

**ST. AGNES SCHOOL
ACADEMIC 3-YEAR 2014-17**

**LONG RANGE PLANNING
GOALS AND OBJECTIVES**

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A. Personnel & Governance

- I. **Increase the interaction between the school and parish in order to promote awareness and cooperation.**
 - a. Maintain the dedicated school section in the parish bulletin and enhance school presence on the parish website.
 - b. Provide e-mail address link in parish bulletin and website as well as school website to directly e-mail the school board.
 - c. Provide an annual list of parish activities at book and fee day and encourage commitment from each family.
 - d. Parent's Club and student council will each provide a hospitality Sunday for the Parish once a year.

- II. **Continue the role of the school board in reviewing and modifying school long range planning goals and objectives and in reviewing Diocesan and state evaluations and reports.**
 - a. Long Range Planning Committee continue to annually review long range plan goals and objectives, assign to appropriate sub-committee for modification, and modify as necessary.
 - b. Long Range Planning Committee continue to review Diocesan and state reports and evaluations.

- III. **Encourage and promote the integrity and professionalism of the school board.**
 - a. Members attend at least 80% of monthly board meetings, committees and active presence at school functions. School board secretary will track member attendance.
 - b. Board members will be provided with information about and encouraged to attend workshops or webinars specific to school boards.
 - c. School board will maintain a new board member packet, including school board constitution and information regarding ongoing projects.
 - d. Increase recognition of school board members at school and parish functions.

- IV. **Recruit and retain the most qualified and dynamic staff for our school.**
 - a. Review, compare and align staff salary annually to be competitive within budget constraints.
 - b. Maintain a balance in teaching staff as to those who have a great deal of teaching experience and those who are beginning teachers.

B. Curriculum & Instruction (includes staffing & technology)

B-1 Curriculum & Instruction

- I. **Annually evaluate specific area of curriculum to identify strengths and opportunities for improvement.**
 - a. Participate in Catholic Schools Committee work for decision about choice of common Religion series.
 - b. Conduct evaluation of current Sadlier Religion program.
 - c. Study and evaluate samples of additional Religion programs.
 - d. Dialog with SHG and continue evaluation regarding their math curriculum.
 - e. Continue reinforcing basic flash card drills at school and at home.
 - f. Evaluate conducting in-service for parents to assist them in helping students with homework.
 - g. Continue commitment to fulfillment of fundamental standards for all curricula as technology continues to evolve.

- II. **Review Diocesan religion standards and align with St. Agnes Sadlier religion program.**
 - a. Provide for teachers the standards for their grade and the grade before and after.
 - b. Place religion standards, which have been approved by the Bishop of Springfield Diocese, on the school website.

- III. **Research STEM (Science, Technology, Engineering, Mathematics) Approach to integrating curriculum.**
 - a. Construction of Science Fair projects will involve the Science, Computer and Literature teachers.
 - b. Offer an extra-curricular robotics class.
 - c. Computer teacher will work with classroom teachers to assist with student classroom projects and more keyboard instruction.
 - d. Continue to identify the expanded use and development of the science lab.

- IV. **Increase Professional Development for staff utilization of differentiated instruction.**
 - a. Resource teacher and counselor will present to staff materials for varied learning styles.
 - b. Professional development videos will be used at faculty meetings to increase understanding of students with special needs (e.g., ADD, ADHD, Autism, Ausperger's, etc.).
 - c. Investigate common core materials that allow for challenging students within the context of the classroom.
 - d. Involve classroom teachers in providing instructional challenges based on individual students' needs.

- V. Continue inclusion of PeaceBuilders' principles in curriculum and extra-curricular activities.**
 - a. Promote PeaceBuilders' program on FACEBOOK.
 - b. Utilize Student Council as leaders in this program – Continue to utilize PEACEBUILDER TEAM LEADERS.

- VI. Expand Preschool program by beginning a full day preschool three year old Preschool program.**
 - a. Dialog with current preschool teachers regarding planning curriculum and classroom resources.
 - b. Develop curriculum and secure resources for a full-time program.

- VII. Utilize programs available to non-public schools through Springfield District 186.**
 - a. Continue Title I program in reading and math for at-risk students.
 - b. Provide speech and language services through District 186.
 - c. Dialog with the District about budget concerns for non-public school services.

