

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	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
<p>1 Research the current requirements and suggestions of our liability insurance company regarding accessibility of door entries and door numbers.</p>	<p>Summer/Fall 2012</p>	<p>Maintenance</p>	<p>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.</p> <p>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.</p> <p>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</p>

			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	<p>Spring 2013 A 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.</p> <p>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.</p> <p>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.</p>
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	<p>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.</p>
ACTION STEP 4 Determine financial feasibility and seek approval of Ed Committee and Admin Council.	Fall 2014/Spring 2015	Maintenance/Principal	<p>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.</p>

STEP 5 If approved, implement.	Summer 2015	Maintenance	<p>Summer 2015 A new security system/ door lock system was installed for the main door and hall door of school. We now have a buzzer to the office to request entry to the school during the day. It also allows us to set door open times for night and weekend meetings and events. Staff all got a new keycard for access into the school as well as leaders of groups such as CCW, Knights of Columbus, and Pie Baking.</p>
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	<p>Progress Report</p> <p>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.</p> <p>Fall 2012 Committee met and items were tabled indefinitely for this strategy.</p> <p>Spring 2016 A Social Hall Building Committee was formed and fundraising has begun for a new social hall. At this point, the lunchroom would move to the new social hall once it is built. There would not be any other school expansion to the new social hall. No additional fundraising from the school would be needed as the kitchen will be part of the new social hall. The Building Committee is still in the planning and fundraising stages, so this could be years until fully implemented.</p> <p>September 2016 A new Social Hall Committee was formed with one of the current teachers and parishioner spearheading the project. They are aware of the security needs of the school and are adamant to the committee for the need for school building security and secured hallways in the new project. The plan included a new lunchroom for the school, so the safety and concern for a separate locked door for the students is being addressed in the planning. No timeline has been laid out for construction, but donations are being taken.</p>

<p>ACTION STEP 2 Research/brainstorm how logical functions of the school could be expanded with the new social hall space.</p>	<p>Winter 2015</p>	<p>Staff/Principal/Ed Committee</p>	<p>Committee met and items were tabled indefinitely for this strategy. <small>Fall 2017</small> One of the committee members attended an Education Committee meeting to discuss any needs the school would have with a new social hall. School security was discussed as well as lunchroom options. The discussion was also held at a staff meeting. When a new blueprint is made, the committee is in communication with the principal to discuss safety and playground concerns. No other school specific items will be included in the new Social Hall.</p>
<p>ACTION STEP 3 Present findings in step 2 and work with Committee in defining school needs that may be addressed through the building project.</p>	<p>Fall 2015</p>	<p>Maintenance and Principal</p>	<p>Committee met and items were tabled indefinitely for this strategy.</p>
<p>ACTION STEP 4 If needs for school are found secure, place in plan for needs to be met.</p>	<p>Spring 2016</p>	<p>Maintenance, Principal, and Social Hall committee</p>	<p>Committee met and items were tabled indefinitely for this strategy.</p>
<p>ACTION STEP 5 Assess additional costs of school needs.</p>	<p>Spring 2016</p>	<p>Principal, maintenance, Social Hall Committee</p>	<p>Committee met and items were tabled indefinitely for this strategy.</p>
<p>ACTION STEP 6 Secure extra funding necessary to add school needs to Social Hall plan.</p>	<p>Spring 2016</p>	<p>Principal and Pastor</p>	<p>Committee met and items were tabled indefinitely for this strategy.</p>
<p>STRATEGY 3 Develop a formal and welcoming orientation for new families and staff.</p>			
<p>ACTION STEP 1 Create a Welcome Committee.</p>	<p>Timeline Fall 2015</p>	<p>Responsibility Principal</p>	<p>Progress Report <small>May 2014</small> 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.</p>

