



SACRED HEART SCHOOL STRATEGIC PLAN FOR IMPROVEMENT

OBJECTIVE 1 *Sacred Heart School will meet the academic, social and emotional needs of all students.*

STRATEGY 1 *Sacred Heart School will develop a formal process for using NWEA results to evaluate program effectiveness, student growth, and to improve communication of student goals between school and home.*

<p>ACTION STEP 1 <i>Attend a NWEA workshop.</i></p>	<p>TIMELINE <i>October 2016</i></p>	<p>RESPONSIBILITY <i>Principal and two teachers</i></p>	<p>PROGRESS REPORT <i>October 2016</i> Teachers attended a NWEA workshop for using test results to help with evaluating student and curriculum needs. <i>May 2017</i> Mrs. Boe and Mrs. McKichan attended another NWEA workshop to help develop our formal plan.</p>
<p>ACTION STEP 2 <i>Share findings with other faculty.</i></p>	<p><i>October 2016</i></p>	<p><i>Principal and two teachers</i></p>	<p><i>October 2016</i> Mrs. McKichan and Mrs. Smith shared their findings with faculty on how to better utilize NWEA test results to meet our curricular needs.</p>
<p>ACTION STEP 3 <i>Write a formal plan.</i></p>	<p><i>August 2017- August 2019</i></p>	<p><i>Principal and teachers</i></p>	<p><i>May 2018</i> Since NWEA has added new data components, teachers will begin writing a formal plan at our August 2018 in-service days to incorporate these new components. <i>May 2019</i> Throughout the school year, teachers have used the data from NWEA to enhance their curriculum and meet the needs of their students such as District Summary Report, class report, Student Individual Progress reports as well as Achievement Status & Growth Summary with Quadrant Chart. These data components will be included in a formal plan and finalized at our August workshop days.</p>

ACTION STEP 4 Evaluate and assess the effectiveness of the program.	June 2020	Principal and faculty	Jan. 2020 During a staff development day, teachers identified strengths and weaknesses of individual classrooms, extra services for students that were identified through testing and what skills needed reteaching as a result from the NWEA tests. May 2020 Via Zoom, teachers met to finalize end of year plans. Unfortunately, we were unable to complete spring testing due to COVID19. We will need to create plans to close learning gaps as we are expecting a greater summer slide than usual especially in the lower grades.
STRATEGY 2 Improve Technology, Science and Math Curricula.			
ACTION STEP 1 Train teachers in use of Project Lead the Way's (PLTW) Launch program.	Timeline Summer 2016	Responsibility Teachers and Principal	Progress Report June 2016 Two teachers attended PLTW Core Training, and trained the faculty.
ACTION STEP 2 Purchase and organize PLTW materials and write an implementation plan.	August 2016	Principal	May 2016 The materials were ordered and distributed to PLTW teachers.
ACTION STEP 3 Implement PLTW's Launch program.	September 2016	Teachers	Sept. 2016 Our Gr. 6 science teacher developed a schedule for K-5 to implement PLTW. This schedule will allow each grade level to access the iPads as needed.
ACTION STEP 4 Evaluate and assess the effectiveness of the practices.	June 2020	Teachers	June 2018 Gr. K-5 have used the program for two years with much success. With the hire of a new 5-8th grade science teacher this past year, she will train in PLTW to add the Gr. 6-8 program. September 2018 We added more iPads to make PLTW more easily accessible to all students so they didn't have to share their devices. Sept. 2019 After completing some of the Gr. 6-8 PLTW Gateway training, our science teacher decided it was not feasible to implement at this time.
STRATEGY 3 Develop and Implement an Up-to-Date, All-School Curriculum.			
ACTION STEP 1 Attend Ace Collaborative Science.	2016-2018	Principal and Teachers	June 2016/October 2016 Principal and 2 teachers attended ACE curriculum development. Will meet again in Aug. 2017. August 2017/Nov. 2017/Mar. 2018 ACE Science Curriculum meetings are now completed. Curriculum will now be fully

