



# Cover Form for Annual Progress Report

Complete the following form and enclose with your personalized Executive Summary Letter in your school's Annual Progress Report to MNSAA.

School Name: Sacred Heart School

City: Waseca

Head of School/Principal Name: LeAnn Dahle

Number of years as Principal/Head of this School 17

Was the Principal/Head of School involved in the development of the SSP?  YES  NO  
If not, explain why:

Was the Principal/Head of School the primary author of this report?  YES  NO  
If not, explain who was:

Accredited Grades K-4th Enrollment in 2017-18 92

Member Since (See Certificate) 1985

Year in the MNSAA Accreditation Cycle:  1  2  3  4  5  6  Self-Study

Jurisdictional Leader (Superintendent) Marsha Stenzel

By checking this box, I hereby declare that the information provided in this Annual Progress Report is an accurate representation of the school improvement and progress achieved during the 2017-18 academic year. I verify that all required documentation is on file in the school and available for review by appropriate authorities.

Name LeAnn Dahle

Title Principal

**Print this completed form and scan together with your Supporting Evidence into one PDF document. Upload through your school's portal on the MNSAA website. Trouble? Email as an attachment with the other 3 required components of the Annual Progress Report to [smueller@mnsaa.org](mailto:smueller@mnsaa.org).**



June 4, 2018

Dear MNSAA,

Thank you for your thoughtful review of Sacred Heart School's 2017-2018 Annual Report. I am grateful for your service to MNSAA and for any feedback received from reviewers. Enclosed you will find the Annual Progress Report for Sacred Heart School of Waseca, Minnesota.

Sacred Heart School did not make revisions to the School Strategic Plan for Improvement. The committee will note that some of the dates within the plan have been updated. The updates were made because some items within the plan were completed earlier than expected and other items will need to be completed in the future due to budget and planning with the various leadership boards.

Accomplishments not included in our school strategic plan for the 2017-2018 school year are as follows: Sacred Heart School maintains a half time media specialist and a half time resource teacher to provide intervention for students needing extra help in reading and/or math, Sacred Heart School utilized NWEA Map Assessments for all students in kindergarten through fourth grade to determine which students would receive interventions. We worked on curriculum updates this past year with the Diocese of Winona through the ACE Collaborative in Social Studies, Math, and Science. Teachers reviewed training this past August from Jeff Fink and Jon Halpern, *Child Sense*. The in-service was entitled *More Time to Teach*. The focus of the day centered on classroom management utilizing logical consequences for students behaviors. Teachers also received additional training in technology on the use of Chrome Books, Google Docs and SMART Boards to promote collaboration and enhance instruction in the classroom.

Again, thank you for your guidance and feedback. If you have further questions or comments please contact me at 507-835-2780 or by email at [dahle@sacredheartschoolwaseca.com](mailto:dahle@sacredheartschoolwaseca.com).

Sincerely,  
  
LeAnn M. Dahle

Principal



# 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.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a committee to develop a written procedure for providing interventions.	Summer 2016	Principal, Teachers	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 procedure 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.
(Action Step 2) Develop a written procedure for providing interventions.	August 2016	Intervention Committee	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.
(Action Step 3) Professional development to train teachers on the procedure for providing interventions.	September 2016	Intervention Committee	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.
(Action Step 4) Implementation of Intervention Procedure.	2017-2018	Principal, Teachers	2016-2017: Implementation of the procedure will begin next year. 2017-2018: The intervention procedure was implemented in the Fall of 2017. Students were given benchmark assessments using Read Naturally, NWEA Map, and STAR Assessments for Reading and Math. Using the RTI tiers, interventions are provided meeting student needs. Parents are informed and permission is requested for interventions to begin. Students are monitored monthly and moved out if interventions are no longer required. The procedure is outlined in our teacher and parent handbook as well.

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

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a committee to brainstorm enrichment opportunities offered within our curriculum.	Fall 2016	Principal, Teachers	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.
(Action Step 2) Explore additional enrichment opportunities to	2016-17	Enrichment	2016-2017: Following our brainstorming the teachers explored possible ways we could provide enrichment for the 2017-2018 school year. They

enhance curriculum.		Committee	<i>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	<i>We did not implement Junior Great Books this year as we needed to investigate training opportunities for parents volunteering to lead and staff who are supporting. Our plan is to train parents/volunteers in the Fall of 2018 and implement in January of 2019.  Spanish was implemented once a week for 30 minutes for all grade levels. We will continue this enrichment for the 2018-2019 school year as well.</i>
<b>(Action Step 4)</b> Implement enrichment opportunities.	2018-19	Principal, Teachers	<i>We further developed our Art program by having students keep a portfolio of their art work for the school year. In the spring teachers met with students and they were able to pick their best works to enter for the Art Show which was held in May of 2018.</i>

**(STRATEGY 3) Develop a committee to explore the implementation of a foreign language opportunity.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Determine a funding source for implementation of a foreign language opportunity.	Winter 2014-15	Board of Education, Finance Council	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.
(Action Step 2) Explore the various options available for offering a foreign language opportunity.	Winter 2014-15	Board of Education, Teachers	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.
(Action Step 3) Determine the language, platform, and resources to support offering of a foreign language opportunity.	Spring 2015	Board of Education, Teachers	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.
(Action Step 4) Provide professional development opportunities for all teachers.	2015-16	Principal, Teachers	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.
(Action Step 5) Implementation of foreign language opportunity.	Fall 2016	Principal, Teachers	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.

