

# ST. MICHAEL CATHOLIC SCHOOL

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## Strategic Plan Summary 2005-2010



**St. Michael School Commission Long Range Planning Committee:  
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# Introduction

The following document is a Five Year Strategic Plan, recommended by the School Commission of St. Michael Catholic School.

This summary includes an outline of the goals, objectives, and strategies for the school and was compiled from recommendations from the faculty and administration, alumni, parents, past parents, clergy, P.L.U.S. organization, and the school commission.

St. Michael's vision statement is an outgrowth of the Long Range Planning Committee and reflects the school's mission, core beliefs, and values.

The vision of St. Michael is to be a community that integrates faith and knowledge in the rich tradition of Catholic education. The school is directed to develop the whole person—challenging the growth of mind, body and spirit. We exist for those who truly value a uniquely Catholic elementary school experience. For these reasons, the entire curriculum and school program are designed to promote the dignity of the person in all aspects and in the light of truth.

## Academic Achievement / Curriculum

### Goal:

Further develop an academic program that provides a well-rounded education designed to allow all students to master the fundamental skills necessary to succeed in education.

### Objectives and Strategies:

1. ***Continue to develop and maintain programs to differentiate instruction throughout the curriculum.***

| Responsible Parties     | Timetable                  |      | Financial Resources Required |
|-------------------------|----------------------------|------|------------------------------|
|                         | Year                       | Goal |                              |
| Administration, Faculty | This is an ongoing process |      | Budgeted Annually            |

2. ***Increase and improve classroom resources with respect to both personnel and materials.***

- a. Provide increased opportunities and financial support for professional growth and development directed toward differentiated learning.
  - (i) Teachers should determine the materials needed and how they are to be used by way of a proposal to be reviewed by the administration prior to providing funds.

| Responsible Parties                     | Timetable |   | Financial Resources Required  |
|---|-----------|---|---|
|   | Year      | Goal  |   |
| Commission, Administration, Development | By 2010   | Increase funding available by \$100 to \$400 per teacher. | Depending on the increase, the cost will be approximately \$2,000 to \$8,000 per year; budgeted expense |

- b. Provide additional classroom materials and resources to enhance the learning environment.
  - (i) An ongoing evaluation should be conducted by the teachers and administration to determine the effectiveness of classroom materials.

| Responsible Parties | Timetable  |                                 | Financial Resources Required |
|---------------------|------------|---------------------------------|------------------------------|
|                     | Year       | Goal                            |                              |
| Administration      | 2005-Begin | providing additional resources. | \$5,000 in budgeted expenses |

- c. Implement the technology plan and technology systems to support the curriculum on a school-wide basis.
  - (i) Expand upon the use of technology in the administrative and instructional aspects of the school, ie developing computer literacy, integrating technology into the curriculum, and using technology where appropriate for communication.
  - (ii) Install more computers in the classrooms so that they may be used in conjunction with this Strategic Plan and the Technology Plan already in place.

| Responsible Parties        | Timetable |   | Financial Resources Required        |
|----------------------------|-----------|---|-------------------------------------|
|                            | Year      | Goal                                      |                                     |
| Administration, Commission | 2005-2007 | Implement Technology Plan already written | Appropriated from development funds |

**3. Continue to implement and improve a vertically and laterally integrated (differentiated) curriculum.**

- a. Provide an environment and process that allows for the necessary time to develop a fully integrated curriculum.
  - (i) Cognitive – challenge the needs of individual students with differing gifts and talents by building upon the developmental nature of the curriculum and program (ie: plan for transition), providing for individual instruction by maintaining low student to teacher ratios in class, and developing programs to differentiate instruction throughout the curriculum.
  - (ii) Affective – develop respect for one self, each other, and St. Michael School by developing an appreciation of differences and developing an authentic respect for every person (student, teacher, staff and parent) who participates in the St. Michael school program.

| Responsible Parties                      | Timetable<br>Year      Goal   | Financial Resources<br>Required         |
|--|---|---|
| Administration, Faculty,<br>Arch Diocese | Lateral and differentiated learning is an ongoing process and is done on a regular basis. The Arch Diocese directs the vertical team process and addresses the core academic areas in the following order: English, Math, Social Studies and Science. | In service opportunities to be budgeted |

**4. Provide more opportunities for middle school students to participate in activities that contribute to the development of the whole person.**