			incorporated this coming school year.
ACTION STEP 2 <i>Attend Ace Collaborative Language Arts.</i>	2017-2020	<i>Principal and Teachers</i>	<p>June 2017 ACE Curriculum meetings will be held in June 2017. Principal and 2 teachers will attend.</p> <p>October 2018/Feb. 2018 Principal and teachers attended ACE curriculum development.</p> <p>June 2018 Principal and teachers will attend ACE Curriculum meetings in June 2018. Other meetings will be held in October 2018/March 2019.</p> <p>May 2020 Language Arts curriculum was originally due in May of 2020 but has been postponed until later this summer (possibly August 2020).</p>
ACTION STEP 3 <i>Attend Ace Collaborative Religion.</i>	2017-2020	<i>Principal and Teachers</i>	<p>November 2016 The Principal and a teacher went to the ACE meeting to begin planning the religion units and goals with other religion teachers from the Diocese.</p> <p>March 2017 Attended another meeting with religious educators to start the process of finalizing units, goals and objectives.</p> <p>June 2018 Religion curriculum planning meetings will be held throughout the 2018-19 school year to finalize each grade level.</p> <p>May 2020 Religion curriculum has not been completed by the Diocese.</p>
ACTION STEP 4 <i>Attend Ace Collaborative Specials Training.</i>	2018-2020	<i>Principal and Teachers</i>	<p>June 2018 Curriculum training will be held for team leaders for specials curriculum areas. Will meet again in August 2018.</p> <p>May 2019 No one attended these trainings as our specials teachers are provided by the public school.</p>
ACTION STEP 5 <i>Compile and distribute an all-school curriculum guide.</i>	Summer 2021	<i>Principal and Teachers</i>	<p>May 2020 The all-school curriculum guide has been delayed due to the COVID19. Also, not all of the ACE curriculum has been finalized by the Diocese.</p>
STRATEGY 4 <i>Sacred Heart School will implement "Conscious Discipline" by Becky Bailey as a classroom management program and a social-emotional curriculum.</i>			
ACTION STEP 1 <i>Attend a "Conscious Discipline" workshop.</i>	TIMELINE June 2019	RESPONSIBILITY <i>Teachers</i>	<p>June 2019 Several teachers attended a workshop on June 26 and 27, 2019.</p>
ACTION STEP 2 <i>Share information with other faculty.</i>	August 2019	<i>Teachers</i>	<p>August 2019 Workshop attendees shared the background and goal of the curriculum which is "to instill solutions for social-emotional learning, discipline</p>

			and self-regulation. The goal is to reach and teach every child.”
ACTION STEP 3 <i>Read and discuss the chapters of “Conscious Discipline”.</i>	September 2020	Principal and Teachers	<p>October 2019 Principal and teachers purchased the curriculum book. Faculty read Ch. 1-4 and met to discuss the skills from these chapters. A Creed for our K-8 school family was developed to create a positive culture and climate. This Creed is recited school-wide during our morning prayer.</p> <p>January 2020 Principal and teachers completed Ch. 5-8 and met to discuss the skills during a staff development day. Teachers also evaluated what has been successful or not with the skills that have been learned so far.</p>
ACTION STEP 4 <i>Establish a plan to put knowledge into action and fully implement “The Seven Skills of Discipline”.</i>	September 2020	Principal and Teachers	<p>May 2020 Due to COVID19, we were unable to complete the remaining chapters. At our August 2020 workshop days, we will need to decide how we would like to proceed with this curriculum.</p>
ACTION STEP 5 <i>Evaluate and assess the effectiveness of this curriculum.</i>	August 2021	Principal and Teachers	

OBJECTIVE 2 *Sacred Heart School will meet the students’ technological needs.*

STRATEGY 1 *Sacred Heart will upgrade technology to create an environment of student-centered learning.*

