

# St. James Catholic School Strategic Plan

2014 - 2019

## **MISSION STATEMENT**

*“KEEPING GOD IN EVERYTHING WE DO!”*

## **VISION**

The vision of St. James Catholic School is to nourish the spiritual, intellectual, social, cultural, and physical needs of the whole child within a strong, Catholic, family-oriented environment. Our goal is to produce compassionate life-long learners, faithful stewards, and influential leaders for a diverse and changing world.

## **PHILOSOPHY**

The philosophy of St. James Catholic School is to provide a God-centered environment in which the dignity of every person is respected, children learn and grow to be responsible members of the Christian community, and they become more Christ-like in their daily actions. Working in partnership with parents, the primary educators of their children, St. James Catholic School strives to meet the spiritual, intellectual, social, cultural, and physical needs of individual students and to prepare them to assume their roles as Christian stewards of the world today and in the future.

## **GOALS**

To develop our students into intellectual communicators who are self-motivated, critical thinkers, and lifelong learners.

To develop our students into productive citizens who will give service to their community, show strength of character, and serve as Christian role models.

To develop students who respect all life, take pride in their appearance, and who recognize that our bodies are temples of the Holy Spirit.

To develop students who will be teachable and who will model Gospel values in their day-to-day interactions with others.

## **EXECUTIVE SUMMARY**

St. James Catholic School Advisory Council updated its Strategic Plan in Spring 2015 and extended it from a three year plan to a five year plan. There are eleven critical areas that align with both the St. James Catholic School mission statement and the vision of the Archdiocese of San Antonio Catholic Schools. The intention of the School Council is not to focus on all strengths or weaknesses, but to focus

on the critical areas and to establish our yearly goals to address the needs of the school. The ten critical areas are as follows: Spiritual Life; Alumni/Parish Relations; Family Life; Curriculum and Instruction; Faculty and Staff; Leadership Development; Facilities; Development/Marketing and Recruitment/Enrollment; Finance; and Technology. It is our sincere hope that this plan will provide guidelines for shaping the future of St. James Catholic School (herein referred to as SJS). It is intended that the Strategic Plan will be updated each year by reviewing the past year's accomplishments and by reestablishing goals and action steps for the Strategic Plan.

Below is a description of each of the established critical decision areas and the overarching goals of each area.

### **Spiritual Life**

This area affirms the essential Catholic nature of SJS. By encouraging the school's stakeholders to live and practice their faith, the school will be visibly Catholic and not just Catholic in name.

### **Alumni/Parish Relations**

It is crucial that SJS maintain and continue to build a good and cooperative relationship with the parish and with alumni who have attended SJS.

### **Family Life**

Parents and guardians are the primary teachers of their children. The school must work in conjunction with the family to provide the best educational experience for all children of SJS.

### **Curriculum, Instruction, and Programs**

Curriculum of the school is the core of the educational process. Special attention is appropriate to maintain a curriculum that is current yet continues to embody the Catholic values that are unique to our school. Additionally, co-curricular and extracurricular programs enhance the educational experience of the children and provide for their overall development: spiritual, academic, physical, social, and emotional. An ongoing process of self-evaluation is critical to maintaining excellence.

### **Faculty and Staff**

In order for students to receive an excellent overall education, it is necessary to find the best faculty and staff and to provide them with ongoing professional development and fair and just wages and benefits. The faculty is the heart of the school and the most important factor in each child's education at SJS.

### **Leadership Development**

A specific focus of the Strategic Plan is to communicate strategies will establish and strengthen a unified leadership among the School Council, school administration, and parish administration so that a consistent message and direction can be communicated and achieved. Secondly, SJS will develop leadership qualities among its students so that they will have opportunities to practice good citizenship and governance.

**Facilities**

SJS facilities are in a continuous process of transition to accommodate student and faculty needs. Safety and security are a constant concern as well as the aesthetic value of the school. The facilities will be evaluated on a biannual basis or as needed.

**Development/Marketing and Recruitment/Enrollment**

The main focus of Development/Marketing and Recruitment/Enrollment strategic activities is to continue the evolution from simple fund raising to a complete development program. This will be accomplished by providing greater attention to marketing, public relations, fund raising, enrollment/retention, and building relationships with donors.

**Finance**

The area of finances is a challenge for any school system. Several strategies are outlined to ensure the long term survival of the school.

**Technology**

With the ever increasing role that technological advancements play in everyday life, SJS has given special attention to this area. SJS will strive to support the advancement of technology in the education of our students, and the School Council will include technology as a separate and focused area of the strategic planning process.