**Strategy 4) Integrate best practices using technology.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Determine a budgeted funding source for providing professional development in technology.	Fall 2015	Principal, PS Title I Liaison	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

				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.
(Action Step 2) Provide annual professional development opportunities for integration of technology by classroom teachers.	2015-2021	Principal, In-service Committee		<p>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.</p> <p>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.</p> <p>2017-2018: Professional development for technology included Chrome Book and G-Suite for Education training throughout the year at our monthly Early Dismissal Days. The Chrome Books were utilized this past year for ACE Curriculum writing with the Diocese of Winona, and overall collaboration with calendars, Gmail, and document work to move towards being paperless within our organization.</p> <p>We have three teachers attending Google Boot Camp through Tierney Bros. June 7-8, 2018 at St. Felix's Catholic School in Wabasha. The plan is to utilize a train the trainers approach and provide ongoing professional development for the upcoming 2018-2019 school year...at our August in-service days and during our monthly Early Dismissal Days.</p>
(Action Step 3) Schedule annual opportunities for professional learning communities in the area of technology.	2015-2021	Principal, In-service Committee		<p>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.</p>
(Action Step 4) Provide opportunities for teachers to observe other classrooms to view best practices using technology.	2015-2021	Principal, Teachers		<p>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.</p> <p>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.</p> <p>2017-2018: We continued meeting on our Early Dismissal Days and during lunch breaks to discuss and share G-Suite for Education, Chrome Books, and the use of Google within our organization and for teaching in our classrooms.</p>
(Action Step 5) Implementation of best practices using technology.	2015-2021	Teachers		<p>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.</p>

			<p>Our goal for the 2016-2017 school year is to build on and continue use in the areas listed above with great competency.</p> <p><b>2016-2017:</b> 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.</p> <p><b>2017-2018:</b> During the 2017-2018 school year we utilized Chrome Books and G-Suite for Education to enhance, enrich and provide interventions. We continued to utilize the SMART Board, iPads, and the computer lab as well. We explored a free membership for utilizing IXL Learning. IXL offers online content for math, language arts, science, social studies and Spanish. The tool provides analytical tracking to identify areas for academic improvement. We have decided to purchase and implement the online program for math and language arts for the 2018-2019 school year.</p>
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## 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
(Action Step 1) Determine facility maintenance needs.	Summer 2015	Buildings and Grounds Committee, Principal	<p>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.</p> <p><b>2016-2017: Facility maintenance needs for the school include: kitchen updates, painting the hallways, furnace updates, and water fountain replacements.</b></p> <p><b>2017-2018: Facility maintenance needs for the school include: kitchen renovations, painting the hallways, furnace updates for the gym, and water fountain replacements.</b></p>
(Action Step 2) Prioritize maintenance needs.	Fall 2015	Buildings and Grounds Committee, Principal	<p>2015-2016: The water softener and a heater were installed in the Fall of 2015.</p> <p>The roof will be replaced in June of 2016.</p> <p>Carpets will be replaced in two classrooms, and the staff lounge in July of 2016.</p> <p>The committee has scheduled carpet replacement for two classrooms each year for the next four years. All carpets should be replaced by the</p>

			<p>Fall of 2020.</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> <p><i>2017-2018: The "What's Cooking" campaign was completed by January 2018. Renovation for the cafeteria and kitchen will begin June 1, 2018 and completed by September 1, 2018. The HVAC system in the gym and water fountains will also be completed by the start of school in September of 2018. The committee will not replace any classrooms carpets this year.</i></p>
<p><b>(Action Step 3)</b> Create a long term timeline for maintenance.</p>	<p>Winter 2015</p>	<p>Buildings and Grounds Committee, Principal</p>	<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> <p><i>2017-2018: The long term items listed above will be completed by September of 2018, excluding carpets for classrooms. The committee will create a timeline for this after completion of the "What's Cooking" campaign.</i></p>
<p><b>(Action Step 4)</b> Schedule routine maintenance.</p>	<p>2015-2021</p>	<p>Buildings and Grounds Committee, Principal</p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>2017-2018: Carpets will be cleaned the week of July 9, 2018. Hallways will be painted (annual touch up) in June as well. Ceiling fans, light fixtures, windows, and restrooms will be cleaned during the month of July 2018. Hallways and restrooms will be cleaned and waxed in August 2018.</i></p>
<p><b>(STRATEGY 2) Develop and implement the Waseca County School Emergency Plan.</b></p>			
	<p>Timeline</p>	<p>Responsibility</p>	<p>Progress Report</p>



<p><b>Action Step 1)</b> Create a team to study the Waseca County School Emergency Plan.</p>	<p>Summer 2014</p>	<p>Principal, Parish Administrator</p>	<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>
<p><b>Action Step 2)</b> Develop a plan for implementing the Waseca County School Emergency Plan.</p>	<p>2014-15</p>	<p>Emergency Planning Team</p>	<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. 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. 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>
<p><b>Action Step 3)</b> Implement the Waseca County School Emergency Plan.</p>	<p>2014-2021</p>	<p>Parish Community</p>	<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. 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. 2017-2018: Ongoing trainings this year included a walk-through of our facility with FEMA, Waseca County Sheriff, Waseca Police Department, and members of our school board to access the facility, and make recommendations not only for active shooters, but also other emergencies such as hazardous waste spill, tornado, etc. Following this meeting the school board created a safety committee to work on creating a safer drop off and student pick up zone, parking, and facility entrance procedures.</p>

# MNSM 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.

	Timeline	Responsibility	Progress Report
<p>(Action Step 1) Identify programming needs.</p>	<p>Jan. 2015-2021</p>	<p>Pastor, Principal, Board of Education</p>	<p>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.</p> <p>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</p> <p>2017-2018: The procedure has been outlined above and will continue to be utilized as our procedure moving forward.</p>
<p>(Action Step 2) Prioritize programming needs.</p>	<p>Feb. 2015-2021</p>	<p>Pastor, Principal, Board of Education</p>	<p>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.</p> <p>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.</p> <p>2017-2018: The above action plan will be utilized annually.</p>

(Action Step 3) Develop a budget to meet programming needs.	March 2015-2021	Pastor, Finance Council, Parish Council	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. 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. 2017-2018: The above action plan will be utilized annually.
<b>(STRATEGY 2) Develop and implement a just salary schedule with compensation.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Research area salary schedules and compensation packages.	Fall 2018	Pastor, Finance Council	The timeline for this action step was moved from Fall of 2017 to Fall of 2018.
(Action Step 2) Create a just salary schedule with compensation.	Winter 2019	Pastor, Finance Council	
(Action Step 3) Develop a budget plan.	Spring 2019	Pastor, Finance Council	
(Action Step 4) Annually implement the budget plan.	2018-2021	Pastor, Parish Council	



