

SCHOOL STRATEGIC PLAN - TEMPLATE

OBJECTIVE 1 <i>(Where are you going?)</i> St. Mary's School will meet the academic needs of each student.					
	STRATEGY 1 (How are you getting there?)	IMPLEMENT AN ASSESSMENT PLAN, INCLUDING NWEA AND AIMS WEB.			
		ACTION STEP 1 (What will you do?) Update technology	TIMELINE (When?) Summer/fall 2009	RESPONSIBILITY (Who?) Technology Teacher Principal	PROGRESS REPORT (Results/Outcomes?) First round of NWEA testing was completed in Oct. 2009 for grades 3-8. Second testing in Jan. 2010. Future technology needs being assessed.
		ACTION STEP 2 Train staff on use of NWEA data	Fall 2009 – spring 2010	Principal Teachers Site Leadership Team	Training completed on NWEA overview/test taking/ interpretation and communication of results. Site Team looking at future training needs.
		ACTION STEP 3 Train staff on use of AIMSweb data (curriculum based measures in reading)	Fall 2009- spring 2010	Learning Center Teacher Principal Teachers	K, 1, and 2 teachers are using data to monitor and adjust curriculum and instruction. Learning center teacher attending training with public school system.
		ACTION STEP 4 Use data to differentiate curriculum and	2009-2012	Principal Site Leadership Team Teachers	Site Team is evaluating staff development needs for the 2009-2010 school year.

		identify staff development needs			
	STRATEGY 2	SEEK ADDITIONAL RESOURCES TO EXPAND OUR ACADEMIC PROGRAMS.			
		ACTION STEP 1 Seek grants to implement additional program and materials for the classroom	Timeline 2009 - 2012	Responsibility Principal Teachers School Board	Progress Report Discovered Title II money and site team has developed a process for teachers to access professional development. Catholic Aid grant for \$500 Elks grant for \$500 School Board investigating other grants.
		ACTION STEP 2 Incorporate volunteers in the classroom to supplement curriculum needs	2009-2012	Principal Teachers Volunteer Coor.	Panning in progress
	STRATEGY 3	PROVIDE STAFF DEVELOPMENT OPPORTUNITIES FOR TEACHERS TO DIFFERENTIATE CURRICULUM.			
		ACTION STEP 1 Identify staff members to share current strategies	Timeline Spring 2010 - 2011	Responsibility Site Leadership Team, Principal	Progress Report Site Leadership team has started the conversation and will ask teachers to share ideas this spring at staff meetings.
		ACTION STEP 2 Identify training opportunities for staff.	Spring 2010 - 2011	Site Leadership Team, Principal	Contact has been made with public school gifted and talented coordinator. We will investigate other options.
		ACTION STEP 3	2009-2012	Principal	Staff is already familiar with Frameworks Evaluation

	Teacher evaluations focused on instruction			Tool. Training will take place on the Domain for Instruction and Principal will observe all staff using this domain as the focus.
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OBJECTIVE 2 <i>(Where are you going?) St. Mary's School will utilize appropriate technology to enhance student learning.</i>				
	STRATEGY 1 (How are you getting there?)	DEVELOP A PROCESS TO PROVIDE STUDENTS AND STAFF WITH ONGOING TECHNOLOGY EQUIPMENT SUPPORT AND PROVIDE FOR FUTURE EQUIPMENT UPGRADES.		
		ACTION STEP 1 (What will you do?) Hire a computer consulting firm.	TIMELINE (When?) Summer 2009	RESPONSIBILITY (Who?) School Board Technology Committee
		ACTION STEP 2 Develop a plan for technology funding	2009-2010 School year	School Board Principal Tech Committee
		ACTION STEP 3 Establish a technology Committee to assess needs and make recommendation	Spring 2009-	School Board Principal
				PROGRESS REPORT (Results/Outcomes?) Valley Computer Solutions was hired and a SMS staff member was identified as the contact on site.
				Planning in Progress
				Teacher committee has been established. They are connecting with others from past Tech. Committee

	STRATEGY 2	UPDATE TECHNOLOGY CURRICULUM			
		ACTION STEP 1 Identify a curriculum team	Timeline Spring 2010	Responsibility Principal Site Leadership Team	Progress Report Planning in progress
		ACTION STEP 2 Assess current computer instruction and compare to state/national standards	Spring 2010-2011	Technology Curriculum Team	Planning in progress
		ACTION STEP 3 Develop a written curriculum	Summer 2010	Technology curriculum Team	Planning in progress
	STRATEGY 3	PROVIDE STAFF WITH ONGOING PROFESSIONAL DEVELOPMENT IN TECHNOLOGY			
		ACTION STEP 1 Identify staff training needs	Timeline Jan. 2010	Responsibility Site Leadership Team, Technology Team	Progress Report Planning in progress. Tech. committee meets bi-monthly and they will discuss this.
		ACTION STEP 2 Identify staff to provide training	Jan. 2010	Site Leadership Team, Technology Team	Budget was developed using Title II funding
		ACTION STEP 3 Develop a training	Jan. 2010	Principal Technology	Planning is progress

