software. This includes price searching, understanding of current expenses, exploring our own system capabilities/deficiencies, and seeing what other schools in our size range are using. This project completion is at least 6-12 months out.
- "Dream Phase" of joining fundraising efforts between Middle and Elementary Schools continues. Have met with key stakeholders and donors with more of those conversations scheduled. Major questions: Will donors respond at same level for one major event, how would proceeds be distributed, where and what would we do so it doesn't look like a "mini-Zephyrfest." Positive findings: Would eliminate duplicity in expenses, would bring "dream team of volunteers" together for implementation, would drive collaboration as a system of schools, potentially saves us from "donor fatigue."
- Zephyrfest will not proceed as planned; new date pending confirmation is Thursday, October 8

### **Annual Fund**

- Total as of 3/18/2020: \$107,393
- Total unique donors: approximately 370
- Fund development team phoning those typically giving, but not yet given this year
- Letter from President drafted for mailing in April to those who have not yet given
- On-line Day of Giving targeted for May

## **Human Resources/Communications**

### **Hired (updates since February meeting)**

- Hallie Londre- Food Service Aide- SMM
- Polly Ponto- After School Care Provider- SMM

### **Departed (updates since February meeting)**

- Halle Castonia- After School Care Provider- SMM
- Christina Kinjerski- Food Service Aide- SG

### **Current Openings**

- SMCS Superintendent – open for 2020-21 contract year
- 7/8 Grade Teacher -open for 2020-21 contract year
- 6th Grade Teacher -open for 2020-21 contract year
- PT German Teacher – MS -open for 2020-21 contract year
- Food Service Aide–SG (on hold)

### **Areas of Focus**

- Pandemic Steering Committee formed and meeting regularly; team includes a parent physician
- Benefits meetings/communications being developed
- Administrator/Teacher contract prep
- March employee wellness challenge conducted; winner announced March 23
- SMCS semi-annual spring newsletter in creation stage