# 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
(Action Step 1) 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>
(Action Step 2) Determine content and guidelines for website and social media.	Fall 2017	Communication Team	<i>2017-2018: The principal met with Jennifer Pena to discuss content and guidelines. We are exploring online website designs that do not need software.</i>
(Action Step 3) Develop a timeline to update social media and website.	Winter 2018	Communication Team	<i>2017-2018: The timeline to update the website and social media for Sacred Heart School will be June-August 2018. The goal is to have the new website functional for the 2018-2019 school year.</i>
(Action Step 4) 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
(Action Step 1) Develop a three year instructional cycle based on the Virtues.	Fall 2014	Principal, Teachers	<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 than 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>
<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</i>			

			<p>enough copies for each student to utilize in the classroom.</p> <p><b>2016-2017:</b> Sacred Heart School has utilized "Virtues in Practice" the past 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.</p> <p><b>2017-2018:</b> We utilize year two of "Virtues in Practice" for the 2018-2019 school year. However, we have made updates with the program to update the look and keep it fresh.</p>
<p><b>(Action Step 2)</b> Determine resources to be used by teachers and families.</p>	<p>2014-15</p>	<p>Principal, Teachers, Board of Education</p>	<p><b>2015-2016:</b> 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.</p> <p>"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.</p> <p><b>2016-2017:</b> 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.</p> <p><b>2017-2018:</b> The principal attended a retreat day with the Diocese of Winona and received the book "Redeeming Administration: 12 Spiritual Habits for Catholic Leaders". The principal has utilized this book for staff prayer and retreat day to guide and lead discussion. We continue to utilize "Virtues in Practice", "Prayers for Our Catholic Family", and Advent/Lent resources from our Sunday Visitor for the 2017-2018 school year.</p>
<p><b>(Action Step 3)</b> Disseminate materials.</p>	<p>2014-2017</p>	<p>Principal, Teachers</p>	<p><b>2015-2016:</b> Materials are disseminated annually in the August Open House folder for families.</p> <p><b>2016-2017:</b> Materials are disseminated annually in the August Open House folder, communicated in newsletters, and sent home while observing the Advent and Lent Seasons.</p> <p><b>2017-2018:</b> Materials are disseminated as communicated above.</p>
<p><b>(Action Step 4)</b> Evaluate three year cycle.</p>	<p>Spring 2017</p>	<p>Principal, Teachers, Board of Education</p>	

**(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>
(Action Step 1) Brainstorm various venues for enhancing visibility	September 2015	Principal, Teachers, Board of Education	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.
(Action Step 2) Prioritize and select venues to be utilized.	November 2015	Principal, Board of Education	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.
(Action Step 3) Implement selected venues.	Fall 2016-2021	Board of Education, Marketing Committee	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. 2017-2018: The Marketing Committee continued their efforts with the Waseca Chamber, area preschools, and community education by sending flyers and postcards to the Waseca Ministry Committee which has representatives from all area churches in our community. The committee also expanded marketing efforts by boosting our organization using Facebook. They purchased a Visa Card so Facebook posts could be targeted and sent to a broader range of people.

**(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>
(Action Step 1) Compile a comprehensive list of former Sacred Heart School students.	2014-17	Endowment Committee	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. 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.
(Action Step 2) Determine how the list will be utilized to communicate with former students.	2017-18	Endowment Committee	2017-2018: The Endowment Committee hired a part-time person to continue work compiling a comprehensive list of former alumni and began

			<i>communication by sending quarterly newsletters.</i>
<b>(Action Step 3) Maintain Alumni Directory.</b>	Annually	Endowment Committee	

## Component Two:

# Communicating Strategic Plan Progress

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School and City: Sacred Heart School, Waseca MN

### 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 2017-2018 MNSAA Annual Report and School Strategic Plan is a collaborative effort written by the principal and staff of Sacred Heart School. The Annual Report and School Strategic Plan is reviewed by the Sacred Heart Board of Education, the Parish Council, the Finance Council, and the pastor. The Annual Report and MNSAA Reviewers Response will be shared with the entire parish community through the councils, parish newsletters, the website, parish bulletin and parish meetings held in the August of 2017, and May of 2018. The full report is available on the school website at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com). Copies are also available in the school and parish office for parishioners who do not have access to a computer or internet.

### 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. Parish Meetings - August 22, 2017 and May 9, 2018
2. Parish Bulletins - [www.sacredheartwaseca.org](http://www.sacredheartwaseca.org)
3. Parent Newsletter - June Newsletter
4. Board of Education/Parish and Finance Council Agenda and Minutes
5. Website - [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com)

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*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](mailto:smueller@mnsaa.org).*



### Weekly Mass Schedule

**Saturday:** 5:15 pm

**Sunday:** 8:00 am & 10:00 am

**Weekdays:** 8:30 am Tues., Wed. & Fri., 7:00 am  
Thurs. (Church) & 9:15 am Thurs. (Lake Shore Inn)

**Televised Mass on Channel 8:** 9:20 am Sunday and  
4:00 pm Monday/Mediacom Channel 8 and 107.2

### **Reconciliation:**

Saturday - 4:00 pm and

1/2 hour before Masses on Sunday

### **Baptism Preparation Sessions**

Class for all expectant parents is required.

### **Marriage**

Arrange at least 6 months in advance.

