



# SACRED HEART SCHOOL STRATEGIC PLAN

**(OBJECTIVE 1) Sacred Heart School will provide a quality Catholic education to meet the academic needs of all learners.**

**(STRATEGY 1) Develop and implement a written procedure for providing interventions.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Create a committee to develop a written procedure for providing interventions.	Summer 2016	Principal, Teachers	<i>2015-2016: The timeline for this action step was changed from 2015-2016 to Summer of 2016. The principal and intervention teacher will meet to formulate the written plan from the procedures utilized during the 2015-2016 school year. This written procedure will include timelines for testing (fall, winter, spring), how testing data will be used, what interventions will be provided, and how this will be communicated to parents.</i>
<b>(Action Step 2)</b> Develop a written procedure for providing interventions.	August 2016	Intervention Committee	<i>2016-2017: The Intervention Committee and teachers developed a written procedure for providing interventions in the Fall of 2016. The written procedure was approved by the Board of Education and will be included in the 2017-2018 parent handbook.</i>
<b>(Action Step 3)</b> Professional development to train teachers on the procedure for providing interventions.	September 2016	Intervention Committee	<i>2016-2017: Teachers attended NWEA Map training on Wednesday, October 12, 2016 and Tuesday, May 2, 2017 at Cascade Meadows in Rochester, MN. The professional development days focused on ways to utilize the data to differentiate and drive instruction for students. The goal is all students should show growth at all levels. The current focus for Sacred Heart School has been to close the educational gap for our struggling learners.</i>
<b>(Action Step 4)</b> Implementation of Intervention Procedure.	2017-2018	Principal, Teachers	<i>2016-2017: Implementation of the procedure will begin next year.</i>

**(STRATEGY 2) Develop and implement a plan for providing enrichment opportunities across all curriculum.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Create a committee to brain storm enrichment opportunities offered within our curriculum.	Fall 2016	Principal, Teachers	<i>2016-2017: After attending the NWEA Map training in October of 2016, the teachers utilized the data from the NWEA Map to discuss possible enrichment opportunities for our students needing extra enrichment opportunities.</i>
<b>(Action Step 2)</b> Explore additional enrichment opportunities to enhance curriculum.	2016-17	Enrichment Committee	<i>2016-2017: Following our brainstorming the teachers explored possible ways we could provide enrichment for the 2017-2018 school year. They would like to implement Junior Great Books, further develop our Science Fair, and Art Show. The teachers indicated that our Everyday Math Program provides differentiated instruction meeting the needs of all learners. Therefore, we will continue utilizing the materials from this program to provide enrichment.</i>

<b>(Action Step 3)</b> Determine enrichment opportunities and a timeline for implementation.	Fall 2017	Principal, Teachers	
<b>(Action Step 4)</b> Implement enrichment opportunities.	2017-18	Principal, Teachers	

