

Objective 1:

IMPLEMENT A PLAN TO ENSURE THE LONGEVITY OF THE SCHOOL

Strategy A: Develop & Implement a long range Tuition Plan

Actions Steps:

- A-1 Archdiocese to in-service parish leadership by June 2006
- A-2 Research & tour/meet schools using Needs Based/Cost Based by October 2006
- A-3 Re-define "tuition setting" process to follow parish financial calendar by July 2005
- A-4 Communicate plan to the school community by January 2007
- A-5 Investigate alternate ways to increase funds for the tuition plan by July 2005 and ongoing

Responsible Parties:

Principal, School Committee, and Parish Business Administrator

Progress/Report 05/06: A-1 through A-3 has been accomplished as per the timeline above. See documentation from School Advisory Minutes and Finance Committee Agenda. There really is no need for A-4 because we plan to stay with our current model. A-5 has been successful in that we are in the process of making plans for marketing/alternate ways to keep tuition at a reasonable level. For the 2006-2007 budget we put in \$30,000 to raise in revenue through an "adopt-a-student" program, alumni efforts, other funding options. Implementation of some of these plans will begin this next school year.

2006/07 Progress/Report: Two things were begun for Action Step A-5. The School Advisory Committee sponsored the first ever Fish Fry for the entire parish. It was a huge success in raising additional funds. Currently two are scheduled for next year. This will be an ongoing source of revenue. The "Angel Project" was developed and kicked-off late in the year. See brochure. We are hoping that this will generate revenue to offset the \$55,000 we currently budget for assistance. Discussion about hiring a P/T Marketing & Development person are in progress.

Strategy B: Provide Additional Space and Maintain Present Facilities

Action Steps:

- B-1 Continue with support and work with Capital Campaign for Phase II+ (which is currently underway & ongoing) which includes four classrooms for the school. Possible completion in January of 2006
- B-2 Support and encouragement for the next Capital Campaign for Phase III which would be the remainder of the school moved to the parish campus. Ongoing into the future with the possibility of beginning a Campaign by 2009.
- B-3 Increase funds for the CIP Budget
- B-4 Continual collaboration between Faith Formation and the School for present facilities and as we plan for the future needs. Parish needs to see a total education picture.

Responsible Parties:

Business Administrator, Faith Formation Director, Facilities Expansion Committee, Principal, and Pastor

Progress/Report 05/06: B-1 is nearing completion! We will be moving Kdgn. and Preschool to Phase II classrooms in August. B-2 is still on the horizon but no definite strategy/plan has been put in writing. The 2009 date is still reasonable. B-3 has not been accomplished and the School Committee and Finance Committee to tackle this in 06/07 school year. B-4 is going well with the newly formed Catholic Education Formation Ministry Commission. This commission has met 3-4 times this year, has an established chairperson along with five other active members along with staff members.

Progress/Report 2006/07: B-1 is complete and this was our first year in the new space. B-2 is still on the horizon but the debt needs to be paid off first. The goal is to have this done by 2010. Perhaps Phase II will

begin around that time. We are in the discussion stages of having a comprehensive regional analysis done by TeamWorks, Int. This will help us for this strategy. There is a CIP Budget and the new business administrator (1+ year) has benefited both the parish and the school. B-4 is continual. The Commission is still floundering as to its membership. We hope to improve this next year with an additional position in the Faith Formation dept. paying closer attention to this.

Strategy C: Increase the Endowment Fund

Action Steps:

- C-1 Use the Endowment Board more effectively by having consistent meetings beginning with the 2005-2006 school year.
- C-2 Explore alternate ways of funding the Endowment Fund – Spring 2006
- C-3 Further develop ways to use the Spring Fling event to increase Endowment – Spring 2006

Responsible Parties:

School Committee, Deacon, Accountant, Business Administrator and Principal

Progress/Report 05/06: C-1 has not transpired this year and the goal would be to have it accomplished by June 2007. A member of the Finance Committee whose term is done is ready to chair this Endowment Fund Committee.

