

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

(STRATEGY 1) Enhance our science program in all grade levels.

	Timeline	Responsibility	Progress Report
(Action Step 1) Research with teachers to see what their needs are in the area of science.	Spring 25	Science teachers	<i>Fall²⁵</i> Met with all science teachers. Created wish lists for science.
(Action Step 2) Schedule professional development with STEMscopes for K-4 teachers.	Fall 25	Principal	<i>Fall²⁵</i> Training was completed in 24-25 with StemScopes. We decided to have our MS science teacher provide individual help as needed for new teachers. PD will be planned if needed.
(Action Step 3) Plan and outline PreK science curriculum for 3 and 4 PreK using Creative Curriculum.	Fall 25	PreK Teachers	<i>Fall²⁵</i> Created a template for PreK teachers to map their science curriculum based on MN Early Childhood Indicators of Progress. Science is now taught more frequently.
(Action Step 4) Implement PreK science curriculum in winter/spring.	Winter/Spring 26	PreK Teachers	<i>Winter²⁵</i> Implemented weekly science activities with preschoolers.
(Action Step 5) Create protocols for using Science Notebooks and identify resources needed to implement STEM lessons.	Winter 26	Science teachers Principal	<i>Winter²⁶</i> Teachers met throughout the year to create new science notebook protocols. Starting Fall, 2026, all grades will have a notebook to record observations and experiments. Each grade selected a notebook that will work for their age level.
(Action Step 6) Plan grade level projects in the area of science that will be taught each year.	Spring 26	Science teachers	<i>Spring, 26</i> Each grade selected two science projects beyond their STEMScopes lessons that will be specific to their grade level. Ex. Gr. 5: Hydroponic garden and STEM Fair project.
(Action Step 7) Look at revamping computer lab to use as a Stem lab/Maker Space area for PreK-4 th grade.	Summer 26	Principal Science team	<i>Summer 25</i> We receive a truckload of MakerSpace supplies from a school that closed. Our MS science teacher spent the summer creating our MakerSpace room for PreK-8 th grade. We were lucky to receive this donation.
(Action Step 8) Plan outdoor projects for each grade utilizing our outdoor campus.	Fall 26	Science teachers	

(Action Step 9) Explore and invite area Catholic High School students to partner with us for various science classes for grades 5-8.	Fall 26	Principal	
(STRATEGY 2) Strengthen our writing curriculum across all grade levels.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Review writing standards for all grade levels.	Spring 26	LA teachers Principal	Spring ²⁶ All language arts teachers met to review and discuss the writing standards. Our middle school teachers met as a separate group to add writing standards across all curriculum areas.
(Action Step 2) Identify writing samples that will be implemented at each grade level. Review writing standards again and identify all writing requirements for each grade.	Fall 26 Spring 26 Fall 26	LA teachers Principal	Spring ²⁶ Teachers in each grade selected two writing pieces that will be added to the writing portfolios starting next fall.
(Action Step 3) Create rubrics that will be used to assess each writing piece. (Rubistar, Voyages, etc.)	Winter 27	LA teachers	
(Action Step 4) Implement best practices for K-4 to reinforce grammar and punctuation.	Spring 27	K-4 teachers Principal	
(Action Step 5) Students will keep a writing portfolio each year with required writing pieces and passed on to next grade level.	Fall 27	LA teachers	
(Action Step 6) Create a document identifying introduction, review and mastery of writing skills required across all curriculum levels.	Spring 27	LA teachers Principal	
(STRATEGY 3) Create a new mentoring program for our new teachers.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Research what mentoring programs are available or that other schools have done.	Summer 25	Principal Lead teachers	Summer ²⁵ Researched other mentor programs used at other Catholic schools.
(Action Step 2) Update current mentorship program handbook until a new program is in place.	Summer 25	Principal	Summer ²⁵ Created a new mentor program with monthly reminders for mentor/mentee. A stipend is now paid to mentor.