			<p>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.</p>
ACTION STEP 2 Research other school orientations of new families and staff.	Fall 2015	Committee	This strategy has been passed onto PEACE as part of our Fall Kick-off and their yearly meetings. The school will be available as needed to assist and welcome new families.
ACTION STEP 3 Create plan for welcoming new families and staff.	Winter 2016	Committee	This strategy has been passed onto PEACE as part of our Fall Kick-off and their yearly meetings. The school will be available as needed to assist and welcome new families.
ACTION SETP 4 Bring plan to Ed Committee and Admin Council to get approved and secure possible funding.	Spring 2016		This strategy has been passed onto PEACE as part of our Fall Kick-off and their yearly meetings. The school will be available as needed to assist and welcome new families.
ACTION STEP 5 Implement Welcome Plan.	Spring 2016 through 2016-2017 School Year	Committee	This strategy has been passed onto PEACE as part of our Fall Kick-off and their yearly meetings. The school will be available as needed to assist and welcome new families.

ACTION STEP 6 Assess Success.	Spring 2017	Committee	This strategy has been passed onto PEACE as part of our Fall Kick-off and their yearly meetings. The school will be available as needed to assist and welcome new families.
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 1 st and 2 nd 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 <i>Resource Mate</i> 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	TIMELINE	RESPONSIBILITY	PROGRESS REPORT (Results/Outcomes?)
ACTION STEP 1 Discuss common items for student reflection and rewards for personal achievements in those areas. (school and individual classrooms)	Fall 2013	Faculty	<p>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.</p> <p>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.</p> <p>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.</p>
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. Spring 2018 The schools in the Diocese of New Ulm will all be using NWEA testing beginning next school year. School currently using ITBS got a joint discount for all joining at the same time making it feasible to begin to use this form of testing.
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. Spring 2018 The current infrastructure and Chromebooks will be sufficient NWEA testing.
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.			

<p>ACTION STEP 1 Survey families and staff for needs of students for summer school or tutoring.</p>	<p>Timeline Spring 2013</p>	<p>Responsibility Principal/Lead Teacher</p>	<p>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.</p>
<p>ACTION STEP 2 If there are needs found through survey, develop process of referral for tutoring or summer school.</p>	<p>Fall 2013</p>	<p>Faculty/Principal</p>	<p>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.</p>
<p>ACTION STEP 3 Explore options to fulfill need (teacher, paraprofessional, high school volunteer, parent volunteer).</p>	<p>Winter 2014</p>	<p>Faculty</p>	<p>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.</p>
<p>ACTION STEP 4 Present new process/program to Ed Committee for approval.</p>	<p>Spring 2014</p>	<p>Principal/Faculty Rep</p>	<p>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.</p>

<p>ACTION STEP 5 Secure budget money for any additional materials needed.</p>	<p>Spring 2014</p>	<p>Principal</p>	<p>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.</p>
<p>ACTION STEP 6 Implement tutoring/summer school opportunity.</p>	<p>Summer 2014</p>	<p>Principal/Faculty</p>	<p>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.</p> <p>June 2016 Ms. Rieger will continue with her tutoring at school 3 days a week. We also had 1 student participate in summer school. A rubric was created for that student based on her need for summer school. We hope to have a policy in the handbook next fall in regards to summer school and the reasons for attending.</p>
<p>STRATEGY 4 Explore ways to enhance curriculum for advanced learners.</p>			
<p>ACTION STEP 1 Research other school programs for advanced learners.</p>	<p>Timeline Fall 2013</p>	<p>Responsibility Faculty Teams</p>	<p>Progress Report</p> <p>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.</p> <p>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</p>

