

Achievements and Milestones as Leader of St. Paul Academy and Summit School (2019-present)

- Wrote and published:
 - Created and implemented coach mentoring and evaluation system
 - Created document, How do we develop a stronger SPA Athletics web presence, managed by the Athletic Department, to disseminate information to a broad audience in the most effective way?
 - Created Gameday management process for all sports and venues. Including Emergency Action Plan, safety and emergency public announcer scripts, emergency telephone script, and Sportsmanship Includes the PA Announcer document.
 - Write weekly news letter to coaches entitled Some Assembly Required. Goal is to provide both formal and informal information to our coaches with the understanding that current standards and guidelines as well as the emerging trends and research are essential for providing quality athletic experiences and their continued growth as a coaching professional.
 - Created and implemented SPA Weather Related Event Cancellation Protocol
 - Created and shared Guidelines for Preseason Parents Meetings
 - Created and implemented Parent-Athlete-Coach Communication Guide, designed to help establish standards of behavior and provide direction for the student-athletes, coaches, and parents during their athletic experience at St. Paul Academy and Summit School.
- Management
 - Hosted sectional soccer, tennis, volleyball, games
 - Establish and enforce team handbook policy. The purpose of this handbook is to provide information relevant to participation in each athletic program
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- Hiring
 - Head Alpine Ski, Dance, softball, girls golf and 11 assistant and coaches

Achievements and Milestones as Leader of Providence Academy (2016-2019)

- Wrote and published:
 - Created Providence Academy Athletic Department Roadmap with the overarching goal of elevating the role of athletics at Providence Academy so it is an integral part of the exceptional educational experience
 - Created parent athlete handbook
 - Created a coach's manual
 - Created middle school parent athlete handbook
 - Created and implemented coach mentoring and evaluation system
 - Created emergency access plans for all venues
 - Created protocols and scripts to evacuate all venues
 - Evaluated and improved Providence Academy athletic fees schedule
 - Created Facilities Use Policy
 - Created Transportation Liability Waiver
 - Created Social Media Policy and Guidelines for Student-Athletes
- Created Athletic web/Social Media presence
 - Created and edited online registration process
 - Creating new athletic web presence
 - Established and maintain department Twitter feed
 - Established Twitter feed for all athletic teams
 - Added position of Sports Information Director (SID)
 - Publish "Providence Academy Athletics Week in Review"

- Created seasonal athletic media guides to be handed out at all home contests which generate revenue to assist in offsetting expenses and as well as serve as a promotional tool for our players and school.
- Management
 - Hosted sectional football, soccer, tennis, volleyball, basketball, baseball, softball, boys lacrosse, games
 - Hosted IMAC Conference high school and middle school track and field championship meets
 - Manage and rent indoor athletic facilities including 3 gyms, lecture hall, meeting rooms fitness center, and multipurpose team rooms. Increased inside rental revenue by over \$15K over three year period
 - Manage and rent outdoor facilities including turf field, all purpose track, natural surfaces used for football, soccer, softball, lacrosse activities. Increased outside rental revenue by over \$20K over three year period
 - Manage and rent Providence Academy Dome. Increased revenue by \$76K over three year period
- Hiring
 - Head football, track and field, volleyball, girls basketball, boys lacrosse, boys and girls soccer, boys and girls golf coaches and 30 assistant and middle school coaches
 - Hired new athletic trainer
 - Hired Assistant Athletic Director: Indoor Athletic Facility and Middle School A.D.
 - Hired Assistant Athletic Director: Outdoor Athletic Complex and Dome Operations
- Miscellaneous administration and entrepreneurship
 - Added girls lacrosse as varsity athletic program
 - Created football, track and field, boys lacrosse, and boys hockey co-ops with neighboring schools
 - Entered into agreement with Gatorade supply product and machine for resale. Projections suggest that we will net approximately \$5K annually
 - Installed Pixellot Camera in gym and on turf field
 - Refinished gymnasium floor, installed scoreboard in stadium

Achievements and Milestones as Leader of Saint Thomas Academy (2015-2016)

