



**St. Elizabeth Ann Seton STRATEGIC PLAN FOR IMPROVEMENT**

**OBJECTIVE 1: St. Elizabeth Ann Seton will develop and implement a plan for curriculum assessment and development.**

**STRATEGY 1 *Develop a timeline and sequence of curriculum needs***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	Update and revise textbook review cycle and parent curriculum handbooks, especially for subject philosophies.	Fall 2011	<ul style="list-style-type: none"> <li>Principal</li> <li>Lead Teachers</li> </ul>	
	<b>ACTION STEP 2</b> Assess curricular needs with Social Studies being our top priority. Allot one year to analyze curriculum in our textbook review cycle.	Fall 2011	<ul style="list-style-type: none"> <li>Principal</li> <li>Faculty</li> </ul>	

**STRATEGY 2 *Create curriculum committees***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	Develop committees for each curricular area where each grade level is represented.	Spring 2011	<ul style="list-style-type: none"> <li>Principal</li> <li>Faculty</li> </ul>	
	<b>ACTION STEP 2</b> Review and fill Lead Teacher assignments and create well defined roles for them in the curriculum development process and Professional Learning Communities (PLC).	Spring 2011	<ul style="list-style-type: none"> <li>Principal</li> <li>Lead Teachers</li> </ul>	
	<b>ACTION STEP 3</b> Research professional sources on how to implement PLC's in our school.	2011-2012 school year	<ul style="list-style-type: none"> <li>Principal</li> <li>Faculty</li> </ul>	
	<b>ACTION STEP 4</b> Develop authentic PLC's for each curricular area.	2012-2013	<ul style="list-style-type: none"> <li>Lead Teachers</li> </ul>	

**STRATEGY 3 *Plan and provide staff development for learning how to analyze the curriculum***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	Work with Collaborative Learning, Inc. (CLI) for staff development resources in learning how to	2011-2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum</li> </ul>	

	use our curriculum maps to analyze curriculum and to make changes based on that data to increase student achievement.		Coordinator	
	<b>ACTION STEP 2</b> Research ways to analyze curriculum and use the results to make curricular changes to increase student achievement.	2011-2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	
	<b>ACTION STEP 3</b> Share research and develop a plan to implement how we will analyze curriculum to increase student achievement.	Spring 2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Lead Teachers</li> </ul>	
	<b>ACTION STEP 4</b> Plan curricular staff development on workshop days.	Fall 2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	
	<b>ACTION STEP 5</b> Plan regular and ongoing curriculum development meetings and Professional Learning Communities.	Fall 2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	

**STRATEGY 4 *Decide if Instructional Planner will be used at SEAS***

	<b>ACTION STEP 1</b> Investigate funding for and information from CLI for using Lesson Planner as part of our curriculum development.	<b>Timeline</b> 2011-2012	<b>Responsibility</b> <ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Research various lesson plan formats and choose one model that we will use as a staff in planning lessons.	2011-2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Faculty</li> </ul>	
	<b>ACTION STEP 3</b> Work with Collaborative Learning to set up the Lesson Planner format SEAS will use.	Spring 2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	
	<b>ACTION STEP 4</b> Plan staff development in how to use the Lesson Planner.	Fall 2012	<ul style="list-style-type: none"> <li>Principal</li> <li>Curriculum Coordinator</li> </ul>	



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**OBJECTIVE 2: St. Elizabeth Ann Seton School will develop and implement a plan for staff development to discuss and analyze learner assessments for student achievement and communicate those results to stakeholders.**

**STRATEGY 1 *Plan and provide staff development to educate teachers on how to interpret Measurements of Academic Progress (MAPS) learner assessments***

	<b>ACTION STEP 1</b> Administer criterion referenced MAPS tests throughout each school year for grades Kindergarten to 8 <sup>th</sup> grade.	<b>Timeline</b> 2011 and Annually	<b>Responsibility</b> • Faculty	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	<b>ACTION STEP 2</b> Schedule time to discuss and analyze MAPS results in order to better guide curriculum and instruction.	Fall 2011	• Principal • Faculty	
	<b>ACTION STEP 3</b> Provide professional development to faculty about how to fully utilize the results of a criterion-referenced standardized test.	Winter 2011 and annually	• Principal • Lead teachers	

