

**Strategic Plan Workplan  
Standing Committee -- School Board**

**Objective 2 - Ensure We Have A Strong Faith Community Through The Day School And Christian Formation**

**Goal 2.3 - Maintain Reputation For Best School**

**Initiative 2.3.1- Improve Ways To Communicate School Excellence And Measure School Performance Relative To Other Quad Parish Schools And Elmbrook Schools**

**High Level Workplan**

Activity #	Activity Description	Anticipated Due Date(s)	Lead or Responsible Person(s)	Deliverable Description	Notes	Future Considerations
2.3.1.1	Develop an Annual Report Card	6/1/2012	Long Range Planning Committee	Would look like a regular student report card, but will list out factors such as how the SJV students did on standardized test scores, how many went to college, SJV graduates that made high school honor roles, current students service hours, etc. with the grade being assigned as "A" for each.	This report card would be best shown as an insert in the Parish bulletin, an advertisement in the local newspaper, or a mailing sent out to Brookfield or Parish residents.	The tasks would include determining the format, identifying the key elements on which to measure success, obtain the required data from school administrators, print the report and insert into bulletin or other media.
2.3.1.2	Signage Near School Entrances	9/1/2011 & 9/1/2012	School Board, School Administration	Produce banners near school entrances to indicate the school is enrolling now, banners to advertise standardized test score rankings, etc	We would need to coordinate the signage issue with Buildings and Grounds as well as obtaining financing of such, and that may be a longer term plan.	Banners should be installed prior to the start of each school year should there be openings.
2.3.1.3	Measure Number of SJV Graduates on High School Honor Rolls	6/1/2012	Long Range Planning Committee	Through published sources (or by direct contact with BCHS, DSHA, CM, MUHS and others) count the number of SJV graduates on high school honor rolls during their freshman year, and communicate to rest of Parish community	Usually such honor rolls are reported in Brookfield Now and other local sources, would need assistance from School administration to identify SJV graduates	Once established this should become a regular routine process
2.3.1.4	Conduct Satisfaction Survey of 9th Grade Parents	6/1/2012	Long Range Planning Committee	Simple survey conducted on a retrospective basis of how the SJV education did / did not prepare the student for the rigors of high school	We can model this survey on the student Q&A we conducted last year in February 2010	

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**Initiative 2.3.2 - Increase Third-Party Resource Development To Supplement School Tuition**

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Activity #	Activity Description	Anticipated Due Date(s)	Lead or Responsible Person(s)	Deliverable Description	Notes	Future Considerations
2.3.2.1	Explore Naming Rights / Affinity Programs With Small Business Owner Parishioners	6/1/2012	School Finance Committee, School Board	Some sort of affinity or rights naming activity could be explored with these Parishioners through a direct communication process, such as cafeteria naming of tables, advertising on scoreboards, naming associated with school events (such as the Ice Cream Social, sponsored by Joe's Law Firm), advertising in the school directory.	Tapping into the Parish community for small-business owners, who might like to see a better bang for their advertising dollars.	

2.3.2.2	Expand Use of Corporate Matching Gifts Programs	2/1/2011 (for this year's Bids for Kids), 6/1/2012 for all others	School Finance Committee, School Board	A letter has been sent out to school families through the Bids for Kids committee, educating them about the ability for the donors at the event to use matching gift opportunities and publicizing this. Put this information on the school website, or develop a leaflet for PIN night.	Many companies have matching gift programs, and while certainly those programs could be limited in support of a charitable organization, they may not be limited in support of a school, even a parochial school, as long as such dollars are not used for religious education.	The matching gift program was mentioned in a principal note in the October 2008 Shamrock Weekly; future regular information such as that could be provided annually.
2.3.2.3	Reach Out To Alumni In A Greater Way	6/1/2012	Advancement Committee, School Board	We need to play up our alumni to a greater extent; ideas suggested included a Facebook page or other social networking site.	Networking and social websites promote visibility of alumni, encourages communication among alumni and provides contact information to the parish and school. It helps "brand" the school and maintains visibility of parish and school among alumni.	
2.3.2.4	Extend Usage of Third Grade Students Direct Letter Writing Efforts	6/1/2011	Advancement Committee, School Board	Extend this practice into other areas parishioners may appreciate, such as wedding anniversaries	Currently third grade children send out illustrated note cards furnished by the Advancement Committee to parents of newly baptized children encouraging them to start thinking of SJV School (as a project of the Advancement Committee)	