C-2 success will follow once this committee gets going. It was discussed at the Finance Committee level to make a policy that all donations to the parish which are not given for any specific purpose that 1/3 of it goes into the endowment fund. Final action on this has not yet happened. Also, the Endowment fund is now an option on the funeral memorial envelopes. C-3...It was approved by the School Advisory Committee in the Spring of 2005 to put ½ of Spring Fling earnings into the fund instead of the set amount of \$15,000 each year. Last year we put in approximately \$28,000 and this year we put in \$31,000.

Progress/Report 2006-2007:

C-1 -We have an Endowment Fund Board and have met 3x this school year. C-2 is currently being worked on by the Board. The Finance Committee still has not acted upon the recommended stated above for 05/06. The Pastor and Parish Administrator are in charge of this. C-3 continues to be a success. This year we put \$25,809 which was half of the money raised at Spring Fling. The decreased amount from last year is in part due to \$8600 being earmarked for Technology upgrades. We no longer have a Deacon at SEAS parish so we are removing that as one of the responsible parties.

Strategy D: Establish an Alumni Organization

Action Steps:

- D-1 Investigate effective alumni programs – Summer 2004
- D-2 Establish a 5 year alumni plan that includes communication/ events/timeline by December 2005
- D-3 Establish a leader to carry out alumni endeavors by Spring 2005

Responsible Parties:

School Committee, Principal, and Alumni Leader

Progress/Report 05/06: None of this has been accomplished. The School Committee will re-look at this, make new goal dates, and have it be a priority for the 2006-2007 school year at it's June meeting.

Progress/Report 2006/2007

Although it was discussed several times, this has not been accomplished. It is the Committee's view that we need a part-time Marketing/Development person to attend to this and other things. We will continue to explore ways to make this happen.

Reviewed by School Advisory Committee and submitted to MNSAA – June 2007

Objective 2:

DEVELOP AN EFFECTIVE STUDENT ASSESSMENT PLAN

Strategy A: Research alternative forms of assessment & develop an assessment philosophy

Actions Steps:

- A-1 Provide time to investigate during the 2004-2005 school year
- A-2 Create a realistic plan for implementation during the 2005/2006 school year
- A-3 Evaluate progress of alternative assessments after implementation (06/07)
- A-4 Educate parents on alternative forms of assessment to begin during the 2005/2006 school year

Responsible Parties:

Principal and Teachers (designated team to begin & then all teachers)

Progress/Report 05/06: We are on target with these actions steps. We have an assessment Team which currently consists of two teachers and the Principal. All three have been trained through the Archdiocese Assessment Learning Teams during the 2004-2005 school year. This past school year (05/06) was devoted to reviewing the information and making a tentative plan for staff development for the 06/07 school year. A-3 action step will most likely need to be pushed into the 07/08 school year. A-4 has begun by revising the K-2 report cards to reflect standards being met. Teachers, in general, are beginning to inform parents during P/T conferences.

Progress/Report 2006-07:

We successfully had several workshop days devoted to Assessment. This was lead by two teachers as a part of their professional development plan. (See workshop day agendas). We also were a Pilot School for Harcourt Learnia Assessment endorsed by the Archdiocese. This will help our teachers (and the parents) become more knowledgeable about our assessment philosophy – ongoing and showing growth rather than a single percentile. Staff development will continue in this area under the leadership of the two lead teachers. Next year's plan is to focus on Student-led conferences, portfolios, and more on Learnia.

Strategy B: Implement a plan to track long term student growth in Language Arts

Action Steps:

- B-1 Provide meeting time to discuss – 2004/2005 school year
- B-2 Write goals and objectives for tracking growth during the 2005/2006 school year
- B-3 Give students opportunities for self assessment beginning in the 2004/2005 school year and increasing every year thereafter.
- B-4 Create checklist that specifies what to track – 2005/2006 school year
- B-5 Plan for storage of data – 2005/2006 school year
- B-6 Evaluate progress and effectiveness – each year informally and formally in February of 2009
- B-7 Investigate Six Trait +1 Writing beginning in the 2005/2006 school year with Lead Language Arts Teacher and then inservice all teachers in the Fall of 2006/2007 school year.

