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| OBJECTIVE 1 The School will create a safe, functional, and appealing environment for students and staff. | | | |
| STRATEGY 1 To improve the current safety of the building during and after school hours. | | | |
| **ACTION STEP 1 Research the current requirements and suggestions of our liability insurance company regarding accessibility of door entries and door numbers**. | **TIMELINE**  **Summer/Fall 2012** | **RESPONSIBILITY**  **Maintenance** | **PROGRESS REPORT**  (Results/Outcomes?)  **2013-2014 This strategy did not get discussed this year due to the preschool initiative. It was also put on hold as the pastor does not want to discuss numbers on the doorways at this time as well as the possibility of adding a new social hall to the building which would be a better time to make possible drastic changes to the doors. We do however only have one unlocked door during the school day, which is seen from the school office and the office is staffed during school hours. We also changed the lock on the front door of the church in order to lessen the number people who have a key to the front door of the school.**  **2013-2014 Discussions were held at the Finance Council meeting in regards to spending the extra money on a new lock system with key cards for entrance to the main door. The Finance Council decided that the money would be better spent in other areas of technology such as updating the Internet for the school instead of a new key system at this time. It will be discussed again next year as to the feasibility of adding the new security. In regards to numbering the doors, the insurance company did not specify that this needed to be done. After talking to local law enforcement, it was decided that we would work to communicate door numbers with them for a map of the school they are putting together. We will mainly talk about the main door that accesses our school as a means to enter the school with the other doors listed as alternative access points if needed.**  **January-May 2015 In January, a presentation by Mr. Weber, maintenance, was presented to the Administrative Council in regards to cost of installing a security system on the front doors to include keyless entry and the capability to be buzzed into the school during the day. The council approved the installation of the security system at the May meeting. This will be worked on this summer to be installed by this fall.** |
| **ACTION STEP 2 Research state guidelines for accessibility of door entries and numbers as well as find solutions for onsite teams concerns of the playground and sick room area.** | **Summer/Fall 2012** | **Maintenance** | **Spring 2013A monitor was added to the sick room area as a way to hear a child who is in that area to be able to assist them if needed between regular checks.**  **2013-2014 No state research was done after talking to the insurance company and getting their opinion of door numbers and keyless entry. They did say that having a locked front door could be a good option for our school since our secretary is down by the office by herself during the day. The principal will continue to work with the custodian on getting quotes and presenting the feasibility to the Finance Council in fall of the next school year. There has been some question by the Priest if this is necessary, but the principal and staff feel it would best to continue to pursue the issue the next school year.**  **The playground supervisor makes sure to position herself where she has visibility to all the kids on the playground. New boundaries have been set for the kids in regards to areas blocked by view from the supervisor. Regular checks of these areas still take place during recess.** |
| **ACTION STEP 3 Develop a cost analysis for requirements and suggestions found in Step 1 and 2 (ie. rekeying school doors and swipe card doors).** | **Fall 2014** | **Maintenance** | **January-May 2015 A quote was presented by Mr. Weber, maintenance, to the Administrative Council for the cost of installing a keyless entry locked door system to the front doors of the school. This would allow fobs to be issued and tracked as to who has access to the school and when they were in the building. It would also allow the doors to remain locked during the school day with a buzzer system to enter during the day.** |
| **ACTION STEP 4 Determine financial feasibility and seek approval of Ed Committee and Admin Council.** | **Fall 2014/Spring 2015** | **Maintenance/Principal** | **May 2015 The Administrative Council approved the security system for the front doors using funds in the building improvement funds. The project was also approved by the Education Committee at the May meeting.** |
| **STEP 5 If approved, implement.** | **Summer 2015** | **Maintenance** |  |
| STRATEGY 2 Explore the potential benefits to expand school facility if parish social hall is built. | | | |
| **ACTION STEP 1 Secure advocacy on the building and steering committee for social hall.** | **Timeline**  **Spring 2012** | **Responsibility**  **Principal** | **Progress Report**  **March 2012 - Principal secured maintenance person to be part of the committee and has already mentioned our potential needs (possible preschool needs and overall maintenance needs). Also, Committee is still in the very initial stages of discussion.** Fall 2012 Committee met and items were tabled indefinitely for this strategy. |
| **ACTION STEP 2 Research/brainstorm how logical functions of the school could be expanded with the new social hall space.** | **Winter 2015** | **Staff/Principal/Ed Committee** | Committee met and items were tabled indefinitely for this strategy. |
| **ACTION STEP 3 Present findings in step 2 and work with Committee in defining school needs that may be addressed through the building project.** | **Fall 2015** | **Maintenance and Principal** | Committee met and items were tabled indefinitely for this strategy. |
| **ACTION STEP 4 If needs for school are found secure, place in plan for needs to be met.** | **Spring 2016** | **Maintenance, Principal, and Social Hall committee** | Committee met and items were tabled indefinitely for this strategy. |
| **ACTION STEP 5 Assess additional costs of school needs.** | **Spring 2016** | **Principal, maintenance, Social Hall Committee** | Committee met and items were tabled indefinitely for this strategy. |
| **ACTION STEP 6 Secure extra funding necessary to add school needs to Social Hall plan.** | **Spring 2016** | **Principal and Pastor** | Committee met and items were tabled indefinitely for this strategy. |
| STRATEGY 3 Develop a formal and welcoming orientation for new families and staff. | | | |
