

St. Michael Catholic School

School Strategic Plan (2010-2016) June 2016

(OBJECTIVE 1)

St. Michael Catholic School will improve and enhance its welcoming, safe, and supportive environment to facilitate a positive and nurturing school atmosphere conducive to student learning.

STRATEGIES 1 Review existing facilities maintenance audit and prioritize projects for completion.

ACTION STEP	TIMELINE	RESPONSIBLE	PROGRESS REPORT
(ACTION STEP 2) Select projects based on priority and funding available. Solicit bids.	Annual Review	Facilities Mgr & Principal	2013-14 Project list below:
(Action Step 4) Regularly review facilities maintenance audit to prioritize projects for completion.	<p>Sept. 2011 and quarterly thereafter</p> <p>Summer 2013</p> <p>Spring 2015</p>	<p>Principal, Parish Administrator, Facilities Mgr, various contractors</p> <p>Principal, Parish Administrator, Facilities Mgr, various contractors</p>	<p>2013-14 Annual April/May "Spring Clean-up" cont'd. Renovated existing playground. Added enclosed preschool playground to comply with state license requirements. Completed landscape renovation to east & south side of building to enhance appearance of building and to alleviate rainwater from entering building. Addition of new carpet in classrooms on hold until funding allows (donations and/or budget) per next 2 items. Leaking, 50 year old water heater replaced (January 2014) – cost offset by donations solicited at annual Gala Dinner 'fund-a-need' auction item. Dedicated general operations account provided remainder of funds. School boiler under consideration for replacement. Feasibility study conducted by SAC sub-committee found that replacement is necessary within three to five years.</p> <p>2014-15 Annual "April Spring Clean-up" continued. Security Analysis conducted, implementing changes in security procedures and rekeying of some doors. School boiler & flooring replacement put on hold due to lack of funding. Replaced scoreboard and added a 2nd one funded by Golf Tournament. Replaced AC in</p>

		Year 15-16	Principal, Parish Administrator, Facilities Mgr, maintenance, various contractors	<p>computer lab, three classroom SMART boards, and 8 lunch tables; installed a WeatherBug on top of the MS building all funded by private donations.</p> <p>2015-16Interior St. Michael sign installed, 6 rooms painted, replaced sound system in gym. This summer updating 2 rooms for preschool, adding to playground equipment, painting 1st floor building A. Plumbing in building A to be updated (date to be determined.)</p>
(Action Step 5) Identify funds required to complete projects prioritized in action step 4.	Annually	Principal, Parish Business Admin. Finance Comm. Liaison	<p>2013-14Adequate donations solicited to offset cost of renovations above funds reserved for various projects (dedicated account).</p> <p>2014-15Fund reserves were utilized in 2014-15 for lunch program and curriculum purchase overages. Utilized more than expected funds for financial aid. Improvements were "specified requests" by donors.</p> <p>2015-16Gala fund-a-need brought in \$12,000 for a new sound system. Preschool updates CSCOE grant of \$50,000 for 2016-17 year. Vision 20/20 Campaign will retire school building debt and update plumbing.</p>	
(Action Step 6) Communicate progress and maintenance repair plan to Parish Buildings and Grounds Committee and to the Parish Finance Committee.	Annually Monthly Monthly	B/G Liaison, Parish Facilities Mgr, Principal B/G Liaison, Parish Facilities Mgr, Principal Principal, Campaign members, Priest, SAC	<p>2013-14B/G & Finance Liaison reports are standing SAB agenda items. Regular updates provided to school community via school newsletters and email blasts.</p> <p>2014-15B/G & Finance Liaison reports are standing SAC agenda items. Regular updates provided to school community via school newsletters.</p> <p>2015-16Vision 20/20 Campaign has been in bulletin, announced at pulpit, in Newsnotes and letters sent home. All building updates are discussed at SAC and in minutes on our website. Constant contact (Newsnotes) provides updates also.</p>	
(Action Step 7) Create a building space utilization plan to accommodate student, staff, and parent needs.	Fall 2013	School Admin, Parish Director, PreK & K Staff, Parish Facilities Mgr.	<p>2013-14Preschool space renovated and occupied by the start of school, 2013. Space includes one classroom and one large motor skills / multi-purpose space, e.g., indoor recess. Preschool-dedicated playground space installed adjacent to existing playground September 2013. New and improved outdoor basketball hoops installed adjacent to playground.</p> <p>2014-15Creating an intervention/safe room for a variety of needs including: RTI, Gifted, behavioral</p>	

		Summer 2015	Principal, Administrative Assistant, SAC, Instructional Coach.	plans. Instructional Coach will utilize the room. Improving visitor/volunteer check-in office procedures, including a space for visitors to congregate in the office while waiting for permission to proceed to the desired location.
		Fall 2015	Principal, Administrative Assistant, Data Entry Specialist, Afterschool Program Director	2015-16 Updated mailroom moved Data Entry Specialist's office to building A for convenience of staff and parents. Created an office in building B for Director of Childcare.
		Summer 2016	School Admin, Preschool consultant, Preschool Staff, Parish Facilities Mgr.	2015-16 Update two rooms for our expanding preschool program. New paint, shelving, tables, and preschool equipment.