<b>(STRATEGY 3) Develop a committee to explore the implementation of a foreign language opportunity.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Determine a funding source for implementation of a foreign language opportunity.	Winter 2014-15	Board of Education, Finance Council	<i>2015-2016: In spring of 2015, the Board of Education, Finance Council, and Parish Council approved the implementation of a foreign language in our curriculum for grades 1-4. The budget will provide for a foreign language to be taught to 30 minutes per week for each of the above grade levels. The committees decided this would provide the children of Sacred Heart exposure to a foreign language over a four year period.</i>
<b>(Action Step 2)</b> Explore the various options available for offering a foreign language opportunity.	Winter 2014-15	Board of Education, Teachers	<i>2015-2016: The committee and principal contacted area Catholic Schools to find out what they might be utilizing. The options included hiring a Spanish teacher, utilizing online resources, and purchasing a DVD program.</i>
<b>(Action Step 3)</b> Determine the language, platform, and resources to support offering of a foreign language opportunity.	Spring 2015	Board of Education, Teachers	<i>2015-2016: The committee determined that we would expose the children of Sacred Heart School to Spanish since we have a large Latino population in the Waseca Community. We also concluded that we would utilize the DVD program. This would eliminate the need to hire a Spanish teacher. The program can be utilized with limited proficiency in the Spanish language. We met with Most Holy Redeemer Catholic School in Montgomery, MN to learn more about the DVD program from Northern Arizona University. The principal from Holy Redeemer gave us their materials for the 2015-2016 school year because they were in the process of updating to the latest version. This allowed us the opportunity to begin implementation of Spanish for the 2015-2016 school year with no cost.</i>
<b>(Action Step 4)</b> Provide professional development opportunities for all teachers.	2015-16	Principal, Teachers	<i>2015-2016: The principal and teachers met in August to preview a few of the lessons from the DVD and to discuss how to best utilize the program. The DVDs provide the instruction, however, we decided with the Latino children enrolled in our building we would also utilize their expertise to help with pronunciation and conversation. We are also hoping to invite the Latino parents to help with this program as time progresses.</i>
<b>(Action Step 5)</b> Implementation of foreign language opportunity.	Fall 2016	Principal, Teachers	<i>2015-2016: The principal and teachers met in August to discuss how to implement the Spanish program from Northern Arizona University. We decided to schedule Spanish for grades 1-4 on Wednesday afternoons for the 2015-2016 school year. We discussed who and how we should implement. In order to provide consistency we decided to have one person work with each grade level for 30 minutes every Wednesday. The principal has some background in Spanish and volunteered to implement with students for the school year. A schedule was created for Wednesday afternoons and Spanish begin for all students.</i>
<b>(Strategy 4) Integrate best practices using technology.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Determine a budgeted funding source for providing professional development in technology.	Fall 2015	Principal, PS Title I Liaison	<i>2015-2016: Technology has become an important part of our instructional practices at Sacred Heart School. Therefore, we knew that it would be important to budget and plan for the every changing needs that come with the implementation of technology in the school. The finance committee has created a</i>

			<i>line item and will annually budget a specific amount of money for technology. We will also utilize grants, gifts, and Title I money from the Waseca Public School District to help offset the cost for technology on an annual basis.</i>
<b>(Action Step 2)</b> Provide annual professional development opportunities for integration of technology by classroom teachers.	2015-2021	Principal, In-service Committee	<p><i>2015-2016: Professional development for the integration of technology for the 2015-2016 school year included; SMART Board training on Thursday, August 13, 2015, Google Forms on Thursday, August 20, 2015, and Round Table discussions at our Early Dismissal Days (Sept. 30, Oct. 28, Nov. 18, Jan. 13, and Feb. 24). Additional professional development will be scheduled in August of 2016 during our teacher workshop days.</i></p> <p><i>2016-2017: Professional development for technology included SMART Board training on August 23, 2017, Round Table discussions at our monthly Early Dismissal Days, and Google for Education training on November 16, 2016.</i></p>
<b>(Action Step 3)</b> Schedule annual opportunities for professional learning communities in the area of technology.	2015-2021	Principal, In-service Committee	<p><i>2015-2016: Professional learning opportunities will be schedule during our August workshop days and during our Early Dismissal Days each year. Teachers are also encouraged to attend the RCS Summer Institute at Lourdes High School each year. The summer institute provides opportunities for professional development in technology each year.</i></p>
<b>(Action Step 4)</b> Provide opportunities for teachers to observe other classrooms to view best practices using technology.	2015-2021	Principal, Teachers	<p><i>2015-2016: During the 2015-2016 school year teachers did not observe others classrooms to view best practices using technology. We focused our efforts this past year on Round Table discussions where we demonstrated and discussed the ways technology is utilized in classrooms. Our goal for the 2016-2017 school year is to schedule times for teachers to visit classrooms and observe technology use with students.</i></p> <p><i>2016-2017: During this past school year teachers met and worked using/sharing Google Docs. Peer observations were informal with the sharing of best practices at our Early Dismissal Days and during their lunch breaks in the form of Round Table discussions.</i></p>
<b>(Action Step 5)</b> Implementation of best practices using technology.	2015-2021	Teachers	<p><i>2015-2016: During the 2015-2016 school year technology was utilize to enhance classroom instruction in all subject areas using the SMART Board. The Media Specialist utilized the computer lab with all students to support reading, writing, and math skills. The fourth grade teacher utilized iPads during Daily Five for Read to Self and Comprehension with all fourth grade students. IPads were also utilized this past year with students receiving interventions in reading and math. Our goal for the 2016-2017 school year is to build on and continue use in the areas listed above with great competency.</i></p> <p><i>2016-2017: During the 2016-2017 school year technology was utilized to enhance, enrich, and provide interventions in all subject areas using the SMART Board. The Media Specialist utilized the computer lab with all students to support and enrich reading, writing, and math skills. All grades utilized iPads during Daily Five for Read to Self, Word Work, and Comprehension. IPads were also utilized this past year with students for enrichment/ interventions in reading and math.</i></p>