ACTION STEP 1 <i>Determine what technology is needed to meet the academic needs of students and teachers.</i>	TIMELINE 2019-2024	RESPONSIBILITY Teachers, Principal, and Technology Committee	PROGRESS REPORT
			<p>August 2019 It was determined that iPads and laptops needed replacing as well as updating our Accelerated Reading program and Lego Robotics class. Teachers were also interested in purchasing document cameras to help enhance technology in their classrooms.</p>
ACTION STEP 2 <i>Determine a source of funding.</i>	2019-2024	Principal, Technology Committee, Finance Committee	<p>September 2019 Title IV funds will be available to update our AR program as well as purchase document cameras and Lego Robotics equipment.</p> <p>October 2019 We applied in September 2019 and were accepted in October 2019 for the Schulze Foundation Challenge Grant (if we raise \$25,000 they will match the same amount) for technology and LED lighting. We will also use the 2020 Catholic United</p>

			<p>Financial Raffle money for the funding of technology.</p> <p>November 2019 Our annual alumni mailing will be used to encourage alumni to donate to the Schulze Grant to meet our goal.</p> <p>January 2020 Funding for the Schulze Grant will also be available for people to donate to during our annual Winter Banquet/Auction in February, our biggest fundraiser for the school.</p>
ACTION STEP 3 <i>Establish a stronger budget to meet technology needs.</i>	2019-2024	Principal, Technology Committee, Finance Committee	<p>February 2020 The Schulze Challenge Grant was a success. Along with the alumni mailing and Catholic United Raffle, we were able to put these funds in our technology budget. These funds will greatly help our needs for future technology purchases.</p>
ACTION STEP 4 <i>Purchase and implement new technology.</i>	2019-2024	Principal, Teachers, Technology Committee	<p>January 2020 AR upgrade was completed which includes new individual student reporting, classroom level and school level reporting. Also, we purchased document cameras to use in the classrooms as well as new Lego Robotics equipment for a more hands-on experience for students in grades K-6.</p> <p>March 2020 Because of COVID19 and the closing of school, we have delayed the purchase of any new iPads or laptops at this time.</p>
ACTION STEP 5 <i>Evaluate technology budget.</i>	2019-2024	Principal, Technology Committee, Finance Committee	<p>June 2020 Committees will meet at the end of each school year to evaluate overall school budget and to make sure our technology budget can meet the needs of our students and teachers.</p>

OBJECTIVE 3 <i>Sacred Heart School will provide a safe, functional, and attractive learning environment.</i>			
STRATEGY 1 <i>Update the crisis management plan.</i>			
ACTION STEP 1 <i>Establish a committee.</i>	TIMELINE August 2016	RESPONSIBILITY Principal and School Board	PROGRESS REPORT August 2016 School board and principal formed a crisis management committee.
ACTION STEP 2 <i>Research best practices in crisis management and identify the school's security and safety needs.</i>	August 2016-August 2017	Crisis Committee	August/September/October 2016 The committee has begun looking at various security systems for our main entrance to school to decide what would be best for our building. Members of the Crisis committee will visit other schools to look at their

			<p>security measures. In Nov. 2016 the principal and another teacher will attend the crisis management workshop at the MNSAA conference on Nov. 4. The Crisis committee will use the MN Dept. of ED Model Crisis Management Policy to guide their compliance with health and safety laws.</p> <p>June 2017 Security system (voice/speaker phone/lock bar) will be installed in our main entrance to the school. Both doors will be locked. Visitors will need to identify themselves. Secretary will buzz them in from the office.</p> <p>August 2017 Security system was fully installed. A notice was sent to all families about our new secure entrance which was implemented on the first day of school. Information was also provided to stakeholders in our weekly newsletter and church bulletin.</p>
<p>ACTION STEP 3 Write the plan.</p>	<p>August 2017- August 2020</p>	<p>Crisis Committee</p>	<p>May 2018 The Committee began reviewing our Crisis Policy in Jan. 2018. Members were divided into groups to review each section of the policy and procedures and have met each month with recommendations for best practices. Next meeting will be in August 2018.</p> <p>May 2019 The Committee has been meeting each month to revise/edit each section of our policy. Final proofreading will be done over the summer and approved at our July 2019 board meeting.</p> <p>July 2019 Crisis Committee started writing a Business Continuity plan to ensure if there was any reason to close school, a plan would be in place. This plan will coincide with our Crisis Management Plan.</p> <p>April 2020 A Distance Learning Plan was started due to COVID19. A more formal plan will be written after input from teachers and school board members. This will be added to the Pandemic section of the Business Continuity Plan.</p>

