



ST. JOSEPH SCHOOL STRATEGIC PLAN 2018 – 2023 (UPDATED 6-10-2020)



(OBJECTIVE 1) ST. JOSEPH SCHOOL WILL INCREASE ENROLLMENT AND IMPROVE RETENTION RATES.

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

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Plan and host family fun nights to provide social networking opportunities for families.	2018-2019	Home & School Assoc. Volunteer/Events/ Development Coordinator School Administration	<i>2018-2019 During the 2018-2019 school year, St. Joseph School hosted three family fun nights (game night theme, It's A Zoo! Theme, and outdoor games theme). All events were well attended and helped build community.</i>
(Action Step 2) Achieve accreditation for Faithful Beginnings Preschool through National Association for the Education of Young Children (NAEYC) and Parent Aware to remain competitive in the current marketplace.	2019-2020 Change to 2020-2021	Preschool Director & Teaching Staff School Administration	
(Action Step 3) Implement an Early Catholic Family Life (ECFL) program for young families in the school community.	2021-2022	Preschool Director & Teaching Staff Parish Faith Formation Director School Administration	

(Strategy 2) Create and implement middle school (6th – 8th Grade) retention plan.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Reach out to parish faith formation students via a pizza party, social gathering, and speak to non-school families about the benefits of attending St. Joseph School middle school.	2018-2019 Change to 2019-2020	School Administration School Advisory Committee	2018-2019 <i>Our School Commission has not discussed this action step yet. A new Faith Formation director was hired during the school year. A June meeting is set up to discuss future partnerships and opportunities.</i> 2019-2020 <i>During the 2019-2020 school year, St. Joseph School worked in collaboration with our parish middle school faith formation director. We co-sponsored “Ignite Night” middle school retreats for St. Joseph School students and faith formation students three times throughout the school year. We also offered a \$500 transfer student grant toward tuition. Two new “faith formation” students toured St. Joseph School, with one new student enrolled for the 2020-2021 school year.</i>
(Action Step 2) Invite recent alumni to come back and talk to fifth grade students and families about the benefits of attending St. Joseph School throughout middle school years.	2018-2019	School Administration	2018-2019 <i>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.</i>
(Action Step 3) Explore collaborative partnerships with area schools for extracurricular clubs and activities.	2019-2020	Home & School Association Teaching Staff School Administration School Advisory Committee	2019-2020 <i>St. Joseph School joined in partnership with the Dakota County Master Gardeners to create a student garden club. We also began working with the National Inventors Hall of Fame to initiate a summer Camp Invention. We did not work with area schools, but rather reached out to various organizations in the community to partner and create new extracurricular clubs and activities for students.</i>

(STRATEGY 3) Increase marketing efforts to attract new and retain existing families.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Update school branded print marketing materials, including yard signs.	2018-2019	School Administration School Marketing Committee	2018-2019 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 new marketing coordinator designed, ordered, and distributed yard signs to school families in May 2019.
(Action Step 2) Develop alumni and donor database.	2018-2019 Change to 2018-2020	School Administration Volunteer/Events/ Development Coordinator	2018-2019 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. 2019-2020 Our development coordinator and a volunteer engaged in additional training with the Salesforce Constituent Management Software. Continued work on updating and adding to the alumni and donor database continues.
(Action Step 3) Leverage and expand school social media presence on Facebook, Instagram, Snapchat, Twitter, etc.	2018-2019 Continue in 2019-2020	Marketing/Enrollment Coordinator School Administration	2018-2019 School administration created a new "St. Joseph School Facebook" page in the fall of 2018. We worked 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 worked with St. Pio Media to create and develop a new school website (funded by the Catholic Schools Center of Excellence), which launched in late February 2019. We have not explored Instagram, Snapchat, or Twitter yet. 2019-2020 Our St. Joseph School Facebook page continues to gain new followers and is utilized as one of the main communication tools with current families. Events and twice-per-day posts are scheduled and planned. Facebook Live and Facebook Premiere videos are also used on a weekly basis.
(Action Step 4) Develop professional promotional video to highlight school environment and educational offerings.	2018-2019	School Administration	2018-2019 We worked with St. Pio Media (developer for new website) to record 8 th grade student testimonial videos in May 2019. A new video is being produced in the summer of 2019.