**STRATEGY 2 *Create a timeline for ongoing analysis of testing data***

	<b>ACTION STEP 1</b> Plan meetings after testing to analyze results as grade levels, Elementary/Middle School departments, curricular departments, and as a whole school.	<b>Timeline</b> Spring 2011	<b>Responsibility</b> • Principal • Lead Teachers	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop and implement ongoing staff development dates to focus on reviewing the present MAPS testing data and secure time for ongoing analysis for all grade levels and curriculums.	Fall 2012 and annually	• Principal • Lead Teachers • Faculty	

**STRATEGY 3 *Use testing results to guide curriculum***

	<b>ACTION STEP 1</b> Identify faculty knowledge and current practices in the area of assessment.	<b>Timeline</b> Fall 2011	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Lead Teachers</li> <li>• Principal</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop and implement a professional development plan related to assessment and best practices.	Winter 2011 and annually	<ul style="list-style-type: none"> <li>• Lead teachers</li> <li>• Principal</li> </ul>	
	<b>ACTION STEP 3</b> Apply assessment data to assist in the curriculum review process.	Spring 2012 and annually	<ul style="list-style-type: none"> <li>• Lead teachers</li> <li>• Faculty</li> <li>• Principal</li> </ul>	
	<b>ACTION STEP 4</b> Review and update vocabulary and criteria used for progress reports and conferences at all grade levels.	Fall 2012 and annually	<ul style="list-style-type: none"> <li>• Lead Teachers</li> <li>• Faculty</li> <li>• Principal</li> </ul>	
	<b>ACTION STEP 5</b> Implement a process to track student progress and learning needs using technology.	Winter 2012 and annually	<ul style="list-style-type: none"> <li>• Lead Teachers</li> <li>• Faculty</li> </ul>	

**STRATEGY 4 *St. Elizabeth Ann Seton School will explore and identify forms of the MAPS assessment that enhance parent understanding of students' strengths and needs in all subject areas***

	<b>ACTION STEP 1</b> Develop a process to communicate student achievement between grade levels.	<b>Timeline</b> Fall 2011 and on-going	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Faculty</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop an on-line communication for parents to monitor student progress.	Winter 2011	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Technology Coordinator</li> <li>• Lead Teachers</li> </ul>	
	<b>ACTION STEP 3</b> Report school achievement scores to stakeholders.	Winter 2011 and on-going	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Faculty</li> </ul>	



**St. Elizabeth Ann Seton STRATEGIC PLAN FOR IMPROVEMENT**

**OBJECTIVE 3: St. Elizabeth Ann Seton School will work in partnership with our parish community to improve the interior condition and security of our school building.**

*STRATEGY 1 St. Elizabeth Ann Seton School will develop cleaning and maintenance protocols that will be followed daily, weekly, monthly and annually*

	<b>ACTION STEP 1</b> Develop checklists for daily, weekly, monthly and annual cleaning and maintenance.	<b>Timeline</b> Fall 2011 and annually	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Faculty</li> <li>• Staff</li> <li>• Custodians</li> <li>• Chief Maintenance Engineer</li> </ul>	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	<b>ACTION STEP 2</b> Prioritize and track maintenance and custodial concerns in order to assure quality and efficiency.	Fall 2011 and annually	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Custodians</li> <li>• Chief Maintenance Engineer</li> </ul>	

*STRATEGY 2 St. Elizabeth Ann Seton School will enhance the safety and security of the school building*

	<b>ACTION STEP 1</b> Develop a plan to identify what areas of the school need to be improved to a higher security level based on the security analysis done in the winter of 2011.	<b>Timeline</b> Fall 2011	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• School Liaison Officer</li> <li>• Chief Maintenance Engineer</li> </ul>	<b>Progress Report</b>

	<b>ACTION STEP 2</b> Develop a maintenance and financial plan to change locks on the doors that are not meeting the security needs of the school.	Fall 2011	<ul style="list-style-type: none"> <li>• Principal</li> <li>• School Liaison Officer</li> <li>• Chief Maintenance Engineer</li> </ul>	
	<b>ACTION STEP 3</b> Rearrange classrooms to meet safety standards for lockdown drills.	Fall 2011 and annually	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Principal</li> </ul>	
<b>STRATEGY 3</b> <i>St. Elizabeth Ann Seton School will develop priorities for short and long-term capital improvement projects within the building</i>				
	<b>ACTION STEP 1</b> Audit classroom inventory of furniture and supplies.	<b>Timeline</b> Fall 2011	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Custodians</li> <li>• Chief Maintenance Engineer</li> <li>• Principal</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Compile and prioritize documentation gathered for the mechanical and aesthetic needs of the school.	Winter 2011	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Custodians</li> <li>• Chief Maintenance Engineer</li> <li>• Principal</li> </ul>	
	<b>ACTION STEP 3</b> Create a written plan that addresses the short and long-term capital improvement projects that need to be addressed over the next five years.	Spring 2012	<ul style="list-style-type: none"> <li>• Custodians</li> <li>• Chief Maintenance Engineer</li> <li>• Principal</li> </ul>	
	<b>Action Step 4</b> Work in partnership with the larger parish community to identify funding sources for capital improvement campaign.	Winter 2012	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Marketing Coordinator</li> <li>• Chief Maintenance Engineer</li> <li>• Business Administrator</li> </ul>	



