

RESPONSE TO TEAM REPORT RECOMMENDATIONS
SACRED HEART CATHOLIC SCHOOL, ADAMS

Visit Date: April 11-12, 2016

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Recommendations / Challenges	School Response
<p>Standard 1: Mission and Philosophy</p>	
<p>Standard 2: Teaching and Learning</p> <ul style="list-style-type: none"> • <i>The team recommends assessment results be used in a more effective way to assist in guiding instruction.</i> 	<ul style="list-style-type: none"> • We currently use reports to guide NWEA instruction. The learning continuum is used to identify concepts students have previous knowledge of and it is used to guide class instruction. The Lexile levels are used to assign appropriately leveled non-fiction reading material (Newsela, Youngzine, Tween Tribune). Lexile levels are also used to determine AR reading levels. <p>Two teachers will attend a NWEA meeting in October to learn more ways in which we can utilize assessment results to assist in guiding our instruction for our students. Participants will learn to access, interpret, and apply MAP data at the local and district level. These teachers will then give a workshop to other faculty on how to use the interpretation and application of the data to further guide instruction.</p>
<p>Standard 3: Climate for Learning</p> <ul style="list-style-type: none"> ▪ <i>The team recommends that Sacred Heart School update their wellness policies and procedures.</i> ▪ <i>The team recommends that the crisis management plan be updated and effectively communicated to the staff, students, parents, and local law enforcement.</i> ▪ <i>The team recommends a more secure system for access into the school be implemented.</i> ▪ <i>The team recommends that grievance policies be updated or developed for constituent groups including but not limited to: teacher-parent, teacher-teacher, teacher-administration, student-</i> 	<ul style="list-style-type: none"> • See SSP (Objective 3, Strategy 5) • See SSP (Objective 3, Strategy 1) • See SSP (Objective 3, Strategy 1) • Grievance policies have been updated to include the constituent groups of parent-teacher, teacher-administration, etc. The school board approved these changes at the August 2016 meeting and the changes have been added to the employee handbook and parent/student handbook for the 2016-17 school year.

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<p><i>student, etc.</i></p>	
<p>Standard 4: Communications & Community</p>	
<p>Standard 5: Personnel</p> <ul style="list-style-type: none"> • <i>The team recommends that job descriptions include accountability statements.</i> • <i>The team recommends yearly evaluations, including performance appraisals, be completed and documented for all staff including administrators, teachers, secretary, cooks, janitor, paraprofessionals, bookkeeper, etc.</i> • <i>The team recommends the development and implementation of a school-wide professional development plan that is connected to Sacred Heart School goals related to student achievement.</i> • <i>The team recommends that the school train all staff and maintain documentation for areas such as: Blood-Borne Pathogen Training; Right-to-Know Training; Slips, Trips, and Falls Training; VIRTUS Training, etc.</i> 	<ul style="list-style-type: none"> • Principal added the following accountability statement to all job descriptions: “Sacred Heart School employees have the responsibility to complete the tasks they are assigned, to perform the duties required by their job description, to follow the diocesan and school policies and to be present for their proper hours assigned to their specific job. Employees must work together to further the goals and values of Sacred Heart School. If tasks are not completed, functions of the job are not performed properly, and/or there is inappropriate behavior then the employee will be held responsible for any consequences that are necessary.” A copy of the statement was given to all Sacred Heart School employees before the beginning of the 2016-17 school year. • In May 2016, Principal completed performance appraisals for our secretary, bookkeeper, janitor, paraprofessional and cooks. These appraisals have been filed in each employee’s personnel file. Principal will continue to do yearly evaluations on teachers as well as all other employees at Sacred Heart School. • See SSP (Objective 1, Strategy 4) • All school personnel will be trained at Sacred Heart in-service days at the beginning of each school year. Personnel will sign a document that states these areas have been completed. Principal will keep these signed documents on file. All school personnel will be given a copy of these signed documents.

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<p>Standard 6: Leadership and Governance</p> <ul style="list-style-type: none"> <i>The team recommends the person identified as the school principal be allocated time to develop and oversee personnel, direct the development and continuous improvement of curriculum and instruction, identify responsibility for the day-to-day operations, and ensure the operational vitality of the school.</i> <i>The team recommends that annual performance reviews of administration be completed and filed.</i> 	<ul style="list-style-type: none"> For the 2016-2017 School Year, Sacred Heart has made adjustments to the Principal's teaching schedule to allow more time for Principal responsibilities. These changes were reviewed by Marsha Stenzel, Superintendent of Catholic Schools for the Diocese of Winona. In addition, periodic meetings were scheduled with Marsha Stenzel to follow-up on these changes with the Principal. Moving forward, Sacred Heart plans on reviewing time allocation on a yearly basis and will react to staffing and schedules based on feedback that we receive from our Principal and Marsha Stenzel. The school board will have the administration performance review completed by the spring of each school year to coincide with the employee evaluations. The school board president and pastor will meet with the principal to discuss his/her evaluation.
<p>Standard 7: School Strategic Plan</p> <ul style="list-style-type: none"> <i>The team recommends that Sacred Heart School update their proposed Strategic Plan to incorporate the challenges identified in this report.</i> 	<ul style="list-style-type: none"> Principal, teachers, pastor and school board met at the beginning of the school year to determine the best way to address the challenges in this report. Our SSP has been updated to include these challenges and the action steps needed to achieve these challenges.
<p>Most Significant Areas of Challenge <i>(may be noted already above)</i></p> <ul style="list-style-type: none"> ➤ <i>Sacred Heart School is challenged to allocate time for the principal to develop and oversee personnel, direct the development and continuous improvement of curriculum and instruction, direct day-to-day operations, and ensure the operational vitality of the school.</i> ➤ <i>Sacred Heart School is challenged to provide a safe and secure building at the entrance of</i> 	<ul style="list-style-type: none"> See above See SSP (Objective 3, Strategy 1) See SSP (Objective 3, Strategy 1) (Objective 3, Strategy 5) See SSP (Objective 1, Strategy 4)

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<p><i>the school.</i></p> <ul style="list-style-type: none">➤ <i>Sacred Heart School is challenged to update policies (i.e., the Crisis Management Plan, Grievance Policies, Wellness Policies, etc.) in compliance with current best practices.</i>➤ <i>Sacred Heart School is challenged to develop, fund, and implement a professional development plan results in high levels of student achievement.</i>	
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