

MNSA



St. Wenceslaus Catholic School

Long Range Strategic Plan

Initial Writing - Spring 2017

*Revised Fall/Winter 2017

Updated Spring 2018



(OBJECTIVE 1) Our school curriculum will provide a relevant experience for our 21st Century learners.

(STRATEGY 1) Infuse STEM education into the curriculum.

	Timeline	Responsibility	Progress Report- When and what happened?
(Action Step 1) A mentoring program will be set up for STEM certified teachers to team up those who are not certified to share STEM techniques and knowledge.	2017-2018	STEM staff	(2017-2018) - Seven current professional staff members received their STEM certification from St. Catherine's University in December, 2016. The seven received additional training in July 2017. In August 2017, the seven were assigned one to three non-trained and non-certified professional staff members as their STEM Buddies. STEM Buddies met on a regular schedule throughout the school year to set goals to achieve STEM curriculum goals, to learn new STEM techniques, and to discuss future STEM possibilities.
(Action Step 2) Staff members will be given opportunities for new and ongoing STEM professional development.	2017-2018	Teaching Staff	(2017-2018) - Money generated from the school gala was directed toward STEM initiatives. Several teachers enrolled in STEM focused workshops throughout the 2017-18 school year. Staff attended training sessions provided by Tierney Brothers within the school building in the Pathways professional training sessions and they also attended teacher academies provided by Tierney and CSCOE. Several regular school staff meetings focused on STEM activities and training such as the Robot training workshop taught by the certified staff members.
(Action Step 3) A STEM education/information evening will be developed to keep parents informed of STEM skills taught in the school.	2017-2018	Staff	(2017-2018) - The school held a community STEM fair on October 12. This event was well attended by school parents and students. It was also advertised to the entire parish community and to the general community as an open/free event. The entire school staff was required to highlight one area of STEM. Local engineering organizations and biologists were also invited to have a display table at our STEM fair. We plan to have another STEM fair with all new items, displays, and activities each year.
(Action Step 4) A curriculum scope and sequence will be developed across grade levels to highlight STEM skills.	2018-2019	Teaching Staff	
(Action Step 5) Our written curriculum will be updated to incorporate STEM initiatives.	2018-2019	Teaching Staff	

(Action Step 6) Materials and resources will be purchased to carry out advanced STEM programs.	2018-2019	Admin Staff and SAC	
(Action Step 7) Financial resources will be secured for continual enhancement of the STEM lab.	2019-2020	Members of SAC	
(Action Step 8) A long-range technology upgrade plan will be developed.	2020-2021	Technology committee	
(Action Step 9) Financial resources will be developed for technology upgrades.	2020-2021	Technology committee Members of SAC	
(Action Step 10) Habits of Mind will be used to set direction for STEM curriculum.	2021-2022	Teaching Staff	
(STRATEGY 2) Develop the faith of our students at a deeper level.			
	Timeline	Responsibility	Progress Report
(Action Step 1) The IFG self-assessment/ACRE test will be incorporated into the annual evaluation of faith development for staff and students.	2017-2018 2018-19	Principal	(2017-2018) The IFG/Acre assessment was not given during the 2017-18 school year. The test was ordered for the students in grades 5 and 8. Other testing in NWEA and ACT took priority and timing never seemed to work well in the schedule due to complications in technology and staff learning to read the NWEA results clearly. This test was left undone. The materials are on site and will be administered in Fall 2018.
(Action Step 2) The staff will evaluate the way formal prayers are taught and how students are held accountable for learning them.	2018-2019	Teachers	
(Action Step 3) Personal or small group prayer opportunities will be expanded for students.	2018-2019	Religion teachers	
(Action Step 4) Leadership roles will be added for students in preparation and participation of liturgies.	2019-2020	Staff and Priests	