			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	<p>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.</p> <p>December 2016 Big Universe was purchased for 1st grade students. The teacher assigns books at the student's level to read and test on. This will be expanded for 2nd grade next year.</p> <p>Spring 2018 The preschool/1st Grade Reading Teacher used several new apps this year including RazKids and Seesaw. RazKids allowed students to go above their reading level if possible. The 1st/2nd grade teacher allowed extra time for Moby Max learning for all students. They could work at their level on different skills.</p>
ACTION STEP 3 Professional development day for discussion of findings in step 1 and 2.	Winter 2016	Faculty	<p>2105-2106 The staff struggled to find an opportunity to discuss this issue. There have been 30 Chromebooks ordered for next school year, so the faculty hopes to implement more opportunities to challenge advanced learners. The faculty will have training on the Chromebooks in August in order to implement the use of them right away. There is another workshop day in January that could be dedicated to this Strategy if no other meeting time is available.</p>
ACTION STEP 3 Develop plan to enhance curriculum for advanced learners.	Fall 2017	Faculty	<p>Spring 2018 A discussion was held at one of the teacher's meetings in May to decide how we could enhance this part of our academics. One teacher has an extra open time that she is going to commit to some kind of Enrichment setting to allow for students ready to go further meet to do advanced skills. Preliminary ideas</p>

			were suggested as to how students would qualify for this and what the lessons will be on. We plan to meet this summer or in August to finalize before school begins.
ACTION STEP 4 Secure funding if needed.	Winter 2017	Principal/Faculty Rep	Spring 2018 No extra funding will be needed as we are having an already paid teacher and can use budget line items of Classroom Materials or Textbooks to purchase any additional items.
ACTION STEP 5 Update Parent Handbook with new plan/policy if needed.	Summer 2018	Principal	Summer 2018 Updates will be made by the principal in June and brought to EAC approval in August.
ACTION STEP 6 Implement plan.	School Year 2018-2019	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

			<p>use. Three teachers applied for online courses using PLB and one teacher attended a workshop for classroom management.</p>
<p>ACTION STEP 5 Continue Annually</p>	<p>Ongoing Process</p>	<p>Principal/Faculty</p>	<p>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.</p> <p>July 2017 The teachers participated in a LiPS training at school. The two day training was an effort to help establish the LiPS program starting in the younger grades and advancing up to follow them each year.</p> <p>August 2017 The teachers participated in an onsite Chromebook training. The training covered the basic applications teachers could use in their classrooms.</p> <p>Spring 2018 Classroom teachers took advantage of online learning and participated in webinars or ordered DVDs of areas of classroom learning needed for themselves. The principal also purchased a year subscription to SimpleK12 that became available to teachers in May and will continue through next school year. Teachers will be able to go online at their convenience and take a variety of courses that will fit their needs for their classrooms and students.</p>
<p>STRATEGY 6 Create a study skills program or a more structured after school homework room one night a week.</p>			
<p>ACTION STEP 1 Identify areas (test taking, study skills, multiple choice answering, etc.) that could be improved academically for students through input from teachers.</p>	<p>Winter 2016</p>	<p>Principal/Faculty</p>	<p>2015-2016 The Homework room was still available one day a week after school until 4:00pm. No major changes were made at this time. With the hire of a teacher with a specialty in this area, we hope to explore more options next school year to implement the following year.</p> <p>Winter 2016 The teachers and principal identified study skills as an area of concern for most grades, especially grades 3-6. The teachers also identified note taking as a skill that needs more attention in grades 5-6. These areas were mainly identified based</p>

