



## SACRED HEART SCHOOL STRATEGIC PLAN FOR IMPROVEMENT

<b>OBJECTIVE 1</b> <i>Sacred Heart School will meet the academic needs of all students.</i>			
<b>STRATEGY 1</b> <i>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.</i>			
<b>ACTION STEP 1</b> <i>Attend a NWEA workshop.</i>	<b>TIMELINE</b> <i>October 2016</i>	<b>RESPONSIBILITY</b> <i>Principal and two teachers</i>	<b>PROGRESS REPORT</b> <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.
<b>ACTION STEP 2</b> <i>Share findings with other faculty.</i>	<i>October 2016</i>	<i>Principal and two teachers</i>	<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.
<b>ACTION STEP 3</b> <i>Write a formal plan.</i>	<i>August 2017- August 2019</i>	<i>Principal and teachers</i>	<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 Quandrant Chart. These data components will be included in a formal plan and finalized at our August workshop days.
<b>ACTION STEP 4</b> <i>Evaluate and assess the effectiveness of the program.</i>	<i>June 2020</i>	<i>Principal and faculty</i>	
<b>STRATEGY 2</b> <i>Improve Technology, Science and Math Curricula.</i>			
<b>ACTION STEP 1</b> <i>Train teachers in use of Project Lead the Way's (PLTW) Launch program.</i>	<b>Timeline</b> <i>Summer 2016</i>	<b>Responsibility</b> <i>Teachers and Principal</i>	<b>Progress Report</b> <i>June 2016</i> Two teachers attended PLTW Core Training, and trained the faculty.

<b>ACTION STEP 2</b> <i>Purchase and organize PLTW materials and write an implementation plan.</i>	August 2016	Principal	May 2016 The materials were ordered and distributed to PLTW teachers.
<b>ACTION STEP 3</b> <i>Implement PLTW's Launch program.</i>	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.
<b>ACTION STEP 4</b> <i>Evaluate and assess the effectiveness of the practices.</i>	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 did not have to share their devices.
<b>STRATEGY 3</b> <i>Develop and Implement an Up-to-Date, All-School Curriculum.</i>			
<b>ACTION STEP 1</b> <i>Attend Ace Collaborative Science.</i>	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.
<b>ACTION STEP 2</b> <i>Attend Ace Collaborative Language Arts.</i>	2017-2019	Principal and Teachers	June 2017 ACE Curriculum meetings will be held in June 2017. Principal and 2 teachers will attend. October 2018/Feb. 2018 Principal and teachers attended ACE curriculum development. June 2018 Principal and teachers will attend ACE Curriculum meetings in June 2018. Other meetings will be held in October 2018/March 2019.
<b>ACTION STEP 3</b> <i>Attend Ace Collaborative Religion.</i>	2017-2019	Principal and Teachers	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. March 2017 Attended another meeting with religious educators to start the process of finalizing units, goals and objectives. June 2018 Religion curriculum planning meetings will be held throughout the 2018-19 school year to finalize each grade level.

<b>ACTION STEP 4</b> <i>Attend Ace Collaborative Specials Training.</i>	2018-2020	Principal and Teachers	June 2018 Curriculum training will be held for team leaders for specials curriculum areas. Will meet again in August 2018. May 2019 No one attended these trainings as our specials teachers are provided by the public school.
<b>ACTION STEP 5</b> <i>Compile and distribute an all-school curriculum guide.</i>	Summer 2020	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.*

<b>ACTION STEP 1</b> <i>Determine what technology is needed to meet the academic needs of students and teachers.</i>	<b>TIMELINE</b> Fall 2017	<b>RESPONSIBILITY</b> Teachers, Principal, and Technology Committee	<b>PROGRESS REPORT</b> January 2018 It was determined that more iPads w/covers and Bluetooth keyboards were needed. This will allow more students to have access to technology. Will also need to purchase charging carts.
<b>ACTION STEP 2</b> <i>Determine a source of funding.</i>	2017-2018	Principal, Technology Committee, Finance Committee	February 2018 The Catholic United Financial raffle funded these needs.
<b>ACTION STEP 3</b> <i>Establish best practices in the classroom using technology.</i>	Summer 2018	Principal and Teachers	August 2018 At our in-service days, teachers discussed how they have and/or will establish best practices using technology in their classroom-supports curriculum objectives, research projects, PLTW, Genius Hour, student collaboration, integrated into everyday instruction, keyboarding skills.
<b>ACTION STEP 4</b> <i>Establish a plan to prioritize technology needs each year.</i>	August 2018-August 2019	Principal, Teachers, Technology Committee	January 2019 On our staff development day, it was decided to make a Google sheet listing our technology in order of replacement. We also will receive 26 laptops from Mayo Clinic to replace old ones. ISS will put in new hard drives and make sure they are imaged for student use. We were able to purchase more laptops due to designated funds. ISS recommended using Mayo's donated laptops for new teacher laptops. They are both higher-quality and less expensive.
<b>ACTION STEP 5</b> <i>Develop a budget to meet technology needs.</i>	August 2018-August 2019	Principal, Technology Committee,	May 2019 The committees met in May to finalize a budget for technology. We received a private donation to help with purchasing

		Finance Committee	technology and will look at writing grants to improve our budget.
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**OBJECTIVE 3** Sacred Heart School will provide a safe, functional, and attractive learning environment.

