



SAINT WENCESLAUS SCHOOL CATHOLIC SCHOOL – DEVELOPED FALL 2009/ Revised Spring 2010

SCHOOL STRATEGIC PLAN

OBJECTIVE 1

The school will have a comprehensive marketing plan to inform the community of school events, to build student and alumni pride in the school, to increase enrollment, and to obtain donations, which will support learning.

STRATEGY 1				
A marketing plan will be written to include the full range of marketing activities.				
ACTION STEP 1 Goals will be developed and written with priority items to be address in the next 3-5 years for marketing and development of school initiatives.	Timeline 2010	Responsibility Principal Development Director	PROGRESS REPORT <i>(Results/Outcomes?)</i>	
STRATEGY 2				
Materials will be developed for publication and distribution.				
ACTION STEP 1 A committee will seek out various happenings in the day-to-day life of the school and submit them to the local paper, and parish bulletin for publication and to the Alumni newsletter. Also items will be published on the school and parish websites.	TIMELINE 2010/2011	RESPONSIBILITY Faculty Marketing Committee, Communications Committee of Alumni Association, and the Communications Committee of the School Board	PROGRESS REPORT <i>(Results/Outcomes?)</i>	
ACTION STEP 2 A new school brochure and publicity fliers will be developed and used for recruitment purposes.	2010/2011	Development Director		
Action STEP 3 New innovative ways to recruit students will be investigated such as the school website or Facebook technology.	2011/2012	Principal, Technology director, Development		

			Director	
	ACTION STEP 4 A time-line will be set up with scheduled recruitment events and recruitment materials leading to the registration of new students.	2010	Principal	
	ACTION STEP 5 New recruitment strategies will be researched and incorporated as appropriate.	2010	School Board Principal Development Director	
STRATEGY 3 Donation requests will be broadened to the wider church and local community.				
	ACTION STEP 1 A donor recruitment process and plan of action will be developed.	Timeline 2009/2010	Responsibility Development Director	Progress Report
	ACTION STEP 2 Donor recruitment materials will be developed.	2009/2010	Development Director/Principal	
	ACTION STEP 3 A list of corporate donors will be sought out from the local and extended community.	2011/2012	Development Director	
	ACTION STEP 4 A process to inform alumni and friends of the school's financial needs. A process to request these groups to contribute donations to the school will be developed.	2010/2011	Development Director/Principal/ Technology Coordinator	
STRATEGY 4 Effective methods of contacting area families will be developed to recruit students at all grade levels in an attempt to raise enrollment numbers.				
	ACTION STEP 1 School board members will seek out events by which they can promote the school to area families.	Timeline 2010/2011	Responsibility School Board	Progress Report
	ACTION STEP 2 Faculty will take an active role in the participation of the recruitment of students at all grade levels.	2010	Faculty	

	ACTION STEP 3 A series of mailings will be sent to families in the community with school age children.	2010-2011	Principal/ Development Director/Administrat ive Assistant	
	ACTION STEP 4 Welcome packets will be designed for new babies to the New Prague Community and/or those baptized into the parish community.	2013-2014	Development Director/ Marketing Committee of the School Board	
	ACTION STEP 5 Notices of preschool and kindergarten open house, round-up and other promotional events will be sent to area church for publication to the non-Catholic communities	2010-2011	Marketing Committee of the School Board	

OBJECTIVE 2

The school will secure several new sources of funding to sustain the budget allowing the school to continue and maintain the high quality educational programs for students.

	STRATEGY 1 One new funding generation source will be incorporated into the required fundraising projects			
	ACTION STEP 1 A fundraising subcommittee will research possibilities for school funding activities.	TIMELINE 2010- 2011	RESPONSIBILITY School Board Development Director	PROGRESS REPORT (Results/Outcomes?)
	ACTION STEP 2 Parents will be informed of the necessity of the fundraising project.	2010- 2011	School Board	
	ACTION STEP 3 A committee will be assigned to execute the plans to make the fundraising activity a success.	2010- 2012	School Board/ Home and School Association Development Director	
	STRATEGY 2 Relationships will be further developed with sources for foreign exchange students.			
	ACTION STEP 1 A summer school program will be proposed to the Korean officials and Korean families and American host families.	Timeline 2010- 2011	Responsibility Principal	Progress Report

	ACTION STEP 2 Recruitment of American host families will be aggressive.	2010-2012	Principal/ Faculty/ School Board	
	ACTION STEP 3 New initiatives will be promoted to attract Korean students to the school	2011-2012	Principal/Technology Coordinator	
STRATEGY 3 Active Alumni and school friend connections will generate additional funding for financial assistance.				
	ACTION STEP 1 Alumni newsletters and mailings will tell of the needs in the school.	Timeline 2011-2012	Responsibility Principal/Development Director/ Alumni Association	Progress Report
	ACTION STEP 2 Alumni and friends of the school will be invited to school events as special guests or events that will be developed that honor their presence.	2011-2012	Principal/Development Director	
	ACTION STEP 3 Alumni donor envelopes will be developed and included in newsletters.	2010	Development Director/Administrative Assistant	
	ACTION STEP 4 Recognition of Alumni donors will be done regularly.	2010-2011	Development Director	

OBJECTIVE 3

The school curriculum will be further developed to include cross-grade level initiatives, modifications to meet the diverse learning needs of students, consistency in curriculum among staff, and more informative processes for parents.