			<p>on course work done in language arts, social studies, and science.</p> <p>January 2017 Mrs. Rangaard created an electronic survey to send to parents in regards to a more structured study skills program or homework room offering more than one day a week. Results showed that there was not a demand for a study skills program or extended days for homework room beyond the one day offered. It was decided not to pursue this Strategy further based on the parent survey. Teachers will continue to work on study skills and notetaking in their regular classrooms.</p>
ACTION STEP 2 Get teacher volunteer to coordinate study skills sessions or homework room.	Winter 2016	Principal	<p>January 2017 It was decided not to pursue this Strategy further based on the parent survey. Teachers will continue to work on study skills and notetaking in their regular classrooms.</p>
ACTION STEP 3 Create specific topics and make a schedule on what will be reviewed at each session.	Spring 2017	Teacher/Principal	<p>January 2017 It was decided not to pursue this Strategy further based on the parent survey. Teachers will continue to work on study skills and notetaking in their regular classrooms.</p>
ACTION STEP 4 Budget for additional funding if needed for supplies, snack, personnel, etc.	Spring 2017	Teacher/Principal/Educational Committee	<p>January 2017 It was decided not to pursue this Strategy further based on the parent survey. Teachers will continue to work on study skills and notetaking in their regular classrooms.</p>
ACTION STEP 5 Implement and assess throughout the year to meet student's needs.	Fall 2017	Teacher/Principal/Faculty	<p>January 2017 It was decided not to pursue this Strategy further based on the parent survey. Teachers will continue to work on study skills and notetaking in their regular classrooms.</p>
<p>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.</p>			
<p>STRATEGY 1 Develop a process to communicate key events and school successes to the local parish and community.</p>			
ACTION STEP 1 Secure a Marketing and Development Committee (MDC) of talented people who have a vision and	TIMELINE Spring 2012	RESPONSIBILITY Principal	<p>PROGRESS REPORT</p> <p>Spring 2012 First contact to 3 potential committee members to begin looking at what we have done in order assess viability to continue.</p>

the skill to help the school grow.			
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	2015-2016 No formal committee was formed but we continue to make our school visible through mailings to new potential families, submitting articles to the Canby News, and by publishing more in our parish

			bulletin. The PEACE groups continues to support this Strategy by being in the parade during our Canby Hat Daze celebration. We give out pens with the school's information on it. With a growing number in our enrollment, we consider this an effective plan for now and do not plan to pursue a formal committee to continuing this but will continue with our current staff and PEACE committee to promote the school.
ACTION STEP 8 Implement plan.	Fall 2016	Committee and staff	No formal committee will be formed. We will continue to promote the school within the staff and with the help of our PEACE committee.
ACTION STEP 9 Annually assess and update plan.	Ongoing	Committee and staff	No formal committee will be formed. We will continue to promote the school within the staff and with the help of our PEACE committee. ²⁰¹⁶⁻²⁰¹⁷ The school's website is updated on a regular basis with key information of upcoming events and student awards. The school also created a Facebook page in May to be used to promote the school through the summer and to continue to show updates of students and the school next year. ^{SY2017-2018} Facebook was used a lot this school year as another avenue of communication with parents as well as the public community. There were updates, recognition, fundraiser reminders, event reminders, student videos, etc. on the St. Peter School's Facebook page. We also had a teacher who followed the "National Day" and did a daily activity with her class and posted it on Facebook. Many positive comments by parents and community members were made on things posted. The principal is careful to monitor the comments closely, but did not have any problems this year.
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,	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

leadership programs, wall of fame, participation in state or federal programs, etc).			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 3 rd -6 th 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	^{May 2107} A new section titled Awards/Student Recognition was added to the Parent Handbook for next school year. The policy addresses AR, "Earn Your Patch" Rewards, Honor Roll, AR & Reading Counts, and Phil 4:13 which will replace the old Physical Fitness program.
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 1 st /2 nd 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

			<p>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.</p> <p>2014-2015 Student recognition continued throughout the year with the Honor Roll posted in the hallway as well as in the newspaper and parish bulletin. Students were recognized at our yearly Award's Day in May and published in the Canby News.</p> <p>Spring 2015 A new student recognition program was started called "Earn Your Patch". This program is based on teacher or staff recognition for students in areas of academics, AR, character, and everyday behavior and effort. Students can earn a variety of patches that get hooked onto a key ring on their backpack. The staff has access to all the patches and gives out sporadically as they see fit. We hope to establish some guidelines within the staff for next school year to make sure this program stays visible as a recognition for students.</p> <p>Spring 2017 The Physical Education teacher created "Phil 4:13" which will replace the Physical Fitness Award that no longer exists as it used to. Mrs. Anderson used the same guidelines as the old fitness program, but came up with new levels and awards to give out for those who met the Phil 4:13 level. She will continue this in the future with the hopes of having the Bishop sign the certificates next year.</p>
<p>STRATEGY 3 Implement school activities that serve the local community and provide learning opportunities for our students.</p>			
<p>ACTION STEP 1 Brainstorm possible activities for student involvement in the community.</p>	<p>Timeline Fall 2014</p>	<p>Responsibility Faculty/Principal</p>	<p>Progress Report</p> <p>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.</p>