## St. James Catholic School Five-Year Action Plan

2014 - 2019

**2014 - 2015 (All Action Steps in red for 2014-2015 were accomplished.)**

### Alumni/Parish Relations

- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue to submit school news to the parish bulletin each week and to *Catholic Life and Today's Catholic*
- Continue to have different classes meet with their parish buddy groups on a regular basis
- Invite alumni to all major school events (invited to some events but not all)
- Train SJS students for parish-wide altar serving and lectoring

### Family Life

- Establish 'buddy families' for new families
- Establish homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook*, *SJS Strategic Plan*, and *SJS Three-Year Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library
- Subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website [www.sjcstx.org](http://www.sjcstx.org) every day, 365 days a year
- Establish a "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Investigate the feasibility of having a Spanish translation available on the school website
- Publish school service opportunities

## Spiritual Life

- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8<sup>th</sup> grade, 2<sup>nd</sup> graders receiving their first sacraments, and for other grades if possible (also had retreat for grades 4-8)
- Continue to develop and implement a religious based yearly theme for SJS based on yearly NCEA theme
- Begin praying the *Angelus* over the intercom at 11:00 AM once a week
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent

## Curriculum, Instruction, and Programs

- Investigate a school-wide writing program, such as *Power Writing* or *6 Traits*
- Contact publishers for Social Studies adoption for next year
- Adopt and implement the Nancy Larson Science Program in grades K – 5
- Adopt and implement the Harcourt *Journeys* Catholic Identity edition reading program for grades K - 5
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary items for the library
- Continue to display student art work in the Family Center hallways and in local, state, and national competitions
- Implement a school-wide Guidance Program in the curriculum
- Offer tutoring before and after school to students who need extra help
- Continue established co-curricular and extra-curricular programs for SJS students
- Continue implementation of Archdiocesan Standards Based Curriculum and expand scope of year long and weekly lesson plans
- Begin alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Investigate plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials

- Continue to administer the supplemental reading program A-Z for the elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Explore additional electives, such as drama, to be offered to Upper School students
- Begin writing the Self Study for next year's Accreditation Visit
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations

### **Faculty and Staff**

- Establish a faculty salary scale based on their number of years of teaching experience and degrees/certifications held
- Implement plans to raise teachers' salaries to the SJS Salary Scale within three years, with a cap of no more than a 15% increase the first year for teachers below scale
- Increase staff wages and those teachers above scale on the SJS Salary Scale by 3%
- Hire teachers, aides, and After School workers as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Continue to provide professional development on campus for teachers pursuing their Catechist certification
- Continue to provide professional development for faculty and staff using Title IIA funds
- Schedule office staff so that someone is in the school office from 7:30 A.M. – 4:30 P.M. during school days
- Provide professional development in using new reading and science programs

### **Leadership Development**

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

## Facilities

- Continue to work with parish on repairs and maintenance of the school facility
- Video record and list school facility contents for insurance and inventory purposes
- Investigate the feasibility of installing one or more outdoor basketball hoops in the parking lot between the Family Center and Father Dennis' house (investigated and decided against this)
- Investigate the purchase of a new intercom system for the school
- Paint the outside of the PK/school office building (trim and doors painted)
- Secure donations and purchase needed classroom materials and 2K changing table for preschool classrooms

## Development/Marketing and Recruitment/Enrollment

- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific areas based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates of events; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Create and begin maintenance of a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use Resource List to look for long-term giving
- Continue to collect Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other "family friendly" programs for SJS that provide extra money or supplies for the school
- Continue to seek ways to retain students from elementary to middle school
- Update the *SJS Strategic Plan and Three Year Plan*
- Continue to publish *SJS Parent/Student Handbook, SJS Strategic Plan, and SJS Three Year Plan* on SJS website
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers, *Today's Catholic*, and *Catholic Life*

- Continue to advertise and promote SJS on the local radio station, especially during Catholic Schools Week
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Investigate whether publishing an Annual Report for St. James School would be possible and helpful (investigated and decided it is not needed)

## **Finance**

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Implement FACTS as the third party tuition management plan to help manage families' payment and school's collection of tuition and incidentals
- Help families enroll in FACTS using online enrollment through the school website
- Continue to implement the SJS salary scale for teachers and try to bring as many teachers up to scale as possible
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign
- Establish a tuition assistance fund for emergency relief
- Revise school budget reports to reflect more accurately the actual income and expenditures rather than lumping together, especially with regard to individual fund raising events (not all under PTC income and expense, i.e. Chocolate, Casino Night, Catholic Life Raffle, etc.)

