

(OBJECTIVE 1) Provide for student academic, social, and emotional needs.

(STRATEGY 1) Implement a Social and Emotional Learning (SEL) Curriculum to be used school wide.

	Timeline	Responsibility	Progress Report
(Action Step 1) Form the implementation team to include the principal and two implementation team teachers.	December 2020	Principal	<i>SY2019-2020 There were a few factors involving staff availability to meet on regular basis that did not allow this to begin in December. Therefore, we need to move back a year.</i>
(Action Step 2) Identify 3-5 desired outcomes of the Social & Emotional Learning curriculum.	March 2021	Implementation Team	<i>Spring 2021 The principal began researching different SEL programs based on faith-based programs. A comparison was made of the programs based on the desires of the principal after seeing this school year in action. Teachers were also asked to research throughout the school year, but the hectic schedules of each day didn't leave an opportunity to fully dig into different SEL programs.</i>
(Action Step 3) Research SEL curriculum.	Spring 2021	Implementation Team	<i>April 8, 2021 The principal was in a Diocesan meeting where SEL was discussed and the Friendly program was introduced. After more discussion and comparing to other programs, the principal introduced the program to staff and notified them of the implementation of the program for next school year. The staff agreed that this would be a good program to begin.</i>
(Action Step 4) Present new SEL curriculum to the Education Committee and Administrative Council for approval.	Spring 2021	Principal, Education Committee and Administrative Council	<i>May 13, 2021 The principal discussed the Friendly SEL program at the Education Committee Meeting, and all agreed it sounded like a good program to implement. No discussion was needed with the Finance Council as the program will be covered primarily with EANS funding.</i>
(Action Step 5) Secure funding for SEL curriculum and training for all teachers.	Spring 2021	Principal, Education Committee and Administrative Council	<i>May 2021 St. Peter's School was approved for EANS funding which will be used to purchase the next two years of Friendly SEL curriculum. The Education Committee approved using EANS funding for this.</i>
(Action Step 6) Purchase SEL curriculum.	July 2021	Principal	<i>June 2021 Purchase orders have been received and are being processed by the principal.</i>
(Action Step 7) Train Teachers and Paraprofessionals in SEL curriculum.	August 2022	Implementation Team	<i>May 2022 Teachers discussed at the end of year meeting to add SEL to one of our Fall 2022 Workshop Days before school begins. October 2022 The Friendly program was introduced again this year to the teachers. They had opportunities for online trainings (self-paced) to become familiar with the program. They began using this in the classrooms in October.</i>

(Action Step 8) Begin student screenings for baseline.	September 2021	Principal & Teachers	September 2021 Teachers did not do any formal baseline screenings as training had not been done and books had not come in. This step will be removed based on the direction of the new curriculum being used.
(Action Step 9) Implement SEL curriculum for students.	October 2021	Principal & Teachers	February 2022 Due to some confusion with EANS funding for this program, the books did not arrive to school until late February. The teachers looked at them and then implemented the SEL curriculum into their classrooms as a trial period for the rest of the school year.
(Action Step 10) Ongoing evaluation of SEL curriculum.	Yearly in Spring	Principals & Teachers	May 2022 At the end of year meeting in May, the teachers agreed to wanting more training for the Friendly series, but all said that they liked it when they used it and would like to continue to use it next year.
(Action Step 11) Ongoing professional development for teachers and paraprofessionals.	Yearly	Principal	May 2022 The principal is currently making arrangements for fall workshop days for SEL training with the Friendly program. October/November 2023 Teachers had opportunities to take self-paced professional development through Friendly to learn more about the program.
(Action Step 12) Monitor and screen after year 3 to gauge progress and plans for continuation.	April 2024	Principal & Teachers	May 2023 The teachers decided they will monitor the students each year and see what needs for SEL are not being met for that particular year. Since each class handles things differently and has different needs, the teacher will focus on those needs along with the Friendly curriculum.

(STRATEGY 2) Restructure and enhance Enrichment Program for excelling students.

	Timeline	Responsibility	Progress Report
(Action Step 1) Review current Enrichment program (SAiLS) after the 2 nd year and discuss pros and cons.	Fall 2023	Principal	<p>Fall 2019 Due to unforeseen circumstances, the SAiLS teacher was not available during the summer to do a thorough review of the SAiLS program. Another teacher will take over SAiLS for the upcoming school year and this strategy's timeline will be adjusted accordingly. Timeline was adjusted for the Response to the Team in December.</p> <p>SY 2020-2021 Due to COVID and pod-only groupings, we were not able to have SAiLS for the students this school year. This will be looked at in Fall 2021 to create concrete guidelines for SAiLS. Even though there was not SAiLS, the 5th/6th grade did some STEM activities in Spring 2020 as an introduction to another idea for an Enrichment program. STEM will also be a part of the discussion in the fall. (Timeline has been adjusted to meet the new needs.)</p> <p>SY 2020-2021 The principal and teachers discussed bringing SAiLS back for the 2022-2023 school year. This year was a struggle with being short on staff to run a program like SAiLS. The timeline has been adjusted to begin in the Fall 2022 again.</p> <p>SY 2022-2023 The principal did not have a chance to implement SAiLS again this year. Time was spent mentoring and monitoring long-term</p>

