



# SACRED HEART CATHOLIC SCHOOL SCHOOL STRATEGIC PLAN

**(OBJECTIVE 1) Sacred Heart Catholic School will ensure a high quality academic excellence program to meet the needs of every student.**

**(STRATEGY 1) Review curriculum to integrate our C-STEM program across all subjects and grade levels.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Incorporate Defined STEM program into integrated units across subject areas.	Spring, 2018	Teachers Principal	<i>When and what happened?</i>
<b>(Action Step 2)</b> Monthly faculty time will be utilized to research additional STEM curriculum and/or resources for each grade level that will align with standards.	Fall, 2018	Teachers Principal	
<b>(Action Step 3)</b> Determine budget and materials to purchase curriculum/resources.	Winter, 2019	Principal	
<b>(Action Step 4)</b> Integrate new STEM curriculum/resources across grade levels and subject areas.	Winter, 2019	Teachers	
<b>(Action Step 5)</b> Revise science curriculum maps to reflect STEM units at each grade level.	Spring, 2019	Teachers	
<b>(Action Step 6)</b> Create C-STEM curriculum maps showing integration and standards across subject levels.	Fall, 2019	Teachers	
<b>(Action Step 7)</b> Implement C-STEM outdoor garden plan (Phase I) developed in 2017 to create an outdoor learning place.	Summer, 2018	Outdoor Committee	
<b>(Action Step 8)</b> Create a plan how each grade level will utilize the outdoor garden.	Winter, 2019	Outdoor Committee	
<b>(Action Step 9)</b> Plan and implement Phase II of the C-STEM Outdoor Garden to expand outdoor learning space.	Summer, 2019	Outdoor Committee	

<b>(STRATEGY 2) Utilize NWEA test data to monitor student progress and maximize teaching based on results.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Teachers will learn how to read NWEA data reports and student profiles to better understand the results to meet the needs of learners.	Spring, 2018	All Teachers Principal Tierney Bros.	<i>When and what happened?</i>
<b>(Action Step 2)</b> Annually, set student goals and/or class goals for math and reading for consistency across grade levels.	Fall, 2018	Teachers	
<b>(Action Step 3)</b> Using MAP data, Sacred Heart will use the results to tell our story.	Fall, 2018	Administration	
<b>(Action Step 3)</b> Using NWEA data, teachers will input information on the data wall each fall and spring to track students over time.	Fall, 2018	Teachers	
<b>(Action Step 4)</b> Ongoing professional development will be provided for continued best instructional practices.	Winter, 2019	Principal Teachers	
<b>(STRATEGY 3) Sacred Heart Catholic School will meet the needs of all learners.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Create a teacher task force to create a list of needs for the school to research programs/curriculum/staffing to help meet the needs of all learners.	Spring, 2018	Teacher Task Force Principal	
<b>(Action Step 2)</b> From the list of needs, prioritize the list to determine the greatest need of our students and the school as a whole.	Fall, 2018	Task Force	
<b>(Action Step 3)</b> Determine financial means to meet the needs of our students. Create a plan.	Fall, 2018	Principal Business Admin	
<b>(Action Step 4)</b> Implement the plan to provide more support for all learners.	Winter, 2019	Task Force Principal	

(Action step 5) Review plan annually to make revisions as needed.	Summer, 2019	Task Force Principal	
---	--------------	-------------------------	--

**(OBJECTIVE 2) Sacred Heart Catholic School will create a strong Catholic identity.**

**(STRATEGY 1) Sacred Heart Catholic School will strengthen and enhance the spiritual growth and Catholic Identity for faith formation of the school community.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a religion committee to begin reviewing religion curriculum/textbooks to make sure it aligns with Archdiocese Curriculum standards.	Fall, 2019	Administrator Teachers	<i>When and what happened?</i>
(Action Step 2) Contact religion publishers to send samples and gather to determine to the best curriculum that aligns with Archdiocesan standards and SHCS religion philosophy.	Winter, 2020	Principal	
(Action Step 3) Once new religion curriculum is chosen, begin mapping the religion curriculum with the Archdiocesan standards.	Fall, 2020	Teachers	
(Action Step 5) Administer the ACRE/IFG assessment to students and staff in spring and bi-annually in the future.	Spring, 2018	Principal Teachers/Staff	
(Action Step 6) Review results from the ACRE/IFG assessment to determine strengths and challenges.	Fall, 2018	Principal Teachers/staff	
(Action Step 7) Create a plan to address the challenges of the ACRE/IFG assessment to strengthen our religion curriculum and strengthen staff personal faith formation.	Winter, 2019	Principal Teachers/staff	