(Action Step 3) Schedule monthly mentoring meetings with new teachers.	Fall 25	Principal	<i>Fall²⁵</i> Mentor/mentee meetings are scheduled weekly in fall and lessen as time goes on. New teachers also have a Groves coach (K-3) <i>Spring²⁶</i> Met with new teachers this year to get feedback on our new mentoring program.
(Action Step 4) Determine how to meet the individual needs of new teachers.	Spring 27	Principal New teachers	
(Action Step 5) Create PLC grade level teams to meet monthly to discuss curriculum, standards and classroom management techniques.	Fall 27	Principal PLC groups	

(STRATEGY 3) Differentiate our curriculum to include our advanced learners.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Define “advanced learners” at Sacred Heart.	Fall 28	Teachers Principal	
(Action Step 2) Research viable program options to implement at SHCS.	Fall 28	Teachers	
(Action Step 3) Provide professional development for teachers how to tier assignments, project-based learning, flexible grouping, etc.	Spring 29	Teachers	
(Action Step 4) Design lessons and assessments to align with the curriculum lessons.	Fall 29	Principal	
(Action Step 5) Schedule grade level learning teams to discuss differentiated learning methods.	Spring 29	Principal Teachers	

(OBJECTIVE 2) Sacred Heart Catholic School is committed to strengthening our Catholic identity.			
(Strategy 1) Continue to support and expand our Catechesis of the Good Shepherd Program.			
	Timeline	Responsibility	Progress Report

(Action Step 1) Recruit and train catechists and assistant teachers to support our growing CGS program.	Summer 25	CGS Coordinator	<i>Summer²⁵ Two catechists went to Level 2 training for a week during the summer. More CGS assistant teachers were recruited. Added a new evening class for 1st graders.</i>
(Action Step 2) Purchase materials and find volunteers to build materials to add our Level II program for our 1 st grade students.	Fall 25	CGS Coordinator	<i>Fall²⁵Material wish lists were published in our parish bulletin and school newsletter. Items were either purchased or money was provided to purchase items.</i>
(Action Step 3) Purchase materials and find volunteers to build materials to add our Level II program for our 2 nd grade students. Do we need another space for Level II students?	Fall 26	CGS Coordinator	
(Action Step 4) Provide training for PreK-2 nd grade classroom teachers so they better understand the philosophy and curriculum of CGS.	2025-2026	CGS Coordinator Principal	
(STRATEGY 2) Implement a Virtues program for PreK-8 to create a culture of character in our community.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a committee to research Virtue programs for all grade levels.	Spring 27	Committee Principal	<i>When and what happened?</i>
(Action Step 2) Plan and implement the new Virtues program, PreK-8 th .	Fall 27	Teachers Principal	
(Action Step 3) Create a new monthly award program based on the Virtue practiced each month.	Fall 27	Teachers Principal	
(Action Step 4) Communicate Virtue lessons each month in school newsletter.	Fall, 27- Spring 28	Principal	
(STRATEGY 3) Enhance our Catholic experiences for the students.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Provide opportunities for our students to go to confession more often than 2X a year.	Fall 2025	Pastor Principal	<i>Fall²⁵Our middle schoolers did attend confession 3X this year vs. 2X. We have a new pastor coming so we are hopeful we can add confessions to our advisory time for middle school and more often for grades 3-5.</i>

(Action Step 2) Provide more opportunities for prayer for our students such as Adoration (weekly during Advent/Lent) and other opportunities.	Winter 26	Principal Teachers	<i>Winter²⁶ Our students in K-8 attended weekly Adoration during Advent and Lent.</i>
(Action Step 3) Research prayer books for our K-4 and 5-8 students to use during Adoration.	Spring 26	Principal Pastor MS religion teacher	<i>Spring²⁶ Prayer books were purchased for K-5 that may be used during Adoration. We felt that our middle schoolers did not need a prayer book.</i>
(Action Step 4) Experience an annual Eucharistic procession in the hallway 2X a year.	Fall 26	Pastor Principal	
(Action Step 5) Research and purchase additional religious icons for the classrooms and hallway such as a picture of the Most Sacred Heart of Jesus, Saints, etc.	Spring 27	Pastor Principal MS Religion teacher	