<p>ACTION STEP 4 <i>Implement the plan.</i></p>	<p><i>September 2020</i></p>	<p><i>Principal and Teachers</i></p>	<p><small>August 2019</small> At our staff workshop day, teachers were given a copy of the plan, reviewed it and discussion was held on procedures. <small>May 2020</small> With new procedures being written, plans will have to be reviewed again and implemented with the new criteria.</p>
<p>ACTION STEP 5 <i>Evaluate the effectiveness of the plan.</i></p>	<p><i>May 2021</i></p>	<p><i>Principal and Teachers</i></p>	
<p>STRATEGY 2 <i>Create a plan for future growth.</i></p>			
<p>ACTION STEP 1 <i>Identify and analyze classroom space needs.</i></p>	<p>Timeline <i>2015-2025</i></p>	<p>Responsibility <i>Principal, Staff, and School Board</i></p>	<p>Progress Report <small>May 2017</small> As our school population continues to increase our spacing needs include an art room, music room, before and after school daycare area and all grade levels on one floor. Storage space is limited. We also need more office space as our principal is now full-time. <small>July 2019</small> Due to the closing of our daycare, art and music were able to move into this building allowing these specials to have more space to accommodate their curricular needs. This also freed up space to move our Vex Robotics program into their own room in the basement of our school.</p>
<p>ACTION STEP 2 <i>Determine a source of funding.</i></p>	<p><i>2015-2025</i></p>	<p><i>Finance Committee</i></p>	<p><small>September 2017</small> At the school board meeting discussion was held regarding at the old school plans. Father Leif, a former pastor from 1994-2004, had the plans developed. At that time, funds were not available to proceed with any additions to the school. If and when a source of funding is determined, these plans will be helpful to increase our spacing needs. <small>May 2019</small> It was requested to determine a money amount to make known to the stakeholders.</p>

ACTION STEP 3 <i>Develop a long-term facility use plan.</i>	2025	<i>Principal, Pastor, and School Board</i>	
STRATEGY 3 <i>Improve the aesthetic appearance of the school building.</i>			
ACTION STEP 1 <i>Develop a committee to determine building needs.</i>	Timeline <i>September 2017</i>	Responsibility <i>Principal, Pastor, School Board, Finance Committee</i>	Progress Report <small>September 2017</small> A committee was formed to determine building needs and plans made to meet throughout the school year.
ACTION STEP 2 <i>Prioritize aesthetic needs and evaluate budget to meet these needs.</i>	<i>September 2017-August 2023</i>	<i>Principal, Pastor, School Board, Finance Committee</i>	<small>March 2018</small> It was determined the following need improvement: school lockers, hallway floors, painting of hallways and gym, replace classroom carpeting. Next step is to prioritize.
ACTION STEP 3 <i>Seek prices and bids.</i>	<i>September 2017-August 2023</i>	<i>Committee Members</i>	<small>May 2019</small> Funds were made available through generous donations and fundraisers throughout the school year. The committee prioritized the needs according to the budget. <small>September 2019</small> We applied for a matching grant challenge through the Schulze Foundation. Some of this money will be used to install LED lighting throughout the entire school.
ACTION STEP 4 <i>Oversee the installation.</i>	<i>September 2017-August 2023</i>	<i>Committee Members</i>	<small>June 2019</small> In June 2019 we will remove our asbestos hallway floor and replace the tiles, replace our lockers to accommodate more students and put new carpet in classrooms/office/conference room. <small>July 2019</small> The following was completed in our school: painting of main hallway, new tile floor, new lockers and new carpet.
ACTION STEP 5 <i>Continue to improve the aesthetic needs of the school</i>	<i>September 2019-August 2023</i>	<i>Committee Members</i>	<small>May 2020</small> Our next project will be to install energy efficient LED lights throughout the school. When funds become available we would like to paint our basement and gym, remove the asbestos tile from our stage area and replace the tiles.
STRATEGY 4 <i>Update employee handbook policies and procedures</i>			

