

Communicating Strategic Plan Progress

School and City: **St. Peter's School, Canby**

A) Communication Process and Venues

How did you communicate the School Strategic Plan with stakeholders?

On this template, provide an informative written description of the processes and venues of how the School Strategic Plan (SSP) and its defined improvement initiatives (Objectives, Strategies and Action Steps) were communicated to a variety of stakeholders.

The School Strategic Plan (SSP) was reviewed throughout the year at the Education Committee Meetings and throughout the school year with the staff and faculty. The Education Committee began the school year by focusing on Objective 6, Strategy 1 to review current Fundraiser efforts by all families. A decision to encourage 100% participation was decided at our August meeting and will continue to be promoted next year. This was communicated to the parents in the Marathon letter sent home in September and an individual letter from the Education Committee sent home to parents in January. This objective was also visited at the May Education Committee meeting to add a component to the Scholarship letter to include fundraising efforts. Another area of the SSP that was communicated to parents was in Objective 2, Strategy 6 "Create a study skills program or a more structured after school homework room one night a week." An online survey was given to parents. Results were discussed at an Education Committee and Staff meeting and published in the Education Committee minutes. Other updates from the report and student recognition was communicated to stakeholders during the school year through school newsletters, parish bulletin, the local newspaper, email communications with parents, and recognition of students on social media. The State of the School Annual Report was sent home with the final report cards for families or mailed as needed. The report was also placed in the back of church for parishioners to take and review. The report highlights many accomplishments and activities from the school year. Both the SSP and Annual Report are posted on the school website.

B) Documentation of SSP Communication

Provide evidence to support the above written description of communication of the SSP progress with stakeholders.

Attach 3-5 relevant and varied documents that clearly demonstrate communication of the SSP to stakeholders and the school's progress toward achieving defined improvement initiatives. **Highlight the document and label with Objective, Strategy and Action Step #s** as appropriate to direct the reviewer's attention.

Schools are encouraged to include your annual *State-of-the-School* report to stakeholders as one evidentiary document. *Find the following sample documents attached:*

1. State of the School Annual Report
2. Education Committee Minutes for Fundraising (Objective 6, Strategy 1, Action Step 1)

Print this completed form and scan together with your Supporting Evidence into one PDF document. Email as an attachment with the other 3 required components of the Annual Progress Report to smueller@mnsaa.org.

3. *Survey Results (Objective 2, Strategy 6, Action Step1)*
4. *Parent Newsletter (Objective 3, Strategy 2, Action Step 5) Student Recognition and Awards*
5. *School Website Copy of Published SSP & State of School Annual Report*
- 6.

***Print this completed form and scan together with your Supporting Evidence into one PDF document.
Email as an attachment with the other 3 required components of the Annual Progress Report to
smueller@mnsaa.org.***