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**Initiative 2.3.3 - Improve Visibility Of School To The Greater Parish And Foster Parish Ownership And Commitment To A Strong School**

**High Level Workplan**

Activity #	Activity Description	Anticipated Due Date(s)	Lead or Responsible Person(s)	Deliverable Description	Notes	Future Considerations
2.3.3.1	Communicate Real Cost Of Educating Children In The Parish School	11/1/2010	School Board	We need to communicate to the Parish at large how much it really costs to educate our kids in the school, including all the items supplied from the generosity of parents, H&S committees, teachers paying for supplies out of their own pocket, etc.	To this end, we should work with H&S, Parish finance, Jim Hessling and his staff and the teachers to come up with a "true" income statement presentation of the cost to run the school.	We think this will show the real need for Parish funding of the school to keep it active and maintain its strong reputation.
2.3.3.2	Eliminate The Perception At Parish Leadership Levels That The School Is A Drag On Parish Resources	6/1/2013	School Board	We will work with Prayer and Worship and the Parish staff to make sure we can find ways to periodically connect the value of the school to what we hear in the Sunday readings, and encourage our priests to make that message from the top, so that there is less resistance from the Parish community at large to funding activities for the school.	We need to eliminate the perception of some at Parish committee level that the school is a drag on Parish resources, and instead focus on the developmental opportunities of our youth, as proclaimed by the Arch and as can be interpreted through the Word of God.	The parish has provided financial assistance to school parents for tuition; providing assistance in a time of need by the parish to a school parent supports the missions of the parish and school.
2.3.3.3	Breakdown Barriers Between School And Christian Formation Families	1/1/2011 & 1/1/2012	School Board	An ad hoc committee of the School Board and Christian Formation standing committees should be formed to work out such differences, address issues as they arise and foster ways to better work together.	There is too much "us vs. them" attitude between school families and non-school families, and through an active dialogue with CF, we need to break down those barriers and fosters a better working relationship.	See the School Board Long Range Planning Committee preliminary outline.
2.3.3.4	Find Ways To Finance Nominal School Supplies For Teachers Rather Than Out Of Their Own Pockets	9/1/2011	School Board	We should develop a needs list by class and communicate same to school families at PIN night.	Teachers need miscellaneous items occasionally, such as nominal school supplies, which they often times pay for out of their pockets.	Refer to Giving Tree in Initiative 2.3.4.1.

2.3.3.5	Use Student Service Projects To Increase Parish Visibility	6/1/2011	School Board, School Administration	Use the many service projects the kids engage in to increase their visibility in the parish.	Mrs. Fischer started a service program for all middle school students and some service projects are directed and available to the parish community, such as yard work, etc. Mrs. Fischer wants to focus the 8th graders on providing services to the community at large.	The service initiatives are a great way to enhance the reputation of the school and increase the school's visibility in the community.
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**Initiative 2.3.4 - Create Environment That Fosters Development and Retention of Quality Staff**

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Activity #	Activity Description	Anticipated Due Date(s)	Lead or Responsible Person(s)	Deliverable Description	Notes	Future Considerations
2.3.4.1	"Giving Tree" Or Equivalent Project	9/1/2011	Long Range Planning, Advancement, Home & School	Create a Giving Tree that would be displayed prominently in the school and at school functions, whereby teachers can list classroom needs and supplies and individuals or groups of parents of these classes could choose the items listed on the tree and make the contribution of the particular items to the grade	This would be segregated by grade; items listed would range from small items such as staplers to larger items such as cameras.	This would be similar to the concept we use for the Christmas Tree for gifts to children of jailed prisoners.
2.3.4.2	Continuing Education Opportunities For Our Staff	6/1/2012	School Administration	Look for continuing education opportunities for our staff, such as web-based training on use of smart boards, targeted instructions on advanced concepts to improve reading and writing instructions, etc., to continue to provide resources for the continuing education of our teachers.	Achieve the objective through research of on-line resources or through coordination with other District 4 parish schools. We need to ensure that teachers are provided the required instructional materials to supplement increased training efforts, and perhaps this is a coordinated effort with other Archdiocesan schools.	Part of this plan would be to find ways to fund this outside of the tuition stream, through looking for educational grants, specific donations, etc.
2.3.4.3	Continued Parental Volunteerism	6/1/2013	Home & School, School Board	Maintaining a high level of parental volunteerism will continue to reinforce for our teachers our desire to provide them with resources to enable them to complete the educational mission.	Teachers should uniformly acquire and maintain expertise in technical resources such as use of Teacher Web and Smartboards.	