ACTION STEP 1 <i>Identify employee handbook policies and procedures that need updating.</i>	August 2020	Faculty, Staff, School Board and Principal	
ACTION STEP 2 <i>Rewrite policies and procedures.</i>	September 2020-August 2021	School Board and Principal	
ACTION STEP 3 <i>Review the updated employee handbook.</i>	August 2021	Faculty, Staff, School Board and Principal	
ACTION STEP 4 <i>Finalize and approve the new updates.</i>	September 2021	School Board, Priest and Principal	
STRATEGY 5 <i>Update the current wellness policy and procedures.</i>			
ACTION STEP 1 <i>Establish a committee.</i>	Timeline August 2016	Responsibility Principal and School Board	Progress Report August 2016 Phy Ed teacher, Greg Storey, is head of the committee. Faculty, staff, and parents are also on the committee.
ACTION STEP 2. <i>Research best practices in health and wellness.</i>	August 2016-August 2017	Wellness committee	October 2016 The committee had their first meeting to research and discuss best practices for our health and wellness. Committee will continue to meet throughout the school year as we determine what works best for our school community. A grant is being written to buy two water hydration drinking fountains. In Nov. 2016 the principal and another teacher will attend the wellness workshop at the MNSAA conference on Nov. 4. November 2016 A grant was received and two hydration systems were installed. Faculty and staff participated in "Most steps by the end of the Month" wellness challenge. January 2017 A Mower County Community health specialist met with the principal and phy. ed. teacher to inform us of services that are available for local schools to improve our wellness plan.
ACTION STEP 3 <i>Write the plan.</i>	August 2017-August 2018	Wellness committee	November 2017 The committee met several times in the Fall of 2017. Wellness plan was completed and approved by the wellness committee and school board on Nov. 8, 2017.

ACTION STEP 4 <i>Implement the plan.</i>	<i>September 2018</i>	<i>Wellness committee, faculty, staff, and school community</i>	<small>September 2018</small> Wellness plan was implemented at the beginning of the school year. A copy is available on our school website and in the school office. The principal will ensure compliance with the wellness policy and will provide an annual report to the school board.
ACTION STEP 5 <i>Evaluate the effectiveness of the plan.</i>	<i>September 2019</i>	<i>Wellness committee</i>	<small>September 2019</small> After evaluating the plan with faculty and staff, the Principal reported to the school board. The plan will be reevaluated at the beginning of each school year. <small>May 2020</small> After experiencing COVID19, a social/emotional section should be added to our wellness plan.

OBJECTIVE 4 <i>Sacred Heart School will maintain a sufficient student population.</i>			
STRATEGY 1 <i>Sacred Heart School will maintain/increase current enrollment.</i>			
ACTION STEP 1 <i>Determine the feasibility of a preschool.</i>	TIMELINE <i>School Year 2017-2018</i>	RESPONSIBILITY <i>Parish Priest and School Board</i>	PROGRESS REPORT <small>September 2017</small> It was determined that adding a preschool at this time was not feasible due to spacing issues.
ACTION STEP 2 <i>Distribute an interest survey.</i>	<i>September 2019-August 2021</i>	<i>Principal, School Board, and Priest</i>	<small>January 2019</small> The committee decided to look at this area again to prioritize what is needed to maintain/increase our enrollment (daycare, preschool, before and after school care). They will determine what is needed (more space) to make this a reality and how we can reach this goal. <small>April 2020</small> An informal survey was taken and there is interest in starting a preschool but space and finances are still an issue.
ACTION STEP 3 <i>Determine a source of funding.</i>	<i>2019-2025</i>	<i>Finance Committee</i>	
ACTION STEP 4 <i>Develop a plan for additional rooms and programs.</i>	<i>2019-2025</i>	<i>Principal, School Board, Priest and Finance Committee</i>	