			subs for kindergarten (3 different subs through the year; 4 including the principal teaching for a month) and also helping a new 5 th /6 th grade teacher. The timeline has been adjusted to create a better strategy for the upcoming school year.
(Action Step 2) Research other enrichment curriculums or programs available for schools.	Fall 2023	Principal and Enrichment Teacher	
(Action Step 3) Create guideline criteria for students to participate in.	August 2019	Principal and Teachers	<i>Fall 2019</i> The Guidelines and Handbook Policy was updated to make the entry to SAILS more rigorous and to guarantee that the students met a higher criterion of grades and NWEA test scores to reflect the original objective of the SAILS program. Policy was approved by Education Committee in August 2019.
(Action Step 4) Present new Enrichment Program to the Education Committee and Administrative Council for approval.	September 2022	Principal, Education Committee and Administrative Council	<i>Fall 2019</i> The Guidelines and Handbook Policy was updated to make the entry to SAILS more rigorous and to guarantee that the students met a higher criterion of grades and NWEA test scores to reflect the original objective of the SAILS program. Policy was approved by Education Committee in August 2019.
(Action Step 5) Secure extra funding if needed.	October 2021	Principal, Education Committee and Administrative Council	<i>May 2021</i> EANS funding will be used to purchase new equipment if needed to ensure there is enough available for each to have their own due to COVID.
(Action Step 6) Purchase enrichment programs or curriculum needed to implement program.	September 2023	Principal	
(Action Step 7) Provide professional development for Enrichment Teacher.	September 2023	Principal and Enrichment Teacher	
(Action Step 8) Communicate new format with parents and implement newly structured Enrichment Program.	September 2023	Principal and Enrichment Teacher	
(Action Step 9) Quarterly for the 1 st year and beyond, meet to review student criteria and assess program to make it a best practice.	Quarterly 2023-2024 Starting with 2 nd Qtr.	Principal and Teachers	
(Action Step 10) Assess yearly to make adjustments or order more materials if needed.	Yearly in Spring	Principal and Enrichment Teacher	
(STRATEGY 3) Assess the new NWEA data to use new standardized testing to find achievement gaps and strengths of students. <i>(This is a carryover from our previous SSP as it was a strategy to explore new testing options instead of the ITBS.)</i>			
	Timeline	Responsibility	Progress Report
(Action Step 1) Review in detail the NWEA data from the 2018-2019 SY and communicate with parents.	May 2019	Principal and Teachers	<i>May 2019</i> Teachers met to review and discuss the NWEA results. Areas of strength and weakness were identified and discussed. Data was sent home to parents following NWEA testing.

(Action Step 2) Compare gaps and strengths to current curriculum to make needed changes.	Fall 2019	Principal and Teachers	<i>August 2019</i> NWEA data was reviewed at the Fall Workshops with the teachers. Areas of weakness in the tests were reviewed to put an emphasis on that area in the curriculum to make sure it will be reviewed in the classroom.
(Action Step 3) Create AIMS Web lesson plans as needed and implement in classroom for the upcoming year.	Fall 2019	Principal and Teachers	<i>Fall 2019</i> AIMS Web lesson plans have not been created at this time. Teachers reviewed the NWEA results after the Fall 2019 testing to see areas of improvement and concern. The areas of concern will be emphasized in the classroom in preparation for the Fall 2020 testing. Some teachers have also begun to use the Khan Mappers site that guides students through lessons based on their NWEA test scores. This is a self-paced individualize site that allows students to work on areas to improve for the next NWEA test.
(Action Step 4) Implement NWEA testing for the 4 th time. (Second year of testing after above initiatives.)	Fall 2020	Principal and Teachers	<i>Spring 2020</i> Due to school closures, NWEA test was not given in the Spring 2020. At the final staff meeting, teachers met to look over Fall 2019 results to look at areas of concern and recommend students for Title 1. <i>Fall & Spring 2020-2021</i> NWEA testing was given to students in grades K-6. Teachers assessed the data after Fall testing to see if there were any major gaps in learning from the prior year and adjusted lessons as needed to fill in those gaps.
(Action Step 5) Assess and compare results with year prior.	Spring 2021	Principal and Teachers	<i>Spring 2021</i> Before testing occurred, teachers in grades 3-6 did an individual goal setting activity with their students based on their fall score. Students and teachers could instantly see the growth (which occurred for most students) or to see why they didn't meet their goal. After testing in the spring, the teachers met and took a closer look at the testing results to identify low achievement scores. The brainstormed strategies with each other in the lowest achieving areas. Plans were made to try new programs in the fall to begin targeting those areas of concern such as vocabulary and informational text.
(Action Step 6) Communicate the results with parents.	Spring 2021	Principal and Teachers	<i>Fall & Spring 2020-2021</i> After both testing sessions, reports were sent home to parents with an included explanation of test results that NWEA provides.
(Action Step 7) Plan curriculum changes to meet the needs of the students based on NWEA results.	Spring 2021	Principal and Teachers	<i>May 2021</i> The teachers met after school was out for kids and discussed in detail the Spring 2021 test results. There were areas that were low across most groups including vocabulary, informational text, and algebraic thinking. The teachers came up with ideas to implement Vocabulary Spelling City into their lessons each week, to do more note taking during social or science, and to continue to review algebraic math lessons in their textbooks. Some teachers have already began planning time in their day for next year to make these changes to their schedule.