			<p>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.</p>
<p>ACTION STEP 2 Explore in town businesses that could create a field trip or service opportunity for students.</p>	<p>Fall 2014</p>		<p>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.</p>
<p>ACTION STEP 3 Contact local organizations to see how students could participate.</p>	<p>Winter 2015</p>		<p>Spring 2016 The 2nd grade class visited the local Nursing Home and prayed the Rosary before Mass with the residents. They found this to be a rewarding experience and hope to continue next year.</p> <p>November 2016 & April 2017 The school was contacted in the fall to be part of a new program with the Nursing Home and Assisted Living in Canby. They asked the students to make a craft or project that could be given to the residents. In December, the students made paper Christmas trees and angels to give to the residents. In April, the students made a patriotic decoration to give out at Memorial Day. We will continue the program next year and hope to expand by having the students deliver the decorations themselves.</p> <p>December 2017 Students made a Christmas decoration for residents as part of our Birthday Party for Jesus. The principal and a handful of students hand delivered the items to each resident in the Nursing Home and Sylvan Place assisted living.</p>

<p>ACTION STEP 4 Create a yearlong schedule of events.</p>	<p>Winter 2015</p>		<p>2015-2016 There were discussions of possibilities for next year, but no formal schedule has been set. The main thing we would like to implement next year is regular visits by each grade to the local Nursing Home to do activities with the residents. The principal will work on a schedule and hopes to set this up by the start of the next school year.</p> <p>May 2017 The principal has been in contact with the activities director to set up a schedule for weekly visits next year.</p> <p>Sept-April 2017-2018 Each classroom rotated on Wednesday afternoons to visit the Nursing Home once a month and play games with the residents. Some students brought books and read, some colored, and some played the game set up for them by the Activities Director. We plan to continue this next school year.</p> <p>The Marathon for Nonpublic Education was walked in town around the lake this year. It is the first time it was at that location, and it was great to see all the support from cars driving by. We had banner on the bridge to promote the school and plan to order a more pronounced banner for next year. Many comments were made by community members in support of the Marathon and how they enjoyed seeing the students being present in town.</p> <p>During the week of Veteran’s Day, St. Peter’s School started an “Invite a Veteran to Lunch” day where students could personally invite a Veteran to eat lunch with us at school. The lunchroom was decorated and the principal gave a short presentation. We plan to continue this tradition next year.</p>
<p>ACTION STEP 5 Seek donation or budget money if needed.</p>	<p>Fall 2017</p>		<p>Spring 2018 At this time, no further funding is needed to continue what is currently being done. Activities done in town are supported by the school, and we are not charged for transportation if it is community service in town.</p>

ACTION STEP 6 Implement.	School Year 2017-2018		SY 2017-2018 St. Peter's School continued to do classroom, service, and community activities as listed throughout the strategy as well as adding in the regular visits to the Nursing Home. The 5 th /6 th Grade class also went to the Sylvan Court Assisted Living location and sang Christmas Carols the residents there. The teachers and principal plan to continue to be actively involved in local essay contests, Meals on Wheels cards, Nursing Home and Assisted Living Visits, Caroling, Character Counts Field Trips, Marathon in town, decorations for the Nursing Home and Sylvan Place residents, and any other opportunity that comes our way to be a part of in the community.
ACTION STEP 5 Annually review and update programs.	Ongoing	Principal and faculty	May 2018 St. Peter's School staff discussed Nursing Home visits and all agree to continue next year. We will also continue with things discussed in Action Step 6 to continue serving and being a presence in the community.
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 <i>Ministree</i> 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 ^{Fall 2012} In house enrollment projections concluded that ten 6 th 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	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

remodel or add on to the school.			preschool for fall 2013. It was announced at the kickoff mass during Catholic Schools Week. Following the announcement, but before our open house March 4 th , 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	Spring 2013	Principal	Not Needed

building/remodeling is necessary for classroom.			
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

