

## **BOT Academic Department Report for April 21, 2021**

**Enrollment Update: 919 Students: 898 In-Person / 21 Virtual**

### **Virtual Learning:**

We have 8 elementary, 7 middle school, and 6 high school students currently virtual with the option of returning to in-person as the families feel comfortable. We are not planning to offer virtual learning for the 2021-2022 school year. We will reallocate the staffing into in-person positions.

### **Academic Excellence:**

- Social Studies (K-12)
  - K-8 teachers and principals reviewing a number of social studies programs & materials; new for 2021-2022 (decision to be made April 30)
  - HS teachers and principal also examining materials to update for 2021-2022
- Math Expressions (K-6)
  - Updated Math Expressions (K-6) materials for 2021-2022
  - 7-12 also examining materials to update for 2021-2022
- April 30 Professional Development – transition meetings at all levels, examine student data (MAP scores, reading levels, etc.)
- Instructional Technology position interviews

### **Athletics Update:**

MS Spring sports are in practicing and have competed in their first events.

HS Spring sports start on the following dates.

Baseball, softball, track and field, golf – April 19

Girls Soccer – April 26

Boys Tennis – May 3

We will be offering limited concessions this spring.

Hosting subsectional boys tennis and regional track and field.

### **Catholic Identity (from Eric Rudd):**

The Catholic Athletes for Christ group is growing. It started about a month ago with 6 members. Now we're up to a little over 20.

I'm working on planning the Senior Retreat at the Jesuit Retreat House in Oshkosh on May 19.

Mr. Dahlberg and I are continuing to work together on music ministry.

I will be chaperoning St. Gabriel/St. Margaret Mary's event called **We Are the Light**, which is happening this June. I also am helping with events at St. Mary Parish.

### **Arts/Theatre Department:**

All elementary schools will follow the virtual concert by trimester. SMM was available to stream in December. SG was available in April and SM will film and be available near the end of the year. All streaming at [SMCSFineArts.org](http://SMCSFineArts.org)

HS and MS concerts will be in person with every student receiving 2 tickets. This follows the same 25% capacity rule that has been used for many other SMCS in person events and activities.

**May 4** 6:30 - MS Band Concert  
**May 5** 6:30 - HS Band/Choir Concert  
**May 17** 5:30 - MS Choir Concert A  
7:30 - MS Choir Concert B

The summer production is still being developed. We are planning an outdoor production (title still secret) of "Into the Woods" in Janes Woods on campus at SMCS! This will give our participants and audience members a new experience of outdoor theater. It will also provide a lot more flexibility for safety procedures. Audition information coming soon!

### **Human Resources Department:**

#### **Covid-19:**

- Students 16 and older are eligible to be vaccinated. We are not requiring families to tell us if their children are vaccinated, but we know that some have been partially vaccinated.
- Staff and students who are fully vaccinated may not need to quarantine when they are close contacts of a positive case if they do not develop symptoms.
- We sent staff updated COVID protocols that reflect the new guidelines related to vaccination status.
- City of Menasha Health and Winnebago Public Health have said that case rates remain high in our area. They estimate that half of the new cases are the more transmissible UK and South African strains. Most new cases in our area are among the 18 and younger age group and families. For these reasons they are urging vigilance.
- We continue to wear masks at the direction of the Diocese. We are also maintaining 6-foot distancing. CDC guidance allowing 3-foot distancing is complicated, and local public health still recommends 6-foot distancing as the safer option.

#### **Projects working on:**

- Staffing discussions for 2021-22
- Recruiting for 2021-22
- Administrator contracts returned April 15, 2021
- Teacher compensation matrix and communication
- Teacher contracts- sent out April 15, 2021
- Staff Awards Nominations due April 30, 2021
- COVID-19 Protocols have been updated/reminder sent out
- Benefit Open Enrollment May 1-May 15
- Staff Appreciation gifts for Staff Appreciation week May 3-May 7