(Action Step 5) Opportunities for students to connect their faith to real world situations will be added to the curriculum.	2019-2020	Religion teachers	
(Action Step 6) A school wide service learning plan will be developed.	2020-2021	Teaching Staff	
(Action Step 7) Implement and expand opportunities for service learning for younger grades, possibly alongside the older students.	2021-2022	Teaching Staff	
(STRATEGY 3) Review curriculum standards for quality programming.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Teachers will update and coordinate curriculum standards across grade levels using assessment data as a guideline.	2017-2018	Teaching Staff	(2017-2018) A review of the curriculum standards was done for all areas of the curriculum using the results of the NWEA tests. The areas of general school weakness and strengths were used in planning. Teachers worked in teams to accurately read testing data with a NWEA trainer from Tierney. PLC groups discussed areas needing change and improvement. A school wide goal was developed in one of the weakest areas (vocabulary development) with plans to improve this area during the course of the 2017-18 school year were made.
(Action Step 2) Testing will be reviewed to ensure the best measures of student growth.	2017-2018	Teaching Staff	(2017-2018) Teachers attended the NWEA training sessions at the Tierney office in summer and fall of 2017 to learn more about reading scores on the NWEA. A trainer from Tierney met with small groups of teachers three times during the school year to go over specific parts of the NWEA tests working with teachers on the critical information gathered in this test. Student growth in vocabulary development was the goal and this was confirmed with positive outcomes by the testing process in spring 2018.
(Action Step 3) Teachers will meet one-on-one with students to set personal goals.	2017-2018	Teaching Staff	(2017-2018) Teachers used templates from NWEA tests to set individual goals with the students. Teachers meet individually with students to set the goals and to review the goals several times each year in grades 4-8. A less formal process has been used with the younger students, however individual student/teacher meetings took place after the 3 NWEA testing sessions in fall, winter and spring.
(Action Step 4) PLC groups will communicate with each other about developing curriculum objectives.	2019-2020	Teaching staff and Principal	

(Action Step 5) In light of STEM focus, teachers will review and adopt state or national science standards.	2019-2020	Science teachers	
(Action Step 6) Teachers will develop more interdisciplinary lessons and projects within the curriculum linking STEM education to curriculum standards.	2020-2021	Teaching Staff	
(Action Step 7) A list of supplies and resources in the STEM lab will be developed so that materials can be shared across grade levels.	2021-2022	Staff	
(STRATEGY 4) Meet a variety of diverse learning levels, interests, and needs with cutting edge curriculum goals.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Teachers will document a range of assessments to meet needs.	2018-2019	Teaching Staff	
(Action Step 2) Teachers will review teaching techniques to serve diverse learners.	2019-2020	Teaching Staff	
(Action Step 3) Teachers will participate in professional development to ensure that best practices are used within the school.	2019-2020	Teaching Staff	
(Action Step 4) Staff will research multi-age classrooms and their impact on curriculum decisions if enrollment requires it.	2022-2023	Teaching Staff	
(STRATEGY 5) Develop the students into responsible citizens through the curriculum.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Encourage environmentally conscious citizens through Laudato Si and other programs.	2017-2018	Teaching Staff and Principal	(2017-2018) The school wide focus for Laudato Si took place in 2017 with an overall theme of "Caring for God's Creation". A special prayer was used within the school and school wide projects were incorporated. A goal was set for teachers to conduct at least nine lessons outdoors in conjunction with this theme and that of our STEM curriculum in which we appreciate our world. In addition, the entire staff attended a retreat

			which focused the entire day on the details of Laudato si and the Pope's message.
(Action Step 2) Implement an annual year-long service learning plan with a focus on a charitable organization or social issue.	2019-2020	Teaching Staff and Principal	
(Action Step 3) Instill a growth mindset in our learners through STEM strategies.	2021-2022	Teaching Staff	



(OBJECTIVE 2) Our school will meet diverse needs of all learners.			
(STRATEGY 1) Determine individualized plans for struggling students.			
	Timeline	Responsibility	Progress Report

(Action Step 1) Teachers will develop a formalized process to consistently communicate the needs of struggling students during a school year and from year to year. Plans will be distributed during workshop week.	2017-2018	STAT Team	(2017-2018) The school's STAT team (student assistance team) developed a spreadsheet with the students who are on any special plans and those who are on the radar as struggling learners. Each member of the STAT team was assigned several grade levels in which they were to communicate with the teachers the information about each student that is in their grade level. The STAT team is also responsible for informing the teaching specialists in the school about issues pertinent to working with struggling students. Teachers also worked in weekly PLC groups to support each other with student needs and issues.
(Action Step 2) A consistent method to communicate with parents about the needs of struggling students will be developed.	2017-2018	STAT Team	(2017-2018) All parents were asked to conference with teachers in fall. Teachers went over the results of the first NWEA test of the year. Goals for students were shared. The STAT team made sure that individual parents were brought into the process of setting up individualized plans for student who were having difficulties and issues with school. this was repeated in conferences after the winter testing in February and March too.
(Action Step 3) Annual RTI training for all staff will take place.	2018-2019	STAT Team	
(Action Step 4) RTI guidelines and intervention logs will be made easily accessible.	2019-2020	STAT Team	
(Action Step 5) Multi-aged groupings will provide students opportunities for remediation and acceleration.	2020-2021	Teaching Staff	
(STRATEGY 2) Provide additional resources to help meet the needs of students.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Staff members will participate in training on how to make accommodations for students with special needs.	2017-2018	Principal and Staff	(2017-2018) The director of special education, the school psychologist, and an occupational therapist who are all from New Prague Public Schools came to our school to provide training in developing accommodations and interventions for students. This training took place during an afterschool staff meeting. This took place on October 3, 2017.
(Action Step 2) Provide competent special education staff to meet the needs of special education students at the middle school level.	2017-2018	Principal/Middle School Staff/District Special Education	(2017-2018) The principal met with the special education director and the assigned lead from the public school who oversees the special education program at our school. Concerns were shared about the service that is given to the students and to make sure an appropriate teacher is assigned to our school building. This was accomplished for