			<p>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.</p>
<p>ACTION STEP 7 Evaluate Preschool Program</p>	<p>Yearly in the Spring</p>	<p>Preschool Teacher & Principal</p>	<p>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 the 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.</p> <p>Spring 2016 With the growing success of the preschool program (12 preschoolers this year), the principal and preschool teacher proposed to the finance council for the hiring of a co-teacher for preschool/ kindergarten. Future projections were presented with the explanation of the advantages of having a co-teacher along with a para in the preschool/kindergarten room on preschool days. The new teacher would also be able to take a reading class from 1st or 2nd grade to make sure those students are getting quality reading time as well as a specialty area freeing up the principal for more office time. The council approved, and a new teacher has been hired to expand the</p>

			<p>preschool program to 4 mornings and to help with more areas of reading.</p> <p><small>SY 2016-2017</small> Another preschool teacher was hired in the Summer 2016 to be a co-teacher with our current preschool/kindergarten teacher. It has been a great addition to our school to have another licensed teacher on staff. The two teachers work together to ensure the preschool and kindergarten are getting a quality education. We also added a 4th morning of preschool with the addition of the teacher for this school year. We are excited to continue on in the preschool program this way.</p>
<p>OBJECTIVE 5 The school will initiate the LEAP Forward Initiative to improve technology.</p>			
<p>STRATEGY 1 Study and assess current internet options and possible change in internet connection.</p>			
<p>ACTION STEP 1 Review with the tech volunteer options to fix the unreliable internet connection.</p>	<p>TIMELINE Summer 2013</p>	<p>RESPONSIBILITY Principal and tech volunteer</p>	<p>PROGRESS REPORT</p> <p><small>Spring 2013</small> Discussion already in place for technology update plan. Need to get taller antennae, hard line from public high school, or purchase another connection.</p> <p><small>September 2017</small> The Tech volunteer and principal began researching Midco Internet as they were new to the town over the summer. The Committee agreed that we should move forward in contracting with Midco for a year since we had to wait to join the Canby High School under their E-rate the following school year.</p> <p><small>April 2018</small> We got approved to go under the Canby School for E-rate and be able to begin using their internet after new fiber optics are installed over the summer 2018. We will switch to that Internet in the fall of 2018.</p>
<p>ACTION STEP 2 Discuss current option update.</p>	<p>Summer 2013</p>	<p>Principal and Tech Volunteer</p>	<p><small>Fall 2013</small> 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</p>

			<p>the board. The board did not make any final decision and requested more concrete numbers or possible timelines.</p> <p>October 2017 After getting quotes and looking at our options, two proposals for Midco Internet were presented to the Education Committee in October. They know that this is for one year until we can go with the Canby Schools.</p>
ACTION STEP 3 Secure funding for needed changes.	Summer 2012	Principal and Tech Volunteer	<p>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.</p> <p>October 2017 No new funding was needed as it was taking the place of our current Internet provider. This will be a one year contract.</p> <p>Spring 2018 St. Peter's School got approved for E-rate under the Canby Public School contract for Internet with the SWWC Coop. An initial meeting with the Internet provider was held in April and new fiber optics will be installed over the summer. This will provide a more affordable and faster Internet connection for the school.</p>
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	<p>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.</p> <p>October 2017 The Committee agreed that we should move forward in contracting with Midco for a year since we</p>

