

St. Joseph School Strategic Plan Update (Part 1 of 3) February 28, 2019

Throughout the school year, our School Commission works to accomplish the goals, objectives, strategies and action steps as identified as main areas of focus for this school year. Summarized below are highlights on our school's progress. Over the next three weeks, I will share a progress report with you on the status of our strategic plan. The complete strategic plan can be found at:

<https://school.stjosephcommunity.org/about/accreditation/>

Sincerely,



Kelly Roche
Principal

Objective 1: ST. JOSEPH SCHOOL WILL INCREASE ENROLLMENT AND IMPROVE RETENTION RATES.

Strategy 1: Create and implement preschool - 5th grade retention plan.

Action Step 1: Plan and host family fun nights to provide social networking opportunities for families.

Responsibility: Home & School Assoc., Volunteer/Events/ Development Coordinator, School Administration

Progress Report: During the 2018-2019 school year, St. Joseph School has hosted a fall family fun night (game night theme) and a winter family fun night (It's A Zoo! theme). Both were well attended. A spring family fun night is also planned for May 2019.

Strategy 2: Create and implement middle school (6th – 8th Grade) retention plan.

Action Step 1: Reach out to parish faith formation students via a pizza party, social gathering, and speak to non-school families about benefits of attending St. Joseph School middle school.

Responsibility: School Administration, School Commission

Progress Report: Our School Commission has not discussed this action step yet.

Action Step 3: Invite recent alumni to come back and talk to fifth grade students and families about benefits of attending St. Joseph School throughout middle school years.

Responsibility: School Administration

Progress Report: St. Joseph School hosted a Middle School Preview Night in January 2019. Invitations were mailed to all parishioners with middle school-aged children, as well as to current St. Joe's 5th grade students' families. Two SJS alumni gave testimonials about their experience at St. Joseph

School, citing study skills, a sense of family, developing leadership skills, building confidence, and growing in faith as highlights of our middle school program.

Strategy 3: Increase marketing efforts to attract new and retain existing families.

Action Step 1: Update school branded print marketing materials, including yard signs.

Responsibility: Administration and School Commission

Progress Report: Administration worked with a graphic designer to design a professional mailer and mailed out over 5,000 postcards for our Preschool/Kindergarten Information Night in November. Our St. Joseph School Commission is currently designing and researching options for yard signs with a goal of availability in the spring/fall of 2019.

Action Step 3: Develop alumni and donor database.

Responsibility: Administration and Volunteer/Events/Development Coordinator

Progress Report: With the help of a grant from the Catholic Schools Center of Excellence, our Volunteer/Events/Development Coordinator dedicates approximately 5 hours per week to this task, using the Salesforce Constituent Management Software. A volunteer has also spent numerous hours updating our alumni mailing list this fall.

Action Step 4: Leverage and expand school social media presence on Facebook, Instagram, Snapchat, Twitter, etc.

Responsibility: Administration and Volunteer/Events/Development Coordinator

Progress Report: School administration created a new "St. Joseph School Facebook" page in the fall of 2018. We have also been working with a social media coach (sponsored by the Catholic Schools Center of Excellence) once per month to boost social media presence and effectiveness. The Home & School Association has also recruited a parent point person for each individual class Facebook groups.

Administration has worked with St. Pio Media to create and develop a new school website (funded by the Catholic Schools Center of Excellence), which will launch in late February 2019. We have not explored Instagram, Snapchat, or Twitter yet.

Action Step 5: Develop professional promotion video to highlight school environment and educational offerings.

Responsibility: Administration

Progress Report: Our School Commission has not discussed this action step yet.

March 7, 2019 Green Wave Update

St. Joseph School Strategic Plan Update

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Principal

Objective 2: IDENTIFY AND IMPLEMENT LEADING-EDGE ACADEMIC PROGRAMMING TO SUPPORT THE NEEDS OF DIVERSE LEARNERS.

Strategy 1: Maintain a relevant, rigorous and forward-thinking curriculum and learning environment.

Action Step 2: Research and acquire additional intervention curriculum, instructional support materials and resources to aid in meeting the needs of all learners.

Responsibility: Teaching Staff, Instructional Support Teacher, School Administration

Progress Report: Our K-6 teachers engaged in math curriculum training this fall, which integrated tools for differentiation and intervention techniques. More work will continue in this area to add to our instructional support materials and resources.

Action Step 4: Utilize mentor relationships and networking opportunities, both internally and externally with teachers from local Catholic schools, to improve teaching and learning.

Responsibility: Teaching Staff and Administration

Progress Report: Teachers participated in peer observation sessions (math) this fall, gained many new insights, and shared expertise. Administration and teachers also regularly participate in the Catholic Schools Center of Excellence "Teacher Hubs" on Google+ where they are able to network and share ideas with Catholic school teachers across the Archdiocese of St. Paul and Minneapolis.