			the 2017-2018 school year, however the school district moved this teacher out of our building and has assigned a new person for the upcoming 2018-2019 year. A meeting took place in June 2018 for the public school officials to share information about the newly assigned person. The principal is not in charge in making the staff choice, but these meetings do give a chance to express concerns and advocate for better service within the school.
(Action Step 3) We will explore the possibility of providing academic specialists.	2021-2022	Staff	
(STRATEGY 3) Add additional programs to the school to meet the diverse interests of the students.			
	Timeline	Responsibility	Progress Report
(Action Step 1) A STEM lab and Genius Hour will be added for use within our STEM focus areas.	2017-2018	Principal	(2017-2018) A STEM lab was created within the school. This was financed by the school gala funds, private donations and the Home and School Association fundraising projects. A high school student/alumni working on his Eagle Scout project for the Boy Scouts built the shelving units and installed these in the space. Genius Hour was added to the elective curriculum for each Friday for the students in 7th and 8th grade.
(Action Step 2) A world language program will be explored.	2019-2020	Principal	
(Action Step 3) Examine our current elective program for the middle school.	2020-2021	Middle School Teachers	
(Action Step 4) Consider after school clubs.	2021-2022	Staff/Parents	



(OBJECTIVE 3) St. Wenceslaus School will attract students and benefactors to our school community.

(STRATEGY 1) Develop a plan to increase enrollment.

	Timeline	Responsibility	Progress Report
(Action Step 1) The strengths of the school will be promoted by improving social media communication.	2017-2018	Marketing and Enrollment Committee	(2017-2018) Two staff members were assigned to post on social media. New postings were done every day or at a minimum of every other day throughout the school year. Community pages also were posted on social media with fliers of many school events.
(Action Step 2) A formalized procedure for school tours will be developed.	2017-2018	Marketing and Enrollment Committee Principal	(2017-2018) The marketing committee developed a marketing inquiry form to be used by any person who makes initial contact with a perspective family. These were used in the school office. as a tracking system for all inquiries; phone calls, tours, and other.
(Action Step 3) A professional marketing video will be developed.	2017-2018	Marketing and Enrollment Committee	(2017-2018) Grant money that was obtained for our marketing efforts by CSCOE and the school had two professional video made. One highlights the entire school with a strong emphasis on our STEM program. A much shorter video highlights the preschool program.
(Action Step 4) Banners/signage will be created to advertise and identify the school and preschool.	2018-2019 2017-2018	Marketing and Enrollment Committee	(2017-2018) Preschool banners are posted in the school yard and on busy corner of the local community. Yard signs have been distributed to school families and canvas the community. New signage has meed designed and are currently being manufactured especially for the school. They will be installed on the school campus during the summer 2018 pointing the way to the main entrances.
(Action Step 5) Develop a plan to market our school as a pre-K through 8 program.	2018-2019	Marketing and Enrollment Committee	
(Action Step 6) A virtual tour of the school will be available on the website.	2022-2023	Faculty Marketing and Enrollment committee	

(STRATEGY 2) Formulate and institute an alumni outreach plan.

	Timeline	Responsibility	Progress Report
(Action Step 1) Recruitment of additional alumni to serve on alumni/endowment board of directors.	2017-2018	Alumni Committee	(2017-2018) Endowment board members recruited two new members to the committee and they were voted in on June 7, 2018.