- (i) An ongoing evaluation should be conducted by the teachers and administration to determine the effectiveness of middle school programs.
- (ii) An ongoing review of other Catholic schools activities should be conducted by the administration to determine if we should incorporate their ideas and activities into our curriculum
- (iii) Continue to develop and improve the mini-courses
- (iv) Develop test taking skills

| Responsible Parties                       | Timetable<br>Year      Goal  | Financial Resources<br>Required |
|---|--|---------------------------------|
| Administration, Faculty,<br>Parish Office | Developing programs for middle school students will be an ongoing process that will be defined by the available opportunities, personnel and facilities. | To be budgeted as necessary     |

**5. Begin a marketing program to promote our academic excellence and standing in the community.**

- a. Send school representatives to school fairs to enable the parish and public to hear and view our excellence in education.
- b. Commence contacting alums that are currently high school students (at least 5) from each of the top three high schools that recruit St. Michael graduates, and develop a report of their high school grades, their experience at St. Michael and suggestions for improvements. This report should consist of a set of standardized questions to track the preparedness of the students in each discipline and completed annually. Results should be shared with the administration, faculty, and school community and changes made by the administration where improvements are deemed necessary.

| Responsible Parties     | Timetable |   | Financial Resources Required |
|-------------------------|-----------|---|------------------------------|
|                         | Year      | Goal  |                              |
| Administration, Faculty | 2005      | Represent St. Michael at all applicable school fairs.           | Admission fees               |
|                         | 2005      | Contact SMS alums at high schools and complete reports annually | None                         |

**6. Support reading in every way possible**

- a. Sufficient scheduling – time on task
- b. Accelerated reader program
- c. Maintain and improve intervention programs for students with needs
- d. Maintain, support and improve the Library Programs including fall and spring book fairs and summer reading programs

| Responsible Parties     | Timetable                  |      | Financial Resources Required |
|-------------------------|----------------------------|------|------------------------------|
|                         | Year                       | Goal |                              |
| Administration, Faculty | This is an ongoing process |      | To be budgeted               |

**7. Continue to improve the talents and effectiveness of the administration, faculty, and staff**

- a. Enable each to grow with their gifts in the challenges they accept in their various roles at St. Michael
- b. Continue and promote leadership by example in keeping focus on the school mission and needs of the students at all times.
- c. Continue and improve faculty and administration evaluations; act on these to improve staff and administration

| Responsible Parties     | Timetable                  |      | Financial Resources Required |
|-------------------------|----------------------------|------|------------------------------|
|                         | Year                       | Goal |                              |
| Administration, Faculty | This is an ongoing process |      | In service costs as needed   |

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## Spiritual Enhancement

Goal:

Foster an environment of spiritual unity based on Christian values at St. Michael School and Parish.

Objectives and Strategies:

- 1. *Continue to incorporate Christian ideals in the overall learning experience and market the same to the community.***
  - a. St. Michael should continually endeavor to promote its Catholic identity and the traditions of the Catholic faith. In addition, the students should rejoice in cultural and religious diversity and this fundamental value should be fostered in our religious programs. While we respect religious differences, we endorse a Catholic program.
  - b. Begin and continue the initiatives: Lives of Saints, Sacramental, Liturgical, Worship and prayer opportunities.
  - c. Challenge and encourage parents to participate in the sacramental and faith formation of their children.
  - d. Develop service opportunities for staff and students
  - e. Provide assessment instruments to measure improvement in religion education areas, i.e. ACRE of NCEA.
  - f. Work with Parish staff in developing healthy church-school relations.
  - g. Support the Catholic School Office of the Arch Diocese and national topics of Catholic Education through the NCEA.

| Responsible Parties                                   | Timetable<br>Year      Goal   | Financial Resources<br>Required |
|---|---|---------------------------------|
| Administration,<br>Faculty, Parish Office,<br>Parents | This is an ongoing process which will include developing creative ways to involve children in their religion, encouraging understanding and tolerance of other religions, and emphasizing Christian ideals outside of religion class. | Budgeted                        |

- h. Continue the liturgical life of the student body through an active liturgical committee.

| Responsible Parties               | Timetable<br>Year      Goal                          | Financial Resources<br>Required |
|-----------------------------------|--|---------------------------------|
| Administration, Parish,<br>Clergy | 2005-2010 Involve school children in weekend masses. | None                            |

- i. Teach the virtue of charity and include programs that promote the understanding of and concern for those who are less fortunate. We currently involve the children in the Annual Fund Drive, Catholic School Week, adopt a child, Casa Juan San Diego, Advent Buddies, Alter Servers, and the Children's Choir.