			<p>had to wait to join the Canby High School under their E-rate the following school year.</p> <p>April 2018 The principal informed the Education Committee at the April meeting about the updates and approved to move forward.</p>
STEP 5 Make decision to move forward.	Summer 2012	Principal, Ed Committee, Admin Council, and Tech Committee	<p>Spring 2013 No further action will be taken until an agreement is worked out with the public school and SWSC.</p> <p>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.</p> <p>October 2017 Midco installed the new Internet cables for the school for us to make the switch over.</p> <p>April 2018 The Education Committee and Tech coordinator supported moving forward with this. No new approval was needed from Admin Council.</p>
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 forward.	Fall 2013	Principal, Committees, Staff	<p>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.</p> <p>Summer 2014 All updates to infrastructure were completed and wireless access points were installed for iPad use.</p> <p>Summer 2017 More wireless access points were installed in the hallway and basement to further the accessibility and load of the wireless internet for the iPads and Chromebooks. A new server was installed for the door lock system. More access points are being considered when the new fiber optics are in place and they are tested with all devices.</p>
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	<p>Fall 2013 Initial exploration began in Action Step 2 with a previous principal.</p> <p>Spring 2017 The teachers met to discuss the possibility of ordering more Chromebooks or iPads to become 1-1 with technology. It was decided to purchase more iPads to make grades K-2 be 1-1 with iPads leaving grades 3-6 to be 1-1 with Chromebooks. The Technology Committee will meet the second week in June to place the order to have them ready for the fall. Money from a large memorial to technology will be used to purchase the iPads following the guidelines of the 3-year Technology Plan established last school year.</p>
ACTION STEP 2 Estimate cost of possible iPads and need computer updates.	Winter 2014	Principal and Tech Volunteer	<p>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</p>

			<p>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.</p>
<p>ACTION STEP 3 Present possibilities to Ed Committee and Admin Council and decide on route to take if found to be feasible.</p>	<p>Spring 2014</p>	<p>Principal and Tech Committee</p>	<p>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.</p> <p>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.</p> <p>Summer 2017 In June, 25 more iPads were ordered and formatted for classroom use. Technology funds were used from the Hentges Memorial to purchase the iPads.</p>
<p>STRATEGY 4 If approved to move forward, communicate findings to parish and school families, in order secure funding.</p>			
<p>ACTION STEP 1 Hold meeting or communicate in bulletin/newsletter to present plan and needed funding for it.</p>	<p>Timeline Spring 2014</p>	<p>Responsibility Principal and Tech Committee</p>	<p>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.</p>
<p>ACTION STEP 2 Begin funding for it or secure funding within budget.</p>	<p>Spring 2014</p>	<p>Principal and Tech Committee</p>	<p>We will continue to seek funds until enough are established to update current computers and add more iPads to our classrooms.</p>

			<p>Fall 2015 A large memorial was made to the school's technology fund. With this donation, the technology committee met to make a 3-year plan for going 1-1 in the classrooms. Year 1, which is SY 2016-2017, will include 30 Chromebooks on a traveling cart primarily for grades 3-6 and computer class for grades K-2. A new server was also purchased. Year 2 will include 1-1 iPads for grades K-2 making our school 1-1 for grades K-6. It also includes a SMART board for the music room. Year 3 will be an evaluation year of how things are and what else we might need. Without this donation, we would not have been able to move forward so quickly with this.</p>
ACTION STEP 3 Begin forming policies for use and update handbooks to include them.	Spring/Summer 2014	Principal and Tech Committee	<p>Fall 2014 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.</p> <p>Fall 2015 An iPad Policy was added to the parent handbook. The policy will be reviewed before next school year to include Chromebooks.</p> <p>August 2016 Chromebooks were added to the current iPad Policy and the policy was changed to a Technology Policy.</p>
ACTION STEP 4 Purchase needed updates for hardware for current computers and iPads if approved to do so.	Summer 2014	Principal and Tech Committee	<p>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.</p>
ACTION STEP 5 Implement updates and iPad usage in school.	Fall 2014	Principal and Tech Committee	<p>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.</p> <p>Fall 2017 Chromebooks and iPads were available for teachers and students to use at a 1-1 ratio with Gr. K-2</p>