STRATEGY 2 Update the school crisis management plan.

	ACTION STEP 1	Timeline	Responsibility	Progress Report
	Revise and update of school crisis management plan.	By June, 2014	MERT, Administration	2012-13 Principal participated in local school district crisis response training, spring 2013. MERT training continuous. Local trainer will provide 'violent intruder' training during 2013-14.
		December 2014	Medical Emergency Response Team	2013-14 Principal participated in local school district crisis response training, spring 2014. MERT training continuous. Local trainer provided emergency "event" training sessions during 2013-14. Crisis management planning committee will complete revisions and additions to existing plan fall 2014. (Revisions have been completed informally, e.g., modifications to severe weather drills. Revisions will be formalized and shared with all staff.)
		April 2015	MERT PLC	2014-15 Crisis Management Plan revisions and additions completed. Adding to St. Michael Catholic School Staff Live-binder. Sharing with staff during Fall 2015 workshops.
	(ACTION STEP 5) Address bus and car-line pick-up/drop-off safety issues.	2010-11 school year	Staff/Parents	2012-13 Bus and car-line safety procedures embedded. Completed
		2014-15 school year	Preschool Staff, Principal	2014-15 Preschool car-line safety procedures updated and improved to be in compliance with state and NAECY guidelines.

(Action Step 7) Investigate feasibility of CPR training for all staff.	Fall 2011	Crisis Management Plan Committee with Principal	2012-13 Plan approved to provide training to MERT members, preschool teachers and aides, and principal, August 2013.
	August 2015	MERT Members and Preschool Staff	2013-14 Above noted CPR training did not take place by August 2013.
	August 2016	All Staff	2014-15 Plan dropped, not cost effective. MERT and preschool staff maintain CPR training. 2015-16 CPR training. 2015-16 All staff will receive free CPR training.

STRATEGY 3 Maintain a welcoming environment for students, parents, staff, and visitors.

ACTION STEP	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
(ACTION STEP 1) Review policies go welcome new families through the Ambassador Family Program.	Annually Summer / Fall 2016	Ambassador Family Committee Parent Connection	2012-13 SAC Marketing Sub-Committee will envelope and oversee this responsibility. Completed 2015-16 Ambassador Family Program under new leadership. Parent Connections will envelope and oversee this program.
(ACTION STEP 4) Schedule quarterly maintenance 'walk-through' appointments to maintaining a safe, efficient, inviting school facility.	2012 and on-going	B&G SAC Liaison, Principal, Parish Director, Custodian	2012-13 SAC Buildings & Grounds Liaison maintaining communication of action items related to facility maintenance and improvements. Completed

2012-13
(Strategy 5) Provide members of the school community with effective forms of communication.

ACTION STEP	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
(Action Step 1) By Aug. 30, review spring 2012 school community survey results pertaining to communication and identify areas for improvement.	August 2012	Asst Principal	2012-13 SAC Chair, Parish Council SAC Liaison, School Admin. and Parish Director compiled, shared and published results of parent survey to school community. 2013-14 School Community Survey results from spring 2013 shared with school community. Third school community survey administered spring 2014. 2013-14 School from spring 2014 shared with school