Responsible Parties:

Lead Language Arts Teacher, Language Arts Curriculum Committee, Principal, and all teachers

Progress/Report 05/06: We have provided time to discuss (B-1) but the rest of the actions steps B-2 through B-6 have not adequately been met according to the timeline. We did include a writing sample (chosen by the student) to be passed on K-8 for review by student, teacher, parents to show growth. This will become a goal for the Language Arts Lead Teacher and the curriculum team to accomplish during the 2006-2007 school year. We have successfully improved Curriculum Mapping in the LA area by inputting the McRel Standards into the maps and by developing a systematic format for all maps for all teachers. B-7 has been successfully accomplished and will continue to be reviewed and enhanced.

Progress/Report 2006-2007: Teacher knowledge about assessment in general has improved and therefore B-3 has improved. The writing sample assessment and passing that along to the next teacher has continued and is

beneficial. Being a pilot for Learnia Assessment this year has taken most of the time for LA and Math assessment learning. The LA Curriculum team plan to re-focus on the action steps in the 2007-2008 school year. They will meet more often with this document in hand to guide them.

Strategy C: Use Standardized Test Results in a Purposeful and Consistent Manner

Action Steps:

- C-1 Form an Assessment Team by the beginning of the 2006/2007 school year.
- C-2 Use results to help check continuity of the curriculum – ongoing and more purposeful beginning in January of 2007 (Fall MAT8 tests results)

Responsible Parties:

Assessment Coordinator, designated teachers (2) from Strategy A above, newly formed Assessment Team, and Principal

Progress/Report 05/06: This is in progress as per the timeline. We plan to be a pilot school for the new Harcourt Learnia Assessment in the Fall of 2006. This past school year we did not have an interested teacher to take on the Lead Teacher position for Assessment (Assessment Coordinator) which didn't help. For next year we have that person and she went to some training for being the pilot school on 6/16/06.

Progress/Report 2006-2007:

We continue to have a Lead Teacher for assessment but no formal "assessment team". However, the Principal does use the Lead Teachers/Advisory Board for feedback and help. The Learnia duties, input of data, etc. took on a life of it's own this year. It was a frustrating experience because of being rushed into learning about it and a lack of knowledge about how much time it would take to implement – both on the student's part and the teacher's part. We plan to continue to be involved with Learnia with the hopes that it will get better. There will be a need to allocate more staff time on this. The school advisory committee will also be discussing the merits of doing the MN State testing at some or all grade levels as there seems to be a need to have data similar to the public school.

Reviewed by School Advisory Committee and submitted to MNSAA – June 2007

Objective 3:

USE A VARIETY OF INSTRUCTIONAL METHODS TO ACCOMMODATE ALL LEARNERS

Strategy A: Investigate Best Practices

Actions Steps:

- A-1 Provide time to research best practices and to visit school beginning in August 2006.
- A-2 Establish Focus Study Groups – January 2007
- A-3 Explore the topic of “Flexible Grouping” of students – begin in January 2007
- A-4 Find ways to compensate staff for extra time when necessary – when budgeting for the 07/08 school year
- A-5 Provide time to reflect, share and discuss – Inservice dates 2007/2008 school year

Responsible Parties:

Principal, Teachers, School Committee/Finance Commission

Progress/Report 05/06: This is yet to happen and is being incorporated into the Staff Development days for next year.