- j. Update the *Catholic Herald* of the happenings at St. Michael.

| Responsible Parties                       | Timetable<br>Year      Goal   | Financial Resources<br>Required |
|---|---|---------------------------------|
| Administration, Faculty,<br>Parish Office | 2005-2010 Continue to build programs to include students in social justice projects; submit articles to <i>Herald</i> | None                            |

# Physical Plant and Facilities

Goal:

Optimize the use of existing space and study the feasibility of developing new space as defined by enrollment, curriculum, and staff needs.

Objectives and Strategies:

**1. Predict and plan to optimize enrollment in the best interest of the Catholic Community that supports it.**

- a. Employ proper modeling by estimating enrollment through the upcoming five years to optimize planning of facility use.
- b. Facilities Committee needs to evaluate the expansion and/or modification of St. Michael school facilities. Funding will be by gifts or budgeted over several years.
  - (i) Renovate Bathrooms-Costs to be determined
  - (ii) Renovate Cafeteria and Kitchen-Costs to be determined

| Responsible Parties        | Timetable |  | Financial Resources Required |
|----------------------------|-----------|--|------------------------------|
|                            | Year      | Goal   |                              |
| Commission, Administration | 2005-2006 | Facilities Committee--Develop 5-year projections for enrollment and develop plan for facility use and space usage. | To be determined.            |

**2. Develop a program to ensure proper stewardship for the facilities.**

- a. Perform inspections of integral parts of the design and construction of the facility.
- b. Perform regular maintenance to the facility and equipment.

| Responsible Parties                       | Timetable |   | Financial Resources Required |
|---|-----------|---|------------------------------|
|   | Year      | Goal  |                              |
| Administration, Parish Office, Commission | 2005-2008 | Develop plan for inspections. Implement inspection program. | Ongoing                      |

# Financial, Development and Enrollment

Goal:

Improve the financial well being of St. Michael School and promote St. Michael in the community by more effectively communicating the mission and objective of St. Michael in order to obtain support, both human and financial.

Objectives and Strategies:

**1. Enhance the fiscal viability of St. Michael School.**

- a. Demonstrate a measurable improvement in financial performance from year to year.
  - (i) Become less reliant on fund raising efforts to provide for the operating costs of the school.
  - (ii) Compensate faculty and staff based upon justice
  - (iii) Continue to develop ways to improve benefits through the Arch Diocese
  - (v) Continue to keep tuition affordable
  - (vi) Develop an Endowment Program; ensure gifts benefit those programs designated as most needed

| Responsible Parties                      | Timetable<br>Year      Goal   | Financial Resources<br>Required |
|--|---|---------------------------------|
| Parish,<br>Administration,<br>Commission | Decrease reliance on Annual Fund Drive over the next 4 years by 20% | Not determined.                 |

**2. Improve St. Michael's public relations efforts to provide better information on the school and its activities to parents, grandparents, parish, alumni, corporate sponsors and the general public.**

- a. Better publicize the success of our students and graduates.
  - (i) Submit articles to Houston Chronicle (i.e. our success in the basketball tournament)
- b. Commence implementation of programs to promote the school.
- c. Redesign and produce our school brochure to meet modern standards.
- d. Maintain and develop PLUS activities through increased accountability.

| Responsible Parties           | Timetable |  | Financial Resources Required       |
|-------------------------------|-----------|--|------------------------------------|
|                               | Year      | Goal   |                                    |
| Administration,<br>Commission | 2005-2006 | Develop public relations plan. Implement plan. | To be determined.                  |
|                               |           | Develop school brochure.                       | None--Brochure cost to be donated. |

**3. Promote ethnic and economic diversity of students attending St. Michael.**

- a. Enhance relationships with minority communities and organizations.

| Responsible Parties              | Timetable |  | Financial Resources Required |
|----------------------------------|-----------|--|------------------------------|
|                                  | Year      | Goal   |                              |
| Administration,<br>Parish Office | 2005-2010 | Parish determine needs both in our community and citywide. | To be determined             |
|                                  |           |  |                              |

**4. Develop and improve workshops on building community, i.e. dealing with boundaries, goal setting, etc.**

| Responsible Parties | Timetable |                            | Financial Resources Required |
|---------------------|-----------|----------------------------|------------------------------|
|                     | Year      | Goal                       |                              |
| Administration      |           | This is an ongoing process | Budgeted                     |