| **ACTION STEP 1 Create a Welcome Committee.** | **Timeline**  **Fall 2015** | **Responsibility**  **Principal** | **Progress Report**  **May 2014 Two parents have expressed an interested in forming a parent organization that would take on the role of welcoming new families and encouraging new families to participate in school functions. It is still in the developmental stage, but together we are hopeful to have all the details in place to implement the organization in the coming fall 2014. The principal will meet with the two parents to finalize details over the summer 2014.**  **Fall 2014 A parent group called PEACE (Parents Excited About Catholic Education) was formed during the summer of 2014 and implemented at the beginning of the school year. They were present at the Fall Kick-Off to get parents signed up and informed about their group. They encouraged parent participation in their group and held events, such as open meetings or trainings, throughout the year to bring parents together. Their first open meeting was very well attended as it talked about SCRIP. They struggled to get parent participation in other events and meetings and are trying to determine a solution for next school year to get more parent involvement in the open meeting. They will continue to find a way to formally welcome new families to the school and get them involved in school functions.** |
| **ACTION STEP 2 Research other school orientations of new families and staff.** | **Fall 2015** | **Committee** |  |
| **ACTION STEP 3 Create plan for welcoming new families and staff.** | **Winter 2016** | **Committee** |  |
| **ACTION SETP 4 Bring plan to Ed Committee and Admin Council to get approved and secure possible funding.** | **Spring 2016** |  |  |
| **ACTION STEP 5 Implement Welcome Plan.** | **Spring 2016 through 2016-2017 School Year** | **Committee** |  |
| **ACTION STEP 6 Assess Success.** | **Spring 2017** | **Committee** |  |
| STRATEGY 4 Automate library. | | | |
| **ACTION STEP 1 Create a team.** | **Timeline**  **Fall 2014** | **Responsibility**  **Principal** | **Progress Report**  **Summer 2013 Library is being updated, old books are being donated elsewhere and Scholastic book fair monies used to update materials by the 1st and 2nd grade teacher. It would have been a good timeframe to move on the automated system but did not have the committee or funding in place. Will look at in fall of 2014.**  **Spring 2014 There have been staff members who have volunteered to come in during the summer to get the library automated. They include teachers, the principal, and paraprofessionals.** |
| **ACTION STEP 2 Research possible automated systems.** | **Fall 2014** | **Library Team** | **Fall 2013 The principal researched and got quotes for different automated software. A decision was made to use Resource Mate as the software since it was reasonable and the principal has used it in the past.** |
| **ACTION STEP 3 Draft proposals for best 3 options.** | **Winter 2015** | **Library Team** | **Fall 2013 The principal conferred with the teacher in charge of the library and made a decision to go with Resource Mate.** |
| **ACTION SETP 4 Present findings to faculty, Ed Committee, and Admin Council for approval.** | **Winter 2015** | **Principal/Library Team Member** | **Fall 2013 The Education Committee was made aware of the donation to complete the project by the principal.** |
| **ACTION SETP 5 Secure funding through fundraising or budget item.** | **Spring 2015** | **Principal/Library Team** | **Fall 2013 Donations were made to purchase the Resource Mate software and a new computer for the library. It was decided to wait until the following summer to purchase and automate the library.** |
| **ACTION SETP 5 Purchase system.** | **Summer 2015** | **Principal/Secretary** | **June 2014 A new computer and Resource Mate software will be ordered by the principal in June.** |
| **ACTION SETP 6 Obtain people to upgrade library to the automated system.** | **Summer 2015** | **Library Team** | **Summer 2014 Staff members and volunteers worked throughout the summer to automate the library by entering books into the new *Resource Mate* library software and putting new stickers on each book to use for checkout.** |
| **ACTION SETP 7 Train staff on use of new system.** | **Fall 2015** | **Library Team** | **August 2014 The librarian and staff were given a training on how to use the new computer software during the fall workshop. The new system was implemented at the beginning of the school year and worked well.** |
| OBJECTIVE 2 The school will ensure the academic needs are met for each student. | | | |
| STRATEGY 1 Increase student opportunities for reflection on learning and more personal responsibility in achievements. | | | |
| **ACTION STEP 1 Discuss common items for student reflection and rewards for personal achievements in those areas. (school and individual classrooms)** | **TIMELINE**  **Fall 2013** | **RESPONSIBILITY**  **Faculty** | **PROGRESS REPORT**  (Results/Outcomes?)  **Spring 2013 Due to the rigors of starting a Preschool in Fall 2013 this item did not start in the Spring of 2013 but will begin in the fall of 2013.**  **2013-2014 There have not been any formal discussions to find common items for student reflection and to award achievements. However, each teacher has set individual goals for Accelerated Reader that fits their classrooms. There is a common points/reward system used for grades 3-6. It has been decided to continue to have teachers establish ways for students to reflect on school and classroom achievement within their classroom as they see fit for the year or class.**  **Fall 2014 The AR reward sheet was modified for grades 1-2 to start receiving AR rewards as well as the upper grades. Kindergarteners also received rewards for reading success based on a system created by the classroom teacher.** |
| **ACTION STEP 2 Students will set annual/quarterly personal, academic, and spiritual goals. (Such as AR goals)** | **Fall 2013** | **Faculty** | **2013-2014 Teachers in grades 3-6 have been using individual goals for Accelerated Reader. Grades 3 & 4 set quarterly goals as a set number of points. Grades 5 & 6 students have a mini-conference about what they feel is an appropriate goal and work towards their new goal each quarter. Other grades also set benchmark goals for number of books read for AR. In regards to academic goals, teachers in grades 3-6 use their mid-terms to have students write or reflect on how they can improve or maintain higher grades in each of the subjects. This will continue to be done yearly.** |
| **ACTION STEP 3 Implement mid quarter and quarterly check ins and then update goals accordingly.** | **School Year 2013-2014** | **Principal and lead teacher** | **2013-2014 Individual teachers set and check in with academic goals with their students. Midterms are sent home with grades 3-6 after students have made goals for their grades.** |
| **ACTION STEP 4 Communicate successes to communities. Look into possible parent portals or current capabilities of website for communication.** | **School Year 2013-2014** | **Faculty** | **2013-2014 Midterms were sent home with students in grades 3-6. Social studies will be added to the mid-term next school year as this was not part of the regular midterm since it is taught by someone other than the homeroom teacher. We are no longer looking into a parent portal for communication and maintain regular communication via phone or email with parents in regards to student progress.** |