(Action Step 2) Mailing to increase number of email addresses to be gathered for alumni.	2018-2019	Alumni Committee	
(Action Step 3) Alumni will be invited/informed of school activities.	2018-2019	Principal Staff	
(Action Step 4) Outreach to alumni for financial support and endowment funds will advance.	2020-2021	Alumni Committee	
(Action Step 5) Communications with alumni on the needs of the school will be developed.	2020-2021	Principal SAC members	
(STRATEGY 3) Formulate and institute an outreach plan to all stakeholders and other benefactors.			
(Action Step 1) An annual written report to stakeholders will be provided on the school website.	2017-2018	School Advisory Council	(2017-2018) A written annual report was developed in January 2018. The written report was sent out in an e-mail along with the weekly newsletter to staff, school families, donors, parish staff, grandparents, and other friends of the school. The report was available on the school website via a link on the main page of the school website. An annual report meeting took place on February 26, 2018. This meeting was advertised to the school and the parish community through newsletters and parish bulletin. The meeting was open to the public and at that meeting the School Advisory Council went over items in the annual report with those in attendance in a more detailed format. The report contained the goals from the strategic plan for the 2017-18 school year.
(Action Step 2) A formal development plan will be created..	2018-2019	School Advisory Council	
(Action Step 3) In cooperation with the SWS endowment trustees, steadily build an endowment that will provide increased revenue for many years to come.	2018-2019	Alumni Endowment Board	
(STRATEGY 4) Create a plan to revise and manage school website.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Compare other school websites from the Archdiocese.	2017-2018	Technology and Marketing Committees	(2017-2018) The marketing committee met each month of the 2017-18 school year. They viewed websites from other similar Catholic Schools. The technology committee did the same.

			Conversation took place at each meeting to define and fine tune the desired changes that the school would incorporate into the new website design.
(Action Step 2) Explore possible website development from a professional web builder.	2017-2018	Technology Committee	(2017-2018) A professional website designer was hired in Fall 2017. The marketing committee and the technology committee gave input for the new school website to the designer. The designer has been working from December 2017 to present to write material for the new website. It is scheduled to be released on July 1, 2018.
(Action Step 3) The school will add a section to the website to showcase our STEM implementation.	2018-2019	Marketing Committee, Faculty	
(Action Step 4) The preschool link/page will be reviewed and revised.	2018-2019	Marketing Committee Preschool Staff	
(Action Step 5) The school will add a “meet the staff” section to our school website.	2019-2020	Marketing Committee Faculty	
(Action Step 6) A link for alumni to submit contact information online will be added to the webpage.	2019-2020	Technology Committee	
(Action Step 7) School website pages/links will be reviewed and updated.	2020-2021	Marketing Committee Faculty	



(OBJECTIVE 4) Administrative structures will ensure that SWS is a growing and thriving school community for future generations of students.			
(STRATEGY 1) Increase active planning by the School Advisory Council .			
	Timeline	Responsibility	Progress Report
(Action Step 1) Annual orientation sessions will be attended by SAC members.	2017-2018	Members of the SAC	(2017-2018) A guest speaker was invited to two School Advisory Council meetings to do an orientation of the entire council as to the

	Annually in August		roles and functions of their position and the relationship of the council to the principal, staff, and community. The first training took place on August 21, 2017. A follow up session took place on September 25, 2017 in which the pastor joined the trainer to review materials covered at the first meeting and added more insight from his perspective.
(Action Step 2) Subcommittees of the SAC will set goals for committee involvement and future directions.	2017-2018 Annually in September	Members of the SAC	(2017-2018) School Advisory Council members set goals for their subcommittees and presented these to the council at the meeting on October 23, 2017. Subcommittee goals were reviewed at each and every meeting for the rest of the 2017-18 school year.
(Action Step 3) Parents will be informed of SAC activities and goals.	2017-2018 Annually in February	Members of the SAC	(2017-2018) The School Advisory Committee posted 4-5 highlights each month of the work that was being done. This is posted on the school website under the School Advisory tab. Furthermore, the School Advisory Council makes a presentation at the annual parent meeting in February.

(STRATEGY 2) Set budgets to sustain goals for growth in enrollment, curricular development, and staff compensation.

	Timeline	Responsibility	Progress Report
(Action Step 1) Tuition and fundraising structures will be studied to creatively increase financial outcomes.	2018-2019	Members of the SAC	
(Action Step 2) Enrollment will be increased to maximize fiscal staff potential.	2020-2021	Members of the SAC	
(Action Step 3) New funding sources will be sought through alumni and school supporters.	2020-2021	Members of the SAC	
(Action Step 4) A long range plan for staff salary and compensation will be developed.	2020-2021	Members of the SAC	

(STRATEGY 3) Provide professional development opportunities for staff.