### **Parish Office Hours**

9:00 am to 5:00 pm Monday thru Thursday

9:00 am to 1:00 pm Friday

**Address:** 111 NW 4th St. **Phone:** 835-1222

**E-mail:** sacredheart@hickorytech.net

**Parish Website:** www.sacredheartwaseca.org

### **Staff**

**Pastor:** Fr. Gregory Leif 507-835-1222

**Parish Deacon:** Deacon Preston Doyle

**Director of Music Ministry :**

**Parish Office Manager:** Valerie Spies

**Parish Administrator:** Helen Valencia

**School & Parish Custodian:** Bradley Bartz

**Faith Formation Office 835-1500**

**Youth Ministry & Faith Formation Gr. 5-12:** Kayla Greiner

**Confirmation Coordinator:** Shane Roessler

**PreK-4th Gr. Faith Formation:** Marijo Fischer

**Faith Formation Support Staff:** Edna Burns 835-1500

**RCIA:** John Mansfield

**Vacation Bible School:** Lisa Jorgenson/Lori Harris

**School Principal:** LeAnn Dahle 835-2780

**School Administrative Assistant:** Carly Broughten

**Children's House:** Jenny Connors 835-2780

**School Website:** www.sacredheartschoolwaseca.com

### **Parish Councils & Boards**

**Parish Pastoral Council:** Jim Foley

**Finance Council:** Bernie Gaytko

**Stewardship Core Team:** Kevin Riha

**Endowment Fund:** Mary Williams

**Board of Education:** Megan Lynch

**Youth Commission:**

### **Parish & Diocesan Organizations**

**Knights of Columbus:** Blair Strand 507-330-3099

**4th Degree Knights:** Bob Carda 507-234-5752

**Catholic United Financial:** Barb Hoehn

**Catholic Daughters:** Lori Mickelson

**Fall Festival:** Kellie: 521-2266; Jenny: 521-1641

Julie: 461-1646; Angie: 837-9412

**Social Concerns:** Pat Born

**Eucharistic Adoration:** Laura Rohde 461-3123

**Secular Franciscans:** Arlys Fell

**Prayer Chain:** Pat McShane 835-1298

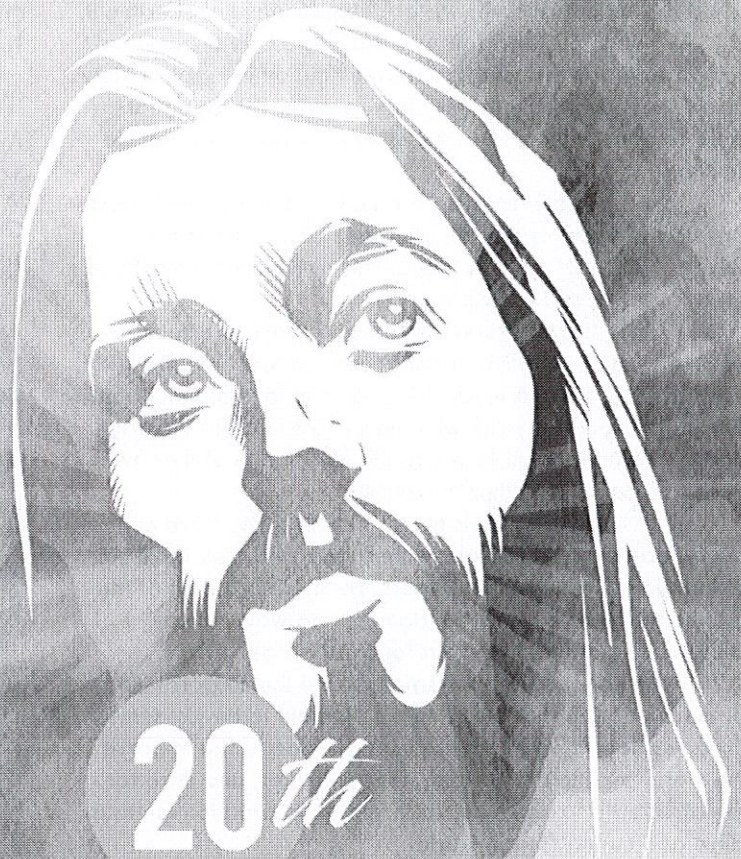
**Respect Life Ministry:** Arlys Fell

# Church of the SACRED HEART

Twentieth Sunday in Ordinary Time

August 20, 2017

*"Committed for Life, Service & Sacrament"*



## SUNDAY IN ORDINARY TIME

Then Jesus said to her in reply, "O woman, great is your faith! Let it be done for you as you wish."

And the woman's daughter was healed from that hour. - Mt 15:28

Excerpts from the Lectionary for Mass ©2001, 1998, 1970 CCD.

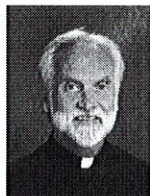
©LPI

All are invited to attend the,  
Annual Parish Meeting

Tuesday, August 22, 2017

6:30 pm

Nativity Hall



Dear People of God,

The Sacred Heart Pastoral council met on Tuesday September 19, 2017. Reports were given as follows: The Adult Faith Formation and the Social Concern Committees will sponsor an event entitled SHARING THE

JOURNEY. The Holy Father Pope Francis has called the whole church to be alert to the needs of immigrants. The Share the Journey will be a two year global vision for the human family to increase awareness of people who are forced to depart from their homes and move to regions that are unfamiliar. We must understand their stories, and strengthen the bonds between all of humanity. The year begins on September 27, 2017.

On October 14, 2017 from 9am-12pm in Nativity Hall, Sacred Heart Parish in Waseca will host an event to develop our awareness about immigration, and to share in discussion of the needs of the families that have migrated to this place.

The Men's prayer group invites the men of the parish to come and pray from ten to eleven on each Wednesday night in the Adoration chapel.

The Finance Committee announced that the What's Cooking Campaign has \$110,000 in the fund with an additional \$25,000 pledged. If you have not pledged yet pick up a form in the back of church or in the parish office.

The Liturgy Committee that decorates the Church will need a great deal of help this year as the 4<sup>th</sup> Sunday of Advent and Christmas Eve are both on Sunday the 24<sup>th</sup> of December. We will transform the church from Advent to Christmas after the 10:00 am Mass of the 24<sup>th</sup>. Please consider helping us on the morning of the 4<sup>th</sup> Sunday of Advent.

The School reports that the year is off to a great start with some exceptional teachers and some fine students and families. They sponsored the games at the Fall Festival and so like last year the students benefit for a week or so afterward because they are able to continue to enjoy the new games at recess.

Thank you to the Fall Festival Committee. The year was a great success and the people who attended enjoyed their time together even the ones who did not win at bingo or the raffles – some have told me.

The report was given to the council that the Bethlehem Inn committee has agreed to take care of the insurance, maintenance, utilities, and liability for the Women's and Children's temporary housing residence. The Pastoral Council agreed that we should proceed with this plan as did the finance council.

