

# St. Matthew Catholic School

## *Strategic Plan*

January 2015 - January 2017

last revised August 2016

*“Inspiring Minds, Nurturing Souls”*

## St. Matthew Catholic School Strategic Plan (January 2015 – January 2017)

**School Mission:** St. Matthew Catholic School embraces a call to excellence and nurtures all God's children academically, emotionally, physically, and spiritually, according to the teachings of Jesus Christ and His Church.

**School Goal:** St. Matthew Catholic School will offer a Christ-centered learning environment that allows students to achieve academic excellence, respect themselves and others and gain an understanding of and closeness to the Catholic faith.

Objectives	Strategies	Tactics	Responsibility	Status	Budget Impact
I. Foster the joy of learning, the confidence to excel and ensure academic excellence.	A. Update and review the School Improvement Plan	➤ Principal to give implementation updates to school council quarterly.	Principal	Ongoing	\$0
		➤ School council and Principal to meet once year to discuss plan progress and any needed revisions/additions	Principal, School Council	May 2016	\$0
	B. Ensure school parents understand and have access to special academic needs through USD 501, 450, 437, 345 and the Three Lakes Cooperative	➤ Review Handbook with parents yearly to ensure it sufficiently communicates special needs resources	Principal	Asked for feedback via email May 2012	\$0
		➤ Discuss resources at all new parent meetings	Principal	Done at kinder info meetings & new parent orientation	\$0
		➤ Meet with Assistant Principal and Resource Teacher quarterly to evaluate needs and ensure support	Principal, Asst. Principal, Resource Teacher	On Monday mornings.	\$0

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	<p>C. Keep technologically up to date to enhance student and teacher educational experience within budget constraints</p> <p>D. Offer extracurricular activities and experiences that support academics and broaden the learning experience</p>	<ul style="list-style-type: none"> <li>➤ Meet with Parish Administrator, Technology Committee, and Computer Teacher quarterly to discuss school needs</li> <li>➤ Generate and timeline and financial plan to systematically improve school technology capabilities to function at level of 21<sup>st</sup> century student learning.</li> <li>➤ Evaluate existing academic/athletic extracurricular activities annually to determine interest</li> <li>➤ Research new opportunities annually and coordinate new activities in after-care program</li> </ul>	<p>Principal, Parish Admin, Technology Cmte., Computer Teacher</p> <p>Principal, parish admin, Technology &amp; computer teacher</p> <p>Athletic Director, Principal, Teachers</p> <p>Principal, ELC Director</p>	<p>Ongoing, 108 Chromebooks purchased as of August 2016. 20 iPads purchased Summer 2015.</p> <p>Revisit to update after 2015-16 purchases. Professional development on Google classroom.</p> <p>Revise as needed.</p> <p>Will initiate with new ELC Director, Fall 2016</p>	<p>See appendix A: technology needs assessment and budget</p> <p>Under review. Assess annually according to eRate funding.</p> <p>\$0</p>
<p>II. Maintain a community of faculty, administration and staff who embody a love of Christ, children, teaching, and learning.</p>	<p>A. Recruit, hire and retain staff that excels in the basics, incorporates innovative teaching methods and has a strong religious foundation</p> <p>B. Give teachers opportunities to excel and grow through professional development</p>	<ul style="list-style-type: none"> <li>➤ Include current staff members in the teacher interview process.</li> <li>➤ Provide ongoing Faith Formation for staff through the Archdiocesan School of Faith</li> <li>➤ Offer teachers three in-house professional development opportunities a year</li> </ul>	<p>Principal, PTO</p> <p>Principal</p> <p>Principal, Teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>\$0</p> <p>\$150 per staff member per year</p> <p>Title II-A budget through USD 501 and \$3500 in parish budget for inservice.</p>

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III. Encourage parental support of the school philosophy, activities and teachers	C. Provide collaborative planning time to analyze data and make instructional decisions within the curriculum.	➤ Effectively use Title IIA funds for off-campus staff development opportunities	Principal	Ongoing	\$0	
		➤ Schedule weekly collaboration time for teachers and review to ensure it is being used effectively	Principal, teachers	Collaboration time Started Fall 2015. Working on evaluation/accountability tool.	\$0	
		➤ Develop a formalized process for collecting reading and math data across all grade levels.	Principal, teachers	Star reading and math programs implemented.	\$7500	
	A. Review and improve communication between students, parents, principal and teachers to ensure consistency and clarity	➤ Include pertinent school news in Parish bulletin weekly	Principal, parish sec., school sec.	Ongoing	\$0	
		➤ Once a year, host back-to-school information sessions and activities	Principal, Enrollment Mgmt., PTO	Held July 2016	\$0 PTO supplies main dish and drinks	
		➤ At Sneak Peek night, ensure each teacher shares the best way for parents to communicate with teachers. Sheet with contact information and best time to contact listed for all teachers in every room.	Principal, teachers	Ongoing	\$0	
		➤ Directions on how to use EduConnect published in monthly newsletter	Principal	Ongoing	\$0	
		B. Recruit and maximize volunteers to support needs of school	➤ Ensure that teachers update their web pages frequently	Principal, teachers	Weekly	\$0