	Timeline	Responsibility	Progress Report
(Action Step 1) School staff will conduct productive annual reviews based on goals for growth.	2017-2018 annually	Principal	(2017-2018) The principal worked with the entire school staff to set personal goals. Each staff member was responsible for setting up a plan to obtain their personal goals for growth. These goals were reviewed at the end of the school year during the one-to-to annual review. Classroom observations were also reviewed for the professional staff at the annual review meetings.

(Action Step 2) Peer professional learning communities will be prioritized in the weekly schedule.	2017-2018 Annually	Principal	(2017-2018) PLC times were built into the schedule of each professional staff member. These times were not negotiable and guidelines were described to keep teachers focused on learning together. Specialists and support staff covered the classrooms to make this possible within the schedule. A separate weekly PLC was also put in place for specialists and support staff.
(Action Step 3) Teachers will develop professional goals for improvement and action plans for self-improvement.	2017-2018	Teachers	(2017-2018) Staff members were required to set goals and have a plan on how they would achieve these goals for growth. They were developed in September and reviewed in April or May. These documents will be used in setting goals for the next school year - fall 2018.
(Action Step 4) Revise and update the existing staff professional development plan.	2018-19	Principal and Teachers	
(Action Step 5) Financial support will provide for staff development in the priority curriculum areas.	2018-2019	Principal	
(STRATEGY 4) Enhance administrative support.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Staff schedules will be reconfigured to cover administrative duties.	2018-2019	Principal Staff	
(Action Step 2) A list of administrative functions that can be delegated to current school staff will be developed.	2019-2020	Principal Staff	
(Action Step 3) Finances will be sought to secure additional administrative support.	2020-21	Principal Members of SAC	
(Action Step 4) Additional administrative support will be hired to lead predetermined areas of administrative duties such as fundraising, marketing, curriculum development, alumni relations, endowment growth, etc.	2021-2022	Principal Members of SAC	



(OBJECTIVE 5) The school will have a visionary technology plan.			
(STRATEGY 1) Sustain and refresh current technology and equipment.			
	Timeline	Responsibility	Progress Report
(Action Step 1) A five year plan will be developed pinpointing which pieces of equipment will be scheduled for refresh along a five year timeline.	2017-2018 2018-2019	Technology Committee	(2017-2018) The school has a five year plan for technology refresh, however, through donations, fundraising and grants we have completed the refresh of our equipment according to the plan. We have exceeded expectations and purchased all items on our wish list. A new plan will be developed for the next five years.
(Action Step 2) Funding sources will be investigated to support technology upkeep.	2018-2019	Technology Committee School Board	
(STRATEGY 2) Develop financial sources for new and emerging technologies.			
	Timeline	Responsibility	Progress Report
(Action Step 1) STEM lab and ZSpace will be incorporated into the school.	2017-2018	Staff Principal	(2017-2018) The school developed an amazing STEM lab complete with a maker-space, robots, STEM tools and equipment. ZSpace computers have not been added due to the prohibitive high costs.
(Action Step 2) Technology grants will be researched.	2018-2019	Technology Committee	
(Action Step 3) A grant writer will be designated.	2018-2019	Technology Committee	
(STRATEGY 3) Train staff in areas of new technology.			
	Timeline	Responsibility	Progress Report
(Action Step 1) STEM teachers will mentor other staff members.	2017-2018	Teaching Staff	(2017-2018) The teacher STEM Buddy program has been set in place and teachers have actively been working together to develop STEM skills.
(Action Step 2) Staff will participate in continuing education as available through CSCOE, Tierney Bros, the local school district and others.	2017-2018	Teaching Staff	(2017-2018) - Several teachers enrolled in STEM focused workshops throughout the 2017-18 school year. Staff attended training sessions provided by Tierney Brothers within the school building in the Pathways professional training session and they also attended teacher academies provided by Tierney and CSCOE. Several staff meetings

			focused on STEM activities and training such as the Robot training workshop taught by the certified staff members. Eight staff members attended the ISTE conference in 2017 and eleven staff members will attend the ISTE conference in June 2018 in which technology training is key.
(Action Step 3) The school budget will allow for ongoing training needs of staff in the areas of technology.	2019-2020	Principal Technology Committee	