		Spring-Summer 2015	SAC, Principal	community. Spring 2015 survey questions updated. It has been agreed that the survey will not be conducted annually as time is needed to respond to growth areas.
		School Year 15-16	Principal, SAC	²⁰¹⁵⁻¹⁶ Shared Spring 2015 survey results both Summer and Fall 2015. Action steps taken on growth areas. Updated discipline policy and focused on consistent use of it through all grades and the school year. Continued our Top 20 focus with students, staff and parents. Technology teacher taught grades 1-4 (2 of the 4 quarters.)
		School Year 2015-16	Principal, Amazing Catholic Schools Core Team, Instructional Coach, Accreditation Core Team	²⁰¹⁵⁻¹⁶ Create a concrete and consistent communications plan for teacher's websites, weekly communications and communication expectations along with an over all school and administrative communications plan.
		Fall 2016	Principal, Teacher and staff	Implement Communications Plan.
		Spring 2016	SAC	²⁰¹⁵⁻¹⁶ Created and sent out survey to parents. Waiting results.
	(Action Step 2) By Aug. 30, utilize teacher feedback gathered during spring 2012 workshop to develop strategies to improve communication flow among staff.	August 2012	RESPONSIBILITY Asst. Principal	PROGRESS REPORT ²⁰¹²⁻¹³ Implemented staff meeting structure to improve communication across staff. AP facilitates MS staff; Principal facilitates EL staff (PK-5). Will further refine and define admin roles / responsibilities to improve and expand effective communication across staff during summer 2013.
		Fall 2014 Monthly	Teacher Rep. Committee (TRC), Principal	²⁰¹³⁻¹⁴ Work to refine and define role/responsibility of admin responsibilities continues in conjunction with school 'teacher representative' committee (TRC).
		2015-16 Monthly	Teacher Rep. Committee (TRC), Principal	²⁰¹⁴⁻¹⁵ Teacher Representative Committee established monthly meetings to improve communication flow. Presented teachers needs and concerns, communicated back to their team members.
				²⁰¹⁵⁻¹⁶ TRC meetings continue to help improve communication among staff. New representatives will be elected in Fall 2016.
(Action Step 3) By workshop week 2012, implement a revised staff communication flow process to be utilized by all staff. Process will include components that address items described		August 30, 2012	Asst. Principal & Teachers Principal	²⁰¹²⁻¹³ Will refine for implementation during workshop week 2013. Will include strategies developed from themes generated by staff survey conducted spring 2013. ²⁰¹⁴⁻¹⁵ Fall workshop: Top 20 - Paul Bernabei spoke to all

in Action Step 2.	Fall Workshop Fall-Spring 2016	All staff	staff about positive communication and lead us through “being above the line” with ourselves and others. Reintroduced our communication policy. 2015-16 Embedded Top 20 into weekly staff meetings, along with BNN (Blues News Network) moments, and in the classroom creating and enforcing positive communication.
2013-14 (Action Step 4) Create and implement plan to communicate school strategic plan to stakeholders.	Fall – Winter 2013	Prin. SAC Chair	2013-14 Work begun to incorporate ‘Year in Review’ into parish bulletin (June) using SSP objectives as headings. “Year in Review” document posted on school website including SSP Objectives.
	Spring – Summer 2015	Principal, SAC, Communications Director	2014-15 ‘Year in Review’ put into a magazine format is being completed by the end of June. Will mail to school families in July. Portions of the magazine will be highlighted in parish bulletin throughout the summer and posted on website.
	Summer 2016	Principal, teachers, SAC, Communications Director	2015-16 “Year in Review” summer 2015 magazine did not happen. Letter sent instead. “Year In Review” magazine being sent to the printer 6/15/16. Created, currently being revised.

revised 2011-12

(OBJECTIVE 2) St. Michael Catholic School will help each student achieve academically by meeting their individual needs.

STRATEGY 1 Develop a formalized staff communication process to prevent student learning gaps or overlaps across grade levels.

2012-13 (ACTION STEP 4) By workshop week 2012, designate staff members as department heads and secretaries for each meeting to ensure accurate and timely reporting and recording process for each.	2012 and ongoing	Admin and Teaching Staff.	2012-13 Structure in place and used consistently across staff. Establishment of Student Assistance Team has enhanced structure.
	Workshop 2014	Admin & Teachers	2013-14 Work continues in this area. Consistency in practice interrupted by veteran staff turnover. Practice re-introduced fall 2014
	Monthly	Instructional Coach,	2014-15 PLC’s established summer – fall 2014 with team leaders, norms, secretaries, strategies and SMART goals. 2015-16 PLC embedded. SMART goals based on NWEA