Jim Foley has offered to give a few hours each Thursday to coordinate volunteers in the parish. We are thankful that he is willing to generously share his time and talents.

*Fr. Leif*



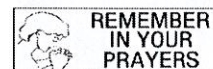
## Offering of First Fruits

<u>Week of September 17</u>	<u>Month of September 2017</u>
Adult Envelope \$ 7,470.40	\$ 24,855.60
Auto Deposit \$ 14,034.50	\$ 14,034.50
What's Cooking \$ 4,886.73	\$ 9,041.73
Fall Festival \$ 71,766.20	\$ 71,766.20
Other Income <u>\$ 10,266.82</u>	<u>\$ 21,505.63</u>
Total Income \$108,424.65	\$141,203.66
Expenses \$35,935.03	\$59,938.62
<u>Actual Year to Date</u>	<u>Net amount over/under budget</u>
Adult Envelope \$132,595.25	\$23,404.75(under)
What's Cooking \$ 44,603.73	
Other Income <u>\$248,812.07</u>	<u>\$11,536.70(under)</u>
Total Income \$426,011.05	\$34,941.45(under)
Expenses \$313,001.18	\$65,212.34(below budget)
Inc. over Exp. \$113,009.87	
Outstanding Payables \$2,836.96	
Hurricane Harvey Collection \$4,899.47	
	Youth Offering: 9/17/17 <u>\$83.90</u>

### Annual Diocesan Ministry Appeal

We still have time to get pledges in for the Annual Diocesan Ministry Appeal. Pledge envelopes are available in the pews. **Help us reach goal so that we do not have to make up the shortfall out of the general operating budget.** Every gift helps no matter the size!

**SH PARISH Goal for 2017: \$53,680.00 (105 donors)**  
**Received to date for 2017: \$16,107.00 (29.94% of goal)**



Please remember in your prayers all those of our parish who are ill or injured, especially, **Donald Landkammer,**

**Elaine Jones, Lowell Denn, Kitty Bagan-Wille, Zita Mittlestaedt, Mary Lou Denn, Mary Bennett, Jim Olsen, Irene Leach, Nicole Olean, Linda Thornton, Nicole Schaffer, Loraine Kalbow, & Theresa Neigebauer.** Call the parish office at 835-1222 if you or anyone you know is in need of prayers.

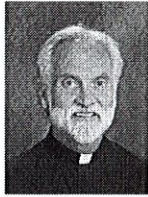


### WELCOME INTO THE SACRED HEART FAMILY OF CHRIST

**Kaiya Lee Pospisil, Ava Claire Pospisil, and Hudson Joseph Pospisil, children of Brett Pospisil and Katy Marco.**

**In Memoriam** Our sympathy to **Amy & Mathias Gregor & family** on the death of Amy's mom, **Judy Tetzloff.**





Dear People of God,

The Sacred Heart School Board met on Thursday January 11, 2018. They discussed the School, the Montessori, as well as the School concert for Christmas. It was reported that the concert was a grand success and the number of people that came for the refreshments afterwards was most exciting.

There will be a Dad's Belgium waffles breakfast on January 28, 2018, 8:30 am-12 noon All are encouraged to bring the family. Pre K age 5 and under are free.

The Theme for Catholic School's Week will be "Faith Service & Knowledge". There will be activities January 29 – February 2. They will do a service project for some of the elderly and homebound during that week as well.

There was discussion about the Bethlehem Inn of Waseca. (The residence for homeless women and children). Father reported that the lease agreement has been sent to the Diocesan lawyer. Now that the zoning commission and the city council have signed off on the variance for 16 persons, we await the final word from the Bishop and then the parish would turn the building over to the Organization. They will then proceed with the work of opening the residence for those in need.

The Kindergarten Open House will be held on Tuesday March 13, 2018. Please help us get the word out to all parents of students who will be five years of age this summer.

The Hot lunch for day care and Montessori over the summer has a dispensation to serve from the Parish Center for the weeks that they will not be in Nativity Hall.

The Finance Committee met on Tuesday January 16, 2018. They reported that the What's Cooking Campaign that began in June of 2017 and ended in December 31, 2017, took in \$167,000. The kitchen will be redone in the summer of 2018 in order to comply with the health department requirements deadline of August 2019.

The Pastoral Council is about to ask the parish if they will help with a renewal. We are looking at the shortfall for the diocesan appeal, at the number of people that come to church, and the ways that the fall festival struggles to gather volunteers. We are asking, how can we bring a spirit of new life to the parish?

Please pray with us this week for a sense of what it is that God is calling us to become for the sake of a better parish and a better community. How can we help families to live lives that are more peace filled? How can we help the elderly to feel more secure? How can we help children to grow and thrive? How can we connect to the joy of the spirit of God more deeply? Service can lead us to a renewal. What is it God is asking of us all together?

*Fr. Leif*

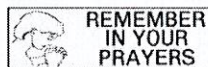


## Offering of First Fruits

Week of January 14, 2018		Month of January
Adult Envelope	\$ 6,164.17	\$20,293.17
Auto Deposit	\$13,586.50	\$13,586.50
Other Income	<u>\$10,851.15</u>	<u>\$12,026.15</u>
Total Income	\$30,601.82	\$45,905.82
Expenses	\$19,850.59	\$30,863.08
What's Cooking	\$ 100.00	\$100.00
<b>Actual Year to Date</b>		<b>Net amount over/under budget</b>
Adult Envelope	\$372,143.16	\$45,856.84(under)
Other Income	<u>\$464,987.56</u>	<u>\$ 5,373.79(over)</u>
Total Income	\$837,130.72	\$40,483.05(under)
Expenses	\$806,039.96	\$73,895.74(under budget)
Inc. over Exp.	\$31,090.76	Youth Offering: 1/14/18 <u>\$30.50</u>
Outstanding Payables	\$809.63	
What's Cooking Campaign (Fiscal YTD)	\$98,044.27	
Pledged & received:	<u>\$167,585.46</u>	Individuals donating: <u>148</u>

### Annual Diocesan Ministry Appeal Update

As of Wednesday, Dec. 20, this is where we now stand for the Annual Diocesan Appeals for 2015-2017.  
**PARISH Goal for 2017:** \$53,680.00 Owed \$23,678.00  
**Received to date for 2017:** **\$30,122.00 (56% of goal)**  
**2015 Goal:** \$52,590.00 **Owed:** \$24,625.85  
**2016 Goal:** \$52,920.00 **Owed:** \$34,690.64  
 Amount needed to pay the shortfall for 2015, 2016 & 2017, minus amount forgiven is now: \$82,994.49.