# SACRED HEART SCHOOL STRATEGIC PLAN

(OBJECTIVE 2) **Sacred Heart School will maintain a safe and attractive learning environment.**

(STRATEGY 1) **Develop and implement a facility maintenance plan.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Determine facility maintenance needs.	Summer 2015	Buildings and Grounds Committee, Principal	<p><i>2015-2016: Facility maintenance needs for the school include; electrical, plumbing, and installation of water softener; replacing the roof on the school; and replacing carpet throughout the school building.</i></p> <p><i>2016-2017: Facility maintenance needs for the school include; kitchen updates, painting the hallways, furnace updates, and water fountain replacements.</i></p>
<b>(Action Step 2)</b> Prioritize maintenance needs.	Fall 2015	Buildings and Grounds Committee, Principal	<p><i>2015-2016: The water softener and a heater were installed in the Fall of 2015.</i></p> <p><i>The roof will be replaced in June of 2016.</i></p> <p><i>Carpets will be replaced in two classrooms, and the staff lounge in July of 2016.</i></p> <p><i>The committee has scheduled carpet replacement for two classrooms each year for the next four years. All carpets should be replaced by the Fall of 2020.</i></p> <p><i>2016-2017: The committee will not replace any classroom carpets this year. The committee has decided to focus efforts on the "What's Cooking" campaign. This campaign will focus on renovating our cafeteria to meet licensing requirements, furnace updates, and new water fountains for the school.</i></p>
<b>(Action Step 3)</b> Create a long term timeline for maintenance.	Winter 2015	Buildings and Grounds Committee, Principal	<p><i>2015-2016: The water softener and a heater were installed in the Fall of 2015.</i></p> <p><i>The roof will be replaced in June of 2016.</i></p> <p><i>Carpets will be replaced in two classrooms, and the staff lounge in July of 2016.</i></p> <p><i>The committee has scheduled carpet replacement for two classrooms each year for the next four years. All carpets should be replaced by the Fall of 2020.</i></p> <p><i>2016-2017: The roof was replaced in July of 2016.</i></p> <p><i>A donation was received to install a fence blocking off HWY 14 from the playground area. This was installed in November of 2016.</i></p> <p><i>Fundraising efforts have begun for the "What's Cooking" campaign.</i></p>