Action Step 5: Formalize Professional Learning Communities (PLCs) within St. Joseph School to continue curriculum mapping, vertical alignment, and analyze student assessment data.

Responsibility: Teaching Staff and School Administration

Progress Report: Teachers and administration participate in small group, PLCs three times per month. This year's focus has included analyzing student MAP assessment data to improve instruction, working

with our new math curriculum, and evaluating/reviewing potential social studies curriculum options for grades K-5.

Strategy 2: Assessment data will drive instruction.

Action Step 1: Apply Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) data to differentiate math and reading groups.

Responsibility: Teaching Staff and School Administration

Action Step 2: Inform curriculum decisions with standardized, formative, and summative assessment results.

Responsibility: Teaching Staff and School Administration

Progress Report: Teachers and administration utilize PLC meetings to review instructional practices and assessment techniques. By analyzing student MAP assessment data in reading and math, teachers differentiate instruction to meet the needs of multi-level learners. Increased use of small group instruction during reading and math have resulted from this work.

Action Step 3: Designate Professional Learning Communities (PLC) time monthly for teaching staff to analyze assessment data and collaborate.

Responsibility: Teaching Staff and School Administration

Progress Report: Teachers and administration participate in small group, PLCs three times per month. This year's focus has included analyzing student MAP assessment data to improve instruction, working with the our new math curriculum, and evaluating/reviewing potential social studies curriculum options for grades K-5.

Strategy 3: Expand educational technology integration plan.

Action Step 3: Augment professional development in the area of technology.

Responsibility: Technology Integration Specialist, Teaching Staff, School Administration

Progress Report: All staff participated in SeeSaw and Google Classroom training in the fall. Also, two teachers participated in off-site Google Admin training and SMART Suite training and shared their learning with the whole staff.

Action Step 4: Assess effectiveness of recently implemented International Society for Technology in Education (ISTE) technology curriculum.

Responsibility: Technology Integration Specialist and School Administration

Progress Report: This action step has not yet been addressed during the 2018-2019 school year.

March 14, 2019 Green Wave Update

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Principal

OBJECTIVE 3: FOSTER A CULTURE AT ST. JOSEPH SCHOOL THAT ENCOURAGES OUR STUDENTS AND STAKEHOLDERS TO BE LEADERS IN OUR COMMUNITY, WORKING FOR THE COMMON GOOD WHILE EMBRACING THE RICH TRADITIONS OF THE CATHOLIC CHURCH.

Strategy 1: Provide leadership opportunities for students.

Action Step 1: Create opportunities for Student Support Team to interact with larger parish leadership.

Responsibility: Student Support Team Coordinator and School Administration

Progress Report: Our School Commission is currently in the process of discussing and developing ideas related to this initiative.

Strategy 2: Enhance communication channels with stakeholders and greater community.

Action Step 1: Survey school community/parents on communication preferences.

Responsibility: Volunteer/Events/Development Coordinator and School Administration

Progress Report: An online parent survey was distributed at the end of the spring 2018, which included parent communication preferences. Results showed that _____

Action Step 2: Establish consistent communication framework and timeline across grade levels

Responsibility: Teaching Staff and School Administration

Progress Report: All Preschool-3rd grade teachers now utilize SeeSaw, and grades 4-8 teachers utilize Google Classroom.

Action Step 3: Explore and implement alternate communication vehicles to replace current weekly school newsletter.

Responsibility: School Administrative Assistant and School Administration

Progress Report: A new school newsletter format is being considered and will likely be developed as part of our new website design.

Strategy 3: Increase volunteer participation and community building within school community.

Action Step 1: Refine responsibilities of the Volunteer/Events/Development Coordinator position to centralize all school volunteer administration.

Responsibility: Administration and Volunteer/Events/Development Coordinator

Progress Report: The Volunteer/Events/Development Coordinator position continues to evolve and now includes all school volunteer administration.

Action Step 2: Provide parenting nights with topics to include: Google learning platform, mental health, social media, early childhood & adolescent topics.

Responsibility: Home & School Association, Volunteer/Events/Development Coordinator, and School Administration

Progress Report: The Home & School Association planning committee is evaluating this action step. The HSA has reformatted their large group meetings this year to include social time and activities (Bingo, Gala Hat Making event).

Action Step 3: Explore and implement an effective volunteer hour tracking model.

Responsibility: Home & School Association, Volunteer/Events/Development Coordinator, and School Administration

Progress Report: Beginning the fall of 2018, a new volunteer tracking model (TrackItForward) was implemented. School families are asked to volunteer 15 hours per school year and track their volunteer hours via the TrackItForward App. New this year, families were assessed a \$150 volunteer fee in the fall, and asked to complete 5 hours per trimester to “earn back” \$50 each trimester. We currently have 83 families registered in TrackItForward, 8 families that have completed their 15 required hours.