



ST. MARY'S SCHOOL STRATEGIC PLAN FOR IMPROVEMENT

STANDARD: Teaching and Learning

(OBJECTIVE 1) Ensure Academic Excellence

(STRATEGY 1) Use Assessment Data & Standardized Test Scores to Differentiate Instruction to Improve Student Achievement

	Timeline	Responsibility	Progress Report
(Action Step 1) Using NWEA/MAP test scores in grades 3-6 and AIMSWeb assessment data in grades K-6 in the areas of reading and math, identify individualized growth goals for students' anticipated improvements on test scores.	Fall 2017	Teachers Principal	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 2) Participate in professional development for individualized/differentiation of instruction, as well as, using iPads to personalize instruction.	Winter 2017	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 3) Determine an individualized learning plan for students who scored below the 50 th percentile overall in math and reading.	Winter Spring 2018	Teachers Principal	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter/Spring 2019 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 4) Monitor growth over time for each student. We will use NWEA/MAP test scores OR AIMSWeb test scores or other assessment data. Evaluate and report growth from Fall to Fall and determine areas that still need specific focus for the student.	Fall 2018	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2019 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017. Although we are able to use assessment scores from the 2017-18 school year to establish base lines for all students.</i>
(Action Step 5) Include test data in our Annual Report for stakeholders to review.	Spring 2018	Principal	<i>2017-18 This action step has not been addressed as it is written. However, at the May 24 education committee meeting I shared the results of the fall, winter and spring AIMSWeb testing and the NWEA/MAP testing. it was recognized that St. Mary's students achieved very good scores. This action step will be completed in August 2018. An Annual Report for all stakeholders will be created and shared at the annual parents meeting, also via email, parish bulletin, newspaper article and, if necessary, direct mailing. The evidence that I am including at this time is the report of scores that has been shared with some of the stakeholders, not all of them.</i>

(STRATEGY 2) Integrate Technology Across the Curricular Offerings			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a technology committee to oversee hardware and software needs and manage technology funds to provide continuous support for all technology needs.	Fall 2017	Principal	<i>2017-18 Although a separate technology committee has not been created. Upon my employment with St. Mary's School, the education committee and I have worked uniformly to develop a list of needs for hardware and software. Technology has been a forefront topic at our meetings. We have assessed the technology needs at our school. It has been determined that new laptop computers will be purchased for all staff (for a total of 8 computers) and an update key for the Smart Boards will also be purchased for our 5 Smart Boards. According to the education committee agenda and minutes, it is evident that the subject of technology has been discussed at the following meetings: February 22, March 22 and May 24. This step will be completed by July 1, 2018.</i>
(Action Step 2) Participate in professional development regarding use of technology for individualized instruction.	Winter 2017	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 3) Create and implement lessons integrating available technology.	Fall/Winter 2018	Teachers	<i>2017-18 While performing teacher evaluations through classroom lesson observation, I witnessed all teachers using technology in their classroom. Students are provided iPads to perform classroom assignments. Each classroom also has a Smart Board. In making my lesson observations, it has been noted that every teacher utilizes their Smart Board every school day. It is quite impressive that such a small school provides their staff and students with current technology. Students also have technology classes two times a week in the technology lab. However, the technology lab is available to all students five days a week.</i>
(Action Step 4) Write an updated K-6 technology curriculum.	2018-2019	Teachers Principal	<i>When and what happened?</i>
(Action Step 5) Investigate the possibility of pursuing the "Blended Learning" academic philosophy.	2018-2019	Principal Teachers	
(STRATEGY 3) Maintain a Positive & Nurturing Learning Environment For Students & Faculty to Grow & Strive to Reach Their Fullest Potential			
	Timeline	Responsibility	Progress Report
(Action Step 1) Promote our Positive Behavior Plan: Be Safe, Be Respectful, Be Responsible. We will promote this plan by developing individual	Summer 2017	Principal Teachers	<i>2017-18 The previous administrator resigned her position before developing individual rewards and creating a logo/theme for the program. My action step plan is to research ideas this summer (2018) for this Positive Behavior Plan. In looking through files in the office, I haven't found any</i>