STRATEGY 1 Teachers will meet regularly to discuss and plan curriculum.				
	ACTION STEP 1 Time will be allocated at faculty meetings and workshop days for curriculum purposes.	TIMELINE 2010-2011	RESPONSIBILITY Principal	PROGRESS REPORT <i>(Results/Outcomes?)</i>
	ACTION STEP 2 Teachers will share grade level goals with each other, especially across grade levels and curriculum areas.	2010-2012	Faculty	

	ACTION STEP 3 A formal policy will be developed and adopted by the school community concerning grade and class acceleration for students who are high achievers.	2010-2011	Principal/Faculty/ School Board	
	ACTION STEP 4 Staff development will include issues of special education, adaptations, and accommodations for students with uncommon educational needs.	2010-2011	Principal/School Counselor	
	ACTION STEP 5 Staff will investigate the possibility of a common grading scale and common school wide report card system.	2012-2013	Faculty	
	ACTION STEP 6 Staff will continue to assist each other using the mentor program. Updates to the mentor-mentee handbook will be made.	2013-2014	Faculty	
STRATEGY 2 Accountability for continued updating of curriculum handbooks and curriculum mapping books will be established.				
	ACTION STEP 1 Workshop time will be provided to staff for the intention of updating new curriculum materials.	Timeline 2012-2013	Responsibility Faculty	Progress Report
	ACTION STEP 2 Curriculum committees will be set up among staff for the various areas of the school program.	2012-2013	Faculty	
	ACTION STEP 3 Teachers will have access to a complete, full-length curriculum handbook.	2012-2013	Principal/ Administrative Assistant	
STRATEGY 3 Assessment will be used to direct curriculum changes.				
	ACTION STEP 1 Students in grades 3-8 will be given yearly standardized tests.	Timeline 2011-2012	Responsibility Faculty/ Administrative Assistant	Progress Report

	ACTION STEP 2 Teachers will dissect testing results for use of curriculum planning.	2011-2012	Faculty	
STRATEGY 4 Appropriate materials will be sought for curriculum areas that are lacking.				
	ACTION STEP 1 The school library will develop a list of resources which will be helpful for teachers at the upper levels	Timeline 2010-2011	Responsibility Librarian/ Middle School Teachers	Progress Report
	ACTION STEP 2 The physical education department will develop a list of resources and supplies needed at the upper levels.	2010-2011	Physical Education teachers	
	ACTION STEP 3 Funding will be secured to purchase needed supplies.	2011-2012	School Board/ Principal	
STRATEGY 5 The science program at the 7 th and 8 th grade level will be carefully examined to determine the future directions.				
	ACTION STEP 1 A subcommittee of school board and faculty will investigate all aspects of the science shared time program.	Timeline 2011-2012	Responsibility Faculty/Principal/School Board	Progress Report
	ACTION STEP 2 The school board will secure funding sources for an in house science program for grade 7 and 8.	2012-2013	School Board	
	ACTION STEP 3 Material will be purchased and a qualified teacher hired for 7 th and 8 th grade.	2013-2014	Principal	
STRATEGY 6 Parents will be informed of curriculum materials and expectations at all grade levels.				
	ACTION STEP 1 An annual school curriculum night will be held for the parents in each grade level classroom.	Timeline 2010	Responsibility Faculty	Progress Report
	ACTION STEP 2 Staff will invite parents to special curriculum	2010-	Faculty	

	events that take place in the classrooms and larger curriculum displays will be coordinated so that parents may participate in the evening.	2011		
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OBJECTIVE 4 The school will adopt a philosophy of school discipline and will incorporate procedures to enforce common school rules appropriate to the needs of students at each grade level.				
STRATEGY 1 All school staff will participate in discipline related staff development.				
	ACTION STEP 1 A subcommittee of teachers will research various discipline philosophies and recommend their choices to the staff.	TIMELINE 2010-2011	RESPONSIBILITY Faculty/Principal	PROGRESS REPORT <i>(Results/Outcomes?)</i>
	ACTION STEP 2 Title II money will be designated to train staff in a common discipline approach.	2011-2012	Principal	
	ACTION STEP 3 Teachers will incorporate discipline philosophy within their classrooms and throughout the school.	2011-2012	Faculty	
STRATEGY 2 The school will publish and enforce current common school rules.				
	ACTION STEP 1 School absence tardy policies will be published to parents and enforced in the office.	Timeline 2011-2012	Responsibility Faculty/ Office Staff	Progress Report
	ACTION STEP 2 Teachers will agree upon common acceptable school rules as indicated by age appropriateness.	2011-2012	Faculty	
	ACTION STEP 3 Students will be taught appropriate behavior in the common areas such as bathrooms, and hallways.	2011-2012	Faculty	