(OBJECTIVE 3) Sacred Heart Catholic School will be vital and viable for the future.			
(STRATEGY 1) Build relationships with alumni, grandparents, and other donors using Salesforce.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Continue to utilize Salesforce database to find missing alumni/donor data for our 100 th Anniversary and beyond. (2026)	Summer 25	Dir. of Adv.	<i>Fall²⁵ A major clean-up of our Salesforce occurred during the fall due to our new director of advancement. A big effort was made all year long to find missing alums through Facebook and alumni finders due to our 100th anniversary next year.</i>
(Action Step 2) Create an alumni newsletter and mail each fall/spring.	Fall 25	Dir. of Adv. Principal	<i>Fall²⁵ Two alum newsletters were mailed out Summer 25 and Spring 26. Eventually we will move towards emailing the newsletter out to save on expense.</i>
(Action Step 3) Meet with top 50 donors for coffee, phone calls, etc. to build relationships. Track in Salesforce.	Fall 26	Dir. of Adv.	

(Action Step 4) Make 2-3 connections per year with our donors through holiday cards, events, special invites, etc. Record interactions in Salesforce.	Fall 26	Dir. of Adv. Admissions	<i>Winter²⁶ We mailed out photo Christmas cards out to top donors. Spring postcards were sent to all grandparents/special guests.</i>
(Action Step 5) Invite our alumni to come to the school to read a story, talk about their career, teach a class, volunteer to tutor, etc.	Winter 27	Principal Teachers	
(Action Step 6) Involve high school students to get involved at SHCS-walk the halls graduation, talk about H.S., volunteer in classroom, etc.	Winter 27	Teachers Dir. of Adv.	
(Action Step 6) Make stronger connections with our grandparents and legacy parents to volunteer in the school.	Summer 27	Dir. of Adv.	
(STRATEGY 2) Strengthen and enhance Sacred Heart Catholic School Development efforts to ensure operational vitality.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a brand and logo for our annual campaign 2025, including our 100 th Anniversary 2025—2026.	Spring 25 Summer, 2026	Dir. of Adv. Art Teacher Principal	<i>Fall²⁵Our 100th Anniversary logo was created for all communications. No brand/logo has been created for our annual campaign. Annual Campaign renamed "Building Hearts Together". Logo still forthcoming.</i>
(Action Step 2) Create form letters for our constituents (alums, legacy parents, grandparents) along with mailing envelopes to include new branding.	Fall 25	Dir. of Adv.	<i>Fall²⁵Mailed our alumni annual campaign letters out in November and grandparent letters in May after grandparents day. New branding was not included yet.</i>
(Action Step 3) Fundraise \$100k+ annually during our annual campaign solicitation.	Spring 26	Dir. of Adv.	<i>Spring²⁶We did not meet this goal. One donor gave a verbal donation of \$50,000 but has not followed through with the commitment yet. However, we had our annual gala in Feb. 26 and exceeded our fundraising goal.</i>
(Action Step 4) Create a donor recognition and alumni event before our 100 th Anniversary, including a visual recognition of donors (plaque, social media, communication).	Winter 27	Dir. of Adv. Principal Pastor	
(Action Step 5) Establish a plan for major gifts, planned giving, and estate planning for the school.	Fall 27	Dir. of Adv. Principal	
(STRATEGY 3) Implement a marketing plan to retain and recruit students, PreK-8th grade			
	Timeline	Responsibility	Progress Report