rewards and creating a logo/theme for the program.			<i>information related to this subject. I will develop a plan for positive behavior ~ the name might change, but I will have a plan in place by October 2018.</i>
(Action Step 2) Each class will, quarterly, share a skit or video regarding some aspect of the Positive Behavior Plan.	2017-2018	Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to School Year 2018-2019. However, I already know that we will share our skits at our quarterly "Stars Program". The Stars Program acknowledges students who have shared good character & virtues and students who have had good academics success.</i>
(Action Step 3) Create and utilize a reward store for individualized behavior incentives.	Fall 2017	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018. However, I did research products/small tokens that the students would be able to purchase with "Character Cash". Students will earn Character Cash by being good citizens, being responsible for what they say and do and by setting a good example for other students. I have the general concept in place. It has been a problem for me to find rewards/incentives for low cost. I look forward to the teachers helping me find incentives that will have meaning for the students.</i>
(Action Step 4) Create a teacher recognition program.	Winter 2017	Principal	<i>2017-18 The actions taken for this step are still in development. I did not recognize the teaching staff at the end of the year all-school awards program and I should have. I would like to purchase "years of service" pins for the staff. However, this year it was made known to the staff that they were deeply appreciated for all of their hard work and dedication to our students and school. The parent club, "Peoples Club" gifted each staff member with a one hundred-dollar bill at Christmas. Throughout the year, mainly during staff development days & teacher workshop days, I treated the staff to lunch at a local restaurant. They all received a cash gift at Christmas from me and during Teacher Appreciation Week they were all gifted with a beautiful hanging basket. I have no evidence to show you, although, if you speak to the staff I do believe they will tell you this is the most they've been appreciated and thanked by the administration in many years. I will ask the staff what type of recognition they most appreciate and develop a plan/program from their responses.</i>

STANDARD: COMMUNICATIONS AND COMMUNITY RELATIONS

(OBJECTIVE 1) STRENGTHEN CATHOLIC IDENTITY IN ALL ASPECTS OF SCHOOL

(STRATEGY 1) Adopt New Diocesan Religion Standards (when available)

	Timeline	Responsibility	Progress Report
(Action Step 1) Read and learn new standards and framework.	Winter 2018	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year</i>

			<i>(2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 2) Use professional development time to work on implementation of new standards and framework.	Spring 2018	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter 2019 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 3) Investigate adopting a religion series that fully embraces the new standards and framework.	Fall 2018	Principal Teachers	<i>2017-18 The Diocese of New Ulm has chosen to purchase the new religious education series "The Image of God". Our very own Bishop LeVoir helped to author the series. St. Mary's School will have the new series in place for the 2018-19 school year. The book order is processing at this time.</i>
(Action Step 4)			
(STRATEGY 2) Increase Opportunities to Live Out Our Mission Statement			
	Timeline	Responsibility	Progress Report
(Action Step 1) Increase opportunities for service & volunteerism for students and for families.	Fall 2018	Principal	<i>When and what happened?</i>
(Action Step 2) Promote Christ-like attitudes and behaviors among students, coaches, staff and parents in extracurricular programs.	Winter 2018	Principal Teachers	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter 2019 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017. I will address this Action Step directly to students, coaches, staff and parents when the basketball season for winter 2019 begins.</i>
(Action Step 3) Encourage members of the school community to participate in parish ministries and programs, such as, fundraising, volunteering and educational enrichment programs.	Fall 2018	Principal	<i>2017-18 Our school community is very involved with parish ministries. Members of our school community currently participate in mass by being servers, cantors, lectors, Eucharistic ministers and ushers. Our school community is active in the annual fundraiser for "Pennies for Patients". This year we were awarded a golden pennant for the years of service and monies raised on behalf of the leukemia society. We also volunteer with the local food shelf by collecting canned goods from the school community and local community through our annual food drive. As of this time, an educational enrichment program has not been developed.</i>
(Action Step 4)			