OBJECTIVE 5

The school will upgrade technology for improved use for students as a tool for learning, for teachers and school administration in developing advanced educational delivery and school wide administration.

STRATEGY 1 The school will assess the technology needs of the school.				
	ACTION STEP 1 A technology committee will be formed consisting of teachers and school board members	TIMELINE 2012-2013	RESPONSIBILITY Faculty/School Board/ Technology Coordinator	PROGRESS REPORT <i>(Results/Outcomes?)</i>
	ACTION STEP 2 A listing of possible technology needs will be formed.	2012-2013	Technology Coordinator	
	ACTION STEP 3 A subcommittee of the school board will institute funding possibilities for technology resources.	2013-2014	School Board	
STRATEGY 2 Staff will be trained to consistently use technology resources.				
	ACTION STEP 1 New materials for handling student data will be selected with an agreement from the staff as to the consistent use throughout the school.	Timeline 2013-2014	Responsibility Faculty	Progress Report
	ACTION STEP 2 The possibility of expanding the school web site for greatest use of all areas of school life will be sought.	2012-2013	Subcommittee of faculty, Technology Director, Principal	
	ACTION STEP 3 Staff development days for technology training will be included in the school year schedule.	2013-2014	Principal/Technology Coordinator	
STRATEGY 3 Technology funding will be secured.				
	ACTION STEP 1 Tuition will reflect the needs of greater school	Timeline 2014-	Responsibility School Board	Progress Report

	technology.	2015		
	ACTION STEP 2 Identified fundraisers will take place that will be used directly for the technology fund.	2014-2015	School Board/Home and School Association	
	ACTION STEP 3 Endowment money or private donations will support the technology funding.	2015-2016	Development Director/Principal	

OBJECTIVE 6

The school building will reflect appropriate changes as the needs of the school community changes and student educational programming advances.

	STRATEGY 1 School rooms will be assigned based on program needs, school growth, and accessibility.			
	ACTION STEP 1 Preschool space will be developed so as to be inclusive of preschool children within the mainstream of the K-8 program.	TIMELINE 2011-2012	RESPONSIBILITY Principal/Preschool Teacher	PROGRESS REPORT (Results/Outcomes?)
	ACTION STEP 2 Office area placement will be investigated so as to make the most appropriate use of time and talents of administrative personnel.	2012-2013	Principal/Maintenance Staff/School Board	
	ACTION STEP 3 Extra classrooms will be scheduled, maintained and cared for by assigned staff so that they add to the benefits of the school programs.	2010-2011	Faculty/Principal	
	STRATEGY 2 Cooperative efforts will be made between school personnel and parish personnel for the cleanliness of shared and common spaces.			
	ACTION STEP 1 School administration will coordinate cleaning schedules with maintenance staff.	Timeline 2010-2011	Responsibility Principal/Maintenance Staff	Progress Report
	ACTION STEP 2 School staff will meet with faith formation staff to establish guidelines for cleaning rooms and general cleaning after evening and weekend programs.	2010-2011	Principal/Maintenance Staff	

OBJECTIVE 7

The school will improve relationships with various constituents and stakeholders in the community so as to foster the outreach, mission, and a cooperative spirit as we work to build God's Church together.

STRATEGY 1

The school will be an inviting and cooperative force in the parish community.

	ACTION STEP 1 Non-School parish staff will be invited to an annual or biannual meeting and/or social function with school staff to build relationships.	TIMELINE 2012-2013	RESPONSIBILITY Principal/Faculty	PROGRESS REPORT <i>(Results/Outcomes?)</i>
	ACTION STEP 2 Small morning coffee parties will be held for parish trustees, parish administration, the pastor, with the members of the school advisory board	2012-2013	School Board	
	ACTION STEP 3 The school staff will hold a day of retreat or prayer inviting members of the faith formation department to attend.	2010-2011	Principal	
STRATEGY 2 School parents will be encouraged to be active members of the parish community.				
	ACTION STEP 1 Parish functions will be advertised and attendance encouraged in the school weekly newsletter.	Timeline 2010-2011	Responsibility Principal	Progress Report
	ACTION STEP 2 School parents will be encouraged to take on leadership roles within the parish.	2012-2013	School Board	