(Action Step 8) Continue with action steps yearly.	Yearly	Principals and Teachers	<p><i>May 2021</i> The process of reviewing NWEA test results in the Spring and Fall will continue as we have been. The teachers continue to use the scores for Title I recommendations, to create small groups, to track student progress, and to see how the curriculum needs to be adjusted each year depending on the students.</p> <p><i>May 2022</i> The teachers met in May to discuss the NWEA results to compare areas of strength and areas of concern. Notes were made for things to be worked on for the next school year. After some grades did IXL as a trial the last part of the school year, a discussion was held to, and a decision was made by the principal and teachers to add IXL as a permanent school wide supplement for math and to add Newsela for Reading informational text support. Teachers can import NWEA test scores into IXL for specialized areas to work on to target areas of concern for students.</p> <p><i>November 2022</i> The teachers were given test results to analyze for their classroom and make adjustments to meet the needs of lower tested areas. The teachers also implemented IXL in the classroom more and entered NWEA test scores into IXL to get a baseline for IXL lessons for practice problems. The Title 1 teachers also uses the results to plan her work with the students she sees. Each teacher also met individually with a consultant for NWEA to analyze results and to find out ways to better use the test results in their classroom. They met two times with the consultant this year to learn more about how NWEA results can be used. Results were sent home to parents.</p> <p><i>May 2023</i> The teachers met to discuss spring test results. Curriculum changes were made at different grade levels to better meet the needs of some areas of concern from the test results. The Title 1 teacher used the results for some of her assessment and final evaluations on students she met with through the year. We also used the results to determine what students qualified for Title 1 next school year. Results were sent home to parents.</p>
---	--------	-------------------------	--

(STRATEGY 4) Make advancements in technology to be competitive and provide access and resources for all students while at school.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Discuss current technology plan and resources available to the students.	August 2021	Principal, Teachers, Tech Committee & Education Committees	<i>June 2021</i> The Education Committee discussed the wants/needs of the technology at St. Peter's School. It was agreed to Promethean boards for all classrooms. Orders were made by the principal for Promethean boards for all the classrooms and one for upstairs in the gym which would be on wheels.
(Action Step 2) Create a list of needs and wants for technology advancements and innovation.	September 2021	Principal, Teachers, Tech Committee & Education Committees	<i>August 2021</i> The teachers discussed needs/wants of technology. A want was expressed for more Chromebooks. This was shared with the Education Committee, and they agreed to use EANS funding for it.

(Action Step 3) Decide on the top three items that the school would like to implement and get quotes on cost.	October 2021	Principal, Teachers, Tech Committee & Education Committees	<i>November 2021</i> The principal ordered 10 more Chromebooks using “Black Friday” sales. Chromebooks were set up and used in the classrooms. More will be ordered in the summer 2022 to get in all classrooms. iPads were also approved to be ordered.
(Action Step 4) Present proposal to the Administrative Council.	November 2021	Principal, Teachers, Tech Committee & Education Committees and Administrative Council	<i>November 2021</i> The principal used EANS funding approved from the Education Committee. No needed actions from other councils.
(Action Step 5) Secure funding and/or create fundraiser opportunities to secure funding.	March 2022	Principal, Education Committee and Administrative Council	<i>Fall 2021</i> EANS funding has been used to continue Technology advances and will be a priority for the remainder of the funding we have.
(Action Step 6) Obtain new equipment or resources and set up for use.	June 2022	Principal and Tech Volunteer	<i>November 2021</i> The initial 10 Chromebooks were received and used in the classroom. <i>January 2022</i> The Promethean boards were delivered and installed in January. Teachers began using right away after installation. <i>June 2022</i> The principal will be ordering more Chromebooks and iPads in the summer to have for the SY2022-2023.
(Action Step 7) Provide staff development for training of new equipment or resources	August 2022	Principal, Tech Volunteer	August 2022 A brief overview of the Promethean board was done at fall workshops. Teachers felt comfortable with new equipment and did not feel the need for more training.
(Action Step 8) Implement new technology.	September 2022	Principal and Teachers	<i>November 2021</i> The initial 10 Chromebooks were received and used in the classroom. <i>January 2022</i> The Promethean boards were delivered and installed in January. Teachers began using right away after installation. <i>June 2022</i> The principal will be ordering more Chromebooks and iPads in the summer to have for the SY2022-2023. September 2022 The principal established an agreement with the SWWC to keep some of the Kajeet hot spots for the upcoming school year as long as we paid for the data. A plan was purchases along with a Kajeet router that the classrooms can use for better internet connection. February 2023 Chromebooks were ordered using EANS funds and set up for the 4 th grade classroom. Others were ordered but are now on backorder and order has been canceled. The principal will order more this spring. Thirty new iPads were ordered and put in the 5 th /6 th grade classroom with a keyboard case and also in the 3 rd /4 th grade classroom with a regular case. One was put in the library for

			AR testing, and one is stored in the principal's office as an extra. Mrs. Drietz also took one to use in the classroom with her Promethean board.
(Action Step 9) Assess technology needs and professional development needs yearly.	Yearly in Spring	Principal, Techers, and Tech Volunteer	<p><i>May 2022</i> The teachers discussed adding another Promethean board to the new preschool classroom as that room still has a SMART board in it. After using the Promethean, we know it will work better in there. The principal will order one in June.</p> <p><i>April 2023</i> A technology consultation was held with a member of a CSCOE connection. The principal met on Zoom along with our volunteer IT. We reviewed our current technology we have in our school and determined some needs for best use of technology; primarily infostructure to maintain strong internet connections while multiple devices are being used. A meeting has been set up for June for the consultant to come to our school and do a full tech audit to help us meet our current technology needs.</p>

(OBJECTIVE 2) Create and maintain a positive school climate while focusing on our Catholic Identity.