(OBJECTIVE 2) INCREASE ENROLLMENT AT ST. MARY'S SCHOOL			
(STRATEGY 1) Develop and Implement Outreach Plan			
	Timeline	Responsibility	Progress Report
(Action Step 1) The marketing committee will create a plan to reach out to prospective families.	Winter 2018	Marketing Committee	<i>2017-18 This area has not been addressed. This Action Step will be moved to Winter 2019 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 2) Create a family mentoring program to welcome new families and help them to integrate into our St. Mary's School family.	Spring 2018	Marketing Committee	<i>2017-18 This area has not been addressed directly. The Action Step will be moved to Fall 2018. However, we do have a very enthusiastic parent volunteer who communicates with all new families. She has four children, three of them currently attending St. Mary's School (one too young). She helps with every event the school has on the calendar. These events are including, but not limited to, Christmas Program, Catholic Schools Week masses, Grandparents Day, First Eucharist mass, preschool open house, kindergarten open house and kindergarten round up. The marketing committee and I will develop a written program to be implemented in the Fall 2018.</i>
(Action Step 3) The principal will write a new release or short article for the local newspaper once per month. The article will highlight events, activities, staff and students.	Fall 2017	Principal	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 4)			
(STRATEGY 2) Increase Visibility In The Parishes & Improve The Parish/School Relationships			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a schedule for students read announcement in Mass. Communicate with Father regarding other student involvement in Mass at all parishes.	Fall 2017	Principal Marketing Committee Representative	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 2) Share school information in the weekly Sunday bulletin (all parishes).	Fall 2017	Marketing Committee	<i>2017-18 Each week the St. Mary's School parents electronically receive a newsletter from the principal. The newsletter is also emailed to the parish office and it is included in the weekly bulletin.</i>
(Action Step 3) Work with the parish priest to develop an outreach plan to increase his visibility in our school.	Winter 2018	Marketing Committee	<i>2017-18 At this time, our current priest will be retiring and St. Mary's School will have a new priest in place by July 1, 2018. However, I submitted my responses for the Diocesan Plan for Schools to New Ulm Catholic Schools Superintendent Karla Cross in April, 2018. My plan includes the following statements: I will collaborate with the parish priest to schedule monthly visits with the St. Mary's students. I would like to schedule two</i>

			<i>days per month for visits with all grade levels on every visit. Depending on monthly obligations, I would ideally like to have visits in September, October, November, December, January, February, March and April. We can try to have a monthly visit in May ~ knowing May is very busy.</i>
(Action Step 4) Devise a plan to increase volunteerism of parishioners.	Fall 2018	Marketing Committee	<i>When and what happened?</i>
(Action Step 5) Insert action step			
(STRATEGY 3) Improve Community Visibility & Relations			
	Timeline	Responsibility	Progress Report
(Action Step 1) Devise a plan for improving opportunities for community involvement.	Fall 2018	Marketing Committee	<i>2017-18 Although this Action Step is slated until Fall of 2018, we began to include the community with our "Family Movie Night". We held only one this year on Wednesday, March 28, 2017. St. Mary's School did not have school the next day in honor of Holy Thursday services. We had over 100 people in attendance. There was no fee for admission and we had a concession stand available ~ the treats were at a nominal price. Many have inquired when the next family movie night will take placewe plan on having more during the school year 2018-2019. It gets to be pretty tricky to find an evening when the gym isn't being used and the night doesn't get to be too late for the children. Also, we have always welcomed the community to our annual Christmas Program. This is a tradition we will always include in our plan. We will focus on a substantial Community Involvement Plan this Fall 2018.</i>
(Action Step 2) Create an advertising campaign	Fall 2017	Marketing Committee	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(STRATEGY 4) Build Alumni Relations			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create an Alumni Association	Fall 2018		
(Action Step 2) Develop an alumni financial donation project to help pay for a new gym floor.	Fall 2017		<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 3) Plan for an annual alumni lunch with students and plan other events that will include alumni.	Winter 2018		<i>2017-18 TDuring Catholic Schools Week, we had alumni visit students in their classrooms. The alumni spoke of the wonderful opportunities St. Mary's School prepared them for in their futures. Alumni also talked</i>