(Action Step 5) Increase our presence at community events such as city/county fairs, expos, craft shows, school fairs, parades, local Catholic parishes, etc.	2020-2021	Volunteer/Events/ Development Coordinator School Administration School Advisory Committee	
(Action Step 6) Source and purchase large front school door sign.	2020-2021 change to 2019-2020	School Advisory Committee	<i>2019-2020 Utilizing marketing grant funds from CSCOE, we will install front school signage by June 2020.</i>

(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

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Create a well-defined, written process for identifying, assessing, and prescribing services to ensure every student is successful in the academic program.	2018-2019 Change to 2019-2020 Change to 2020-2021	Teaching Staff Instructional Support Teacher School Administration	<i>2018-2019 Our teaching staff has not yet developed a cohesive process for this action step. We will carry this forward as a goal for the 2019-2020 school year.</i> <i>2019-2020 This continues to be an action step that we need to focus on for the 2020-2021 school year.</i>

(Action Step 2) Research and acquire additional intervention curriculum, instructional support materials and resources to aid in meeting the needs of all learners.	2018-2020	Teaching Staff Instructional Support Teacher School Administration	<i>2018-2019 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.</i> <i>2019-2020 Teachers in grades 3-4-5 attended a 2-day literacy conference in October of 2019 that focused on meeting the needs of all learners.</i>
---	-----------	--	--

<p>(Action Step 3) Utilize mentor relationships and networking opportunities, both internally and externally with teachers from local Catholic schools, to improve teaching and learning.</p>	<p>2018-2020</p>	<p>Teaching Staff School Administration</p>	<p><i>2018-2019 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.</i></p> <p><i>2019-2020 All teachers 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.</i></p>
<p>(Action Step 4) Formalize Professional Learning Communities (PLCs) within St. Joseph School to continue curriculum mapping, vertical alignment, and analyze student assessment data.</p>	<p>2018-2020</p>	<p>Teaching Staff School Administration</p>	<p><i>2018-2019 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.</i></p> <p><i>2019-2020 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 and evaluating/reviewing potential language arts curriculum options for grades 3-4-5. Teachers also collaborated on distance learning best practices.</i></p>
<p>(Action Step 5) Leverage Catholic Schools Center of Excellence (CSCOE) Science Technology Engineering and Math (STEM) lending library resources as an enhancement to the PreK-8 math and science curricular areas.</p>	<p>2019-2020</p>	<p>K-8 Science Teachers School Administration</p>	<p><i>2019-2020 St. Joseph School utilized the CSCOE STEM lending library to vernier science probes to enhance our middle school science curriculum.</i></p>
<p>(Action Step 6) Evaluate and implement enrichment and extra-curricular programming to extend classroom learning.</p>	<p>Change to 2019-2020 2021-2022</p>	<p>Teaching Staff School Administration School Advisory Committee</p>	<p><i>2019-2020 St. Joseph School joined in partnership with the Dakota County Master Gardeners to create a student garden club. We also began working with the National Inventors Hall of Fame to initiate a summer Camp Invention. We did not work with area schools, but rather reached out to various organizations in the community to partner and create new extracurricular clubs and activities for students.</i></p>
<p>(STRATEGY 2) Assessment data will drive instruction.</p>			
	<p>Timeline</p>	<p>Responsibility</p>	<p>Progress Report</p>
	<p>When?</p>	<p>Who?</p>	<p>When and what happened?</p>