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IV. Move toward optimal enrollment of 225 by August 2017.	A. Work with Catholic Schools Office template to develop an integrated and multidimensional marketing plan, with budget and funding sources	➤ Use Parish bulletin and website to solicit volunteers	Principal, teachers	Ongoing	\$0
		➤ Conduct one inservice a year to educate volunteers on duties, school policies, confidentiality agreement and Virtus® training and training bulletins and re-certification	Principal, parish administrator	Virtus® training done August 2013, Oct 2015	
		➤ Recognize volunteers in school newsletter, invite to Parish Volunteer Appreciation Dinner	Parish administrator, Principal, Pastor	Ongoing	parish pays dinner expenses
		➤ Enrollment Management Director works on recruitment and retention of students and manages social media.	Principal, EM director	Established 2011; hired P/T manager August 2015	\$4531 in 2015-16
		➤ Secure marketing expertise and training from Catholic School Office and other sources	EMT, Principal	ongoing	\$0
		➤ Maintain and keep current school website	Principal, teachers, secretary, EMT	Ongoing	\$0
		➤ Host a St. Matthew Catholic education information session for parish, ELC, and/or CGS parents twice per year	Principal, teachers, EMT	implemented	\$0
		➤ Document retention rates and reasons for defections, and	School Council,	ongoing	\$0

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V. Ensure financial stability of school and parish.	A. Support parish in its efforts to improve school facilities	take corrective action to improve retention if warranted	Principal	Ongoing		
		➤ Update school council on defections and reasons	Principal	Ongoing		
		➤ Communicate the importance of stewardship through the annual school registration process	Pastor, Principal, School Council	Ongoing		
		➤ Recruit school families to serve on parish stewardship committees	Principal, School Council	In progress	\$0	
		B. Create and implement a long-term development and endowment plan	➤ Establish and grow St. Matthew Catholic Education Scholarship fund to encourage continued enrollment in SMCS and Hayden Catholic HS	Principal, Pastor, School Council	Ongoing	\$0
				Principal, Pastor, Development Committee	In progress	\$0
VI. Ensure a connection between students and teachers in the parish school and the religious education programs.	A. Conduct shared sacramental celebrations between Religious Education & SMCS	➤ Structure Reconciliation, First Communion, and Confirmation services as shared celebrations	Religious Education Director, Principal, Teachers	Ongoing	\$0	
		➤ Inform parents of the need to	Teachers, RE	Ongoing	\$0	

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VII. Ensure the school stays focused and accountable to its mission and goals.	B. Promote participation in parish functions targeted at youth to both school and non-school families.	<ul style="list-style-type: none"> <li>attend mandatory meetings in preparation for receipt of Sacraments</li> <li>➤ Regularly invite students to youth activities in the parish via school newsletter</li> </ul>	Director, Principal		\$0
	A. Monitor the Strategic Plan in its entirety on an annual basis	<ul style="list-style-type: none"> <li>➤ Form School Council subcommittee at the beginning of each school year to serve as monitors of the Strategic Plan</li> </ul>	Principal, RE Director	No youth director currently at parish	\$0
	B. Gain involvement from key constituents to update the Strategic Plan every 3 years.	<ul style="list-style-type: none"> <li>➤ Provide updates for certain identified sections of the Strategic Plan on a quarterly basis. All other items will be reviewed annually, during March – April</li> </ul>	School Council Chair, Principal	Ongoing. Last May 2016	\$0
		<ul style="list-style-type: none"> <li>➤ Include Pastor, Principal and teacher representatives into the formulation of the revised Strategic Plan</li> </ul>	Principal, School Council	Reviewed May 2016	\$0
		<ul style="list-style-type: none"> <li>➤ Post final strategic plan on St. Matthew website</li> </ul>	School Council, Pastor, Principal	Ongoing	\$0
			Principal	Ongoing	\$0