		15-16	teachers, principal	results set. SAT (student assistance team) embedded. Instructional coach support embedded. RTI implemented continued professional development needed, common assessments implemented - continued growth needed.
<p>STRATEGY 2 2011-12 revision: Formalize procedures utilized to identify and respond to special needs of learners.</p>				
	ACTION STEP	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
	<p>(ACTION STEP 2) 2012-13 Create and utilize Student Assistance Team as resource for teachers to identify students in need of additional resources.</p>	<p>through 2015</p> <p>2015</p> <p>2015-16</p>	<p>Teachers, Administration</p> <p>SAT</p> <p>SAT</p>	<p>2012-13 Student Assistance Team provides service to teachers in determining whether students are in need of special services internally, or in partnership with local district. District Sp. Ed. staff notes effectiveness of pre-assessment process as a result of SAT member work.</p> <p>2013-14 Work of SAT enhanced by strict system of information sharing across teachers and grade levels to ensure seamless transition of services.</p> <p>2014-15 SAT Charter updated to a three-tier system. Shared with staff at winter workshop. Communicated with parents through newsnotes and the parent/student handbook.</p> <p>2015-16 SAT embedded.</p>
	<p>(ACTION STEP 3) Expand staff knowledge of student challenges such as dyslexia, ADHD, autism, ODD, etc. via workshops, in-services, and professional reading.</p>	<p>through 2015</p> <p>Winter 2015</p>	<p>Administration</p> <p>SAT</p> <p>Public School Special Education</p>	<p>2012-13 Work continues – staff attending PD opportunities.</p> <p>2013-14 School district Psychologist continues to work with staff regarding identifying and assisting students, pre-referral and referral processes, etc. to enhance effectiveness of services provided in cooperation with public school special education department.</p> <p>2014-15 School district Psychologist and SAT assists teaching staff and families. Hired Instructional Coach for 2015-16 school year to head SAT, RTI, and some portions of PD of staff.</p> <p>2015-16 Special Education staff at Prior Lake Public Schools led a session in steps for intervention and when to seek PLPS special education team for help.</p>
	<p>(Action Step 4) Create ‘Glossary of Interventions’ for students, including identification process/criteria and overview of interventions available from within SMCS</p>	<p>2011-12 School Year</p>	<p>Teachers, Admin</p>	<p>2011-12 Work toward the creation of formalized “Glossary of Interventions” development in process.</p>

and with outside resources. Completed 'Glossary' published for parent reference.	By January 2014 January 2015	SAT SAT	2012-13 Task will be given to SAT for completion, staff training and published for parent reference. 2013-14 Task incomplete. Information regarding pre and post-assessment continues to be provided to families. Goal of creating a 'glossary' remains. 2014-15 New administration dropped action step in regards to a 'glossary'- see action step 2 and 3.
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<p>(STRATEGY 3) Create a written technology plan to meet curricular goals in teaching and learning.</p>			
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(Action Step 5) Evaluation effectiveness of "TechSteps" K-8 technology curriculum.	Spring 2012 Fall 2015	Tech Committee, Teachers Principal, Teacher Rep. Committee Technology Teacher	2012-13 TechSteps under review. Decision regarding subscription by August 2013 based on staff input. 2013-14 "TechSteps" subscription discontinued Aug. 2013. Effort to integrate tech skills in classrooms sporadic. 2014-15 will incorporate use of Tech Specialist to teach tech skills K-4. 5-8 taught within subject areas. 2014-15 Tech Specialist not implemented. Hired Technology Teacher for grades (K-4), Fall 2015. Grade 5 successfully implementing computer class. 6-8 taught within subject areas. 2015-16 Technology teacher embedding ISTE standards in computer lab for grades 1-4.
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<p>STRATEGY 4 Improve the school's technology resources.</p>			
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<p>ACTION STEP (ACTION STEP 1) Acquire equipment and software</p> <p>2012-13 Establish Technology Fee to maintain current equipment and build fund balance for future acquisition of tech resources or infrastructure to</p>	<p>TIMELINE 2010 and ongoing through 2015</p>	<p>RESPONSIBILITY Technology Committee, SAB, Administration</p>	<p>PROGRESS REPORT 2012-13 25 iMac computers purchased, Sept. 2012. Funding source approved by SAC (K-5 student tech fee). Targeted donation solicited and received for entire amount needed for lab. Tech Fee funds thereby freed for use to enhance and maintain current technology resources. Staff utilizing grant resources, which resulted in acquisition of two SMARTBoards, camera equipment,</p>
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	<p>support tech resources.</p> <p>2015-16 Contracted with a PC company outsourcing all PC issues along with</p>	<p>Summer / Fall 2015</p>	<p>Principal, Technology Committee, SAC Principal, Technology Coordinator, Business Administrator, Pastor, Consultants and Contractors.</p>	<p>iPods, and supporting hardware/software for use in classrooms.</p> <p>2013-14 Ten iPads acquired for lower grades via grant from local educational foundation. Technology Committee reviewed status of wireless capacity and infrastructure. Connectivity gaps identified. Overall service adequate for needs of students and staff.</p> <p>2014-15 Increased MS technology fee in response to committee's research.</p> <p>2015-16 Cromebooks and ThinkPads replace the student and teachers MacBooks. Wireless infrastructure updated.</p>
	<p>(ACTION STEP 4) 2013-14 By March 2014, establish a Technology Plan utilizing existing resources and set short and long-term goals for the acquisition of new resources based on research of best practices in education.</p>	<p>Summer 2013 – Winter 2014</p> <p>Fall 2015</p>	<p>Principal, Tech Committee</p> <p>Principal, Tech Committee</p> <p>Principal, Tech Coordinator, Teachers</p>	<p>2013-14 Work began to identify long-range tech needs for students and staff. Current middle school 1:1 laptop program to continue for minimum of two years. Good condition of MacBooks affords time to develop long-range tech plan by December 2016. Committee will investigate options to re-implement or replace existing 1:1 program, e.g., new computers or implementing a BYOD program.</p> <p>2014-15 Determined 1:1 laptops would not last another year. Committee investigated options for middle school computer program, approved summer 2015, 3-year lease of Chrome books for MS students and PC laptops for staff members. Fall 2015: Cloud-based program & Hapara.</p> <p>2015-16 Cromebooks and ThinkPads replace the student and teachers MacBooks, cloud based instruction, Hapara in use. Updated Technology Handbook.</p>
<p>(STRATEGY 5) 2011-12 Revision: SMCS staff will utilize assessment data to inform and guide instructional strategies.</p>				
	<p>ACTION STEP</p>	<p>TIMELINE</p>	<p>RESPONSIBILITY</p>	<p>PROGRESS REPORT</p>
	<p>(ACTION STEP 4) Expand practice of student academic SMART goal setting to grades 1-8 utilizing MAP test data.</p>	<p>2012-13 school year</p> <p>Fall 2015, on going</p>	<p>Teachers and Students</p> <p>Instructional Coach, Principal</p>	<p>2012-13 Progress continued as staff became more familiar with goal-setting process and use of data with students.</p> <p>2013-14 Work embedded in 5th grade practice. Area lacked focus while efforts spent in other areas (InsightMN tool, Standards-based grading, Cornerstone start-up). 3rd-5th grade teachers attending PLC Institute (June 2014) to revive effort to implement and utilize this strategy.</p> <p>2014-15 SMART Goals area lacked focus. Fall 2015, Professional Development focused on SMART goals and</p>