			iPads and Gr. 3-6 Chromebooks. Devices are arranged to be shared across grade levels as needed.
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	Aug. 2015 The Education Committee reviewed the MNSAA SSP and discussed this objective in relation to fundraising and tracking vs. participation. The Committee felt strongly not to pursue this objective as stated but to change the incentive to encourage 100% participation in fundraisers and not to track each family's fundraising dollar amounts. There will be rewards, such as dance party, limbo contest, etc., for students if 100% participation is met on designated fundraisers.
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	No longer needed due to description in Action Step 1.
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	2015-2016 The budget was reviewed including fundraising needs. There will be a push for 100% participation in all fundraisers.
ACTION STEP 4 Explore alternative fundraising options that could work in conjunction or instead of current fundraisers.	Spring 2016	Fundraising Research Committee Education Committee	August 2015 A new fundraiser called PRAY365 was introduced to the school and parish. This fundraiser encourages people to "purchase a day" that is designated for prayer for their intentions from the school students and staff. This fundraiser was started in hopes to eliminate smaller, door-to-door fundraisers our students currently do. The school is no longer doing the Christmas Wreath sales as they have done in the past.

			<p>May 2016 The current Magazine Drive will now become a strictly online fundraiser for the school. Sales will be sought after through emails via parents instead on door-to-door for kids; although they will still have the option to get a booklet if they prefer.</p>
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	No longer needed due to description in Action Step 1.
ACTION STEP 6 Present final data to the Ed. Committee and get their feedback.	Spring 2016	Fundraising Research Committee	No longer needed due to description in Action Step 1.
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	No longer needed due to description in Action Step 1.
ACTION STEP 7 Present fundraising guidelines to finance council for final approval.	Spring 2017	Fundraising Research Committee	No longer needed due to description in Action Step 1.
ACTION STEP 7 Present data found and new fundraising guidelines to parents through a letter home.	Spring 2017	Fundraising Research Committee	No longer needed due to description in Action Step 1.
ACTION STEP 8 Implement new fundraising guidelines for school year 2016-2017.	Fall 2016	Principal	<p>2015-2016 The Education Committee will encourage 100% participation and the principal will clarify that in the handbook to stress the importance of fundraisers for our school as well as speak about it at the Fall Kick-off meeting in August 2016.</p> <p>September 2017 Communication and encouragement for 100% participation for the Marathon was sent home to parents. There was an incentive for families if we</p>

			<p>made the 100% participation. Unfortunately, we did not meet this goal. We will continue to push for this for next year's Marathon.</p> <p>January 2017 The Education Committee President drafted a letter encouraging families to participate in our next major fundraiser, The Catholic United Financial School Raffle. The Education Committee pushed for 100% participation highlighting projects done and tuition comparisons from area Catholic schools.</p>
<p>ACTION STEP 9 Assess new guidelines in terms of success and budget for following school years.</p>	<p>Yearly in the Spring</p>	<p>Education Committee and Principal</p>	<p>May 2017 The Education Committee, Principal, and Pastor discussed our fundraising efforts and new 100% push at our May meeting. It was decided to also add a component to the Scholarship guidelines to require participation in the Marathon and Catholic United Financial Car Raffle as these are the two major fundraisers the school does. A letter will also be put in the fall packet highlighting 100% participation in the fundraisers next school year.</p> <p>Winter 2018 We were excited to reach our first 100% in a fundraiser this year! We had 100% family participation in the Catholic United Financial School Raffle this winter. Although we didn't reach our school goal, we were pleased to reach this milestone. We hope to highlight that and build on it for next year's fundraisers.</p>