(STRATEGY 1) Connect families together more to create open communication between school families and incorporate prayer as a connection.

	Timeline	Responsibility	Progress Report
<p>(Action Step 1) Assign “Mentor Families” to the new families each school year to have a connection for asking specific questions parent-to-parent.</p>	<p>August 2022</p>	<p>Principal and Education Committee and Marketing & Development / Alumni Relations Coordinator</p>	<p><i>Aug. 2019</i> No new school families this school year.</p> <p><i>Aug. 2020</i> We did not assign Mentor Families as being able to meet in person prior to school starting was not possible. This will be visited in the upcoming school year.</p> <p><i>June 2022</i> Timeline adjusted to implement next school year. The principal was not able to find time to complete this. The Education Committee discussed this at their May meeting and had a volunteer to help with this project next year. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on in the fall.</p> <p><i>Aug. 31, 2022</i> Families were given a prayer family at our Back to School Open House. They were encouraged to pray for this family throughout the school year. We hoped this would be a connection to create a mentor family through prayer families. No follow up happened to make sure this was going on. The principal and Marketing & Development Coordinator will work to revamp this program during the summer to be ready in more detail in the fall.</p>
<p>(Action Step 2) Create a Family Directory based on volunteer participation.</p>	<p>Sept. 2023</p>	<p>Principal and Administrative Secretary and Marketing & Development / Alumni Relations Coordinator</p>	<p><i>SY2019-2020</i> This did not get done last year due principal not getting a form put together last summer. Timeline adjusted to be done this coming school year.</p> <p><i>June 2021</i> Timeline adjusted to implement next school year. The principal was not able to find time to complete this with all other documentation needed this year.</p> <p><i>June 2022</i> Timeline adjusted to implement next school year. The principal was not able to find time to complete this with all other documentation needed this year. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on it this summer.</p> <p><i>2022-2023</i> The Marketing & Development Coordinator was not able to implement this during the school year. This is the Coordinators first year teaching here and her classroom was a priority. This will be included in the Fall packet in Aug. 2023 and done in September 2023 by the Marketing & Development Coordinator.</p>

(Action Step 3) Work with PEACE (Parents Excited About Catholic Education) to create family events.	SY 2020-2021	Principal and PEACE	<i>SY2020-2021 Events were not able to be held in person due to COVID. PEACE did work with families during Teacher Appreciation Week to have students be involved in activities while at school each day.</i>
(Action Step 4) Implement “Prayer Partner Families” that will be asked to pray for each other during the school year.	August 2022	Principal and Marketing & Development / Alumni Relations Coordinator	<i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time to do this while preparing for the upcoming school year last fall.</i> Aug. 31, 2022 Families were given a prayer family at our Back to School Open House. They were encouraged to pray for this family throughout the school year.
(Action Step 5) Reserve a section on the weekly School Newsletter for a “Family of the Week” highlighting a family and its members.	September 2022	Principal and Administrative Secretary and Marketing & Development / Alumni Relations Coordinator	<i>Oct. 2019 The Education Committee created a questionnaire to be used last year to get started early on this project. It was not followed through with by Principal as she felt it was too late in the year to get started and get all the families highlighted. The questionnaires will be handed out in Fall packets in 2020 to begin right away.</i> <i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time to do this while preparing for the upcoming school year last fall. The same questionnaire will be used, and the Administrative Assistant will be asked to take charge of this.</i> <i>June 2022 Timeline adjusted to implement next school year. The principal was not able to find time to complete this. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on in the fall.</i> Aug. 31, 2022 The Marketing & Development Coordinator created a template for each family to fill out and return to her. She then made a Facebook post each week with the family’s information and a picture. This will continue next year. She also did a 6th grader of the month and made a form and Facebook post for each 6th grader to highlight them throughout the year as well.
(Action Step 6) Begin a “Staff Spotlight” on the school’s Facebook page to highlight a staff member.	September 2022	Principal and Marketing & Development / Alumni Relations Coordinator	<i>Oct. 2019 The Education Committee created a questionnaire to be used last year to get started early on this project. It was not followed through with by Principal as we wanted to wait to do them both at the same time.</i> <i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time during the year to do this. The same questionnaire will be used.</i> <i>June 2022 Timeline adjusted to implement next school year. The principal was not able to find time to complete this. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on in the fall.</i> Aug. 31, 2022 A PEACE member created a template for each staff member to fill out and return to her. She then made a form each month with the staff’s information and a picture. This will continue next year.