			Instructional Coach, Principal	MAP data by Instructional Coach. 2015-16 SMART Goals based on NWEA results set continued growth and development of teacher skills with SMART goals needed. Instructional coach support embedded.
	(ACTION STEP 6) Create a school-wide process for the use of assessment data		Administration, Teachers Instructional Coach, teachers, Principal.	2013-14 Middle School teachers participating in PD event; “Standards-based Instruction and Grading” via MMSA Institute with Rick Wormeli, June ’14. 2014-15 PD throughout the year focused on Language Arts standards based grading, vertical and horizontal alignment, creating common formative and summative assessments, interpreting the data and RTI. During fall curriculum night presentation give to parents on based grading. 2015-16 Continued PD focused on summative common assessments, interpreting data, creating a data notebook and responding to data. Curriculum night presentations on standards based grading, common assessment and RTI were offered.
	(Action Step 7) Identify staff to investigate feasibility of implementing a “Professional Learning Community” model of professional development at SMCS. PD opportunities available for staff over three years (Summer 2014 – Summer 2016)	Summer 2011 Summer 2014 Summer 2015 Summer- 16	Principal Grade 3-5 teachers, Prin, AP Grade K-3 teachers, Principal, IC MS Teachers	2012-13 Staff training continues. Trained staff working with teams to lead efforts. Grade level teams modified: PK-2, 3-5, 6-8. PLC and data response efforts improved and expanded during the school year. 2013-14 Grades 3-5 teachers participating in PLC Institute (summer 2014) to enhance use of common planning time incorporated into schedule for 2014-15 school year. 2014-15 Grades 1-3 teachers participating in PLC Institute (summer 2015) 2015-16 Professional Development dollars not available. Will send middle school teachers Summer 2017.
	(Action Step 9) Utilize standard format for grade, levels, and dept. meeting agendas to address staff utilization of, and response to student data.	2014-15 school year	Teachers	2013-14 Daily Common Planning Time added to grades K-5 teaching schedule for 2014-15 school year. Common planning time will allow time to implement strategies associated with PLC model (common assessments, data use, etc.) 2014-15 Daily CPT successfully embedded grades K-5. CPT to be added to 6-8 schedules for 2015-16 school year. 2015-16 CPT grades K-5 continues. No CPT for grades 6-8 do to lack of scheduling options.
	2012-13 (Action Step 10) Create and implement a more effective alternative to existing “CAPS” program	December 2012	Asst. Principal & Teachers	2012-13 Staff worked to refine and improve efforts of former program. Students identified were offered greater challenge in middle school math curriculum. Established