(Action Step 1) Apply Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) data to differentiate math and reading groups.	2018-2019	Teaching Staff School Administration	2018-2019 Teachers and administration utilized PLC meetings to review instructional practices and assessment techniques. By analyzing student MAP assessment data in reading and math, teachers differentiated instruction to meet the needs of multi-level learners. Increased use of small group instruction during reading and math resulted from this work.
(Action Step 2) Designate Professional Learning Communities (PLC) time monthly for teaching staff to analyze assessment data and collaborate.	2018-2019	Teaching Staff School Administration	2018-2019 Teachers and administration participated in small group, PLCs three times per month. This year's focus 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.
(Action Step 3) Inform curriculum decisions with standardized, formative, and summative assessment results.	2018-2020	Teaching Staff School Administration	2018-2019 Teachers and administration utilized PLC meetings to review instructional practices and assessment techniques. By analyzing student MAP assessment data in reading and math, teachers differentiated instruction to meet the needs of multi-level learners. Increased use of small group instruction during reading and math have resulted from this work.
(STRATEGY 3) Expand educational technology integration plan.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Assess effectiveness of recently implemented International Society for Technology in Education (ISTE) technology curriculum.	2018-2019 Change to 2019-2020 Change to 2020-2021	Technology Integration Specialist School Administration	2018-2019 This action step has not yet been addressed during the 2018-2019 school year. We will carry this forward as a goal for the 2019-2020 school year. 2019-2020 This action step has not yet been addressed during the 2019-2020 school year. We will carry this forward as a goal for the 2020-2021 school year.
(Action Step 2) Augment professional development in the area of technology.	2018-2020	Technology Integration Specialist Teaching Staff School Administration	2018-2019 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. 2019-2020 Teachers participated in one-to-one technology integration training in April 2020. Also, with distance learning, all teachers engaged in self-tutorials on various technology learning platforms and teaching tools. Teachers attended a virtual 2 hour session in May 2020 on "Distance Learning Best Practices."

(Action Step 3) Develop the next phase of technology integration plan.	2020-2021	Technology Integration Specialist School Administration School Advisory Committee	<i>2019-2020 We added an additional 30 Chromebook student devices in the fall of 2019. We will be upgrading all teacher Chromebook devices for the 2020-2021 school year. We will be replacing 60 student devices for the 2020-2021 school year.</i>
(Action Step 4) Implement 1:1 Chromebooks for students in grades 6-8.	2021-2022	Technology Integration Specialist Teaching Staff School Administration	

(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.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Create opportunities for Student Support Team to interact with larger parish leadership.	2018-2019 Change to 2019-2020 Change to 2020-2021	Student Support Team Coordinator School Administration	<i>2018-2019 Our School Commission is currently in the process of discussing and developing ideas related to this initiative. We will carry this forward as a goal for the 2019-2020 school year.</i> <i>2019-2020 Our School Advisory Committee is currently in the process of discussing and developing ideas related to this initiative. We will carry this forward as a goal for the 2020-2021 school year.</i>
(Action Step 2) Increase student engagement and visibility at weekend liturgies through altar serving, reading, and greeting parishioners.	2019-2020 Change to 2020-2021	Parish Worship Director School Administration	<i>2019-2020 Our School Advisory Committee is currently in the process of discussing and developing ideas related to this initiative. We will carry this forward as a goal for the 2020-2021 school year.</i>
(Action Step 3) Create opportunities for students to engage with broader parish by speaking at weekend liturgies, writing bulletin articles, producing videos for eblast, etc.	2020-2021	Parish Worship Director School Administration Teaching Staff	

(Action Step 4) Include student produced videos in marketing materials.	2021-2022	Teaching Staff Students	
(STRATEGY 2) Enhance communication channels with stakeholders and greater community.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Survey school community/parents on communication preferences.	2018-2019	Volunteer/Events/ Development Coordinator School Administration	<i>2018-2019 An online parent survey was distributed at the end of the spring 2018, which included parent communication preferences. Results showed that families prefer direct emails and our school newsletter, the Green Wave.</i>
(Action Step 2) Establish consistent communication framework and timeline across grade levels.	2018-2019	Teaching Staff School Administration	<i>2018-2019 All Preschool-3rd grade teachers now utilize SeeSaw, and grades 4-8 teachers utilize Google Classroom.</i>

(Action Step 3) Explore and implement alternate communication vehicles to replace current weekly school newsletter.	2018-2019	School Administrative Assistant School Administration	<i>2018-2019 A new school newsletter format is being considered. A pdf format was integrated into our new website design.</i>
---	-----------	---	---