| **ACTION STEP 5 If needed, update handbook to reflect any new assessing progress, procedure and process, reporting student progress, etc.** | **Summer 2013** | **Principal** | **Spring 2014 No updates will need to be made to handbooks since the goal setting is done within the classrooms by the teachers. No new programs are planned to be put in place at this time.** |
| **ACTION STEP 6 Based on observed outcomes of above steps, this information will be used fuel curriculum updates.** | **Spring 2014** |  | **Winter 2014 Based on outcomes of science grades observed on midterms, report cards, and on standardized testing, it was decided by the teachers and principal to update the Science curriculum a year early since the scores were low and student outcomes were not to the standards the teachers would like.** |
| **ACTION STEP 7 Annual review and update.** | **Spring 2014** | **Faculty and Principal** | **Spring 2014 The faculty and principal will continue to monitor student goals and to set quarterly goals with students as the teachers see fit in the classroom.** |
| STRATEGY 2 The school will explore other annual testing options due to current version of ITBS becoming obsolete. | | | |
| **ACTION STEP 1 Research other testing options. (NWEA)** | **Timeline**  **Spring 2013** | **Responsibility**  **Faculty/Principal** | **Progress Report**  **Fall 2012 Following the MNSAA annual meeting and speaking with a rep for NWEA the principal made an executive decision regarding NWEA and recognized it was not cost effective for the school. It is not financially possible at this time. Decided to go with ITBS again, update test materials, and switch to online reporting along with the diocesan group in order to receive group rates.** |
| **ACTION STEP 2 Professional development day researching and analyzing other options found in step 1.** | **Spring 2013** | **Principal** | **2013-2014 Based on the decision made by the previous principal and supported by the current principal to continue with ITBS, no further action steps will be necessary as it was decided to continue with ITBS.** |
| **ACTION STEP 3 Write proposal of 2 best possibilities that fit our students needs and our budgetary constraints.** | **Fall 2014** | **Principal** | **Spring 2013 The final decision to stay ITBS was made by the principal.** |
| **ACTION STEP 4 Present proposal to Ed Committee and Admin Council.** | **Winter 2015** | **Principal and Faculty Rep** | **Spring 2013 The final decision to stay ITBS was made by the principal and supported by the Ed Committee.** |
| **ACTION STEP 5 Make decision based on recommendations of Ed Committee and Admin Council.** | **Spring 2015** | **Faculty and Principal** | **Spring 2013 The final decision to stay ITBS was made by the principal and supported by the Ed Committee.** |
| **ACTION STEP 6 Possibly update necessary components of technology and supplemental materials needed to implement new program.** | **Spring/Summer 2015** | **Principal Technology Committee** | **Spring 2013 The final decision to stay ITBS was made by the principal and supported by the Ed Committee.** |
| **ACTION STEP 7 Begin new testing program.** | **Fall 2016** | **All school** | **Spring 2013 The final decision to stay ITBS was made by the principal and supported by the Ed Committee.** |
| **ACTION STEP 8 Annual review and assessment.** | **Ongoing** | **Principal/Faculty** | **Ongoing The staff evaluated the prior year’s testing results in the fall 2013 and evaluated the new results in May 2014. They looked at areas of strength and areas that need growth to develop lessons for the next year to meet those areas of concern.** |
| STRATEGY 3 Create a summer school program and/or tutoring program. | | | |
| **ACTION STEP 1 Survey families and staff for needs of students for summer school or tutoring.** | **Timeline**  **Spring 2013** | **Responsibility**  **Principal/Lead Teacher** | **Progress Report**  **Spring 2013 In spring of 2013 there was no formal survey conducted we found it easier and more beneficial for the principal to ask teachers for referrals. During these conversations, one teacher stepped up to tutor anyone in need and one teacher who opted to ask her own students from her classroom who she felt needed the extra help. The second teacher did not get any response from families.**  **Teachers in each classroom approached parents and offered the services of the teacher who had offered to tutor any child in with needs. This teacher had some responses and tutoring will begin mid-June.** |
| **ACTION STEP 2 If there are needs found through survey, develop process of referral for tutoring or summer school.** | **Fall 2013** | **Faculty/Principal** | **Spring 2013 It was decided referrals come best from the teacher based on student need and family willingness. This covered the process for the summer with the hope of making it more formalized for the following summer 2014.**  **May 2014 A letter was sent to parents explaining how Tutoring over the summer would be run. The parents were able to return the bottom portion requesting tutoring times if they were interested in signing their child up. Teachers also referred parents to enroll students in tutoring if they saw a need. There were very few responses to the requests.** |
| **ACTION STEP 3 Explore options to fulfill need (teacher, paraprofessional, high school volunteer, parent volunteer).** | **Winter 2014** | **Faculty** | **April 2014 Two teachers expressed interest in tutoring. One teacher had responses from students in her class, and she has set up a tutoring schedule with them. Since she will be leaving in July, the other teacher will take over tutoring at that time. The other teacher will also be tutoring one other student until then.** |
| **ACTION STEP 4 Present new process/program to Ed Committee for approval.** | **Spring 2014** | **Principal/Faculty Rep** | **March 2014 The process for tutoring was presented to the Education Committee by the principal to explain the changes required for insurance purposes. The Education Committee was in agreement to the process we were going to be following for tutoring.** |
| **ACTION STEP 5 Secure budget money for any additional materials needed.** | **Spring 2014** | **Principal** | **May 2014 No budget was secured for tutoring. The cost for tutoring is $10 per half hour session and will be paid directly to the school. The school will then use that money to reimburse the teachers for tutoring. This is following protocol set forth by the insurance company.** |
| **ACTION STEP 6 Implement tutoring/summer school opportunity.** | **Summer 2014** | **Principal/Faculty** | **June 2014 Tutoring has begun for four students. They will continue throughout the summer. We will continue to follow the same process to refer students and allow parents to sign up as they see a need for summer tutoring as long as we have teachers interested in tutoring.** |
| STRATEGY 4 Explore ways to enhance curriculum for advanced learners. | | | |