B-2 Staffing

- I. Hire a full time three year old Preschool teacher to allow for a full time three year old Preschool program.**
 - a. Dialog with current Preschool teachers and aides to determine staffing needs and requirements.
 - b. Assess the first year of the full-time three year old preschool program and determine what changes may be needed for the 2016-17 school year.

- II. Support and affirm teachers and staff for their commitment to St. Agnes School.**
 - a. Provide one personal retreat day for each teacher during the 2015-16 school year.
 - b. Continue staff appreciation events (e.g., by Parents' Club, by Student Council).
 - c. Continue Catholic Schools Week special collection for teachers and Christmas bonuses from Parents Club matched by Parish.

- III. Study the effectiveness of classroom aides and the number needed.**
 - a. Review the total number of hours submitted by aides the past five years.
 - b. Ask teachers to prepare a listing of how aides are used within their classrooms.
 - c. Observe aides within their classrooms.
 - d. Encourage enhanced student-aide interaction.

- IV. Modify and clarify as necessary all policies affecting staff.**
 - a. Conduct annual review of faculty and parent handbooks.
 - b. Continue monthly staff in-service training addressing various policies.

B-3 Technology

- I. Utilize new technology in classrooms, lab and administrative offices.**
 - a. Continue to integrate E-readers into the reading program and appropriate school events.
 - b. Facilitate faculty and student education and use of lap-top computers for classroom instruction.
 - c. Integrate new Asus tablets into the classroom curriculum.
 - d. Continue with replacement program of lab computers.
 - e. Instruct teachers and students on the use of Google docs and school e-mail to be able to access documents at home and at school.
 - f. Continue retention of IT consultant to work with IT director.
 - g. Implement Jr. High student access to Edline.

- II. Involve parents in the use of school technology.**
 - a. Draft and implement recommendations from last year's questionnaire feedback from parents and staff.
 - b. Flag technology items with a question of the month..."Technology Tip" in school communications.

- III. Implement a standardized assessment of computer skills at all grade levels.**
 - a. Design a rubric that corresponds to skills taught at each grade level.
 - b. Review curriculum and alignment of skills with the Illinois Standards for Technology.

- IV. Provide Internet Safety program for students and parents.**
 - a. Sponsor a presentation by the Attorney General's office for students in grades 5-8 and for parents.
 - b. Technology teacher will present mini-lessons throughout the year.
 - c. Updates on Internet safety will be provided by the technology committee and computer teacher, periodically, in the weekly Newsletter.

- V. Collaborate with Diocese of Springfield and Diocesan schools on Diocesan Technology Plan.**
 - a. Continue ongoing review of St. Agnes goals for technology.
 - b. Implement St. Agnes School goals from Diocesan Technology Plan during 2015-16 school year.

C. Planning, Development & Enrollment (includes finances & marketing)

C-1. PLANNING AND DEVELOPMENT

- I. **Continue to expand planning and development of school to enhance positive perception within parish and the Springfield community.**
 - a. Create a special media event around the school annual learning fair and other school special programs.
 - b. Feature school activities in school and parish communications, through school and parish websites, social media, and press events.

- II. **Utilize formal marketing plan for school in all forms of external communication, marketing and outreach to reinforce consistency of brand and image of the school.**
 - a. Annually evaluate, and modify as necessary, the formal marketing plan for school prepared by HIP Advertising.
 - b. Adhere to school style guide in all forms of school communication and provide style guide to vendors for use in creating school communications and publications.
 - c. Use and update as necessary school brochures and other enrollment package materials to inform and recruit new families; make school brochures available at school and parish events and publish on school website and social media.
 - d. Annually evaluate and modify as necessary preschool marketing materials, adjusting for factors such as class size and programmatic considerations.
 - e. Host an Open House for school each year for families and children to meet with faculty, tour the school and participate in special activities.
 - f. Continue use of recruitment incentives to enhance enrollment (e.g., New Student Referral Program) and study and develop new recruitment and retention incentives (e.g., locked-in/prepaid tuition).
 - g. Host a Kindergarten “Sneak Peek Day” in February for future kindergartners and their parents to visit during the school day.
 - h. Host a Preschool Open House during the month of May for preschoolers to visit while school is in session.