(STRATEGY 2) Communicate school events to stakeholders via different platforms to expand current communication.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a Social Squad made up of parents, teachers, and staff.	August 2022	Principal	<p><i>SY2019-2020 The timeline has been adjusted in this strategy for most Action Steps due to school closure this spring.</i></p> <p><i>Fall 2020 A paraprofessional/parent volunteered last year to help take pictures and help to get them posted to school. The pictures still needed to be posted through either the principal or lead teacher. A bigger effort will be made to utilize a Social Squad next year.</i></p> <p><i>June 2022 Timeline adjusted to implement next school year. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on in the fall.</i></p> <p>Aug. 31, 2022 The Marketing & Development Coordinator took on this duty and did posts on Facebook with current school activities and other events throughout the school year. The principal also posted information to keep the community and stakeholders involved with school happenings.</p>
(Action Step 2) Meet with Social Squad and develop a strategy to post information, share information, and monitor what others post about our school.	August 2022	Principal and Social Squad	<p><i>June 2021 As of now, no meeting was held. The principal and lead teacher monitored the school's Facebook page throughout the year, and it seemed to work well. Others would message us to post information for them if needed. A variety of items got posted throughout the year to make the Facebook page useful to see what was happening at school each week. We will revisit the structure of the Social Squad next Fall.</i></p> <p><i>June 2022 Timeline adjusted to implement next school year. The principal will hand this job off to the newly hired Marketing & Development / Alumni Relations Coordinator who will begin working on in the fall.</i></p> <p>Aug. 31, 2022 The Marketing & Development Coordinator took on this duty and did posts on Facebook with current school activities and other events throughout the school year. The principal also posted information to keep the community and stakeholders involved with school happenings.</p>
(Action Step 3) Develop a schoolwide Remind App page.	April 2021	Principal	<p><i>September 2020 The Remind App link for school was created and shared with parents to sign up for. Most families signed up for it. The app was used throughout the year for weather announcements and reminders. The hope for the future is to push more information about events and happenings at school.</i></p>
(Action Step 4) Revamp and create a new School Newsletter to highlight main events for parents.	September 2023	Principal and Administrative Assistant	<p>2022-2023 The current newsletter was used and provided ample information for parents. Facebook and the website were updated with current events and happenings.</p>

(Action Step 5) Include website link on all emails and information sent home.	September 2019	Principal, Administrative Assistant and Teachers	Sept. 2019 All staff added the school's website link to their signature line.
(STRATEGY 3) Transform old social hall (lunchroom) to create more useable classroom and meeting spaces. <i>(This strategy has been tabled indefinitely as there are no current plans to build a new social hall.)</i>			
	Timeline	Responsibility	Progress Report
(Action Step 1) Brainstorm and create floorplans for the old social hall space.	Fall 2023	Principal, Staff, Education Committee	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 2) Decide on the most feasible floorplan to create spaces for an Art area, Science area, prayer space, meeting area, and other areas needed after brainstorming.	Fall 2023	Principal, Staff, Education Committee	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 3) Check all codes needed to comply with new space.	Fall 2023	Principal and Maintenance	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 4) Get quotes for any construction and items needed for transformation.	Fall 2023	Principal and Education Committee	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 5) Present all proposals to the Administrative Council for approval.	February 2024	Principal, Education and Administrative Committees	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 6) Secure funding for dividers and other items needed to fill the spaces from budget or fundraisers.	March 2024	Principal and Education Committee	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 7) Begin transformation and remodeling of old social hall to become useable space.	June 2024	Principal and Education Committee	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.
(Action Step 8) Begin using new space for classroom use.	September 2024	Principal and Teachers	May 2022 Due to COVID, a change of priests in our parishes, and other factors (ex. lack of funding), this project has been put on hold indefinitely.

(OBJECTIVE 3) Develop a more structured procedure to ensure financial strength to support growth of the school.

(STRATEGY 1) Modify current budget procedure to reflect a budget based on school needs for staff and academic programs and then find ways to meet those needs.

	Timeline	Responsibility	Progress Report
(Action Step 1) Discuss alternative budgeting practices such as creating a budget based on needs and then look for sources of funding.	November 2019	Principal, Pastor, Education Committee and Finance Council	<p><i>Budget was not discussed in November as we were unable to have an Education Committee Meeting.</i></p> <p><i>Spring 2021 The way the budget was done was still based on available income vs. future funding needs. There were not many budget meetings this year due to COVID, so the discussion on budgeting for what we need vs. what we have available right now was not had. The principal hopes that since there has been a change in pastoral leadership over the past year that a budget discussion based on needs can be had. We know we need to support the teachers better financially, especially for a starting teacher to have them become interested in teaching at a Catholic school. The principal will begin early discussion with the Finance Council about these concerns next school year.</i></p> <p><i>May 2022 The Finance Council had it's first meeting of the year and the school budget was discussed briefly enough to approve raises. No discussion was held on a process to change the budgeting procedure for the school.</i></p> <p>April 2023 This Action Step has been tabled indefinitely. The Finance Council does not agree with this approach to doing the school budget. Their preference remains to see what the church can give and then create raises and other budgeting decisions based on that.</p>
(Action Step 2) Identify the main needs of the school in regard to staffing and academic needs based on class size and curriculum.	January 2020	Principal, Pastor, Education Committee and Finance Council	<p><i>January 23, 2020 The principal presented a proposed budget to the Education Committee with 3 different scenarios of raises for staff. All agreed with the highest percent based on current pay and other budget numbers present. They also agreed that classroom instructional needs should be maintained for the teachers to have access to extra materials for their classroom without having to spend their own money.</i></p>
(Action Step 3) Evaluate fundraising efforts and explore ideas to create more of an income and support of fundraisers.	January 2020	Principal, Pastor, Education Committee and Finance Council	<p><i>January 23, 2020 The Education Committee reviewed fundraisers and discussed possible ways to change the format on some of them. They also discussed how to change current ones to make better and easier for parents and students.</i></p>
(Action Step 4) Evaluation current tuition and set an increase scale to meet the financial needs of the school.	January 2020	Principal, Pastor, Education Committee and Finance Council	<p><i>February 27, 2020 The Education Committee approved a tuition increase based on the same formula used the year prior. The Finance Council agreed to the increase at their March meeting.</i></p>