| **ACTION STEP 1 Research other school programs for advanced learners.** | **Timeline**  **Fall 2013** | **Responsibility**  **Faculty Teams** | **Progress Report**  **2013-2014 The school started using Accelerated Math in hopes of challenging students who were ready for more advanced math. With the amount of time needed by teachers to implement the program and to keep it running alongside of the regular math, it was a challenge to use the program to its maximum opportunities. The 5th/6th grade room used it the most, but still struggled to use it for its intended purposes. We will not be using AM next year and will begin looking in the fall 2014 at different options or programs.**  **Fall 2014 Eleven classroom iPads were purchased and made available to use in the classroom on a rotating basis throughout the classrooms. Teachers installed apps that they felt would enhance student learning. The 1st/2nd grade and 5th/6th grade teachers implemented Moby Max which is a website program that allows students to work at their own pace in different subject matter. The main focus was math. Next year, all classroom teachers will create Moby Max account for the students and encourage use of the program for students to challenge themselves and advance in math as well as language arts.** |
| **ACTION STEP 2 Research current textbooks and publishers for possible supplements for advanced learners.** | **Fall 2013** | **Faculty Teams** | **2013-2014 Differentiated Instruction for advanced learners was used well in the preschool/ kindergarten classroom to challenge higher achieving students. Further possibilities will be looked at next school year by the teachers and principal.** |
| **ACTION STEP 3 Professional development day for discussion of findings in step 1 and 2.** | **Winter 2015** | **Faculty** |  |
| **ACTION STEP 3 Develop plan to enhance curriculum for advanced learners.** | **Spring 2015** | **Faculty** |  |
| **ACTION STEP 4 Secure funding if needed.** | **Spring 2015** | **Principal/Faculty Rep** |  |
| **ACTION STEP 5 Update Parent Handbook with new plan/policy if needed.** | **Summer 2015** | **Principal** |  |
| **ACTION STEP 6 Implement plan.** | **School Year 2015-1016** | **Faculty and Staff** |  |
| **STRATEGY 5 Create a well-balanced plan for professional development for Faculty (and staff when applicable).** | | | |
| **ACTION STEP 1 Survey and discuss licensure needs with faculty** | **Winter 2013** | **Principal/Faculty** | **August 2014 A discussion was held at the fall workshop days about professional development needs for teachers. It was decided, and the principal encouraged, teachers to seek out opportunities they needed to fulfill their professional needs. The use of the PBL website was discussed as they offer a variety of professional development opportunities at a reasonable price. The principal also continued throughout the school year to relay workshop opportunities to the teachers.** |
| **ACTION STEP 2 After discussion create a plan with faculty** | **Spring 2013** | **Principal/Faculty** | **August 2014 The principal and faculty agreed to allow teachers to seek out professional development opportunities they see fit for their professional needs. The teachers will continue to participate in the yearly Fall Diocesan Faith Formation Days as well as the annual Area Faith Cluster workshop in January.** |
| **ACTION STEP 3 If additional funding is needed bring proposal to Ed Committee and Admin Council** | **Spring 2013** | **Principal/Faculty Member** | **Spring 2015 The budget has a line item for Staff Development. It will remain in the budget for teachers to use beyond our Title 2 funding we receive. As of now, it was not increased.** |
| **ACTION STEP 4 Implement plan in 2013-2014 school year** | **Fall 2013** | **Principal/Faculty** | **2014-2015 Teachers sought out professional development opportunities they needed for licensure or classroom use. Three teachers applied for online courses using PLB and one teacher attended a workshop for classroom management.** |
| **ACTION STEP 5 Continue Annually** | **Ongoing Process** | **Principal/Faculty** | **Ongoing Faculty will continue to look for professional development options they see fit for their professional growth. The principal will continue to pass along professional development opportunities as they are received in the office.** |
| **STRATEGY 6 Create a study skills program or a more structured after school homework room one night a week.** | | | |
| **ACTION STEP 1 Identify areas (test taking, study skills, multiple choice answering, etc.) that could be improved academically for students through input from teachers.** | **Winter 2015** | **Principal/Faculty** |  |
| **ACTION STEP 2 Get teacher volunteer to coordinate study skills sessions or homework room.** | **Winter 2015** | **Principal** |  |
| **ACTION STEP 3 Create specific topics and make a schedule on what will be reviewed at each session.** | **Spring 2016** | **Teacher/Principal** |  |
| **ACTION STEP 4 Budget for additional funding if needed for supplies, snack, etc.** | **Spring 2016** | **Teacher/Principal/Education Committee** |  |
| **ACTION STEP 5 Implement and assess throughout the year to meet student’s needs.** | **Fall 2016** | **Teacher/Principal/Faculty** |  |
| OBJECTIVE 3 The school will improve its Marketing and Development plan and its visibility in the parish and local community in order to attract more students. | | | |
| STRATEGY 1 Develop a process to communicate key events and school successes to the local parish and community. | | | |
| **ACTION STEP 1 Secure a Marketing and Development Committee (MDC) of talented people who have a vision and the skill to help the school grow.** | **TIMELINE**  **Spring 2012** | **RESPONSIBILITY**  **Principal** | **PROGRESS REPORT**  **Spring 2012 First contact to 3 potential committee members to begin looking at what we have done in order assess viability to continue.** |
| **ACTION STEP 2 Put an announcement in Bulletin for members with experience publication and communication.** | **Spring 2012** | **Principal and Committee** | **Spring 2012 Committee to begin the discussion regarding what has been done in the past and what we want to do in the future. This gave us a plan as we started 2012-2013 school year.** |
| **ACTION STEP 3 Research history of school’s previous ways of communication to school parents, parish, and wider community and how other schools communicate to their communities.** | **Fall 2012** | **Promotion and Marketing Committee** | **Spring 2013 Didn’t actually meet until spring due to the preschool initiative. Committee Members met in March and April 2013. Committee decided to focus on 3 very successful past promotional items: updating of brochure, being a visible presence at our community festival Hat Daze, and resurrecting a baptismal welcome package from the school. All three are currently underway.**  **Summer 2013 St. Peter’s had a dunk tank and hair booth at Canby Hat Daze. It was a successful way to promote the school and will be continued this summer.** |
| **ACTION STEP 4 Assess success of previous communications.** | **Fall 2013** | **Committee** | **The Committee did not meet this spring. The principal struggled find time to schedule a meeting. The principal plans to meet next school year.** |