#### **Hired employees:**

Ana Argueta –4K Teacher Aide- SG (Rehire)  
Daniel McKenna – Superintendent

#### **Internal Transfers:**

Sue Thelen – International Program Coordinator/ Executive Assistant

**Hired Subs/other positions:**

Lisel Britzke – teacher sub

**Departed employees:**

None

**Current open positions:**

None for current school year

**Open Positions for 2021-22:**

Math Teacher – Grade 7/8 (interviewing)

Religion Teacher – Grade 7/8 (offer pending)

German Teacher- MS (offer pending)

Gifted & Talented Teacher -MS (interviewing)

Math/Religion Teacher – Grade 6 (internal transfer- Lauren Zeininger)

Instructional Technology Coordinator (interviewing)

**Advancement:**

- Communications
  - o New superintendent hire has been mass communicated to major SMCS stakeholder groups. Media/press push will occur upon May 3 start date.
  - o Year-end communications, celebrations, and PR coverage; summer SMCS activities; and COVID-19/fall semester plans for families, staff, and general public are in development in conjunction with sr. leadership/principal teams.
  - o In-depth website audit, online reputation/digital management presence review, marketing collateral review, brand guidelines, etc. are all slated as summer projects.
  - o 2021-22 Advancement/Marketing plan in development but will be reviewed/revise based on forthcoming updated SMCS strategic plan and in collaboration with new superintendent.
- Fund Development/Philanthropy
  - o Annual Appeal
    - Annual appeal is ongoing. BOT received data through March in separate email.
    - Following Zephyrfest 2021, (fiscal) year-end push for Annual Appeal to occur.
  - o Events
    - Zephyrfest 2021 is on April 24. Silent auction and sweepstake purchases are currently open. Live online event/program begins at 5 p.m. on April 24. Register, bid, view silent auction items, etc. at [smcszephyrfest.com](http://smcszephyrfest.com).
    - Greater Zephyr Open planning is underway. Advancement Office is working closely with that planning committee and lead (Patti Purcell).
    - For 2021-22, SMCS Elementary Schools and SMCMS will have one joint fundraiser in place of the traditional four (TASTE!, Wines Around the World, Winter Escape, Meet Me In The Middle).
  - o Overall Advancement/Philanthropy Plan
    - 2021-22 plan is in development and will be reviewed (and further tailored) with new superintendent.
    - Beth is reviewing annual full giving cycle and asks of both Advancement and other departments (ex: ZFAB, Booster, etc.)
- Enrollment/Admissions

- 2020-21 Enrollment
  - Enrollment is up (919) since the beginning of the academic year.
- 2021-22 Enrollment
  - Current enrollment for 2021-22 school year is tracking at 845.
- Admissions Role
  - Hiring for admissions role is on hold until new superintendent begins, so Beth can discuss Advancement Office staffing/structure and hire with him.
  - Kelly BW continues to manage the day-to-day admissions process, helping families register, etc. through the end of this fiscal/school year. We will officially transition this once the admissions hire is made.
  - Martha Barraza (SM ELL) is working with Spanish-speaking families as requested or needed to complete registration. This is part of larger needed Spanish marketing/enrollment strategy going forward.

### **Operations Department:**

#### Technology:

- Developing a plan for devices to be used at all levels K-12.
- Determining all other inventory needs.
- Working on implementing a few infrastructure updates.

#### Business Office:

- Continuing to work on Blackbaud software conversion with a go live date of June 1<sup>st</sup>. Date was extended to allow for a proper rollout while still accomplishing other tasks that need to be done.
- Finalized binders for the Board of Directors meeting on April 28<sup>th</sup>. Distributing binders to appropriate people.
- WPCP applications were due by April 15<sup>th</sup>, we finished with 216 verified applications. Although not all applications will equal students, this is an increase over previous years. Some applications are for current students, which will free up tuition assistance dollars for other families in need.
- Beginning the process of working through tuition assistance applications.
- Working on the next phase of the enrollment process in Blackbaud, contracts will be issued to all families in May outlining tuition and assistance for the 2021-22 school year.
- January enrollment audit was submitted to DPI on time.
- Planning for our 2020-21 financial audit has begun.
- Working with HR on the new teacher salary matrix and communication.
- Submitted applications for all five of our schools for the Emergency Assistance to Non-Public Schools (EANS) Program.