- III. **Continue participation in the joint planning and marketing efforts, and efforts to increase funds for tuition assistance, of the Springfield Area Catholic Schools.**
 - a. Participate in joint marketing and enrollment committee work and activities with Springfield Area Catholic Schools (e.g., estate planning seminars, joint brochure, outreach to surrounding parishes).
 - b. Participate in Springfield Area Catholic Schools joint work to raise funds for tuition assistance (e.g., Catholic Schools Appeal pulpit appeals, advertising; K of C Breakfast at Christmas time).

- c. Participate in joint Springfield Area Catholic Schools advertising opportunities in Springfield Community (e.g., Springfield Catholic Schools website, Catholic Schools Week activities).

IV. Maintain and improve internal communications with school and parish families.

- a. Continue communications to school and parish families utilizing all forms of reasonably available communication (e.g., websites, social media, newsletters, bulletins).
- b. Continue collaboration with HIP Advertising for its administration of school and parish websites and monitoring of social media to keep information current.
- c. Work with various school and parish groups (e.g., school board and committees, faculty, parents' club, athletic director/coaches) to update and refresh school and parish communications and social media.
- d. Regularly update school calendar, including extracurricular activities, and publish updated information in school communications, website, Edline, and in parish bulletin.
- e. Compile sports calendar each school year for all St. Agnes sports programs and publish updated information in school communications, website and Edline.
- f. Increase use of group text messaging service for SMS information alerts to school families.

C-2. ENROLLMENT AND MARKETING

I. Create a stronger link between school and parish families.

- a. Continue the multi-year program of regular, scheduled contact with new St. Agnes Parish families at baptism and parish registration.
 - i. Coordinate with Parish staff to obtain listings of parents attending Baptismal classes & new parish registrations.
 - ii. Send communications to parents inviting children to attend St. Agnes Preschool near time of Open House.
- b. Increase contact with PSR children and families by extending invitations to social, service and religious functions.
- c. Increase contact with parishioners through acts of service (e.g., 8th grade poinsettia donations to homebound parishioners; "Super Saturday" clean-up, etc.).
- d. Develop opportunity for faculty or student lectors / readers (Junior High) at weekend Masses.
- e. Continue school families meet and greet before all weekend Masses.

II. Create a stronger link between the school and the Springfield community.

- a. Utilize the school marketing program to promote St. Agnes School within the Springfield community (e.g., use available media including social, print, radio, and live remote, to promote school's Open House).

- b. Measure and monitor the effectiveness of all media outreach efforts for school marketing within Springfield community.
- c. Continue extra-curricular programs with community outreach (e.g., Area All Catholic Schools band performances at Festival of Trees, K of C Breakfast, Nursing Homes, Community Holiday Concerts, etc.).
- d. Participate in and seek out joint service opportunities with Springfield Area Catholic Schools.

III. Increase and retain enrollment and provide an affordable Catholic education.

- a. Maintain a level of enrollment that sustains and enhances St. Agnes School at an operational level (e.g., + or – 2% of current enrollment).
- b. Establish a recruitment and retention plan and continue to involve current parents in marketing the school.
- c. Continue to use the enrollment (recruiting) packet for school’s Open House and for all who visit or desire information about the school.
- d. Evaluate and implement the offering of additional enrollment incentives (e.g., lock-in tuition/prepaid tuition, etc.).
- e. Maintain parish funds for tuition assistance and provide tuition assistance when needed.
- f. Investigate and implement new programs to ensure tuition assistance availability (e.g., sponsor a child, estate planning seminars, on-line giving, alumni giving).
- g. Promote tuition assistance donation opportunities through school and parish communications.
- h. Develop a professional video about St. Agnes School for the website that introduces parents to the benefits of a Catholic education at St. Agnes.

C-3. FINANCES AND DEVELOPMENT

I. Collaborate and coordinate with parish, through Development Director, to expand the financial development program for affordable Catholic education.

- a. Develop and implement a school and parish on-line giving program to enable electronic payment of all parish giving (e.g., offertory, tuition assistance, capital improvement, building fund, etc.) and of all school fundraising appeals (e.g., annual fund, magic match program, etc.).