	<p>designed to meet the needs of 'gifted' learners.</p> <p>2012-13 (ACTION STEP 11) Create a needs-based program to serve students utilizing established criteria to identify students in need of greater academic challenge.</p>		<p>Principal Instructional Coach, teachers</p>	<p>criteria were transparent and supported by parents and staff.</p> <p>2013-14 Review of progress on this action step indicates that current efforts to differentiate instruction based on need are effective and will continue.</p> <p>2014-15 Criteria for gifted program established. Instructional Coach will work with gifted students in 2015-16. MS math program established a "gifted track" with criteria summer 2014.</p> <p>2015-16 MS math continues with a "gifted track". Instructional Coach created a pull out program for high-end math and reading students grades 1-5 complimenting standards being taught in the classroom but at a higher level. A handful of students targeted as gifted and talented, Instructional Coach developed a program for them.</p>
	<p>2012-13 (Action Step 11) Utilize staff skills acquired during summer '12 RTI/PLC training to implement components of RTI across staff.</p>	<p>2012-13 School Year</p> <p>2014-15 School Year</p>	<p>Teachers, Admin</p>	<p>2012-13 Work in this area remains incomplete and will remain as Action Step for 2013-14 school year. Staff meeting structure will enhance efforts toward implementation.</p> <p>2013-14 Work in this area begun in 2013-14 will continue. Nine teachers participating in PLC training (June 2014).</p> <p>2014-15 PD throughout the year focused on Language Arts standards based grading, vertical and horizontal alignment, creating common formative and summative assessments, interpreting the data and RTI.</p>
<p>(STRATEGY 6) St. Michael Catholic School staff will work together to develop a common format for, and understanding and use of, a comprehensive PK-8 curriculum handbook, including learner outcomes.</p>				
	<p>(ACTION STEP)</p>	<p>TIMELINE</p>	<p>RESPONSIBILITY</p>	<p>PROGRESS REPORT</p>
	<p>Create curriculum outline for each subject area for internal reference and school website to demonstrate learner outcome alignment with standards.</p> <p>2012-13 Staff will continue to provide curriculum outlines for publication in handbook and on website.</p>	<p>2013</p> <p>2014</p>	<p>All Teachers, Admin</p>	<p>2011-12 Action step completed for K-8 Math and Science Curriculum during 2011-12. Next areas include Social Studies and Phy Ed / Health. Plan: complete/update two curricular area outlines per year.</p> <p>2012-13 Social Studies completed - posted on website summer 2013. Phy Ed/Health completed - posted on website winter 2012.</p> <p>2013-14 Work on curriculum outlines in additional areas will</p>

		Feb. 2015 Aug. 2015 Aug. 2016 Aug. 2017	Art teacher Music teacher Spanish teacher Religion teachers	continue. 2014-15 Work discontinued per new principal. Ongoing research on best format for standards based learner outcome alignment. 2015-16 No work done for website. Instructional coach and teachers have updated math and reading on internal document aligning the standards and curriculum. Will post on website in 2016-2017.
	(ACTION STEP 4) Complete a written technology training plan for staff including a plan for the use of technology across all curriculum areas. 2012-13 Incorporate training plan into individual staff goal-setting format to accommodate needs of each staff member.	2010 through 2015 Fall 2015	Teachers/Admin./Tech Committee Staff - Admin Administration	2012-13 Implementation set for workshop 2013. 2013-14 Progress will continue in 2014-15. Program unsuccessfully implemented in 2013-14. Revived efforts will begin summer 2014 with teacher involvement during 2014-15 No progress made - Technology teacher hired. (K-4) Fall 2015. 2015-16 Students in grades (1-4) received 2 quarters of Technology lessons based on the ISTE standards. Grade 5 has a technology class embedded into it program. MS has chrome books; technology is embedded in most classes.
	(ACTION STEP 6) Conduct annual staff evaluations and maintain records in personnel files.	Annually	Principal	2012-13 Implemented '3 minute walk-thru' performance eval model with 18 staff members. 2013-14 Formal observations completed on 25 of 28 teachers. Process will continue during 2014-15. 2014-15 Formal observations (2) completed for 10 of 22 teachers – not including the preschool program. Informal observations and walk-thru's for the rest of the staff. 2015-16 Goals set by staff at beginning of school year. Formal observations completed for 12 of 22 teachers. Calendar will be created summer of 2016 to ensure all teacher are evaluated. We Climb observation computer program, which aligns with Danielson and Marzano, has been purchased and will be utilized during observation in order to be able to give timely feedback and professional development opportunities.
	2012-13 Utilizing data from school community survey results (Spring '12) and MNSAA self-study - relevant SSP strategies and actions steps will be developed.	Annually by June 1 August 31, 2012	Administrative Team	2012-13 Utilized data from spring parent survey to develop areas to celebrate and identified areas where challenges exist. 2013-14 Repeat of action step utilizing the 3 rd annual school community survey and 2 nd annual School Staff Survey. SSP objective and strategy development will include areas noted for improvement from each survey. 2014-15 Utilizing feedback from 4 th survey for our self-study year of 2015-16 and the creation of our new SSP. Discounting an every year survey in order to give us time