| **ACTION STEP 5 Research professional development opportunities and secure funds for training of committee members/staff in writing and design of publications.** | **Winter 2013** | **Principal** | **Spring 2013 One of the committee members works for SMSU and had asked if one of the marketing students could layout our brochure, and she paid the fees that went along with it.** |
| **ACTION STEP 6 Create plan of improvement of School’s communication and visibility.** | **Spring/Fall 2014** | **Committee** | **2014-2015 No formal plan was made this year, but with the implementation of the PEACE group, the school news more visible through social media. The local newspaper also ran articles or published pictures of school activities. The principal will attempt to gather a marketing group to create a plan of improvement of communication and visibility.** |
| **ACTION STEP 7 Bring plan to Ed Committee for approval (and possibly request funding if needed).** | **Spring 2015** | **Committee rep** |  |
| **ACTION STEP 8 Implement plan.** | **Fall 2016** | **Committee and staff** |  |
| **ACTION STEP 9 Annually assess and update plan.** | **Ongoing** | **Committee and staff** |  |
| STRATEGY 2 Create more visible awards programs and recognition for achieving/successful students. | | | |
| **ACTION STEP 1 Research/discuss programming that will more formally recognize student achievement and leadership (honor roll, leadership programs, wall of fame, participation in state or federal programs, etc).** | **Timeline**  **Fall 2012** | **Responsibility**  **Faculty, Ed Committee, and staff** | **Progress Report**  **Fall 2012 Faculty and principal decided to begin the “Wall of Fame” in the main hallway of the school. This wall hosted the honor roll certificates for the students each quarter. The honor roll was also published in the town newspaper. In the Spring of 2013, the local newspaper was bought by a new owner and publishing our school information has been much easier and more consistent. Guidelines for AR Awards and Honor Roll were established. In 2012-2013, stricter criteria for Student Council was established. This group of students also participated in planning an additional mass every six weeks for the school as well as running an activity at the field day.** |
| **ACTION STEP 2 1 Establish the guidelines for program(s) selected.** | **Spring 2013** | **Faculty** | **2012-2013 Criteria for Accelerated Reader awards and were implemented in the 3rd-6th grades. The Honor Roll became more visible to the people in our school and community.** |
| **ACTION STEP 3 Update Policy book to include new programming.** | **Summer 2013** | **Principal** | **Not completed as of June.** |
| **ACTION STEP 4 Adopt guidelines during school year.** | **School Year 2013-2014** |  | **2013-2014 AR rewards were used for grades 3-6 as well as Honor Roll for grades 3-6. Achievements made by students in other areas such as Science Fair, Spelling Bee, etc. were published in the local newspaper. With the new owners of the newspaper, it has been easier to get pictures or articles published for the community.**  **2014-2015 Kindergarten established guidelines to receive AR rewards. The 1st/2nd grades were given a modified AR reward guideline to follow to receive AR prizes during the year.** |
| **ACTION STEP 5 Annually review and update programs.** | **Ongoing** | **Principal and faculty** | **May 2014 Faculty and staff met to discuss ways to continue to make others aware of the achievements of our students. We agreed that the newspaper was the best option to continue to have a good working relationship with them and publish pictures and articles throughout the school year. The principal and secretary are responsible for letting the newspaper know of upcoming events or to send information to them as they see appropriate or recommended from other teachers. Information on student accomplishments in certain areas also put in the weekly newsletter to parents.** |
| STRATEGY 3 Implement school activities that serve the local community and provide learning opportunities for our students. | | | |
| **ACTION STEP 1 Brainstorm possible activities for student involvement in the community.** | **Timeline**  **Fall 2014** | **Responsibility**  **Faculty/Principal** | **Progress Report**  **2014-2015 A new program was started during the school year called Character Counts (CC). The students met with a paraprofessional once a week to discuss the six pillars of the CC program. Part of the program was relating the six pillars to a business in town and how they follow that quality.**  **Another activity the students took part in was making cards for the local Meals on Wheels program. Starting in February, each class made a card for a holiday in the each month and had them delivered with the Meals on Wheels on or around that holiday.** |
| **ACTION STEP 2 Explore in town businesses that could create a field trip or service opportunity for students.** | **Fall 2014** |  | **2014-2015 As part of Character Counts, various field trips were set up with local businesses in town to show how they have to be responsible, respectful, trustworthy, caring, etc. The classes combined for the field trip to allow a longer time at the location. The students got to see parts of the community they may not otherwise get to see as a customer. New businesses will be asked to give tours next school year to fit the CC program. We still hope to add more service opportunities next school year.** |
| **ACTION STEP 3 Contact local organizations to see how students could participate.** | **Winter 2015** |  |  |
| **ACTION STEP 4 Create a yearlong schedule of events.** | **Winter 2015** |  |  |
| **ACTION STEP 5 Seek donation or budget money if needed.** | **Spring 2015** |  |  |
| **ACTION STEP 6 Implement.** | **School Year 2015-2016** |  |  |
| **ACTION STEP 5 Annually review and update programs.** | **Ongoing** | **Principal and faculty** |  |
| STRATEGY 4 Explore ways to enhance parent and grandparent involvement in the school. | | | |
| **ACTION STEP 1 Brainstorm possible activities for parent/grandparent involvement in the school.** | **Timeline**  **Fall 2014** | **Responsibility**  **Faculty/Principal** | **Progress Report**  **May 2014 Faculty and staff met and brainstormed ideas to include parents and grandparents into our school on a more regular basis. One idea was to do more on Grandparent’s Day during Catholic Schools Week. Plans will include a classroom activity to have some hands-on time with grandparents. The challenge we face to get more parent volunteers during the school day is to get parents to attend VIRTUS training. Without that training, their options are limited as to what they are able to do in the school. We hope to host another training session to make it available to parents.** |
| **ACTION STEP 2 Survey families for availability to be part of our school day.** | **Fall 2014** | **Principal/Secretary** | **August 2014 No formal survey was given to families. A volunteer form was sent out to all parents in the fall packet of information. Parents were encouraged to sign up for at least two events throughout the year. We also hung up a big chart at Fall Kick-off to encourage participation. With the lack of parents who have VIRTUS training, we continue to have to call or send out separate emails throughout the year to get volunteers for some events.** |