<b>(Action Step 4)</b> Schedule routine maintenance.	2015-2021	Buildings and Grounds Committee, Principal	<p>2015-2016: Carpets will be cleaned the week of June 20, 2016. Ceiling fans, light fixtures, windows, and restrooms will be cleaned during the month of July 2016. Hallways and restrooms on both levels will be cleaned and waxed the month of July 2016.</p> <p>2016-2017: Carpets will be cleaned the week of June 12, 2017. Hallways will be painted in June as well. Ceiling fans, light fixtures, windows, and restrooms will be cleaned during the month of July 2017. Hallways and restrooms will be cleaned and waxed in August of 2017.</p>
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**(STRATEGY 2) Develop and implement the Waseca County School Emergency Plan.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Create a team to study the Waseca County School Emergency Plan.	Summer 2014	Principal, Parish Administrator	<p>2015-2016: The principal, parish administrator, custodian, and the school board chair attended the Waseca County Emergency planning team in June of 2014. HSEM/FEMA provided week long training called "Multihazard Emergency Planning for Schools". The focus of the training was to prepare participants for all kinds of emergency situations. Our team from Sacred Heart worked collaboratively with all other schools located in Waseca County to discuss and create crisis management plans that fit the needs of our schools. Sacred Heart School utilizes the Emergency Response Procedures provided by Catholic Mutual Group. The emergency response procedures for specific emergency situations are very laid out and easy to use. The people from HSEM/FEMA utilized our red emergency booklet as a template/sample for the other schools to look at in formulating booklets for their buildings.</p>
<b>(Action Step 2)</b> Develop a plan for implementing the Waseca County School Emergency Plan.	2014-15	Emergency Planning Team	<p>2015-2016: Following the training in June of 2014, schools were turned in maps of their facility to the Waseca County Sheriff and Police Departments. The maps included details such as rooms, doors (locked and unlocked), camera information, and key access should an emergency situation arise.</p> <p>The county is currently working on a Knox box system so the county sheriff and police will have keys to access school buildings. This should be completed by the Fall of 2016.</p> <p>2016-2017: The Waseca County Sheriff and Police Departments installed a Knox box on the south wall of the Parish Center building next to door 4S. The box includes access keys and maps for all buildings on campus.</p>
<b>(Action Step 3)</b> Implement the Waseca County School Emergency Plan.	2014-2021	Parish Community	<p>2015-2016: Sacred Heart School and all schools in Waseca County implemented plans in the Fall of 2014. Ongoing communication and training continues with the Waseca County Sheriff and Police Departments.</p> <p>2016-2017: Ongoing trainings for this year included meetings centered on disaster relief for flood victims due to the rains received in September of 2016. Trainings were provided by the WCS and WPD, FEMA, and Waseca County Human Services to help the victims due to the flooding in Waseca County this past September.</p>



# SACRED HEART SCHOOL STRATEGIC PLAN

**(OBJECTIVE 3) Create and ensure a financially stable and sustainable parish school.**

**(STRATEGY 1) Develop a financial plan to meet school programming needs.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Identify programming needs.	Jan. 2015-2021	Pastor, Principal, Board of Education	<p><i>2015-2016: Sacred Heart Parish has maintained a tuition free school for all families of the parish community for more than 125 years. Parish Council, Finance Council, Board of Education, and parish members are committed to this tradition. During the months of January and February the three councils meet to determine programming needs for the next school year. Contracts for teachers are determined by the projected enrollment numbers. In May and June additional teachers, para-professionals, and support staff are hired based on final enrollment numbers for the upcoming school year. Money received from the Waseca Public School District is utilized to purchase textbooks, technology, and miscellaneous instructional items for classrooms. Sacred Heart School also receives money from the district to cover the cost for our school nurse. Her hours are determined by the Waseca Public School District.</i></p> <p><i>2016-2017: During the months of February and March the three councils meet to determine programming needs for the next school year. Contracts for teachers are determined by the projected enrollment numbers. In June additional teachers, para-professionals, and support staff will be hired based on final enrollment numbers for the upcoming school year. Money received from the Waseca Public School District is utilized to purchase textbooks, technology, and miscellaneous instructional items for classrooms. Sacred Heart School also receives money from the district to cover the cost for our school nurse. Her hours are determined by the Waseca Public School District</i></p>
<b>(Action Step 2)</b> Prioritize programming needs.	Feb. 2015-2021	Pastor, Principal, Board of Education	<p><i>2015-2016: Parish Council, Finance Council, and Board of Education members meet with the pastor and principal to determine and prioritize programming needs for the upcoming school year. This process begins in January and finalized based on enrollment by May.</i></p> <p><i>2016-2017: Parish Council, Finance Council, and Board of Education began the process in January of 2016. The three committees finalized programming needs and created a final budget for the 2017-2018 school year in April of 2017.</i></p>