(Action Step 5) Create a budget that reflects all needs of the school being met and strategies to fund to meet those needs.	February 2020	Principal, Pastor, Education Committee	February 27, 2020 The Education Committee approved a proposed budget for the principal to present to the Finance Council.
(Action Step 6) Present budget to the Administrative Council for approval.	February 2020	Principal, Pastor, Education Committee and Finance Council	March 5, 2020 <i>The budget was presented to the Finance Council who requested an updated version with other suggested raise options for staff. They were not confident in the presented numbers due to the low income from the church in Sunday offerings. A couple of weeks following the proposal, the principal was asked to redo the budget with new suggested increases from the Finance Council.</i>
(Action Step 7) Approve or modify budget based on Administrative Council's suggestions.	March 2020	Principal, Pastor, Education Committee	April 14., 2020 <i>The newly figured budget was presented to the Finance Council for approval via Zoom meeting. After lengthy discussion, the Finance Council decided to freeze wages for next year and not offer raises. They could not justify a raise at this time of uncertainty without having a consistent income at church and already having to use savings. After concern was brought up by the principal, they agreed to give a bonus based on donations Father Craig established following principal concerns.</i>
(Action Step 8) Continue to do budget based on the needs of the staff and academics.	Yearly	Principal, Pastor, Education Committee and Finance Council	<p>May 2020 <i>The principal hopes that in the future, the budget process can begin earlier in the school year so an established plan can be in place to again focus on teacher retention and accommodate the rest of the budget to meet that financial requirement.</i></p> <p>May 2022 <i>The Finance Council had its first meeting of the year, and the school budget was discussed briefly enough to approve raises. No discussion was held on a process to change the budgeting procedure for the school.</i></p> <p>March & April 2023 <i>The Education Committee reviewed and approved a budget based on the needs of the school. The Finance Council did not agree to create a more cohesive approach to school budget. They would like to continue to do yearly budgeting the way it is currently being done based on what they feel the church can give and then work around that for the school budget. This continues to be a concern and goal of the principal to work better with the Finance Council to understand the needs of the school each year.</i></p>
(STRATEGY 2) Re-establish the Marketing and Development Committee to help increase enrollment and retain current students (especially preschool students).			
	Timeline	Responsibility	Progress Report
(Action Step 1) Secure a new Marketing & Development Committee including principal, parents, an Education Committee Member, and staff.	August 2023	Principal and Education Committee and Marketing & Development /	October 2019 <i>Sub-committees were formed from members of the Education Committee. One member volunteered to be part of the Marketing & Development Committee. There was no further discussion before January as the Committee was not able to meet in Nov. and Dec. The principal did not add this to agenda items as the budget was the focus</i>

		<i>Alumni Relations Coordinator</i>	<p>of the January and February meetings. The goal is to establish this next year.</p> <p><i>May 2021</i> The Education Committee spent some time talking about recruitment and what that could look like. Some suggestions were to go back to doing a Baptismal card each year until the child is school aged to keep St. Peter's School current in the family's thinking each year. The forming of a Marketing & Development Committee was put on hold until next school year. The timeline below has been adjusted.</p> <p><i>April 2022</i> The school hired a new Marketing & Development / Alumni Relations Coordinator to assist in creating a Marketing and Development Committee. The timeline has been adjusted to reflect the changes.</p> <p><i>April 2023</i> The Marketing & Development Coordinator focused on other areas this year such as more marketing and social media. She will seek out members this fall. The timeline has been adjusted to reflect the changes.</p>
(Action Step 2) Meet as a Marketing & Development committee to discuss avenues to market the school more.	September 2023	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	<i>April 2023</i> The timeline has been adjusted to show the meeting to be in the beginning of the school year to explore marketing options for next year.
(Action Step 3) Explore opportunities to recruit more students by looking at baptismal records and parish records of new families and families not enrolled at St. Peter's.	November 2023	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	<i>Jan. - April 2023</i> The timeline has been adjusted to allow time for the committee to meet and make discuss strategies for the upcoming years. This year, the administrative assistant used baptismal records and parish records to include new families to our mailing list for roundup invitations.
(Action Step 4) Create a means of communicating with recruitment families such as mailings, invitations to school events held in the community, or personal phone calls.	January 2023	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	<i>Jan. - March 2023</i> The administrative assistant and principal looked for information for eligible families for next year's enrollment, primarily in preschool. The administrative assistant sent out save the dates, invitations, and other mailing information to potential new families for the Preschool / Kindergarten / New Student Roundup and Open House. The principal sent out personal letters and emails to some families to invite them to St. Peter's School.

(Action Step 5) Begin more actively recruiting for Kindergarten and Preschool roundup and for the following school year.	January 2024	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	April 2023 The timeline has been adjusted to allow time for the committee to meet and make discuss strategies for the upcoming years.
(Action Step 6) Maintain communication with parish secretary for any new families who may join the parish with children.	Yearly	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	Jan. 2023 The administrative assistant requested information from the parish secretary to get information on any new families. The families were added to our current list of potential students.
(Action Step 4) Principal and Marketing Committee meet yearly in the spring to review recruitment plans.	Yearly in Spring	Principal and Marketing & Development Committee and Marketing & Development / Alumni Relations Coordinator	May 2023 The Marketing & Develop Coordinator met to create a plan for the summer and fall to begin some new marketing strategies. They will meet again in August to finalize any forms that need to be created for the upcoming school year to give to families or to be published.