II. Continue the role of the Development Director to enlarge school and parish fundraising goals and to ensure fulfillment of those goals.

- a. Development Director to continue to work with school and parish and Annual Fund Committee to establish annual fundraising goals.
- b. Development Director to continue to direct school Magic Match program and the school Annual Fund and find new opportunities and initiatives to expand donor base for both fundraising initiatives.
- c. Development Director and Grant Writing Committee to continue to identify and actively pursue funding through grants.

- d. Development Director and Annual Fund Committee to organize and coordinate school and parish planned giving program with a view towards holding regular (e.g., every two years) planned giving /estate planning seminars for school and parish communities.
- e. Development Director to continue to work with school and parish to maximize tuition assistance giving and explore other parishioner and school family giving opportunities.
- f. Development Director to provide regular (twice per month) updates on school and development program activities in school and parish communications (Spirit newsletter, Facebook, parent newsletter, and Parish bulletin).

III. Develop the school's alumni community and improve St. Agnes School alumni engagement.

- a. Development Director to build the St. Agnes School alumni network to support various targeted initiatives and programs of the school.
- b. Promote successes of alumni (professional, academic, extracurricular) in school and parish communications and social media and recognize alumni contributions of time, talent and treasure.
- c. Provide alumni with relevant information about school's goals, initiatives and programs.
- d. Encourage alumni to serve in the broader community as ambassadors for St. Agnes School and for education in general.
- e. Enhance functionality of database to track contributions of alumni to various fundraising efforts of school.
- f. Host breakfast for alumni high school seniors before high school graduation.
- g. Provide opportunities for alumni to easily update contact information and achievements.
- h. Engage alumni through special school and parish events and activities.

D. Catechesis

- I. **St. Agnes School will create a greater sense of connection between our students and parish life by providing opportunities for students to be active within St. Agnes Parish.**
 - a. Grow awareness within the school of opportunities to participate in parish liturgies (e.g., altar servers, musicians, and other church ministers).
 - i. Continue participation in Catholic Schools Week Masses, Christmas Eve, Holy Days, and other special liturgies, Exposition and Benediction.
 - ii. Student participation during Mass prior to Trick or Trunk.
 - iii. Provide additional training of servers.
 - b. Recognize involved students at yearly school awards ceremony (e.g., pizza lunch with Sr. Joan and Fr. Bob to honor servers, ushers, readers, gift bearers, and church musicians).
 - c. Continue to encourage student service opportunities (e.g., Random Acts of Kindness Day, sympathy cards and cards for special needs and homebound parishioners, Men's Club Chili Supper volunteers, poinsettia sale donations for homebound parishioners).
 - d. Involve Jr. High students in going out into the community to help with various charitable organizations.
- II. **Strengthen Catholic identity through increased opportunities for faith development of students.**
 - a. Participate in faith activities with other Catholic schools
 - i. 3rd grade faith day at St. Al's
 - ii. 4th grade Mission Mass
 - iii. 5th grade Service Day at St. Joseph's Home
 - iv. 6th grade National School Choice Day
 - v. 7th grade retreat
 - vi. All City Mass for grades 5-12.
 - b. Take the 8th grade class to a Mass at the motherhouse where the students can also learn about religious life. Evaluate occasional or periodic 8th grade class Mass or service hour opportunities with SHG students.
 - c. Reach out to neighboring senior citizens, nursing homes, homebound Dominican Sisters to share faith and build positive relationships.
- III. **Strengthen Catholic identity by enhancing the St. Agnes Service Program through diverse opportunities for service.**
 - a. Continue semi-annual parish/school service days (e.g., Super Saturday).
 - b. Continue involvement in various projects to help the needy (e.g., food drives, clothing drives, dress down days).
 - c. Continue to evaluate new opportunities for service.

- d. Continue service requirements balance in community, school, parish, and family, for students in grades 1-8.
 - i. 20 hours grades 7-8
 - ii. 15 hours grades 5-6
 - iii. 10 hours grades 3-4
 - iv. 5 hours grades 1-2
- e. Continue service requirements for parents (20 hours per family, with 10 hours to each Parish for St. Joe's families) with service cards due in May.
- f. Assistant Principal to evaluate for inclusion in school and parish communications a "service hour" section to serve as reminder of service hour requirements and offer suggestions for various community opportunities.