- Wrote and published:
 - Rewrote student athlete handbook
 - Created a coach's manual
 - Created and implemented coach evaluation process
 - Created emergency access plans for all venues
 - Created protocols and scripts to evacuate all venues
- Strengthen the Athletic web presence
 - Created and edited online registration process
 - Creating new athletic web presence
 - Added rSchoolToday as facilities scheduler
 - Established and maintain Twitter feed
- Management
 - Hosted District Football game
 - Hosted Sectional Soccer games for both STA and neighboring Visitation School
 - Hosted Sectional Hockey games
 - Hosted Sectional Wrestling Tournament
 - Manage and rent 96,000 square feet of indoor athletic facilities including 3 gyms, indoor pool, lecture hall, meeting rooms fitness center, wrestling room and multipurpose team rooms
 - Manage and rent outdoor facilities including Turf field, all purpose track, 2 baseball fields, 4 natural surfaces used for football, soccer, lacrosse or Ultimate Frisbee
 - Increased outside rental revenue by over \$30K
 - Installed \$300K video scoreboard in stadium
- Hiring
 - Head baseball, basketball, football and soccer coaches and 20 assistant coaches
 - Hired new athletic trainer
 - Hired Facilities and Events Monitor
- Miscellaneous administration and entrepreneurship
 - Introduced walkie-talkies better assist communication between athletics and facilities
 - Entered into preferred supplier agreement with BSN Sports save up 40% on orders and generate additional income for individual programs and for the department. Projections suggest that we will net approximately \$12K in product this school year
 - Entered into agreement with Gatorade supply product and machine for resale. Projections suggest that we will net approximately \$3K in 6 months
 - Supported the addition of Ultimate Frisbee and Powerlifting as self funded clubs
 - Appointed as a member of the Minnesota Interscholastic Athletic Administrators Association (MnIAAA) state faculty and teach Leadership Training Courses

Achievements and Milestones as Leader of University School of Milwaukee (2006-2015)

- Developed USM's first Athletics "Strategic Plan"
 - Overall Goal: To elevate the role of athletics at USM so that it is an integral part of an exceptional educational experience
- Developed Coach Mentoring and Evaluation System
- Completed facilities safety audit and created emergency response plans for all venues
- Completed coach compensation study
 - Studied area schools and similar Independent Schools nationally to create a comprehensive coaches salaries compensation proposal for the USM Board of Trustees
- Strengthen the Athletic web presence
 - Created and edited USMAthletic.org

- o Added position of Sports Information Coordinator (SIC)
 - SIC provides direct game report email for each varsity contest
 - Publish "Wildcat Week in Review"
 - o Added rSchoolToday as our online scheduler. The Midwest Classic Conference also adopted rSchoolToday.
 - o Created USM Athletics Coach Resource page to house pertinent documents and data
 - o Established the @USMAthletics Twitter feed
- Wrote and published:
 - o USM's Approach to Successful Athletic Participation: A Guide for Parent-Athlete-Coach Communication
 - o A Guide to the USM Sports Medicine Program
 - o USM Captain Candidates Packet
- Coach Training Initiative
 - o All coaches must complete the NFHS's Online Fundamentals of Coaching Course
 - o Prior to starting a second season coaches need to show documentation that they have acquired First Aid and CPR certification or have completed the NFHS First Aid for Coaches online course
 - o Prior to starting a third season all head coaches need to show documentation that they have earned "Accredited Interscholastic Coach" certification from the NFHS
- Staff Training Initiative
 - o All athletic administrators have or are working toward Certified Athletic Administrators status
 - o USM claims 1 Certified Arena Manager
- Launched USM Turf Field Study and Campaign
- Completed Pennington Athletic Complex
 - o Pennington Athletic Complex is the new home of the University School of Milwaukee Wildcats. This state-of-the-art athletic complex helps ensure all aspects of a USM education lead to the *Experience for a Lifetime* for our students.
 - o Resurfaced two playing fields with synthetic turf, add an irrigation system to a third field and install scoreboard on all three. Upgraded the existing athletic space with new security fence, a new stadium, and press box. Improved track and jumping pits and added signage.
- Served as Commissioner of the Wisconsin High School Field Hockey
- Served as President of the Midwest Classic Conference
- Added both boys and girls lacrosse as varsity athletic programs
- Negotiated Upper School uniform replacement plan- \$10K is now set aside each year for uniform replacement as part of capital allocations process
- Negotiated Middle School uniform replacement plan- \$5K is now set aside each year for uniform replacement as part of capital allocations process
- Created long-term Ice Arena maintenance plan
- Worked to ensure that USM football coach Don Forti was inducted into the Wisconsin Football Coaches Association Hall of Fame
- Nominated for 2014 WIAA Athletic Director of the Year
- Member of the Wisconsin Athletic Directors Association (WADA) state faculty and regularly teach Leadership Training Courses at State level.
- Since USM fully joined the WIAA in 2000, University School of Milwaukee has earned 29 state championships; 25 of those WIAA state championships have been earned during my tenure