**St. Elizabeth Ann Seton STRATEGIC PLAN FOR IMPROVEMENT**

**OBJECTIVE 4: St. Elizabeth Ann Seton will create a technology plan for continued improvement.**

**STRATEGY 1 *Create a Technology Committee to analyze the technology needs of the school***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	Obtain representatives from a variety of grade levels (K-2, 3-5 and 6-8) to create a Technology Committee.	Fall 2011	<ul style="list-style-type: none"> <li>Principal</li> <li>Lead Tech Teacher</li> </ul>	
	<b>ACTION STEP 2</b> Set up meeting dates and assign research topics to each committee member.	Fall 2011	<ul style="list-style-type: none"> <li>Technology Committee Members</li> </ul>	

**STRATEGY 2 *Continue to update an inventory of the Technology materials and supplies in the school***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	Inventory the technology materials and supplies in the school.	Fall 2011	<ul style="list-style-type: none"> <li>IT Specialist</li> <li>Technology Coordinator</li> <li>Library/Media Specialist</li> </ul>	
	<b>ACTION STEP 2</b> Research and review different parts of the technology hardware to be updated.	Fall 2011	<ul style="list-style-type: none"> <li>Tech Lead Teacher</li> <li>Technology Committee Members</li> </ul>	
	<b>ACTION STEP 3</b> Research and review different parts of the technology software to be updated.	Fall 2011	<ul style="list-style-type: none"> <li>Tech Lead Teacher</li> <li>Technology Committee Members</li> </ul>	

**STRATEGY 3 *Create a technology plan***

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	Review present technology plan.	Fall 2011	<ul style="list-style-type: none"> <li>Principal</li> </ul>	

			<ul style="list-style-type: none"> <li>• Tech Lead Teacher</li> <li>• Technology Committee Members</li> </ul>	
	<b>ACTION STEP 2</b> Research other schools' technology plans.	Winter & Spring 2012	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Tech Lead Teacher</li> <li>• Technology Committee Members</li> </ul>	
	<b>ACTION STEP 3</b> Research sources for consultants that can assist with developing an effective technology plan.	Winter/Spring 2012	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Tech Lead Teacher</li> </ul>	
	<b>ACTION STEP 4</b> Write technology plan.	2012-2013 school year	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Tech Lead Teacher</li> <li>• IT Specialist</li> <li>• Technology Committee</li> </ul>	
	<b>ACTION STEP 5</b> List the technology upgrades needed from Strategy 2, secure finances for the upgrades, and include them in the technology plan and school budget.	Spring 2013	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Business Administrator</li> </ul>	
<b>STRATEGY 4 <i>Analyze technology standards to specific grade levels with meeting the curriculum objectives</i></b>				
	<b>ACTION STEP 1</b> Review Technology Standards and align them in our curriculum.	<b>Timeline</b> Spring 2012	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Curriculum Coordinator</li> <li>• Faculty</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> The technology committee will create professional development on best practices for technology instruction and integration.	Fall 2013	<ul style="list-style-type: none"> <li>• Technology Committee</li> <li>• Principal</li> <li>• Curriculum Coordinator</li> </ul>	



**St. Elizabeth Ann Seton STRATEGIC PLAN FOR IMPROVEMENT**

**OBJECTIVE 5: St. Elizabeth Ann Seton School will create and analyze a marketing and development plan.**

**STRATEGY 1 *The school will develop a marketing plan to promote student enrollment and highlight school achievements***

	<b>ACTION STEP 1</b> Establish a marketing committee consisting of administration, staff and parents	<b>Timeline</b> Fall 2011	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Faculty</li> <li>• Marketing Coordinator</li> <li>• Parents</li> </ul>	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	<b>ACTION STEP 2</b> Develop a long-range marketing plan to promote school achievement and support school enrollment within the parish and surrounding community.	Fall 2011 and on - going	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> <li>• Parish Administrator</li> </ul>	