| **ACTION STEP 3 Take survey findings back to staff and create a plan of action.** | **Winter 2015** | **Principal/Faculty** | **No formal survey was given to results to assess. There are not any plans to send out a survey at this time. By creating a chart that hangs up throughout the school year, the volunteer opportunities are more visible.** |
| **ACTION STEP 4 If possible implement plan.** | **Winter 2015** | **Principal** | **2014-2015 The principal and administrative assistant continued to make volunteer opportunities known to parents through emails, newsletters, and phone calls. We plan on working on adding volunteer opportunities to the school’s website and make the Catholic United Financial *Ministree* program more visible for parents and grandparents.** |
| OBJECTIVE 4 The school will explore the feasibility and possibility of starting a preschool program. | | | |
| STRATEGY 1 Study and assess current/projected enrollment numbers and local preschool programs. | | | |
| **ACTION STEP 1 Review in house current enrollment projection reports and baptismal records.** | **TIMELINE**  **Summer 2012** | **RESPONSIBILITY**  **Principal** | **PROGRESS REPORT**  (Results/Outcomes?)  **Fall 2012 In house enrollment projections concluded that ten 6th graders would be graduating and a potential of 15 families for preschool would be available for enrollment for fall 2014.** |
| **ACTION STEP 2 Research enrollment and wait lists at public school.** | **Summer 2012** | **Principal** | **Fall 2012 This information was not possible to get other than verbally from parents who have children in the preschool. And yes there is a wait list for the 3 day/week kindergarten ready program (4 year olds) at the public school. They also offer a 2 day/week program as well.** |
| **ACTION STEP 3 Take survey of current families to see if they would have sent child to preschool here.** | **Spring 2012** | **Principal/Kindergarten Teacher** | **Fall 2012 Survey was given to current St. Peter School families in Fall 2012. The response was overwhelmingly positive. The only drawback was the families that would qualify for Headstart would not use our preschool program. And some families with 2 working parents would prefer all day every day.** |
| **ACTION STEP 4 Take findings to Ed Committee and Admin Council for input.** | **Summer 2012** | **Principal** | **Fall 2012 Initial proposal was brought to the Ed Committee and Admin Council in November of 2012.** |
| **STEP 5 Make decision to move forward.** | **Summer 2012** | **Principal** | **Fall 2012 Both Admin Council and Ed Committee agreed to move forward with investigating the possibilities of a preschool.** |
| STRATEGY 2 Research the necessary building areas that would need to be updated/changed for new preschool classroom. | | | |
| **ACTION STEP 1 Research necessary building requirements for preschool with Fire Marshall, state codes, MNSAA requirements, etc.** | **Timeline**  **Fall 2012** | **Responsibility**  **Principal**  **Maintenance**  **K Teacher** | **Progress Report**  **Winter 2012 In November and December of 2012, further research was conducted regarding the possibility of a preschool. The room which will be used fits the square footage of state regulations. MNSAA does not require additional accreditation for preschool. And no additional licensing is required.** |
| **ACTION STEP 2 Research differences of the preschool as part of school or preschool as part of day care.** | **Fall 2012** | **Principal**  **K Teacher** | **Fall 2012 Principal looked into the MN Dept. of Health regulations and spoke with Diocesan Director of schools and the MNSAA director and found out that if the preschool is connected to an accredited school, it is not required to be licensed by the state. This was a great relief as it will reduce the cost. It can only meet for 4 hours per school day. If we keep it to a half day we will not need to look into the child care piece.** |
| **ACTION STEP 3 Take findings to faculty/staff Ed Committee and Admin Council for input.** | **Fall 2012** | **Principal**  **K Teacher** | **Fall 2012 Kindergarten teacher and principal took the new information to the committees and they approved the continued progression but final decision was not yet made.** |
| **ACTION STEP 4 Make consultative decision to move forwards.** | **Fall 2012** | **Principal, Committees, Staff** | **Fall 2012 It was agreed by committee members and principal that the kindergarten teacher, who would be teaching the combined classroom should go on 2 observation days. These were very informative.** |
| STRATEGY 3 Investigate the financial and building feasibility of new preschool classroom. | | | |
| **ACTION STEP 1 Explore possible areas within school to remodel or add on to the school.** | **Timeline**  **Winter 2013** | **Responsibility**  **Principal and Maintenance** | **Progress Report**  **Winter 2012-2013 By the end of January, the unanimous decision was made to move forward with the preschool for fall 2013. It was announced at the kickoff mass during Catholic Schools Week. Following the announcement, but before our open house March 4th, these items transpired: The cove in the gym would be used as the break out spot for either kindergarten or preschool. There was no remodeling other than painting. The kindergarten room will become the combined classroom. The only costs were items necessary for the younger age group (carpet with letters, manipulatives, large motor skill items, etc.) One of the parishioners donated and built the necessary bookshelves.** |
| **ACTION STEP 2 Estimate cost of adding/remodeling and get bids.** | **Winter 2013** | **Maintenance** | **Winter 2012-2013 Estimated cost of start up for materials about $1500.00** |
| **ACTION STEP 3 Present possibilities to Ed Committee and Admin Council and decide on route to take if found to be feasible.** | **Winter 2013** | **Principal, staff, and Committees** | **January 2013 Ed Committee approved the use of funds and the Admin Council approved it also. It was announced during the kick off mass for Catholic Schools Week.** |
| STRATEGY 4 Communicate information to parish and school families, in order secure funding. | | | |
| **ACTION STEP 1 Hold meeting to present plan and needed funding for it.** | **Timeline**  **Spring 2013** | **Responsibility**  **Principal** | **Progress Report**  **March 2013 There was not much time between approval and our early March roundup night, so our roundup night became our open meeting to the parish as well. We announced the roundup and open meeting from the pulpit. This announcement had lots of information in it and the principal and kindergarten teacher stayed after mass for questions.** |
| **ACTION STEP 2 Begin funding for it or secure funding within budget or add to building plan for social hall.** | **Spring 2013** | **Principal** | **Not needed** |
| **ACTION STEP 3 Get permission from diocese (insurance company, permits, etc) if building/remodeling is necessary for classroom.** | **Spring 2013** | **Principal** | **Not Needed** |
| STRATEGY 5 Construct and implement preschool program. | | | |