(STRATEGY 3) Create a stronger and ongoing relationship with alumni for further support of the school financially.

	Timeline	Responsibility	Progress Report
(Action Step 1) Update our alumni mailing list that was completed for our 60 th Anniversary. Update will be done by those listed and by also adding an alumni Facebook page for people to leave mailing information via messenger.	Fall 2021	Principal, Administrative Assistant, Marketing & Development Committee and Volunteers	Timeline has been adjusted as this did not fully get done last year due to not having an established Marketing & Development Committee or Volunteers to work on the list. November 2012 The school's administrative assistant began updating the alumni mailing list in November to use the address to connect with our alumni for the Challenge Grant we were a part of. The principal also updated the website and FB page to encourage alumni to send us their contact information.
(Action Step 2) Create an alumni tab on the school's website for alumni to leave their information, see current events of the school, and donate to the school if interested.	Fall 2020	Principal and Administrative Assistant	May 2020 An Alumni tab was added to the school's website. It has not been fully advertised which is a plan to do this summer via FB and bulletin announcements.
(Action Step 3) Create an alumni newsletter to send out yearly in the Fall highlighting upcoming events and fundraisers.	October 2021	Principal, Marketing & Development Committee	Timeline has been adjusted as this did not fully get done last year due to not having an established Marketing & Development Committee or Volunteers to work on the list.

			<p><i>October/November 2021 The school principal created an updated newsletter to send to alumni and parish families as part of the Challenge Grant initiative. The newsletter included school updates from summer to fall.</i></p>
<p>(Action Step 4) Continue to keep alumni list current by requesting alumni notify the school of any change in address in the newsletter.</p>	<p>Yearly</p>	<p>Principal, Administrative Assistant, Marketing & Development Committee and <i>Marketing & Development / Alumni Relations Coordinator</i></p>	<p><i>Spring 2012 The school's alumni list continues to be updated when envelopes were returned or if new addresses were found. The newly hired Marketing & Development / Alumni Relations Coordinator will continue to work on this as part of their job description as well.</i></p> <p><i>February 2023 The Marketing & Development Coordinator created a newsletter to send to alumni to highlight the school year this far. The newsletter was sent out in February. The administrative assistant helped with finding addresses and updating the alumni list for returned letters.</i></p>

(OBJECTIVE 4) Maintain and retain high quality teaching staff.

(Strategy 1) Develop a pay scale to show a consistent increase in teacher’s salaries to become within 85% of a public school teacher’s salary within the next 5 years.

	Timeline	Responsibility	Progress Report
(Action Step 1) Explore surrounding teacher pay scales and starting salary.	November 2020	Principal, Education Committee	<i>June 2021</i> The principal began looking at area salaries, primarily for pay scale of the Canby Public Schools and the average salaries of surrounding schools. It is the principal’s recommendation to adjust the Strategy 1 increase to 85% instead of 75% to make our school more marketable to new teachers. We have struggled to hire new teachers for next school year based on our current pay. The principal feels this is also important for teacher retention.
(Action Step 2) Create a sample pay scale to increase teacher pay on a yearly basis for the next five years.	December 2022	Principal, Education Committee, Finance Council	<i>June 2021</i> Timeline has been adjusted as this was not a primary focus of last year with since we were not able to meet with Finance Council to discuss. <i>June 2022</i> Timeline has been adjusted. The Finance Council did not hold regular meetings to propose this, and the principal did not have time to work on this initiative due to lack of staffing and having to cover other areas of the school. <i>April 2023</i> This Action Step has been tabled indefinitely. The Finance Council does not support the use of a pay scale for teacher pay increases each year.
(Action Step 3) Use projected pay for the following year to work into the budget proposals.	January 2023	Principal, Education Committee, Finance Council	<i>April 2023</i> This Action Step has been tabled indefinitely. The Finance Council does not support the use of a pay scale for teacher pay increases each year.
(Action Step 4) Develop increased revenue options such as tuition, fundraising, creating long-range financial planning.	January 2023	Principal, Pastor, Education Committee and Finance Council	<i>Feb. 2023</i> The Education Committee discussed and proposed a new tuition plan for next year. There will still be a multiple student discount of \$500 per child, but the bigger range of discounts will not apply to next year. This should increase tuition income to help with the budget. <i>April 2023</i> The Finance Council proposed a larger tuition increase, but the registration forms were already sent out for the upcoming school year. They would like to see a larger increase next year.
(Action Step 5) Present finding to Finance Council for approval for the next five year.	February 2023	Principal, Pastor, Education Committee and Finance Council	<i>April 2023</i> This Action Step has been tabled indefinitely. A pay scale was presented to the Finance Council, but they do not want to implement it. The Finance Council does not support the use of a pay scale for teacher pay increases each year.