OBJECTIVE 5 <i>Sacred Heart School will integrate Catholic Identity into all aspects of the school.</i>			
STRATEGY 1 <i>Sacred Heart School will have a written Catholic Identity Improvement Plan.</i>			
ACTION STEP 1 <i>Identify areas of weakness in regard to Catholic Identity.</i>	TIMELINE <i>School Year 2016-2017</i>	RESPONSIBILITY <i>Priest, School Board, Principal, and Staff</i>	PROGRESS REPORT <small>May 2017</small> Areas of weakness include implementing Catholic Identity into our daily curriculum, providing an explicit opportunity for students to reflect and/or share their personal experience with service projects, retreats for students in K-7, promote our school at various community events.
ACTION STEP 2 <i>Draft a written Catholic Identity Improvement Plan.</i>	TIMELINE <i>August 2017-August 2018</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT <small>May 2018</small> Principal and teachers made lists throughout the year on what they did for Catholic Identity. At August 2018 in-service, teachers will compile their lists into a plan to be implemented in the new school year.
ACTION STEP 3 <i>Written Catholic Identity Improvement Plan will be finalized and approved.</i>	TIMELINE <i>May 2019</i>	RESPONSIBILITY <i>Principal, Priest, and School Board</i>	PROGRESS REPORT <small>May 2019</small> The Catholic Identity Plan is now complete. Therefore, it will be finalized and approved at the next school board meeting in May 2019 and implemented at the beginning of the 2019-20 school year.
ACTION STEP 4 <i>Implement the Catholic Identity Improvement Plan.</i>	TIMELINE <i>September 2019</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT <small>September 2019</small> Teachers were given a copy of the plan and will use it for a reference guide throughout the school year.
ACTION Step 5 <i>Review and evaluate the Plan.</i>	TIMELINE <i>August 2020</i>	RESPONSIBILITY <i>Principal and Teachers</i>	
STRATEGY 2 <i>Sacred Heart School will add a Sacred Heart of Jesus component to the K-8 religion curriculum.</i>			
ACTION STEP 1 <i>A research committee will be formed.</i>	TIMELINE <i>Summer 2016</i>	RESPONSIBILITY <i>Priest and Principal</i>	PROGRESS REPORT <small>August 2016</small> The 2016-2017 school theme is Sacred Heart of Jesus. This was introduced to the students on their first day of school assembly and was part of Christian Student of the Month. <small>June 2017</small> The Sophia Institute will be a resource for implementing this component as the Winona Diocese is

			<p>looking at adopting their religion curriculum.</p> <p>May 2018 As of right now, the Diocese is not adopting the Sophia Institute curriculum because we are writing our own Religion curriculum. When this is complete, we'll have a better idea of how to implement the Sacred Heart of Jesus component within the ACE curriculum.</p>
<p>ACTION STEP 2 The committee will write the grade-level objectives.</p>	<p>TIMELINE August 2018- August 2021</p>	<p>RESPONSIBILITY Principal and Teachers</p>	<p>PROGRESS REPORT May 2019 The ACE Religion curriculum should be completed in August 2019. Once all components have been completed and approved, the DOW-R will have all their schools implement the curriculum. May 2020 The ACE Religion curriculum has not been completed.</p>
<p>ACTION STEP 3 The objectives will be reviewed and approved.</p>	<p>TIMELINE August 2021</p>	<p>RESPONSIBILITY Principal and Priest</p>	<p>PROGRESS REPORT May 2020 We will be getting a new priest in July 2020, thus he will have to get acquainted with our curriculum before objectives can be approved.</p>
<p>ACTION STEP 4 The objectives will be integrated into the K-8 religion curriculum.</p>	<p>TIMELINE September 2021</p>	<p>RESPONSIBILITY Principal and Priest</p>	<p>PROGRESS REPORT</p>
<p>STRATEGY 3 Sacred Heart School will regularly review and update the mission statement and philosophy.</p>			
<p>ACTION STEP 1 Form a Mission Statement and Philosophy Committee.</p>	<p>TIMELINE August 2020</p>	<p>RESPONSIBILITY Parish Priest</p>	
<p>ACTION STEP 2 Create a schedule and a rubric to guide revision.</p>	<p>TIMELINE August 2020</p>	<p>RESPONSIBILITY Parish Priest and Committee</p>	
<p>ACTION STEP 3 Review and publicize the mission statement and philosophy.</p>	<p>TIMELINE December 2020</p>	<p>RESPONSIBILITY Parish Priest and Committee</p>	