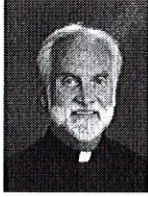
Please remember in your prayers all those of our parish who are ill or injured, especially;  
**Darrell Tramp, Andrew Barnes, Donald Landkammer, Lowell Denn, Kitty Bagan-Wille, Irene Leach, Zita Mittelstaedt, Mary Lou Denn, Mary Bennett, Jim Olsen, Lorelle Sexton, Maris Larson, Theresa Bowe-Broughten & Theresa Neigebauer.** Call the parish office at 835-1222 if you or anyone you know is in need of prayers.

**In Memoriam** Our sympathy to Nancy & Kimber Prehn & family on the death of Nancy's mom, Lorraine Erwin & to Russell & Shirley Dahnert & family on the death of Russell's sister, Fern Papke.

### YOUR VOICE NEEDS TO BE HEARD

This month we celebrated National Migration Week & Immigration Sunday. The USCCB, MN Catholic Conference and Catholic Charities are working to promote humane migration policies that reflect our Catholic values. In your pew you will find postcards & pencils. We invite you to join the U.S. Catholic bishops & other MN Catholics in support of protecting immigrants and refugees by signing these postcards & asking that lawmakers ensure humane treatment & reforms towards migrants and refugees by supporting the **Dream Act**. We have more information on this as well as a collection basket in the back of church. Please stop by, add your postcard and make your Catholic Voice heard!

Example of monthly report from boards/councils and communication for the annual spring meeting.



Dear People of God,

There will be a Turkey Dinner Sunday March 25, 2018, see the list for work schedules in last week bulletin or on the bulletin board.

On March 20, 2018, the Pastoral Council met and the following reports were given. The Finance committee have recommended that a 2%

raise be extended to the teaching staff in the new budget for the fiscal year 2018-19. They also discussed the kitchen project and made suggestions about the ways to make the kitchen safe and functional.

The School reported that there will be a Marathon pledge drive for Catholic Education from March 28 – April 18. Please get pledges and give pledges for the future of our parish education for young people, school age and adults. All volunteers for the school must receive training in Safe environment –VIRTUS- the next session will be 7:00 pm April 12 room 108 at Sacred Heart School. First Communion will be at the 10:00 am Mass Sunday April 15, 2018

The Youth and Faith Formation office announced a Burger Fry on April 6, 2018, at the Legion. On April 25, 2018, the last class of the year there will be a May Crowning and Rosary. Your support for the trip to Texas is greatly appreciated.

Adoration of the Blessed Sacrament: 3 hours are open and in need of someone to come and pray. Please consider taking one of these times.

The CDA will have a pillow cleaning on Saturday April 14, 2018.

The KC's will help with the Marathon on April 18 and will have a Tootsie Roll day at Wall-Mart and HyVee on April 26th and 27th.

The Liturgy Environment Committee are asking for your help on Saturday March 31, 2018 at 9 am to set up for Easter. If you are able to help let Father know or come to church on Saturday.

The Council is inviting everyone to attend a listening session on May 9, 2018 from 6:30 – 8 pm in the Nativity Hall. Recently the council approached some people who said that they are catholic. These people were asked if they consider themselves to be connected to the parish, if they are active and if they thought the church was helping their faith journey. Many of the people responded that they were interested in more attention be given to marriages, family, the young people, and the elderly who may not be able to drive or get to church. Their responses asked questions about whether faith is public or private, if worship was in one place or everywhere, and if morals were the same or different than politics. They asked if the Pope had to be heeded, and if the law suits were taking money from the Diocesan Collection. Many of those asked were not close to their faith. On May 9, 2018 we would like to ask for your input on any topic that is a concern to you.

*Fr. Leif*



Offering of First Fruits

Week of March 18		Month of March
Adult Envelope	\$ 5,852.51	\$20,629.48
Auto Deposit	\$13,621.20	\$13,621.50
Other Income	\$ 139.00	\$19,338.08
Total Income	\$19,613.01	\$53,589.06
Expenses	\$30,036.20	\$58,888.37
What's Cooking	\$0.00	\$0.00
Actual Year to Date		Net amount over/under budget
Adult Envelope	\$ 464,161.01	\$57,838.99(under)
Other Income	\$ 657,214.19	\$ 7,247.89(over)
Total Income	\$1,121,375.20	\$50,591.10(under)
Expenses	\$1,073,713.05	\$62,401.44(under budget)
Inc. over Exp.	\$47,662.15	
Outstanding Payables	\$762.56	
What's Cooking Campaign:	\$99,739.27	Fiscal YTD
What's Cooking Campaign total pledged and received	\$168,095.46	with 154 donors.

Youth Offering:  
3/18/18 \$27.00

2018 CMA/Catholic Ministry Appeal

PARISH Goal for 2018: \$54,910.00

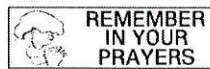
Total pledged to date: \$26,205.00

Number of Donors: 97

Percent pledged: 47.72%

Owed: \$28,705.00

Amount needed to pay the shortfall for 2015, 2016 & 2017: \$58,304.14.



REMEMBER IN YOUR PRAYERS

Please remember in your prayers all those of our parish who are ill or injured, especially; Linda Yess, Betty McIntire, Tom

Collins, Lowell Denn, Kitty Bagan-Wille, Irene Leach, Zita Mittelstaedt, Mary Lou Denn, Delores Mulcahy, Mary Bennett, Jim Olsen, Lorelle Sexton, Maris Larson, Dominic Orrie, Theresa Bowe-Broughten, Margaret Flintrop, Dwayne Bennett & Theresa Neigebauer. Call the parish office at 835-1222 if you or anyone you know is in need of prayers.