**STRATEGY 1** Update the crisis management plan.

ACTION STEP 1 <i>Establish a committee.</i>	TIMELINE <i>August 2016</i>	RESPONSIBILITY <i>Principal and School Board</i>	PROGRESS REPORT <i>August 2016</i> 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>	<i>August 2016- August 2017</i>	<i>Crisis Committee</i>	<p><i>August/September/October 2016</i>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 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><i>June 2017</i> 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><i>August 2017</i> 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>
ACTION STEP 3 <i>Write the plan.</i>	<i>August 2017- August 2019</i>	<i>Crisis Committee</i>	<p><i>May 2018</i> 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</p>

			practices. Next meeting will be in August 2018. <small>May 2019</small> 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.
<b>ACTION STEP 4</b> <i>Implement the plan.</i>	<i>September 2019</i>	<i>Principal and Teachers</i>	
<b>ACTION STEP 5</b> <i>Evaluate the effectiveness of the plan.</i>	<i>June 2020</i>	<i>Principal and Teachers</i>	
<b>STRATEGY 2</b> <i>Create a plan for future growth.</i>			
<b>ACTION STEP 1</b> <i>Identify and analyze classroom space needs.</i>	<b>Timeline</b> <i>2015-2025</i>	<b>Responsibility</b> <i>Principal, Staff, and School Board</i>	<b>Progress Report</b> <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.
<b>ACTION STEP 2</b> <i>Determine a source of funding.</i>	<i>2015-2025</i>	<i>Finance Committee</i>	<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.
<b>ACTION STEP 3</b> <i>Develop a long-term facility use plan.</i>	<i>2025</i>	<i>Principal, Pastor, and School Board</i>	
<b>STRATEGY 3</b> <i>Improve the aesthetic appearance of the school building.</i>			
<b>ACTION STEP 1</b> <i>Develop a committee to determine building needs.</i>	<b>Timeline</b> <i>September 2017</i>	<b>Responsibility</b> <i>Principal, Pastor, School Board, Finance Committee</i>	<b>Progress Report</b> <small>September 2017</small> A committee was formed to determine building needs and plans made to meet throughout the school year.
<b>ACTION STEP 2</b> <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.
<b>ACTION STEP 3</b> <i>Seek prices and bids.</i>	September 2017-August 2023	Committee Members	May 2019 Funds were made available through generous donations and fundraisers throughout the school year. The committee prioritized the needs according to the budget.
<b>ACTION STEP 4</b> <i>Oversee the installation.</i>	September 2017-August 2023	Committee Members	June 2019 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.
<b>ACTION STEP 5</b> <i>Continue to improve the aesthetic needs of the school</i>	September 2019-August 2023		
<b>STRATEGY 4</b> <i>Create a plan to support parents and students in understanding handbook policies.</i>			
<b>ACTION STEP 1</b> <i>Identify the best way to ensure parent and student understanding of Sacred Heart School policies.</i>	August 2017	Teachers and Principal	August 2017 Parents were given the handbook at our open house. After reading the handbook, parents were to sign a signature page to verify they have read and understand our school's policies. These will be kept on file each school year.
<b>ACTION STEP 2</b> <i>Develop a plan to implement best practice.</i>	August 2017	Teachers	August 2017 Teachers incorporated into their back to school letters best practice for using our handbook.
<b>ACTION STEP 3</b> <i>Implement the plan.</i>	September 2017-May 2018	Teachers and Principal	September 2017 A handbook policy was put in our weekly school newsletter to remind parents of our school's policies and procedures. May 2018 All sections of the parent handbook were printed and reviewed in the weekly school newsletter. This procedure will be utilized each school year.
<b>ACTION STEP 3</b> <i>Evaluate the effectiveness of the plan.</i>	May 2019	Principal and School Board	April 2019 At the April school board meeting, it was determined that parents were more aware of our school policies. Some policies have been reevaluated due to parent/school board input. We will continue each year to include all sections of our handbook in our weekly newsletters.
<b>STRATEGY 5</b> <i>Update the current wellness policy and procedures.</i>			

<p><b>ACTION STEP 1</b> <i>Establish a committee.</i></p>	<p><b>Timeline</b> August 2016</p>	<p><b>Responsibility</b> Principal and School Board</p>	<p><b>Progress Report</b> August 2016 Phy Ed teacher, Greg Storey, is head of the committee. Faculty, staff, and parents are also on the committee.</p>
<p><b>ACTION STEP 2.</b> <i>Research best practices in health and wellness.</i></p>	<p>August 2016- August 2017</p>	<p>Wellness committee</p>	<p>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.</p>
<p><b>ACTION STEP 3</b> <i>Write the plan.</i></p>	<p>August 2017- August 2018</p>	<p>Wellness committee</p>	<p>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.</p>
<p><b>ACTION STEP 4</b> <i>Implement the plan.</i></p>	<p>September 2018</p>	<p>Wellness committee, faculty, staff, and school community</p>	<p>September 2018 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.</p>
<p><b>ACTION STEP 5</b> <i>Evaluate the effectiveness of the plan.</i></p>	<p>September 2019</p>	<p>Wellness committee</p>	