			Core Team comprised of Principal, Priest, SAC, teachers and parents.	to respond to community concerns. 2015-16 Core team with the Amazing Catholic School team developed a new school strategic plan based on 4 surveys that went out to families, teachers and administration. New SSP will be ready to use in Fall 2016.
2012-13	Meet with Parish Leadership and members of Parish Council to confirm future vision and goals of parish utilizing archdiocesan governance model "Parish with a school".	2012-13 school year September 2014 Winter 2014 and ongoing	Parish and school leadership. Principal – Pastor Principal, SAC, Pastor	2012-13 Action step not implemented as a parish, although SAC fully functioning under "Parish with a School" governance model. Parish leadership (Parish Council) began process to evaluate all ministries as a form of a self-study. The action step will remain, but will need information from parish council before proceeding with alignment of school within the parish future vision and goals. 2013-14 Parish Council and leadership will be approached in 2014-15 to assist in development of this action step. 2014-15 New priest assigned to our parish/school, July 2015, who is committed to the "Parish with a school" model. School principal, SAC Chair are a part of the "GROW" initiative for St. Michael Catholic Church. 2015-16 School and parish unified under direction of new pastor. Pastor actively involved in SAC and in leadership of the principal.

(OBJECTIVE 3) St. Michael Catholic School will develop a marketing/development plan to increase public visibility, foster community relations, and maintain and grow current enrollment.

2012-13 Addition/Revision				
STRATEGY 1 The school will develop a marketing/communications plan focused on attracting PK – Grade 3 children of current parishioners.				
		TIMELINE	RESPONSIBILITY (Who?)	PROGRESS REPORT (Results/Outcomes?)
	Action Step 3 Publish a school annual report	Ongoing through 2015	SAC Chair, Vice Chair, Principal Principal/AP Principal, SAC Chair, Vice Chair, Communications Director	2013-14 Completed annually with the addition of a "Year in Review" document shared with school and parish community via website and bulletin. 2014-15 "Year in Review" put into a magazine format being completed by the end of June, to be mailed out to all school families in July. Portions of the magazine will be highlighted in parish bulletin throughout the summer. Posted on website during summer. 2015-16 Annual report will be posted on website July 2016.