## **Technology**

- Secure donations of computers and printers to supplement and provide additional parts for computers on campus
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of laptops for classroom use and to replace teacher laptops as needed
- Secure donations or investigate purchase of iPads for classroom use



## 2015 - 2016

### Spiritual Life

- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8<sup>th</sup> grade, 2<sup>nd</sup> graders receiving their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families

### Alumni/Parish Relations

- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

### Family Life

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August

- Update and supplement the resources in the Parents' Corner section in the library
- Continue to subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website [www.sjcstx.org](http://www.sjcstx.org) every day, 365 days a year
- Update the "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

### **Curriculum, Instruction, and Programs**

- Continue to investigate a school-wide writing program, such as *Power Writing* or *6 Traits*
- Replace grade 6 social studies textbooks to align with Archdiocesan standards and TEKS
- Replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Field test the Nancy Larson Science Program in grade 5
- **If funds are available, adopt new literature textbooks for grades 6-8 (adopted 2014-2105)**
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program A – Z for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Finish writing the Self Study and make sure all documents are in place for our Accreditation Visit this spring
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Investigate standards for a drama curriculum
- Implement a six-man tackle football program
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8

- Improve PSIA Academic and CAAC competition preparation and organization

### **Faculty and Staff**

- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Arrange an aide (paid for with Special Education funds through Seguin ISD) for a student with special needs
- Arrange for a knowledgeable volunteer parent to conduct a workshop in August for teachers about using *Learning Ally* with qualifying students

### **Leadership Development**

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

### **Facilities**

- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Paint the classrooms and offices in PK building
- Repair the roof leak over the kindergarten classroom

- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school

### **Development/Marketing and Recruitment/Enrollment**

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Continue to enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other “family friendly” money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website
- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year

- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school

### **Finance**

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Begin an annual giving campaign if warranted

### **Technology**

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist

## **2016 - 2017**

### **Spiritual Life**

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- Investigate class participation at an Our Lady of Guadalupe week day Mass at least once a month
- Investigate the possibility of our students attending a Spanish Mass at Our Lady of Guadalupe[
- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8<sup>th</sup> grade, 2<sup>nd</sup> graders receiving their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS

- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families

### **Alumni/Parish Relations**

- Volunteer to help Our Lady of Guadalupe at their Fall Festival
- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer
- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

### **Family Life**

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library
- Continue to subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website [www.sjcstx.org](http://www.sjcstx.org) every day, 365 days a year
- Update the "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

## Curriculum, Instruction, and Programs

- Investigate the interest in a student photography/journalism group that are interested in these areas and can take pictures at extracurricular events
- Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
- Replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program A – Z for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Implement standards for a drama curriculum
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- Improve PSIA Academic and CAAC competition preparation and organization

## Faculty and Staff

- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds

- Provide professional development for faculty for newly adopted textbooks
- Arrange an aide (paid for with Special Education funds through Seguin ISD) for a student with special needs
- Arrange for a knowledgeable volunteer parent to conduct a workshop in August for teachers about using *Learning Ally* with qualifying students

### **Leadership Development**

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

### **Facilities**

- Obtain a grant to paint the outside of the PK building
- Replace or repair outside water fountains so that they look and work better
- Purchase a new intercom system for the school
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school

### **Development/Marketing and Recruitment/Enrollment**

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills



and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates;  
3) Potential sources of donations

- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
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- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other “family friendly” money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website
- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school

## **Finance**

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign

## Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist

## 2017 - 2018

## Spiritual Life

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- Arrange class participation at an Our Lady of Guadalupe week day Mass at least once a month
- Arrange for our students to attend a Spanish Mass at Our Lady of Guadalupe[
- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8<sup>th</sup> grade, 2<sup>nd</sup> graders receiving their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Continue to improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families

### **Alumni/Parish Relations**

- Volunteer to help Our Lady of Guadalupe at their Fall Festival
- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer
- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

### **Family Life**

- Establish ‘buddy families’ for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents’ ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents’ Corner section in the library
- Continue to subscribe to the Parent Institute’s School Success Web Content Service, which automatically delivers parent involvement ideas to our school’s website [www.sjcstx.org](http://www.sjcstx.org) every day, 365 days a year
- Update the “Parents’ Corner” section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

### **Curriculum, Instruction, and Programs**

- Develop a chess club and invite other schools to tournaments
- Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
- Continue to replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Investigate adopting new middle school science books when science adoption comes about

- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program A – Z for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Implement standards for a drama curriculum
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- Improve PSIA Academic and CAAC competition preparation and organization

### **Faculty and Staff**

- Hire a part time Development Director if budget allows
- Hire a part time nurse if budget allows
- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Arrange an aide (paid for with Special Education funds through Seguin ISD) for a student with special needs

## Leadership Development

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

## Facilities

- Erect additional storage for drama and other necessary items
- Evaluate the feasibility of "roughing up" slick sidewalks
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
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## **2018 - 2019**

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### **Facilities**

- Investigate adding a faculty restroom in the elementary area
- Add a stage with lighting and a sound board
- Erect additional storage for drama and other necessary items
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- Continue to work with parish on repairs and maintenance of the school facility
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