Progress/Report 2006-2007: Once again, due to other demands for staff development time these action steps have not been successful. Some strides were made in the direction however. Staff were given the opportunity to explore Best Practices and be compensated over the summer of 2006 (A-4). Three staff members submitted their proposal and one followed through to completion. A-5 was accomplished by copying various professional journal articles (1-2 copies) and then had them available to staff to choose one and report back to the group about the topic. We did this twice and heard about 15-30 different articles via this process. Teachers could then take the article or request a copy.

Strategy B: Develop a Multi-Year Staff Development Plan

Action Steps:

- B-1 Form a Staff Development Committee for the 2006/2007 school year (March of 2006)
- B-2 Design and implement a three-year staff development plan taking into consideration Strategy A above – April 2006
- B-3 Include reflective practice/staff discussion and professional networking beginning in the 2006/2007 school year and ongoing thereafter.

Responsible Parties:

Principal, Lead Teachers/Advisory Council, newly formed Staff Development Committee

Progress/Report 05/06: The Staff Development Committee has not been formed according to schedule above but will be formed by September 2007. Beginning conversations were held with the Lead Teacher/Advisory Council this past year. There was support for a long range plan with flexibility for teachers as to what they are working towards – more of an individual plan in conjunction with whole staff time as well.

Progress/Report 2006-2007: This entire strategy is currently being worked upon (Summer 2007). The professional development requirements/system will revamped and rolled out in August. The new format will be included in the Teacher Handbook.

Strategy C: Implement Best Practice For Instructional Methods

Action Steps:

- C-1 Budget the monies necessary for human and material resource for 2007/2008 school year (budget time January 2007).

- C-2 Provide time to plan and implement within the scheduled day – 2007/2008 school year
- C-3 Re-define the space to accommodate student needs beginning in 2006/2007 when Phase II is completed and ongoing thereafter.
- C-4 Reflect, discuss, and evaluate May 2008 and May 2009

Responsible Parties:

Principal, Lead Teachers/Advisory Council, newly formed Staff Development Committee, and School Committee/Finance Commission

Progress/Report 05/06: Action step C-3 has begun. We are able to provide a music room (instead of the teacher being “on wheels” going into each classroom. This strategy will be on the “front burner” beginning this year.

Progress/Report 2006-2007: Due to some teaching staff having lighter loads due to a slight enrollment decline, they will have assigned duties and time to devote to these action steps. C-3 has been accomplished. We recently hired a new teacher (to replace someone who retired) who has Special Education and Gifted Education background. This will help us in the future with the hopes of having her transition into 50% of her day being devoted to these student needs and help inform staff. We are on track with our textbook adoption system which helps us with best practices. This year we spent time on researching and adopting new science textbooks. The science committee had a HS teacher present and give advice as well. We are still on target for action step C-4.

Reviewed by School Advisory Committee and submitted to MNSAA – June 2007

Objective 4:

PROVIDE STUDENTS WITH ADDITIONAL OPPORTUNITIES TO ENHANCE LEARNING

Strategy A: Investigate After School Programs

Actions Steps:

- A-1 Create a parent survey to determine interest and/or need by April 2007
- A-2 Research enrichment and remedial opportunities in June and July 2007
- A-3 Research cost and personnel needs – August – December 2007
- A-4 Make decision for budgeting purposes in March 2008

Responsible Parties:

Principal, School Committee (Strategic Planning Sub-Committee)

Progress/Report 05/06: This will be happening beginning this year.

Progress/Report 2006-2007: The Before & After School Program had a successful year and the enrollment is as strong for next year. We will continue to monitor. New families are glad we have such a program and therefore it is also a marketing tool.

Strategy B: Hire Additional Staff Members and Organize Volunteers With Specific Areas of Expertise

Action Steps:

- B-1 Research financial aspect of hiring additional staff members and/or providing more time for current staff members – in the areas of
 - Art – for the 2006-2007 school year (begin in Dec. 2005)
 - Technology – for the 2007-2008 school year (begin in Dec. 2006)
 - Gifted/Talented/Special Needs – for the 2007-2008 school year (begin in Dec. 2006)
 - Assistant Principal – for the 2006-2007 school year (begin in Dec.2005)
- B-2 Investigate volunteer opportunities to help with the above needs – ongoing with the timeframe above.