			<p><i>about their higher education and current careers. The alumni continued to speak of the wonderful education and friends they made while being a student at St. Mary's School.</i></p> <p><i>A formal plan will be developed for an annual alumni luncheon in Winter 2019.</i></p>
(Action Step 4)			

STANDARD: CLIMATE FOR LEARNING

(OBJECTIVE 1) ST. MARY'S SCHOOL WILL MAINTAIN A SAFE, FUNCTIONAL AND ATTRACTIVE LEARNING FACILITY

(STRATEGY 1) Install a Water Softening System in The School To Reduce Wear & Maintenance Costs

	Timeline	Responsibility	Progress Report
(Action Step 1) Identify the need for soft water implementation.	Fall 2017	Principal Custodian	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 2) Obtain the cost for installation of the system.	Fall 2017	Principal Custodian	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 3) Install the soft water system.	Fall 2017	To be Determined	<i>2017-18 This area has not been addressed. This Action Step will be moved to Fall 2018 due to St. Mary's School starting the new school year (2017-18) without a school administrator. A principal was hired on October 30, 2017.</i>
(Action Step 4)			

(STRATEGY 2) Control Access To Entry Of The School (limiting access to primarily include personnel and students)

	Timeline	Responsibility	Progress Report
(Action Step 1) Determine if the current security camera system can add a camera that could be positioned to view the outside entrances.	Fall 2017	Education Committee	<i>2017-18 In September it was determined that a new security system should be installed. The new system will include an outdoor camera and a notification ringer when a guest/visitor requests to be allowed inside the building.</i>
(Action Step 2) Determine if it is feasible to lock the doors and have a greeter at the door OR is the answer that we install a "buzzer system" and	Fall 2017	Education Committee	<i>2017-18 In August it was been determined that we will be able to lock the doors and install a security system that includes a notification ringer that will ring into the office.</i>

figure out how to cover the entrance with personnel.			
(Action Step 3) Obtain pricing on needed equipment and present the Education Committee with the estimate and have them share their input.	Fall 2017	Education Committee	<i>2017-18 In October, pricing was negotiated and a Security System was put in place. The system includes an outdoor camera, a remote notification ringer, and a clearance button to allow visitors to enter the building after they have been approved by the office.</i>
(Action Step 4)			
(STRATEGY 3) Replacement Of Broken Floor Tiles			
	Timeline	Responsibility	Progress Report
(Action Step 1) Identify the hazardous tiles and potential risks involved.	Summer 2017	Custodian Principal	<i>2017-18 In September the hazardous tiles were identified in the south preschool room and in the gymnasium.</i>
(Action Step 2) Determine replacement strategies and costs related to the strategies.	Summer 2017	Custodian Principal	<i>2017-18 In September two strategies were discussed: Replacement Strategy #1: leave the tiles intact and resurface the gym floor with a wood or floating floor. Best estimate we have received is \$64,000. Replacement Strategy #2: locate similar tiles (9x9 square), remove the severely damaged tiles and replace with similar tiles. Costs vary from "free" tiles to \$3.50/tile.</i>
(Action Step 3) Implement the replacement of the tiles.	Fall 2017	Custodian Principal	<i>2017-18 Replacement of severely damaged tiles in the south preschool room took place over Thanksgiving Break 2017. Our custodian was able to locate "used" tiles. He was able to remove the old broken tiles and replace them with the new "used" tiles. At this time, the education committee has tabled the discussion on the gymnasium tiles. The preference is to have the existing tiles remain and when the money is raised, place a wood floor over the existing floor. However, we need to secure funding for this project before we begin the process.</i>
(Action Step 4)			