(STRATEGY 3) Increase volunteer participation and community building within school community.			
	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Refine responsibilities of the Volunteer/Events/Development Coordinator position to centralize all school volunteer administration.	2018-2019	Volunteer/Events/Development Coordinator School Administration	<i>2018-2019 The Volunteer/Events/Development Coordinator position continues to evolve and now includes all school volunteer administration (scheduling, background checks, etc).</i>
(Action Step 2) Parenting nights with topics to include: Google learning platform, provide Parent mental health, social media, early childhood & adolescent topics.	2018-2019 Change to 2019-2020 Change to 2020-2021	Home & School Association Volunteer/Events/Development Coordinator School Administration	<i>2018-2019 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). We will carry this forward as a goal for the 2019-2020 school year. 2018-2019 We scheduled a mental health parenting session for April 2020. However, with COVID-19 school closures, we were unable to execute that plan. We will carry this forward as a goal for the 2020-2021 school year.</i>

(Action Step 3) Explore and implement an effective volunteer hour tracking model.	2018-2019	Home & School Association Volunteer/Events/Development Coordinator School Administration	<i>2018-2019 Beginning the fall of 2018, a new volunteer tracking model (TrackItForward) was implemented. School families were 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. The new system increased volunteer participation and added additional funding for the Volunteer/Events/Fundraising position.</i>
---	-----------	--	--

(Objective 4) PROVIDE EMPLOYMENT POLICIES AND PROCEDURES THAT REFLECT MISSION AND BEST BUSINESS PRACTICES.

(STRATEGY 1) Revamp employee evaluation process as it relates to vocation and school climate.

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Teacher and administrator evaluation models will be researched.	2020-2021	Parish Administration School Administration School Advisory Committee	

(Action Step 2) A teacher and administrator evaluation model will be selected.	2020-2021	Parish Administration School Administration School Advisory Committee	
(Action Step 3) An updated teacher and administrator evaluation model will be implemented.	2021-2022	Parish Administration School Administration	
(Action Step 4) The newly implemented teacher and administrator evaluation model will be assessed for effectiveness.	2022-2023	Parish Administration School Administration	

(STRATEGY 2) Formalize and communicate grievance policy.

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?

(Action Step 1) Research will be conducted to find effective grievance policies utilized in Catholic Schools.	2021-2022	Parish Administration School Administration School Advisory Committee	
(Action Step 2) An updated grievance policy will be formalized, implemented, and communicated to all school employees.	2022-2023	Parish Administration School Administration School Advisory Committee	

(STRATEGY 3) Formalize and communicate compensation strategy.

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?
(Action Step 1) Teacher compensation strategies will be researched.	2021-2022	Parish Administration School Administration School Advisory Committee	
(Action Step 2) A comprehensive teacher compensation strategy will be created and implemented.	2021-2022	Parish Administration School Administration School Advisory Committee	
(Action Step 3) The updated teacher compensation strategy will be communicated to all school employees.	2022-2023	Parish Administration School Administration School Advisory Committee	

(STRATEGY 4) Update St. Joseph School Wellness Policy.

	Timeline	Responsibility	Progress Report
	When?	Who?	When and what happened?

(Action Step 1) Research school wellness policy requirements of the Minnesota Department of Health-Food & Safety Division.	2019-2020 Change to 2018-2019	School Administration School Food Service Director	<i>2018-2019 Our school wellness committee researched the Minnesota State Food Service requirements to inform the creation of a new wellness policy as part of our on-site state audit during the 2018-2019 school year.</i>
(Action Step 2) Update, edit, and improve the school wellness policy.	2019-2020 Change to 2018-2019	School Administration School Food Service Director	<i>2018-2019 An updated school wellness policy was completed during our Minnesota Food Service on-site audit during the 2018-2019 school year.</i>
(Action Step 3) Communicate the updated school wellness policy to all school stakeholders.	2020-2021 Change to 2018-2019	School Administration School Food Service Director	<i>2018-2019 The updated school wellness policy was shared via our school newsletter and added to our school website. It is available to all school community stakeholders.</i>