(Action Step 6) Implement year 1 of new pay scale with the new teacher contracts for next year.	April 2023	Principal, Pastor, Education Committee and Finance Council	April 2023 This Action Step has been tabled indefinitely. The Finance Council does not support the use of a pay scale for teacher pay increases each year.
(Action Step 7) Review budget and pay scale annually to maintain financial stability while working towards 85% public school salary.	Yearly in January	Principal, Pastor, Education Committee and Finance Council	April 2023 The Education Committee and Finance Council approved a budget for the upcoming school year that reflects a base percent raise for teachers. There was no discussion of increasing to meet public school salary. The principal will continue to encourage this process for the following school year.
(Action Step 8) Approve or modify budget to continue to work towards 85% of public school salary.	Yearly in February	Principal, Pastor, Education Committee and Finance Council	April 2023 The Education Committee and Finance Council approved a budget for the upcoming school year that reflects a base percent raise for teachers. There was no discussion of increasing to meet public school salary. The principal will continue to encourage this process for the following school year.
(Strategy 2) Promote an annual focus area for professional development to ensure best practices in all subject areas.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Develop a list of professional development wants and needs.	Spring 2021	Principal and Teachers	<p>Aug. 2020 The teachers met to discuss areas of focus for professional development. Having an autistic student in our school, we all decided this was going to be a focus. There was a workshop scheduled for April that many were going to attend, but that did not happen due to COVID. We will reevaluate in the fall regarding professional development needs.</p> <p>August 2021 SEL curriculum was discussed as a focus for professional development needs. Due to COVID, teachers were not able to attend any professional development courses. The teachers were able to continue to access SimpleK12 for any needs they had for professional development throughout the school year and now summer.</p> <p>May 2022 The teachers discussed professional development at our end of the year meeting and agreed that SEL is a topic they would like to be trained in for the 2022-2023 school year. The principal is working with the Friendly company to get a training scheduled for August 2022.</p> <p>October 2022 Friendly was implemented this year in all the classrooms. Teachers were able to do individual professional development through their Friendly account. Another area that came up this year was to implement more IXL in each classroom. The teachers and principal did a professional development session on Jan. 23rd to fully understand all that IXL can offer.</p>
(Action Step 2) Research new best practices for a given subject area.	Fall 2022	Principal and Teachers	January 2023 The teachers focused this year on implementing IXL in their classrooms for math, language, social and science. The

			majority used IXL for math reinforcement and to prep students for NWEA testing. The Diocese hired a consultant with Bloom Technology to come in and show each teacher how to utilize their NWEA test results. This was done two times this year.
(Action Step 3) Find local or online resources for given topic chosen.	Fall 2023	Principal and Teachers	Spring 2023 The teachers reviewed math curriculum and math textbooks after the diocese did a math curriculum review. They will continue using IXL to supplement and reinforce lessons. Any new ideas they would like to do next year will be reviewed in August.
(Action Step 4) Secure extra funding if needed.	Fall 2023	Principal	
(Action Step 5) Attend a course in chosen professional development topic	Spring 2024	Principal and Teachers	
(Action Step 9) Discuss professional development course after attended and share findings with all teachers.	Spring 2024	Principal and Teachers	
(Action Step 10) Evaluate yearly to choose new professional development topic for the year.	Yearly in Spring	Principal and Teachers	
(Strategy 3) Develop a structured learning community within our small group of teachers			
	Timeline	Responsibility	Progress Report
(Action Step 1) Research best practices for implementing a learning community with a small teaching staff.	Summer 2023	Principal	<p>June 2022 Due to the difficulty of hiring teachers for the school year and having long-terms subs in for part of the year, this community was not formed. The principal made sure to check in regularly with new teachers and encouraged the other veteran teacher to do the same for the two new teachers. We had many conversations after school as teachers to discuss the day and things that happened. We offered insight to situations and offered suggestions. Although it was more informal, it was a good connection to the new teachers and a way to touch base with them. Next year, the principal will no longer be in the classroom and will be able to offer more scheduled learning community opportunities with the teachers.</p> <p>SY 2022- 2023 The principal checked in regularly with teachers individually to see if there were areas they needed guidance in. The kindergarten position this year was filled with long-term subs, so the principal spent time with those teachers to make sure the flow from one sub to the next went well (as well as subbing for a month in the classroom). With coaching duties of the principal and one of the teachers, it was difficult to meet after school in small groups to discuss in depth best practices. The principal and teachers continued to work together if an issue came forward or to look at new ways of implementing new strategies in the classroom. This seems to be the best approach for us at this time. The principal will still work</p>

			towards some kind of learning community for next year but realizes it might have to be split with lower and upper grade levels to work best.
(Action Step 2) Introduce a learning community model to the teachers.	August 2023	Principal	May 2023 Timeline adjusted to implement better next year. See Action Step 1 above for further explanation.
(Action Step 3) Develop a schedule for the upcoming school year to meet bi-weekly on the off weeks of a staff meeting.	August 2023	Principal	May 2023 Timeline adjusted to implement better next year. See Action Step 1 above for further explanation.
(Action Step 4) Create topics for discussion for learning community meetings.	Monthly SY 2023-2024	Principal and Teachers	May 2023 Timeline adjusted to implement better next year. See Action Step 1 above for further explanation.
(Action Step 5) Implement learning community model.	September 2023	Principal and Teachers	May 2023 Timeline adjusted to implement better next year. See Action Step 1 above for further explanation.
(Action Step 6) Evaluate implementation of learning communities and make a plan to adjust format if needed.	May 2024	Principal and Teachers	May 2023 Timeline adjusted to implement better next year. See Action Step 1 above for further explanation.