<b>OBJECTIVE 4</b> <i>Sacred Heart School will maintain a sufficient student population.</i>			
<b>STRATEGY 1</b> <i>Sacred Heart School will maintain/increase current enrollment.</i>			
<b>ACTION STEP 1</b> <i>Determine the feasibility of a preschool.</i>	<b>TIMELINE</b> <i>School Year 2017-2018</i>	<b>RESPONSIBILITY</b> <i>Parish Priest and School Board</i>	<b>PROGRESS REPORT</b> <small>September 2017</small> It was determined that adding a preschool at this time was not feasible due to spacing issues.
<b>ACTION STEP 2</b> <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.
<b>ACTION STEP 3</b> <i>Determine a source of funding.</i>	<i>2019-2025</i>	<i>Finance Committee</i>	
<b>ACTION STEP 4</b> <i>Develop a plan for additional rooms and programs.</i>	<i>2019-2025</i>	<i>Principal, School Board, Priest and Finance Committee</i>	

<b>OBJECTIVE 5</b> <i>Sacred Heart School will integrate Catholic Identity into all aspects of the school.</i>			
<b>STRATEGY 1</b> <i>Sacred Heart School will have a written Catholic Identity Improvement Plan.</i>			
<b>ACTION STEP 1</b> <i>Identify areas of weakness in regard to Catholic Identity.</i>	<b>TIMELINE</b> <i>School Year 2016-2017</i>	<b>RESPONSIBILITY</b> <i>Priest, School Board, Principal, and Staff</i>	<b>PROGRESS REPORT</b> <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.
<b>ACTION STEP 2</b> <i>Draft a written Catholic Identity Improvement Plan.</i>	<b>TIMELINE</b> <i>August 2017-August 2018</i>	<b>RESPONSIBILITY</b> <i>Principal and Teachers</i>	<b>PROGRESS REPORT</b> <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.
<b>ACTION STEP 3</b> <i>Written Catholic Identity Improvement Plan will be finalized and approved.</i>	<b>TIMELINE</b> <i>May 2019</i>	<b>RESPONSIBILITY</b> <i>Principal, Priest, and School Board</i>	<b>PROGRESS REPORT</b> <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.
<b>ACTION STEP 4</b> <i>Implement the Catholic Identity Improvement Plan.</i>	<b>TIMELINE</b> <i>September 2019</i>	<b>RESPONSIBILITY</b> <i>Principal and Teachers</i>	<b>PROGRESS REPORT</b>
<b>STRATEGY 2</b> <i>Sacred Heart School will add a Sacred Heart of Jesus component to the K-8 religion curriculum.</i>			
<b>ACTION STEP 1</b> <i>A research committee will be formed.</i>	<b>TIMELINE</b> <i>Summer 2016</i>	<b>RESPONSIBILITY</b> <i>Priest and Principal</i>	<b>PROGRESS REPORT</b> <p><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.</p> <p><small>June 2017</small> The Sophia Institute will be a resource for implementing this component as the Winona Diocese is looking at adopting their religion curriculum.</p> <p><small>May 2018</small> 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>
<b>ACTION STEP 2</b> <i>The committee will write the grade-level objectives.</i>	<b>TIMELINE</b> <i>August 2018-August 2019</i>	<b>RESPONSIBILITY</b> <i>Principal and Teachers</i>	<b>PROGRESS REPORT</b> <p><small>May 2019</small> 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.</p>
<b>ACTION STEP 3</b> <i>The objectives will be reviewed and approved.</i>	<b>TIMELINE</b> <i>August 2019</i>	<b>RESPONSIBILITY</b> <i>Principal and Priest</i>	<b>PROGRESS REPORT</b>
<b>ACTION STEP 4</b> <i>The objectives will be integrated into the K-8 religion curriculum.</i>	<b>TIMELINE</b> <i>September 2019</i>	<b>RESPONSIBILITY</b> <i>Principal and Priest</i>	<b>PROGRESS REPORT</b>
<b>STRATEGY 3</b> <i>Sacred Heart School will regularly review and update the mission statement and philosophy.</i>			
<b>ACTION STEP 1</b> <i>Form a Mission Statement and Philosophy Committee.</i>	<b>TIMELINE</b> <i>August 2020</i>	<b>RESPONSIBILITY</b> <i>Parish Priest</i>	

<b>ACTION STEP 2</b> <i>Create a schedule and a rubric to guide revision.</i>	<b>TIMELINE</b> <i>August 2020</i>	<b>RESPONSIBILITY</b> <i>Parish Priest and Committee</i>	
<b>ACTION STEP 3</b> <i>Review and publicize the mission statement and philosophy.</i>	<b>TIMELINE</b> <i>December 2020</i>	<b>RESPONSIBILITY</b> <i>Parish Priest and Committee</i>	