**(STRATEGY 2) Sacred Heart Catholic School will provide professional development of staff.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Staff will discuss and give input on professional development needs for the school, as a whole, to enhance best practices for	Fall, 2019	Teachers Principal	

classroom instruction and spiritual growth.			
<b>(Action Step 2)</b> Prioritize staff needs to create a three year plan that follows the guidelines of Title I funds with Robbinsdale School District.	Fall, 2019	Principal Task Force	
<b>(Action Step 3)</b> Create a timeline on the school calendar.	Winter, 2020	Principal Task Force	
<b>(Action Step 4)</b> Develop a schedule to provide “time” throughout the year to allow for workshops, implementation, and evaluation.	Winter, 2020	Principal Teachers	
<b>(STRATEGY 3) Sacred Heart Catholic School will provide spiritual development for all staff.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Staff will discuss and give input on spiritual professional development needed to aid in further knowledge of the Catholic teachings in the classroom and/or personal faith formation.	Fall, 2018	Teachers Principal	
<b>(Action Step 2)</b> A plan will be created based on staff and pastor input, to possibly include workshops, retreats, book study, and personal faith formation.	Fall, 2018	Pastor Principal Teachers	
<b>(Action Step 3)</b> On a monthly basis, staff will utilize the Jonathan Doyle videos for discussions at staff meetings.	2018-2019	Teachers	
<b>(Action Step 4)</b> One staff development day a year will be focused on spiritual development.	Winter, 2019	Principal Pastor Teachers	
<b>(Action Step 5)</b> Research the Siena Institute to the Called and Gifted Program to facilitates as an avenue for effective teamwork at the service of the school.	Fall, 2020	Principal	
<b>(Action Step 6)</b> Explore the observation tool developed by the Humans Resources Technologies to focus on professionalism of staff.	Winter, 2021	Principal	

**(OBJECTIVE 3) Sacred Heart Catholic School will provide a safe and healthy environment that is conducive to learning.**

**(STRATEGY 1) Maintain a positive learning environment for the staff and students.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> A new school-wide program will be researched to replace Discipline with Purpose. Top 20 Training will be used on a trial basis in spring to determine if it is a good fit for our school.	Spring, 2018	Summer, 2018	
<b>(Action Step 2)</b> Meet with teachers to determine if more research is needed to build a positive school culture and/or move forward with Top 20 Training for staff and students.	Summer, 2018	Fall, 2018	
<b>(Action Step 3)</b> Purchase new program or research more options if needed.	Summer, 2018	Winter, 2019	
<b>(Action Step 4)</b> Provide training for the new program for staff and implement with students in the classroom.	Fall, 2018	Spring, 2019	
<b>(Action Step 5)</b> Create grade level PLC teams to discuss implementation of new program to provide consistency across all grades.	Winter, 2018	Fall, 2019	
<b>(Action Step 6)</b> PLC teams will meet throughout the year to ensure implementation is consistent.	Winter, 2018	2018-2019	

**(STRATEGY 2) Develop a conflict resolution plan for staff?**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Sacred Heart will hire a facilitator to help the staff deal with conflict and the school as a whole.	Spring, 2018	Principal Pastor Business Admin	

(Action Step 2) The facilitator will meet with each staff member individually to gather feedback.	Spring, 2018	Principal Pastor Business Admin	
(Action Step 3) The facilitator will meet with the management team to share staff feedback and to suggest a plan of action.	Spring, 2018	Principal Pastor Business Admin	
(Action Step 4) A plan will be created and then communicated to the staff.	Spring, 2018	Principal Pastor Business Admin	
(Action Step 5) A facilitator from the Archdiocese of St. Paul/Mpls. will be scheduled to review Justice in Employment and the Archdiocesan Code of Conduct.	Fall, 2018	Principal Business Admin	
(Action Step 6) Create a process for staff to deal with conflict resolution with staff, parents, supervisors.	Fall, 2019	Principal Business Admin	