	<p>Action Step 4 ²⁰¹²⁻¹³ Utilize parish database to identify PK – grade 3 children of parishioners.</p>	<p>By January 2013</p> <p>Fall 2014 and ongoing</p>	<p>SAC Marketing Sub-Committee, Principal</p> <p>Principal, Marketing Committee, Communications Director</p>	<p>²⁰¹²⁻¹³ Database used – generated over 150 family names. SAC members used phone list to invite families to Open House event.</p> <p>²⁰¹³⁻¹⁴ This action step continues with enhancements. PK – 3rd grade remains target population for marketing efforts.</p> <p>²⁰¹⁴⁻¹⁵ Parish database used, targeted for 3-year-old birthday mailing, early childhood open houses, kindergarten mailings, principal and SAC member phone calls.</p> <p>²⁰¹⁵⁻¹⁶ Continuation of 2014-2015 marketing ideas utilizing parish and district databases. Added a Christmas book mailing to all who toured our school. Mailed a school Christmas card to families, donors and all who had toured the school.</p>
	<p>Action Step 5 ²⁰¹²⁻¹³ Create Open House event for PK – 3rd families.</p> <p>²⁰¹³⁻¹⁴ Revised: Revise Kindergarten Round-Up format and date. School and SAC sponsor major event at annual parish festival to demonstrate presence and attract families.</p>	<p>January 2013.</p> <p>Jan. 2015</p> <p>May 2015</p>	<p>SAC Marketing Committee and parent volunteers.</p> <p>Staff & Parent Volunteers</p> <p>SAC members and Staff</p>	<p>²⁰¹²⁻¹³ Open house moderately attended. Families reported positive interaction. Event generated interest and enrollment of approximately 4 families.</p> <p>²⁰¹³⁻¹⁴ “Open House” format discontinued due to low attendance. “Kindergarten Round-Up” format and date revised. Jan. 2015 date. “Open House” format to be utilized. SAC considering effort to sponsor highly attended children’s games tent at annual parish festival; SpringFest to bolster presence and marketing.</p> <p>²⁰¹⁴⁻¹⁵ Revised Early Childhood Open House a success. 32 non-school families attended. K-Prep classroom full for 2015-16. School families/SAC sponsored the children’s tent at SpringFest, bolstered school presence by teachers working the booths in a St. Michael’s tee shirt and by adding a “children’s dance” which was highly attended by 7 – 11 year olds.</p> <p>²⁰¹⁵⁻¹⁶ Went from two to three open houses this year. Ads in local newspapers. Preschool numbers up. Adding more sections for next year. Preschool program rebranded into one program with more offerings.</p>
<p>STRATEGY 3 The school will foster and maintain communication with alumni.</p>				
	<p>(ACTION STEP 3) Create SAC goal to explore options and strategies to engage alumni.</p>	<p>2013-14</p> <p>2014-15 school</p>	<p>SAC Marketing/Development Sub-Committee</p> <p>SAC Marketing Sub-Comm.</p>	<p>²⁰¹³⁻¹⁴ No action taken 2013-14. Incorporate action step into SAC goals and objectives for 2014-15.</p> <p>²⁰¹⁴⁻¹⁵ Newly created Marketing Committee developing</p>

			Pastor, SAC, Principal, Teachers	<p>spirit wear at Masses to demonstrate school presence within parish.</p> <p>2014-15 Continued Spirit wear weekends.</p> <p>2015-16 Spirit wear weekends embedded. Pastor mentions school often during homilies, before and after Mass. School information table was staffed all of January and February. Will be staffed once a month throughout the summer.</p>
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(OBJECTIVE 4)
St. Michael Catholic School will create opportunities for the spiritual growth of all.

STRATEGY 1 Enhance existing spiritual growth opportunities for students in the areas of religion curriculum content and delivery, student liturgy planning, and service projects.

	(ACTION STEP 3) Review Religion curriculum as determined by curriculum review timeline.	2011-12	Administration, teachers	2011-12 Pflaum materials purchased. New bibles for each 5 th grade student purchased with donated funds. Curriculum reviewed and materials approved for purchase and use during 2012-13.
		2012-13		2012-13 Religion curriculum materials ordered for use during 2013-14.
				2013-14 Completed

2011-12 Addition
STRATEGY 2 Increase frequency of formal staff faith formation opportunities. 2013-14 Revise

	(Action Step 1) Create calendar of opportunities for staff retreat/s related to spiritual growth/faith formation of staff. Minimum of one retreat, annually.	2011-12	Priest, Catholic Identity standard committee, Admin.	2012-13 Process continued and is embedded.
	2013-14 Define regular staff faith formation goals and strategies to assist in personal faith formation with potential application to classroom instruction.	2013-14	Staff	2013-14 Started '5 th Tuesday' Faith-building meetings. Staff chose one of four group topics related to Catholic values to explore in small groups. Staff continue to take advantage of faith enhancing opportunities; Monday morning prayer before school, morning Mass on workshop days, pre-meeting prayer shared responsibility, etc.
				2014-15 Monday morning prayer before school, morning Mass on workshop days, pre-meeting prayer. Retreat planned for Fall 2015.
				2015-16 Embedded
	(Action Step 3) Review and evaluate current practices related to opportunities for student faith formation.	2011-12 School Year	Teachers, Catholic ID Comm.	2011-12 Action step not addressed. Action step assigned to Catholic Identity Committee (above).
	2013-14 Review and list existing opportunities for		Teacher Rep	2012-13 See above.
				2013-14 Begin review process during workshop 2014

	student faith formation. Revise and augment list of opportunities, as needed.	2014-15	Committee	<p>²⁰¹⁴⁻¹⁵ Tabled review until 2015-2016 as too many items to do with principal's August departure.</p> <p>²⁰¹⁵⁻¹⁶ Identified a need for a Faith committee comprised of teachers, SAC Member, parents and principal. Will be in new SSP.</p>
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