<b>(Action Step 3)</b> Develop a budget to meet programming needs.	March 2015-2021	Pastor, Finance Council, Parish Council	<p>2015-2016: Parish Council and Finance Council begin the budget process in January utilizing information from the Parish Administrator/Bookkeeper and input from the pastor and principal. The final budget is created and approved by July each year.</p> <p>2016-2017: The final budget was approved by Parish Council and Finance Council in May 2017. Programming needs for the 2017-2018 school year have been determined with the budget reflecting these needs.</p>
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**(STRATEGY 2) Develop and implement a just salary schedule with compensation.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Research area salary schedules and compensation packages.	Fall 2017	Pastor, Finance Council	
<b>(Action Step 2)</b> Create a just salary schedule with compensation.	Winter 2018	Pastor, Finance Council	
<b>(Action Step 3)</b> Develop a budget plan.	Spring 2018	Pastor, Finance Council	
<b>(Action Step 4)</b> Annually implement the budget plan.	2018-2021	Pastor, Parish Council	



# MNSA SACRED HEART SCHOOL STRATEGIC PLAN

**(OBJECTIVE 4) Sacred Heart School will enhance communication within our parish and beyond.**

**(STRATEGY 1) Develop, maintain, and update the Sacred Heart School website and social media.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Create a communication team to facilitate social media and website.	Fall 2016	Principal	<i>2016-2017: Pena Multimedia has worked in the past with our school website <a href="http://www.sacredheartschoolwaseca.com">www.sacredheartschoolwaseca.com</a>. Jennifer Pena and the principal met in the Fall of 2016 to discuss possible updates to the school website and the use of social media. We spent this year exploring several other sites created by Pena Multimedia to determine the direction for next year. The process will begin in August of 2017.</i>
<b>(Action Step 2)</b> Determine content and guidelines for website and social media.	Fall 2017	Communication Team	
<b>(Action Step 3)</b> Develop a timeline to update social media and website.	Winter 2018	Communication Team	
<b>(Action Step 4)</b> Maintain and update website and social media.	2018-2021	Communication Team	

**(STRATEGY 2) Provide Catholic resources for parents as primary educators of their children in the faith.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Develop a three year instructional cycle based on the Virtues.	Fall 2014	Principal, Teachers	<p><i>2015-2016: Sacred Heart School utilizes "Virtues in Practice" from Dominican sisters of Saint Cecilia in Nashville, TN as a resource for parents and teachers. The program was specifically created for use in Catholic elementary schools. The program is structured so that an entire school community studies the same virtue each month in school and at home. The curriculum spirals, with three cycles...The Year of Faith, The Year of Hope, and The Year of Charity. Sacred Heart School began with The Year of Faith in the Fall of 2014, and The Year of Hope in 2015. Each month classrooms and families learn a virtue in greater depth, and saints are introduced as models of those virtues. We will begin The Year of Charity for the 2016-2017 school year.</i></p> <p><i>Sacred Heart School also orders booklets "Prayers for Our Catholic Family" from Our Sunday Visitor. This booklet is included in parent folders received at our August Open House. Each classroom also has enough copies for each student to utilize in the classroom.</i></p> <p><i>2016-2017: Sacred Heart School has utilized "Virtues in Practice" the past</i></p>