**STRATEGY 2 *Establish an active Alumni Association***

	<b>ACTION STEP 1</b> Establish an alumni committee consisting of administration, teachers, parents and graduates.	<b>Timeline</b> Fall 2011	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> </ul>	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Extend the reading membership of the recently developed Alumni Newsletter.	Fall 2011	<ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Alumni Committee</li> </ul>	
	<b>ACTION STEP 3</b> Develop a long-range plan for maintaining and expanding the role of graduates as stakeholders.	Fall 2011 and on-going	<ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Alumni Committee</li> </ul>	

**STRATEGY 3 *Increase Marketing tools and Media Relations to increase visibility and foster community relations to maintain revenue and enrollment***

	<p><b>ACTION STEP 1</b> Explore local Cable T.V. and web with our promotional school videos.</p>	<p><b>Timeline</b> 2011-2012</p>	<p><b>Responsibility</b></p> <ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Director of Stewardship and Communications</li> <li>• Principal</li> </ul>	<p><b>Progress Report</b></p>
	<p><b>ACTION STEP 2</b> Continue to improve our school website.</p>	<p>Fall 2011 and on-going</p>	<ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Director of Stewardship and Communications</li> <li>• Principal</li> <li>• School Secretary</li> </ul>	
	<p><b>ACTION STEP 3</b> Continue improvements and development of school promotional videos and radio advertisements.</p>	<p>Fall 2011 and on-going</p>	<ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Director of Stewardship and Communications</li> <li>• Principal</li> <li>• Parish Administrator</li> </ul>	

**STRATEGY 4 *Community Involvement and partnerships that develop support for our school***

	<p><b>ACTION STEP 1</b> Promote involvement in community activities and events that develop community partnerships.</p>	<p><b>Timeline</b> Fall 2011 and on-going</p>	<p><b>Responsibility</b></p> <ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Parish Life Commission Member</li> <li>• Principal</li> <li>• School Advisory Committee</li> <li>• Endowment</li> </ul>	<p><b>Progress Report</b></p>
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			<b>Committee</b>	
	<b>ACTION STEP 2</b> Promote involvement with parent organizations that reinforce the school mission and climate.	Fall 2011 and on-going	<ul style="list-style-type: none"> <li>• Alumni and Marketing Coordinator</li> <li>• Parish Life Commission Member</li> <li>• Principal</li> <li>• School Advisory Committee</li> </ul>	



**St. Elizabeth Ann Seton STRATEGIC PLAN FOR IMPROVEMENT**

**OBJECTIVE 6: St. Elizabeth Ann Seton School will work to enhance its financial viability and sustainability.**

*STRATEGY 1 Current revenues and expenditures will be closely examined in order to balance the needs for competitive faculty/staff salaries and affordable tuition*

	<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b> <i>(Results/Outcomes?)</i>
	Continue annual analysis of the school faculty and staff salary schedule which was developed in 2010. Annual analysis of the salary schedule will be conducted.	2011-2018	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Administrator</li> <li>• School Advisory Committee</li> <li>• Parish Finance Council</li> </ul>	
	<b>ACTION STEP 2</b> Work in partnership with the larger parish community to foster stewardship (time, talent and treasure) in order to improve the financial health of parish and school.	2011-2018	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Administrator</li> <li>• Director of Stewardship and Communications</li> <li>• School Advisory Committee</li> <li>• Parish Finance Council</li> </ul>	

			<ul style="list-style-type: none"> <li>• Pastoral Council</li> </ul>	
	<p><b>ACTION STEP 3</b> Review the tuition and fee structure annually in order to address the needs of the school, taking into consideration the demographics of the school's population. Seek parish subsidy from outside parishes whose children attend SEAS School.</p>	2011 and annually	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Administrator</li> <li>• School Advisory Council</li> <li>• Parish Finance Committee</li> </ul>	
<b>STRATEGY 2 <i>St. Elizabeth Ann Seton School will budget for continued facility improvement</i></b>				
	<p><b>ACTION STEP 1</b> Develop a long-term financial plan in conjunction with the parish to increase financial stability and to account for future building needs.</p>	Timeline 2011 and annually	<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Administrator</li> <li>• School Advisory Committee</li> <li>• Parish Finance Council</li> </ul>	<b>Progress Report</b>
	<p><b>ACTION STEP 2</b> Examine discretionary spending across all budget lines in order to reduce/eliminate all non-essential expenditures.</p>	2011 and annually	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Administrator</li> <li>• School Advisory Committee</li> <li>• Parish Finance Council</li> </ul>	