Responsible Parties:

Principal, School Committee (Strategic Planning Sub-Committee), Lead Teachers/Advisory Council, Parish Business Administrator & Finance Commission

Progress/Report 05/06 This was NOT begun in December of 2005 as stated for some action steps above – we'll need to move all them to December of 2006. Preliminary conversations with the Pastor re: an Assistant Principal were done this school year between the Principal and Pastor.

Progress/Report 2006-2007: This was not done again due to budget constraints, a decline in enrollment, and overall Parish giving is down. Next year the Principal will have an Intern who is working towards licensure. This will help some. Also, when advertising for a new 4th grade position this year we posted some of the needs above and were able to secure a candidate who has experience in the areas of special needs. She will be getting her masters in Special Education. This will serve us well for the future.

Strategy C: Improve Technological Opportunities

Action Steps:

- C-1 Create a timeline for updating equipment during the first half of 2007-2008 school year
- C-2 Install equipment in classrooms during the 2nd half of 2007/08 and into 08/09.

Responsible Parties:

Principal, Technology Coordinator, Technology Committee, School Committee (Strategic Planning Sub-Committee), and IT Provider

Progress/Report 05/06: This is yet to happen but should be on target.

Progress/Report 2006-2007: The technology committee met a few times this year and ongoing conversations happened with our IT person with regards to long range planning. We obtained information about optic fiber being installed in the city and will continue to keep an eye on when/if that is feasible for our school as they are moving things throughout the city. We recently approved an \$18,000 expenditure (for both parish and school) with our vendor to update and add new software for the infrastructure of all technology. Some of the \$ came from our Spring Fling live auction specifically this purpose and other donations. This will allow us to use our older equipment still. We will research new laptops for the mobile wireless carts next year.

Reviewed by School Advisory Committee and submitted to MNSAA – June 2007

St. Elizabeth Ann Seton School
Annual Progress Report 2006-2007

Component Two: School Improvement Communication

The School Improvement Plan was communicated to the parents via our school website http://www.seasparish.org/seas_school/html/parent_s_info.html and this link was referenced in our weekly communication newsletter, the Patriot Press.

The plan was also brought before the Lead Teacher/Advisory Council and the School Advisory Board for review, discussion and input. At the School Advisory Committee level, sub-committees were formed for each objective on the Strategic Plan that directly involved the committee's action. Several meetings were spent updating progress (or lack thereof!) from the sub-committees. More awareness was the end result and some positive moves towards meeting the objectives of the Strategic Plan.

All committee members, the Pastor, and the Parish Administrator were provided with a copy of the entire plan.

St. Elizabeth Ann Seton School
Annual Progress Report 2006-2007

Component Three: Monitoring Learner Progress

This year we switched from testing with the MAT8/OLSAT to testing with Learnia from Harcourt. This was an Archdiocesan initiative and we were one of several pilot schools. There were many frustrations with inadequate time to implement properly. Because it was a pilot project the test itself will be in revision.

Therefore, although we did assess learners this past year I am reporting that I don't feel the assessment was a good measuring tool at this point. We currently do not have a parent report that is applicable – Harcourt is working on this. We will not send something out that we cannot explain! Individual teachers analyzed their class reports (taken in Nov. and April) for growth. Most teachers agreed that the test was too difficult at their grade level. We need to compare our standards to the standards from which the test was derived from.

We did not have the time nor adequate reports to analyze the data overall. The plan is for the Principal and the Test Coordinator to meet in August. There is also another training for Learnia in August at which we will bring up our concerns. The test coordinator is a full-time teacher who does this after school for a stipend of \$250...it is a much larger job than this allows for. A future plan would be to have someone manage all of this as a part of their job (release time) or to hire someone parttime.