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**Initiative 2.3.5 - Maintain And Work To Improve Parent Involvement**

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2.3.5.1 H&S Board Volunteer Opportunities Listing	12/1/2011	Home & School, School Board	H&S will be taking some new approaches to increase involvement with the families of younger students this year so that they know what is available to them and how they can "try it out". They will be having several "new" informative "events" to get some additional face-to-face time with the new families as well as the "younger" families.	The H&S board has a listing of the volunteer opportunities that are available within their committees that is presented several times to the school families.	H&S believes that a personal invitation works best to make people feel comfortable and welcome.
2.3.5.2 Volunteering Guidelines Booklet	12/1/2012	Home & School, School Board	Publish a "volunteering guidelines booklet" (modeled after the Parish Ministries booklet) to be handed out at orientation; this booklet will include recommendations for parental involvement, such as a ballpark recommendation for each parent's commitment, lists of volunteer opportunities, hours of commitment for each opportunity, etc. Send out e-mails or make personal phone calls to new families inviting them to be come active volunteers, and describe the rewards to their children's education of such volunteerism for the school such as through parental testimonials	There is some committee disagreement here, as some strongly believe that it would not be a benefit to SJV for us to become one of those "if you don't volunteer X hours in the school, then..." institutions.	H&S will share their "action plan" with School Board as they develop and fine tune it over the summer.
2.3.5.3 Personal Contact With New School Families	9/1/2011	Home & School, School Board	Either identify someone in each grade level that school administration can use to coordinate volunteer work, or create a position of volunteer coordinator; we could build on the system we have of room parents helping coordinate specific classroom duties with the teachers as well as other class wide events, which seems to work well. Also, having all the H&S committee chairs coordinating the volunteers for H&S activities seems to work well.	This concept is modeled after St. Dominic's, which has a volunteer coordinator position (may not be a paid position).	H&S did use a nice web site for this year's High Interest Day that could work well for many areas of the school and parish. It is <a href="http://www.volunteerspot.com">www.volunteerspot.com</a> .
2.3.5.4 Create A Volunteer Coordinator Position	12/1/2013	Home & School, School Board	Expand on the new family mentor role by identifying touch points to rekindle such contact (i.e., near orientation, before exams, at times of significant liturgical events, etc.).		
2.3.5.5 Expand New Family Mentor Role	12/1/2011	Home & School, School Board			

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**Initiative 2.3.6 - Address Perception That Students Graduating From SJV Are Unable To Handle The Reading/Writing/Research Demands Of High School**

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2.3.6.1 Middle School Curriculum Changes	Five Year Plan *	School Administration	Ensure graduates have knowledge of MLA concepts, increase the number of research papers that middle school students complete, include additional practice and skills at citing references, develop writing skills through the use of more frequent five paragraph essays, incorporate cumulative semester finals in the middle school to prepare students for similar testing they will see in high school, have eighth graders write essays about their school experiences to be presented to parents of children baptized three years earlier, who will be making decisions regarding school placement for their growing children, to both provide encouragement to those parents to enroll their kids in SJV and to showcase the knowledge and skills that are taught, etc.	The school board should continue to consult with the principal to ensure such practices become part of the middle school curriculum in financially feasible and manageable measures.	The hiring of Sr. Katy, who has a background of working with the archdiocese in the development of the core reading and writing curriculum, should be publicized for all middle school parents, to demonstrate actions being taken to address the perception.
2.3.6.2 Continuously Communicate With Parents On Efforts To Enhance Reading/Writing/Research Skills	Five Year Plan *	School Administration	Improved communication, through the use of short burst messages and notes, to show parents how the school is working to enhance the reading/writing/research skills of the middle school students. Rather than putting an analysis of the curriculum in the three year survey cycle, create an annual curriculum survey that parents of all students can complete, which would be designed by subject area to assess the curriculum and achievement of the students.	Publicize also the achievements of students in writing, such as publications of well crafted essays.	
2.3.6.3 Annual Curriculum Survey	6/1/2012	Long Range Planning Committee, School Administration	create an annual curriculum survey that parents of all students can complete, which would be designed by subject area to assess the curriculum and achievement of the students.		

\* This would be a five-year plan in that it encompasses identifying changes to curriculum at all grades, provide training to faculty and finance training and development and finance acquisition of better and more suitable instructional materials; administration is currently identifying funding to improve the reading program in the primary grade and to use rubrics for year to year student assessment.