In Memoriam

Our sympathy to Jeff and LeAnn Dahle, Scott and Bev Dahle and families on the death of Jeff and Scott's grandmother, Laura Zimmerman.



**June 15, 2018**



*The mission of Sacred Heart School is to promote life-long learning and Christ centered values in a Catholic setting.*

### **A Message from the Principal**

*The school year has passed very quickly. The faculty and staff began the year with events such as Open House and Fall Festival. We then moved into fall conferences, Christmas programs, Catholic Schools Week, spring conferences, and Kindergarten Open House. Spring brought forth activities such as First Communion, the Marathon, the Art Show, Grandparents' Day, and many class field trips. Our final days will include the fourth grade trip to Camp Omega, Closing Liturgy, and Fourth Grade Graduation. As we end this school year, I am encouraged by the support we receive from you and our parish community.*

*Our year has been filled with many achievements. The faculty has fully implemented **The Daily 5 and CAFÉ**. The Daily 5 fosters literacy independence in the elementary grades. Daily 5 gives proven and practical approaches to ridding classrooms of busywork and promoting reading. Classrooms become alive with readers and writers working on authentic reading and writing during the Daily 5 block. CAFÉ engages students in daily literacy instruction and assessment. This allows teachers the time to track each child's strength, thereby maximizing time with them focusing on specific reading strategies.*

*If you have any questions about the upcoming school year, please contact me at 835-2780. I am extremely grateful for your support this past school year. Thank you!*

*Yours In Christ,  
LeAnn M. Dahle*

### **Important Updates for 2018-2019**

Next year we will continue our **Before and After School Program** at Sacred Heart School for children in grades K-4. The program will be open the days school is in session 7:00 – 7:45 a.m. and 2:45 - 5:00 p.m. We will provide an opportunity for large motor activity, homework help, tutoring, and a snack. The basic rate for this program will be \$3.20 per hour. Further details and registration information will be sent with the August 1, 2018, back to school letters. Contact me, LeAnn Dahle, at 835-2780 (school), or 323-4912 (cell), if you have further questions.

Lunch prices for 2018-2019 will be students \$2.80, adults \$3.80, and milk for cold lunches will be 50 cents. We encourage families to read the information on free and reduced lunches for students found in the folder you will receive at the Open House on Wednesday, August 30, 5:00-6:00 p.m. Sacred Heart School receives federal and state funding for our school based on the number of free/reduced lunches served during the school year. A family who qualifies for free or reduced lunch is confidential information.

Included on the back of this letter is the School Calendar for 2018-2019. Please note that there may be revisions to this calendar. You will receive the most updated calendar at Open House on Wednesday, August 29, 2018, 5:00-6:00 p.m.

### **FINAL BILLS FOR 2017-2018 SCHOOL YEAR**

LUNCH \_\_\_\_\_

SHARP \_\_\_\_\_

REG FEE \_\_\_\_\_

TUITION \_\_\_\_\_

**ALL FINAL BILLS MUST BE PAID BY FRIDAY, JUNE 29, 2018**  
*The fiscal year for the 2017-2018 school year ends on Friday, June 29, 2018. Please mail payments using the addressed envelope! Your prompt attention is greatly appreciated! We looked forward to seeing you next year!*

**The MNSAA Annual Report is available in the school office or online at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com)**

**BACK TO SCHOOL  
OPEN HOUSE AND PICNIC  
Wednesday, August 29, 5-6p.m.**

Agenda and minutes are also shared with Parish and finance

**The Mission of Sacred Heart School is to promote life-long learning and Christ-centered values in a Catholic setting.**

**Sacred Heart Board of Education Agenda**

**Thursday, April 12, 2018**

**5:30-7:00 P.M.**

Chair: Megan Lynch

Vice-Chair: Patty Fliflet

Secretary: Kara Deml

**School Board will meet in the School-Room 108**

**Prayer – LeAnn Dahle**

A. Call to Order

1. Approval of April Agenda
2. Approval of January Minutes

**MNSAA Committees 2017-2018**

1. Academics, enrichment, technology (TH, KD)
2. Safety (AG, PF, JM)
3. Marketing (AB, ML)

\*Finance committee deferred to finance board (CB)

B. Old Business

1. Committee Meeting Updates
2. Kindergarten Registration Night
3. Bethlehem Inn Update

C. New Business

1. Sacred Heart Calendar 2018-2019
2. MNSAA Annual Report

D. Questions/Discussions

E. Future Business

1. Meeting Date and Place – **Thursday, May 10, 2018 @ 6:00 p.m.**
2. Topics for Future Agenda
  - a. Review MNSAA Annual Report Draft
  - b. Safety Committee Report/Planning

F. Adjournment

## Component Three:

# Monitoring Learner Progress

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School and City: Sacred Heart School, Waseca MN

### A) The Assessment Plan

#### *What is your school's assessment plan?*

Provide an informative written description of the tools and processes used for assessing student academic progress at specific grade levels that includes at least one standardized assessment resource. *(See scoring rubric for additional details.)*

Sacred Heart School monitors learner progress by administering benchmark assessments in the fall, winter, and spring for all students K-4th grade. The tools used to measure and monitor this progress are; NWEA Map Assessments, Read Naturally Benchmark Assessment, and Renaissance Learning STAR Placement for reading and math. The following assessment tools are administered to students, shared with parents and students as parent teacher conferences, and shared with stakeholders from the various leadership councils. The data is used by administration, teachers, and parents to guide instructional decisions for learners, to provide additional interventions and enrichment for learners, and to evaluate curriculum.

### B) Analyzing the Assessment Data

#### *How is the assessment data analyzed and known?*

Provide an informative written description and supporting cumulative/aggregated evidence that addresses and demonstrates how the data gathered was reviewed, compared, analyzed and/or interpreted by appropriate stakeholders. *(See scoring rubric for additional details.)*

Learner progress is monitored in the fall, winter, and spring utilizing the tools listed above. The data is reviewed by the principal, intervention specialist, and classroom teachers. Tier 1 students receive core/enrichment instruction, Tier 2 students receive core instruction/group interventions, and Tier 3 students receive core instruction/intensive one on one interventions. Students in Tier 1 are assessed fall, winter, and spring. Tier 2 and 3 are monitored monthly with assessments to determine needs and interventions. This information is shared with parents regularly by the intervention teacher, on report cards, and at parent teacher conferences.