| **ACTION STEP 1 Begin construction of building/remodeling for classroom.** | **Timeline**  **Spring 2013** | **Responsibility**  **Maintenance and Principal** | **Progress Report**  **Spring 2013 The only remodeling done was to create a break out space in the alcove in the gym. Only painting and screwing in a cubicle wall was necessary.** |
| **ACTION STEP 2 Decide on personnel for positions for classroom. (new teacher, add to current K teacher position, or a paraprofessional)** | **Spring 2013** | **Principal/K Teacher** | **Spring 2013 It was decided early on that the kindergarten classroom would absorb the preschool and the current paraprofessional would be shifting her responsibilities and move to the combined kindergarten/ preschool room when preschool is in session (M,T, F mornings).** |
| **ACTION STEP 3 Hold preschool roundup for following school year.** | **Spring 2013** |  | **March 2013 Preschool Roundup was held in conjunction with kindergarten roundup in early March.** |
| **ACTION STEP 4 Write curriculum.** | **Summer Spring 2013** |  | **January 2013 After the kindergarten teacher observed both classrooms, by mid-January it was decided that the preschool would follow the kindergarten curriculum. It would be an introduction to the concepts and the teacher would take the curriculum items deeper with the kindergartners.** |
| **ACTION STEP 5 Furnish classroom and order supplies.** | **Summer 2013** | **Principal/Pre K teacher** | **Spring 2013 All supplies and classroom furnishings were purchased in spring of 2013.** |
| **ACTION STEP 6 Enroll students.** | **Summer 2013** | **Principal/ Secretary** | **Spring 2013 Current enrollment is 4 with 2 more coming and 4 families that opted for 2 years of preschool and have opted to wait until next year to send their children.** |
| **ACTION STEP 7 Implement preschool classroom.** | **School Year 2013-2014** | **Pre K Teacher/ Principal** | **2013-2014 Preschool began in the fall 2013 with a total enrollment of 8 preschoolers along with the 5 kindergartners. It was a successful year with and very well organized and operated by the kindergarten teacher and paraprofessional. Because it was so thought out, there were very few modifications needed throughout the year. We adjusted as the year went on and took notes for next year in regards to what fundraisers and events preschoolers were invited to during the school day outside their regular times. It was decided anything outside their regular school day required a parent to attend with them, and that seemed to work well. The parents were very receptive to the preschool/kindergarten combination and it has shown to work well. We have had positive feedback from parents of both classes. The projection for next year is to have 12 preschoolers and 8 kindergartners. We had a couple of new kindergartner students enroll and some preschoolers doing another year of preschool. Overall, it was a very successful addition to our school.** |
| **ACTION STEP 7 Evaluate Preschool Program** | **Yearly in the Spring** | **Preschool Teacher & Principal** | **Spring 2015 The preschool students took a Kindergarten readiness test. The students scored above average in all categories. The preschool teacher and principal discussed the test results and th program in general to see if there’s any need for improvement or further development. Nothing new was needed at this time. The preschool teacher also implemented an end of the year conference in April. This conference allowed the teachers to share test results and to make recommendations about advancing to kindergarten or not. This test and extra conference will continue to be used in the future years.** |
| OBJECTIVE 5 The school will initiate the LEAP Forward Initiative to improve technology. | | | |
| STRATEGY 1 Study and assess current internet options and possible change in internet connection. | | | |
| **ACTION STEP 1 Review with the tech volunteer options to fix the unreliable internet connection.** | **TIMELINE**  **Summer 2013** | **RESPONSIBILITY**  **Principal and tech volunteer** | **PROGRESS REPORT**  **Spring 2013 Discussion already in place for technology update plan. Need to get taller antennae, hard line from public high school, or purchase another connection.** |
| **ACTION STEP 2 Discuss current option update.** | **Summer 2013** | **Principal and Tech Volunteer** | **Fall 2013 With a change in principals during the summer 2013, this discussion did not take place until later in the fall with the new principal. The Tech Volunteer presented options to better our internet connection. Based on our situation of having to add an antenna, running a hard line, or purchasing separate internet connection, it was decided to present the findings to the board. The board did not make any final decision and requested more concrete numbers or possible timelines.** |
| **ACTION STEP 3 Secure funding for needed changes.** | **Summer 2012** | **Principal and Tech Volunteer** | **Fall/Winter 2013 Since no final decisions have been made as to the best option to better the internet, funding has not been established. We will look into grant opportunities as well as budgeting for next school year.** |
| **ACTION STEP 4 Take findings to Ed Committee and Admin Council for input and approval of funding.** | **Summer 2012** | **Principal, Ed Committee, Admin Council, and Tech Committee** | **April 2013 The Technology Volunteer presented again to the Education Committee on what needs to be done to update the internet connections. Since we have new information as to our current set up for internet connection with the public school, a new plan may need to be worked out. We are currently in communication with the public school and SWSC to come up with the best possible solution to better our internet connection.** |
| **STEP 5 Make decision to move forward.** | **Summer 2012** | **Principal, Ed Committee, Admin Council, and Tech Committee** | **Spring 2013 No further action will be taken until an agreement is worked out with the public school and SWSC.**  **Spring 2015 The principal has been in discussion with SWSC for internet connection options. We will remain with our current internet set-up until 2017 when more options will be available for us in this school.** |
| **STRATEGY 2 Update internal infrastructure.** | | | |
| **ACTION STEP 1 Research needs and possibilities for updates (with forward planning for iPad or notebook capabilities)** | **Timeline**  **Fall 2013** | **Responsibility**  **Principal and Tech Volunteer** | **Spring 2013 Initial Proposal compiled as a general plan to follow.** |
| **ACTION STEP 2 Do a cost analysis for the most cost effective way to update infrastructure** | **Fall 2013** | **Principal and Tech Volunteer** | **Fall 2013 Tech Volunteer presented possibilities to principal to update internal infrastructure to create wireless internet spots throughout the school and to upgrade our current switchboard.** |