**(OBJECTIVE 4) Sacred Heart Catholic School will be vital and viable for the future.**

**(STRATEGY 1) Develop a new donor web-based program to include former students, grandparents, and other donors.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Attend training in spring for <i>Salesforce</i> , the new CRM database for alumni and donors.	Spring, 2018	Director of Advancement Principal  Business Administrator	
(Action Step 2) Transfer existing alumni and donor	Summer,	Director of	

data to <i>Salesforce</i> .	2018	Advancement	
<b>(Action Step 3)</b> Recruit volunteers to help with data entry and finding former students that are missing. from database.	Summer, 2018	Director of Advancement Volunteers	
<b>(Action Step 4)</b> Input donor information from Gala, Lend a Hand, etc. to be able to communicate with donors throughout the year.	Fall, 2018	Director of Advancement Volunteers	
<b>(Action Step 5)</b> Develop methods of communication to donors and alumni to build relationships (birthday cards, Christmas card, newsletter, school web page, etc.	Winter, 2019	Director of Advancement	
<b>(Action Step 6)</b> Continue locating alumni and create a communication plan to build relationships with our alums.	Spring, 2019	Director of Advancement Volunteers	
<b>(Action Step 7)</b> Utilize alums to speak to our students, volunteer in the classrooms, engage in our SHCS community to help create an alum donor program.	Spring, 2020	Director of Advancement	
<b>(STRATEGY 2) Diversify and streamline school revenues to accommodate scholarships and minimize tuition increases.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Development task force will create a new fundraising plan by evaluating existing fundraisers and recommending only those that maximize returns.	Fall, 2018	SAC Principal Dir. of Adv.	
<b>(Action Step 1a.)</b> Communicate new fundraising activities and expectations to stakeholders (school families, parishioners, staff)	Spring, 2019	Principal SAC	
<b>(Action Step 1b)</b> Evaluate new fundraising plan after first year of implementation.	Fall, 2020	Principal SAC	

(Action Step 2) Increase grant revenue through research and initiation of new requests.	Fall, 2020	SAC	
(Action Step 2a) Find school parents to aid in research.	Fall, 2020	SAC	
(Action Step 2b.) Seek outside grant writers with experience in educational grants.	Winter, 2021	SAC Principal	
(Action Step 3) Initiate a new (alumni) scholarship fund campaign after <i>Salesforce</i> has been established.	Spring, 2019	Principal Dir. of Adv. Bus. Admin SAC	
(Action Step 4) Collect feedback throughout the year on all development activity. Evaluate effectiveness based on stakeholder engagement and returns.	Spring, 2020	Principal Dir. of Adv.	
<b>(STRATEGY 3) Review and maintain a marketing plan to reach and maintain full school enrollment.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Create a marketing team for planning.	Winter, 2019	Director of Advancement Principal	
(Action Step 2) Create a SWOT analysis. (Strengths/Weaknesses, Opportunities, Threats)	Spring, 2019	Marketing Committee Dir. of Adv.	
(Action Step 3) Using the SWOT analysis, review and update current marketing plan.	Spring, 2019	Dir. of Adv. Principal SAC	
(Action Step 4) Focus branding on Pre-K by implementing uniforms and inclusion in school-wide events.	Fall, 2019	Dir. of Adv.	
(Action Step 5) Track retention of the # of students	Fall, 2018	Dir. of Adv.	



attending 4 Pre-K program to Kindergarten.			
<b>(Action Step 6)</b> Create a plan to bring more awareness to our early childhood program, Faithful Beginnings.	Fall, 2018	Marketing Committee Dir. of Adv.	
<b>(Action Step 7)</b> Establish a student middle school leadership team for input of new ideas to make their middle school experience better.	Winter, 2019	Dir. of Adv.	
<b>(Action Step 8)</b> Create a middle school plan based on student feedback.	Winter, 2019	Dir. of Adv.	