*List the evidence that is attached:*

1. Student report for parents.
2. School reports for teachers and board of education review.

---

**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](mailto:smueller@mnsaa.org).**

**C) Using the Data to Impact Instruction and Curriculum**

***How did the results impact instruction and curriculum?***

Provide an informative written description specifying how the data gathered was used to improve student learning as it guided instructional/curricular decisions. If no changes have been made, that should be identified in this narrative. *(No evidence is required. See scoring rubric for additional details.)*

The Data from assessment tools listed above are analyzed in the fall, winter and spring. This data is used and compared in the fall, winter, and spring to track students' progress and academic growth. The data is used at our TAT(Teacher Assistant Team) meetings to determine "What Students Need" and develop learning plans for students at risk, on watch, or needing enrichment. Sacred Heart School students scored above the national norms in all academic areas this past school year. On Wednesday, May 16, 2018 the data was analyzed by teachers at our Early Dismissal PLC Day. The data showed that we do a great job closing the academic gap for our at risk students. Projected gains and growth were achieved. However, at the workshop we learned that our high achieving students did not meet the growth projected by NWEA. Although they are performing significantly above the norm or grade level, they seem to plateau. Our goal for the 2018-2019 school year is to provide enrichment so we may see gains in their projected growth with NWEA and continue to also see the gains our struggling students are making throughout the year.

List of evidence that is attached:

1. Agendas from Fall, Winter, and Spring Meetings

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***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](mailto:smueller@mnsaa.org).***




RENAISSANCE

# Star Test Record Report

## Star Reading Enterprise Assessment (English)

School: **Sacred Heart Grade School** Date Range: **08/07/17-07/27/18** Demographics: **All Demographics**  Show Grade Equivalent Scale: **Star Enterprise Scale**

**S** Student 

*STAR- Reading Shared with Parents to show growth.*


Date	Class/Group	Teacher	GP	Score	Growth Score	GE	PR	NCE
04/27/18	Kugath	Kugath, J.	4.78	875	1053	>7	99	99
01/16/18	Kugath	Kugath, J.	4.45	794	963	>7	98	93.3
09/15/17	Kugath	Kugath, J.	4.04	743	972	6.4	97	89.6
<b>Summary</b>	<b>3 Tests</b>							

RENAISSANCE

# Star Test Record Report

## Star Math Enterprise Assessment (English)

School: **Sacred Heart Grade School** Date Range: **08/07/17-07/27/18** Demographics: **All Demographics**  Show Grade Equivalent Scale: **Star Enterprise Scale**

**S** Student 

*STAR math Shared with parents to show growth.*

Date	Class/Group	Teacher	GP	Score	Growth Score	GE	PR	NCE	IRL	Est. ORF	ZPD
04/24/18	Kugath	Kugath, J.	4.77	1166	1095	>7	99	99	10.7	190	4.8 - 10.8
01/09/18	Kugath	Kugath, J.	4.42	929	1076	>7	97	89.6	7.5	190	4.5 - 8.1
09/12/17	Kugath	Kugath, J.	4.03	915	1056	>7	98	93.3	6.9	190	4.5 - 7.9
<b>Summary</b>	<b>3 Tests</b>										

Report shared with School/Parish/Finance Councils.

**RENAISSANCE**  
**Consolidated Assessment Proficiency Report**  
**Star Reading Enterprise Assessment (English)**

School **Sacred Heart Grade School** Date Range **08/07/17-07/27/18** Demographics **All Demographics** Group by **District** Then list **Schools**

District  
**Sacred Heart Grade School**

School	# of Students	Participation			Proficiency						
		Not Tested	Tested		At/Above 50 PR	Below 50 PR					
		Total	%	Total	%	Total	%	Avg			
Sacred Heart Grade School	93	22	24%	71	76%	45	63%	75	26	37%	31
<b>Summary</b>	<b>93</b>	<b>22</b>	<b>24%</b>	<b>71</b>	<b>76%</b>	<b>45</b>	<b>63%</b>	<b>75</b>	<b>26</b>	<b>37%</b>	<b>31</b>

**RENAISSANCE**  
**Consolidated Assessment Proficiency Report**  
**Star Math Enterprise Assessment (English)**

School **Sacred Heart Grade School** Date Range **08/07/17-07/27/18** Demographics **All Demographics** Group by **District** Then list **Schools**

District  
**Sacred Heart Grade School**

School	# of Students	Participation			Proficiency						
		Not Tested	Tested		At/Above 50 PR	Below 50 PR					
		Total	%	Total	%	Total	%	Avg			
Sacred Heart Grade School	93	22	24%	71	76%	58	82%	81	13	18%	37
<b>Summary</b>	<b>93</b>	<b>22</b>	<b>24%</b>	<b>71</b>	<b>76%</b>	<b>58</b>	<b>82%</b>	<b>81</b>	<b>13</b>	<b>18%</b>	<b>37</b>

**Faculty Meeting Agenda  
Wednesday, October 11, 2017  
3:00-4:00 p.m.**

- **Prayer**
- **Fall Testing Data-MAP and STAR**
- **Parent Teacher Conferences**
- **ACE Curriculum Writing-Unit Expectations**

**Faculty Meeting Agenda  
Wednesday, February 14, 2018  
1:30-3:30 p.m.**

- **Prayer**
- **ACE Collaborative**
- **Report Cards**
- **Contracts**
- **MAP and STAR Testing Data for Winter**
- **Kindergarten Open House**

**Faculty Meeting Agenda  
Monday, June 4, 2018  
8:00 a.m.**

- **Report Cards**
- **Cumulative Cards**
- **Testing Data for Spring-MAP and STAR**
- **Staffing 2018-2019**
- **Calendar 2018-2018**
- **Schedules 2018-2019**
- **ACE Curriculum Writing-Language Arts Schedule**
- **Other Updates**