| **ACTION STEP 3 Take findings to faculty/staff Ed Committee and Admin Council for input and funding options.** | **Fall 2013** | **Principal, staff, Ed Committee, Admin Council, and Tech Committee** | **Spring 2014 The principal and Tech Volunteer presented the internal infrastructure proposals to the Finance Council and Ed Committee. We received a Technology grant from Catholic United Financial for $500 to help with the internal wiring and switch boards that will be needed to upgrade to wireless and iPad connections. Memorial money was also donated through several funerals throughout the school year geared for technology.** |
| **ACTION STEP 4 Make consultative decision to move forwards.** | **Fall 2013** | **Principal, Committees, Staff** | **Spring 2014 Since donations for internal infrastructure have been secured, the Committees approved moving forward with the internal updates. The switch board, router, and access points have all been ordered. Since our Tech Volunteer works in his spare time, he will work on installing the new infrastructure throughout the summer. He has committed on being completed before the new school year.**  **Summer 2014 All updates to infrastructure were completed and wireless access points were installed for iPad use.** |
| STRATEGY 3 Investigate the financial feasibility and the educational impact of a one to one iPad initiative and other needed technology updates. | | | |
| **ACTION STEP 1 Explore and research the possibility of one to one iPads.** | **Timeline**  **Fall 2014** | **Responsibility**  **Principal and Tech Committee** |  |
| **ACTION STEP 2 Estimate cost of possible iPads and need computer updates.** | **Winter 2014** | **Principal and Tech Volunteer** | **Fall 2013 The principal got a quote for 10 iPads and a docking station. The Tech Volunteer also stated we would need to get an apple computer. The Tech Volunteer also put together a cost proposal for either updating our current student computers or updating to all new student computers in the computer lab.** |
| **ACTION STEP 3 Present possibilities to Ed Committee and Admin Council and decide on route to take if found to be feasible.** | **Spring 2014** | **Principal and Tech Committee** | **Spring 2013 The Ed Committee approved the update of the lab to new computers. Securing funds will begin in the summer 2014. If enough funds are secured, we will order computers for next school year. If not, we will continue to seek funding to update computer lab for the 2015-2016 school year. The internal infrastructure needs to be updated before iPads will be ordered and used. The principal and Tech Volunteer will continue to work on this throughout the summer 2014.**  **Spring 2015 Fifteen iPads were ordered and used throughout the school year by the teachers and students. The task of raising funds for new computers was not completed last school year due to the time constraint of the principal and other fundraising events going on. The principal will once again look into the options during this coming summer.** |
| STRATEGY 4 If approved to move forward, communicate findings to parish and school families, in order secure funding. | | | |
| **ACTION STEP 1 Hold meeting or communicate in bulletin/newsletter to present plan and needed funding for it.** | **Timeline**  **Spring 2014** | **Responsibility**  **Principal and Tech Committee** | **Fall/Winter 2012-2013 A private donation was received to help fund 10 iPads that will be rotated throughout the classrooms. Two other private donations were also made to the technology fund to help fund iPads initiative. Memorial money has also been donated to technology improvements and will be used as needed to fund the updates and implementation of iPads.** |
| **ACTION STEP 2 Begin funding for it or secure funding within budget.** | **Spring 2014** | **Principal and Tech Committee** | **We will continue to seek funds until enough are established to update current computers and add more iPads to our classrooms.** |
| **ACTION STEP 3 Begin forming policies for use and update handbooks to include them.** | **Spring/Summer 2014** | **Principal and Tech Committee** | **Fall 2015 No new policies were added at this time as we were in a trial stage with iPads that didn’t begin being used until January of 2015. New technology policies will be updated and added this summer.** |
| **ACTION STEP 4 Purchase needed updates for hardware for current computers and IPads if approved to do so.** | **Summer 2014** | **Principal and Tech Committee** | **Summer 2014/Fall 2014 The technology coordinator purchase wireless access points and installed them to be used with the iPads. A new switchboard was also installed to speed up internet and accommodate the extra internet usage.** |
| **ACTION STEP 5 Implement updates and iPad usage in school.** | **Fall 2014** | **Principal and Tech Committee** | **2014-2015 All updates were completed and iPads were synced to share apps for students to use according to teacher purchase. Teachers all received an iPad to use as well. The iPads were used on a rotating basis in the classrooms as teachers needed throughout the day.** |
| OBJECTIVE 6 The school will establish clearer fundraising guidelines to include incentives to families who meet fundraising goals. | | | |
| STRATEGY 1 Research to find alternative ways to fundraising and how to offer incentives for families who meet established fundraising goals. | | | |
| **ACTION STEP 1 Form a research committee with principal, teachers, and Education Committee Members.** | **Fall 2015** | **Principal, Teachers, and Education Committee** |  |
| **ACTION STEP 2 Collect data on how other schools fundraise and what incentives they use for families to participate in fundraisers.** | **Fall 2015** | **Fundraising Research Committee** |  |
| **ACTION STEP 3 Determine what portion of our current budget is reliant on fundraising and how much per family that averages to be per year.** | **Winter 2015/2016** | **Fundraising Research Committee** |  |
| **ACTION STEP 4 Explore alternative fundraising options that could work in conjunction or instead of current fundraisers.** | **Spring 2016** | **Fundraising Research Committee**  **Education Committee** |  |
| **ACTION STEP 5 Track current year fundraisers and family participation to gauge what is currently being done per family to contribute to fundraising.** | **Spring 2016** | **Principal** |  |
| **ACTION STEP 6 Present final data to the Education Committee and get their feedback.** | **Spring 2016** | **Fundraising Research Committee** |  |
| **ACTION STEP 6 Create fundraising guidelines for families including incentives for tuition reduction if families meet fundraising goal.** | **Fall 2016** | **Fundraising Research Committee and Education Committee** |  |
| **ACTION STEP 7 Present fundraising guidelines to finance council for final approval.** | **Spring 2017** | **Fundraising Research Committee** |  |
| **ACTION STEP 7 Present data found and new fundraising guidelines to parents through a letter home.** | **Spring 2017** | **Fundraising Research Committee** |  |
| **ACTION STEP 8 Implement new fundraising guidelines for school year 2017-2018.** | **Fall 2017** | **Principal** |  |
| **ACTION STEP 9 Assess new guidelines in terms of success and budget for following school years.** | **Yearly in the Spring** | **Education Committee and Principal** |  |