			<i>three years. We have completed the three year cycle and have decided to begin the cycle again with year one. However, the teachers have decided to make some updates with the program while still using the main content. They felt it needed a fresh, updated look.</i>
<b>(Action Step 2)</b> Determine resources to be used by teachers and families.	2014-15	Principal, Teachers, Board of Education	<p><i>2015-2016: The principal and teachers attended “Together in Faith” with the Diocese of Winona in August of 2014. The keynote speaker referenced “Virtues in Practice” throughout her talk. Following that day of professional development we researched the program, presented it to our Board of Education and decided to implement in the Fall of 2014. The program has been well received by teachers, support staff, and parents.</i></p> <p><i>“Prayers for Our Catholic Family” is a resource we researched and decided to purchase because we wanted our families and their children to have a resource for learning traditional Catholic prayers.</i></p> <p><i>2016-2017: The principal, teachers, and support staff attend “Together in Faith” with the Diocese of Winona in October of 2016. The day was sponsored by the Sophia Institute and focused on Works of Mercy. We utilized “Virtues in Practice”, “Prayers for Our Catholic Family”, and Advent/Lent resources from Our Sunday Visitor for the 2016-2017 school year.</i></p>
<b>(Action Step 3)</b> Disseminate materials.	2014-2017	Principal, Teachers	<p><i>2015-2016: Materials are disseminated annually in the August Open House folder for families.</i></p> <p><i>2016-2017: Materials are disseminated annually in the August Open House folder, communicated in newsletters, and sent home while observing the Advent and Lent Seasons.</i></p>
<b>(Action Step 4)</b> Evaluate three year cycle.	Spring 2017	Principal, Teachers, Board of Education	<i>2016-2017: The teachers reviewed and evaluated the three year cycle for “Virtues in Practice”. They decided that we would begin year one of the three year cycle and add updates to update the look of the program. “Virtues in Practice” has been a great Character Education piece for Sacred Heart School.</i>

**(STRATEGY 3) Sacred Heart School will increase visibility of its mission statement and philosophy in the greater community.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Brainstorm various venues for enhancing visibility	September 2015	Principal, Teachers, Board of Education	<i>2015-2016: The principal, teachers and Board of Education created a Marketing Committee in August of 2015. This committee met for the first time on Thursday, October 1, @ 6:00 p.m. The committee met to brainstorm various venues for enhancing our visibility in the community.</i>
<b>(Action Step 2)</b> Prioritize and select venues to be utilized.	November 2015	Principal, Board of Education	<i>2015-2016: The committee decided to become a member of the Waseca Area Chamber of Commerce and participate in events as they happen throughout the year. This year we participated in the Halloween "Brick and Block" event, the Christmas event at the Masonic Temple, the Community Awards event in January, and Business After Hours events whenever possible. We also decided to create new postcards/marketing flyers. These were completed in January of 2016. They are included in the Welcome Packet from the Waseca Chamber for new families to the community. We also have them available at the Church, local preschools, daycares, and with merchants from Waseca.</i>
<b>(Action Step 3)</b> Implement selected venues.	Fall 2016-2021	Board of Education Marketing Committee	<i>2016-2017: Marketing flyers and postcards sent to the Waseca Chamber, area preschools, and the community education early childhood program this year. Next year area we plan to include area churches for families who might be looking for faith based education.</i>

**(STRATEGY 4) Develop and maintain a Sacred Heart School Alumni directory for ongoing communication and support of Sacred Heart School.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Compile a comprehensive list of former Sacred Heart School students.	2014-17	Endowment Committee	<i>2015-2016: The Endowment Committee hired a support person in April of 2016. The new person has been hired to work on creating this comprehensive list of former alumni.</i> <i>2016-2017: The Endowment Committee continues their work in this area. The task has been very difficult because people no longer utilize land lines. Therefore, they have turned to alumni and social media to connect with other alumni. The committee may not be ready for the Action Step 2 for the 2017-2018 school year. This step may be moved to 2018-2019.</i>
<b>(Action Step 2)</b> Determine how the list will be utilized to communicate with former students.	2017-18	Endowment Committee	
<b>(Action Step 3)</b> Maintain Alumni Directory.	Annually	Endowment Committee	