		schedule		teachers/trainers	
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OBJECTIVE 3 <i>(Where are you going?) St. Mary's School will provide a safe, functional, and attractive environment to enhance student learning.</i>					
	STRATEGY 1 (How are you getting there?)	CREATE A PLAN TO MAINTAIN A FUNCTIONAL AND ATTRACTIVE FACILITY.			
		ACTION STEP 1 (What will you do?) Develop a maintenance/cleaning checklist	TIMELINE (When?) Fall 2009	RESPONSIBILITY (Who?) Principal, Custodial staff	PROGRESS REPORT (Results/Outcomes?) Hillyard CAPP study completed in summer 2009. Cleaning lists created. Job descriptions updated for custodial staff.
		ACTION STEP 2 Create a priority list for building improvements	Winter 2010	School Board Principal Parish Priests Custodial Staff	Building and Grounds committee from the school board is meeting to develop this. Capital Campaign is currently going on and plans will be developed using the funding from this.
		ACTION STEP 3 Access volunteers to help with projects	Spring 2010	Building and Grounds Committee, Volunteer Coordinator	Idea brought forward by building and grounds committee. They will investigate this.

	STRATEGY 2	DEVELOP A PLAN TO ENSURE STUDENT SAFETY.			
		ACTION STEP 1 Develop an after school care program	Timeline Fall 2009	Responsibility School Board Principal	Progress Report School Board committee researched and initiated this program during summer 2009. Staff hired in August/Sept. 2009. Program evaluation ongoing.
		ACTION STEP 2 Update Crisis Manual	Fall 2009-10	Site Leadership Team, Principal, Counselor	Current manual has been updated. Response procedures have been reviewed and new classroom materials ready.
		ACTION STEP 3 Establish new procedures for before and after school drop off and pick up.	Fall 2009-2010	Principal, custodians	New routes and signs created
		ACTION STEP 4 Create a secure building entrance	Summer 2010-2011	Capital Campaign Committee, Parish Priests, Principal	Capital Campaign is currently in progress and the plans have been developed to build a new entrance for the building.
	STRATEGY 3	SUPPORT CAPITAL CAMPAIGN TO ADDRESS LONG-TERM FACILITY DEVELOPMENT.			
		ACTION STEP 1 Use seeds of faith money to renovate current building	Timeline Summer 2009	Responsibility School Board, Principal, Parish Priests.	Progress Report All windows were replaced, 6 bathrooms remodeled, new fire alarm system installed, and other updates completed.
		ACTION STEP 2 Solicit Catholic Community for	Fall 2009	Capital Campaign Dir., Principal, Parish Priests,	1.3 million raised as of Nov. 2009

		donations for Cap. Campaign		Leadership Group	
		ACTION STEP 3 Initiate phase 1 of building plan	Spring 2009	School Board, Principal, Parish Priests.	Committee will be identified in Jan. 2010

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OBJECTIVE 4 <i>(Where are you going?)</i> St. Mary's School will develop a plan to address the issues of financial viability and sustainability.					
	STRATEGY 1 (How are you getting there?)	DEVELOP A LONG RANGE FINANCIAL PLAN			
		ACTION STEP 1 (What will you do?) Evaluate current financial status	TIMELINE (When?) Fall 2009	RESPONSIBILITY (Who?) Finance Committee, Principal, Parish Priests, Book keeper	PROGRESS REPORT (Results/Outcomes?) Budget was balanced in spring of 2009 and cuts were made. Monthly meetings for finance committee Meetings with parish finance committees scheduled (Dec. 2, 2009)
		ACTION STEP 2 Identify measures to maintain budget and increase fund balance	2009-2010 school year and beyond	Finance Committee, Principal, Parish Priests, Book keeper	Limited spending fall of 2009 Investigating funding sources from public school and grants

		ACTION STEP 3 Evaluate current fund raisers and funding sources	2009-2010 school year and beyond	School Board, Finance Committee, Principal, Parish Priests, Book keeper, Home and School	Discussion at School Board Meetings.
		ACTION STEP 4 Start exploring a Development Program	2010-2011	School Board, finance committee	Discussion at School Board Meetings.
	STRATEGY 2	INCREASE ENROLLMENT			
		ACTION STEP 1 Reach out to families in the parishes	2009-2010 school year	Long-range planning committee	Committee has been meeting and generating ideas
		ACTION STEP 2 Plan Open House/ Registration	Jan. 2010	School committee, Long-range planning committee Principal, School Board	Open house planned for Jan. 31, 2010.
		ACTION STEP 3 Grow preschool program and keep students for kindergarten	Spring 2010	Preschool staff, Kindergarten teachers, Principal	Meetings planned between principal and parents of preschool students.

	STRATEGY 3	IMPLEMENT MARKETING/COMMUNICATIONS PLAN TO INCREASE VISIBILITY OF SCHOOL IN THE PARISHES AND COMMUNITY			
		ACTION STEP 1 Review current marketing and PR Plan	Spring 2010	School Board, Principal, Long Range Planning Comm.	School Board created this plan spring of 2009 and now it will be implemented
		Action Step 2 Identify priorities from marketing and communication plan	2010-2011 school year	School Board, Principal,	