(Action Step 1) Create an annual comprehensive marketing plan to include a referral bonus program for parents to recruit new families.	Fall 25	Marketing Dir. SAC Principal	<i>Fall²⁵We tried a few referral campaigns throughout the year with no success. We will continue to look into how this plan would work best in our community.</i>
(Action Step 2) Become more visible in our community and surrounding communities through farmer's markets, parades, community events, etc.	Winter 26	Marketing Dir. SAC Principal	<i>Winter²⁶More effort was made to be visible in our community—Easter Egg hunt, parade, Little League opening day, Boo Give & Get. Advancement Director communicates with local Chamber to continue to foster connections. We purchased large outdoor banners to share 100th Anniversary with the community along with easel signs to allow for more visibility of events within our parish community.</i>
(Action Step 3) Create a marketing committee of parents to support the community marketing events for recruitment.	Fall 27	Marketing Dir. SAC Principal	
(Action Step 4) Focus more efforts on recruiting and retaining our preschool students by involving them in family events at the school that involve PreK-1 st grade.	Winter 28	Marketing Dir. PreK Staff Principal	
(Action Step 5) Develop an annual plan how to leverage the best marketing practices-billboards, city websites, local realtors, etc.	Spring 28	Marketing Dir. SAC Principal	
(STRATEGY 4) Implement a marketing plan to retain and recruit teachers.			
(Action Step 1) Highlight our teachers on social media to showcase the great things occurring in their classroom.	Fall 25	Marketing Dir. Principal	<i>Fall²⁵Teachers were highlighted throughout the year on social media through posts and videos.</i>
(Action Step 2) Recognize and support our teachers each trimester by providing a special lunch, acknowledgement, fund for classroom supplies, Christmas gift, etc.	Fall 25	Principal	<i>Fall²⁵More effort has been given throughout the year to appreciate our staff through happy hours, lunches, gifts, games, treats, beverages.</i>
(Action Step 3) Research and attend job and career fairs in our community and local colleges (St. Kate's, St. Thomas, etc.) to recruit teachers.	Spring 26	Principal	<i>Spring²⁶We took part in the Schulze Foundation recruiting project where we hosted a student teacher, principals had dinner/talk one evening, a night with veteran teachers, and beginning teachers. We were not aware of any job fairs.</i>
(Action Step 4) Research salary scales from similar size Catholic schools in our area to compare. Look at reinstating a salary scale or salary range.	Summer 26	Principal SAC	

(Action Step 5) Give a teacher survey to see what they would like to see for teacher appreciation. Also, have teachers fill out a form their favorites to be able to treat teachers which items from their list throughout the year.	Fall, 2026	Principal	
(Action Step 6) Research and revise teacher salaries to reflect cost of living adjustment.	Fall 26	Principal SAC Bus. Admin	
(Action Step 7) Review policies at other schools for free/reduced tuition for teacher's child(ren), benefits, PTO vs. sick time, free Kids Club, continuous education stipends, etc.	Fall 26	Principal Bus. Admin	
(Action Step 8) Research other benefits for new hires such as housing, other benefits to attract new teachers.	Spring 27	Principal SAC	
(STRATEGY 4) Implement one database for parish and school communication through The Hub.			
(Action Step 1) Transfer parish and school databases into The Hub for a one-stop drop of constituents. Utilize the HUB Dashboards to give Advancement updates to leadership and staff during meetings.	Spring 25 Fall, 26	Dir. of Adv. Principal Bus. Admin CSCOE	<i>Spring²⁵We are proud that our parish AND school use Salesforce for our main database for parishioners, parents, alumni, and donors. We are still working on training additional staff that manage records and donations.</i>
(Action Step 2) Transfer current Volunteer SignUp to The Hub for tracking purposes for current and past volunteering.	Summer 25	Principal Admin Asst.	<i>Summer²⁵We use Salesforce this school year for all volunteer opportunities in the school.</i>
(Action Step 3) Move all school office communication to The Hub such as school newsletters, emergency messages/texts, etc.	Fall 25	Admin Asst. Principal	<i>Fall²⁵We used Salesforce for communication of the school newsletter. In January, we decided it was best to use Smore instead due to ease and readability.</i>
(Action Step 4) Enroll in the CSCOE Advancement Certificate Program.	Spring, 26	Director of Advancement	<i>Spring²⁶ Our Director of Advancement enrolled in the CSCOE Advancement Certificate Program. Classes run spring thru fall.</i>
(Action Step 5) Research Admissions and Enrollment form prospective and current families using The Hub vs. TADS. Must make sure Educate and The Hub communicate.	Winter 26 Fall, 26	Principal Admissions Dir.	
(Action Step 6) If The Hub is used for Admissions and Enrollment, begin the transfer of data to The Hub and communicate with families.	Spring 26	Principal	

	Winter, 27	Admin Asst. CSCOE	
(Action Step 7) Research Educate and other school software systems to see if this is the best tool for teachers for grading, report cards, teachers communication to parents, conduct records, etc.	Summer 26 Summer, 27	Principal	