E. Facility & Safety

I. **Develop a Facilities master plan for the St. Agnes School and Parish.**

- a. Assemble a Building and Grounds Committee.
 - i. Prioritize improvements and develop funding program to address identified needs.
- b. Conduct a space needs assessment survey for school and parish.
 - i. Consider a survey to review existing layout of school, administration, classroom, maintenance, athletic, storage, and parish facilities.
 - ii. Address storage needs throughout school.
 - iii. Review needs for gym/stage/cafeteria space, parish hall.
 - iv. Request input of St. Agnes Administration, teachers, staff and Pastor to coordinate better use of space.
 - v. Review assessment with Finance Council, Pastoral Council and School Board.
- c. Develop a long term building maintenance and facility improvement schedule.
 - i. Include anticipated schedule and cost for routine maintenance.
 - ii. Address major items such as roof, HVAC, Windows, Interior, Parking Lots, Landscaping/Grounds.
 - iii. Review energy efficiency improvements to facilities.
 - iv. Review facility upgrades needed in conjunction with school technology plan (e.g., WIFI access points, security connections, SMART Boards, etc.).
 - v. Review cooperative use of facilities with Sacred Heart-Griffin.
 1. Parking lot – football games.
 2. Athletic facilities – track, West campus gym, tennis courts, baseball fields.

II. **Develop a Security Plan for the St. Agnes School and Parish**

- a. Implement approved Diocesan Security Assessment report recommendations.
 - i. Approved Phase 1 physical improvements (video / access control, door hardware improvements, window protection, etc.) implemented in Summer 2015.
 - ii. Annually review security needs, and modify as necessary; report to Diocese, as may be required; and evaluate future improvements for feasibility and funding.
- b. Update and continue implementation of Crisis Management Plan and school safety and security policies.
 - i. Review and clarify specific security and related policies (e.g., Crisis Management) with staff.
 - ii. Assess need for and conduct in-house staff security training.
 - iii. Annually meet with Springfield Police and Fire Departments regarding crisis management and fire safety.
 - iv. Complete updates to Crisis Management Plan and recommended training for next school year.

F. Relationship of School to the Community

- I. **Promote our school in the Springfield community as a means to recruit future students.**
 - a. Determine what information about our school is most relevant to parishioners and families of current and potential students.
 - i. Study plans for updating school webpage to make it more user friendly on mobile devices.
 - ii. Promote messages to targeted groups using the most appropriate means (e.g., Facebook, webpage, alumni breakfast, radio ads).
 - iii. Promote participation of St. Agnes students and alumni in the community through most appropriate means.

- II. **Increase interaction of St. Agnes students and staff in the Springfield community and within St. Agnes Parish to enhance the visibility of our school.**
 - a. Identify local community service projects for each grade.
 - i. Have multiple interactions with students and charity throughout the academic year.
 - b. Identify opportunities for school to work with local vendors for fundraisers.
 - c. Enhance St. Agnes identity at youth sporting programs (e.g., The Gym, YMCA) and increase awareness of St. Agnes sports programs (e.g., pack the gym nights, wearing Spirit wear).
 - d. Encourage St. Agnes coaches to train or support coaches of younger teams and promote St. Agnes school colors and school motto during these programs.
 - e. Encourage student participation in community led events such as: Scholastic Art and Writing program through Alliance for Young Artists and Writers, local art competitions, Alzheimer awareness, etc.
 - f. Provide at least one service opportunity for Student Council to participate in either within parish or in community.
 - g. Provide opportunities for St. Agnes clubs or organizations to share their talents either within the parish or community (e.g., Student Council, Singing Aces).
 - h. Invite community and religious leaders to view the family and student projects created as part of the St. Agnes Learning Fairs.

- III. **Engage community leaders and experts in their field of study to participate in St. Agnes events.**
 - a. Recruit guest speakers from the community for St. Agnes days of electives.
 - b. Recruit professionals in various fields of study to share their information about their professions and experiences.