

**St. Agnes School
Academic Year 2013 – 2014
Goals, Objectives and Strategies**

I. Catholic Identity – *St. Agnes School will create a greater sense of connection between our students and parish life of worship and service.*

<i>Objectives</i>		<i>Strategies</i>	<i>Status</i>
A.	To develop a program of recognition for altar servers, musicians and other Church ministers.	<ol style="list-style-type: none"> 1. Affirm servers, musicians and ministers, who participate in various school, parish and community activities, in school communications and on PA announcements. 2. Award servers, musicians and ministers at Awards ceremony. 3. Host a special pizza lunch to honor servers, ushers, readers, gift bearers & church musicians. 4. Create a greater awareness within the school of the importance and opportunities of these ministry activities. 	<ol style="list-style-type: none"> 1. Continuing using school newsletter, website and Facebook page and PA announcements. Strategy will continue. 2. Servers and musicians were presented with awards at the two award assemblies. 3. Servers, musicians and other church ministers recognized on Awards Day; pizza lunch recognition to be carried over to 2014-15. 4. Extended involvement to younger grades in 2013-14 (e.g., 1st grade provided music for 8th grade graduation Mass; lighting of St. John's Hospital tree; music at K of C Breakfast joint fundraiser for tuition assistance; music at St. John's Retirees luncheon; Festival of Trees participation (music/art); music for Magic-Match & Leadership Donors' Appreciation Dinner).

B.	To provide opportunities for youth to be active in their faith life.	<ol style="list-style-type: none"> 1. Increase student participation in parish/school Masses, as lectors, servers, ushers, readers, gift bearers, music, etc. 2. Participate in faith activities with other Catholic elementary schools for students in grades 3, 5 & 7. 3. Take the 8th grade class to the motherhouse for an 11:25 a.m. Mass on Tuesday. 4. Participate in Mission Mass with representative group of St. Agnes students. 5. Participate in an All-City Catholic School Mass with Springfield area Catholic schools. 6. Encourage participation in Parents Club "Trick or Trunk Night" which involves attendance at 4:30 pm Mass in connection with that activity. 	<ol style="list-style-type: none"> 1. Student participation continues to predominate at weekly school masses. Students serve as lectors, servers, musicians at parish masses, especially Catholic Schools Week, Christmas Eve, holy days and other special liturgies. Small group of St. Agnes students assist with music at parish Masses. Several St. Agnes graduates trained as Eucharistic Ministers at SHG to serve at parish Masses. 2. Third graders participated during Catholic schools Week in a faith day at St. Aloysius with other Springfield area Catholic Schools. Fifth graders took part in a service afternoon at St. Joseph Home with other Springfield area Catholic schools. Seventh graders took part in a retreat day led by Rich Curran at the K of C Hall with other Springfield area Catholic schools. 3. Carried over to 2014-2015. 4. Attended Mission Mass with representative (grades K-8) group of St. Agnes students on October 22, 2013. Principals are discussing the use of fourth grade for attendance at future Mission Masses. 5. Participated in an All-City Catholic School Mass with Springfield area Catholic schools on September 9, 2013 at SHG stadium. 6. Promoted through school communications, parish bulletin, website and Facebook page the Parents Club "Trick or Trunk Night" which involved attendance at 4:30 pm Mass in connection with that activity. School and parish families were encouraged to participate. A special invitation was extended to PSR families through fliers that were distributed.
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C.	To broaden the Service Program in our School.	<ol style="list-style-type: none"> 1. Continue service requirements for St. Agnes students to include grades 1-8. 2. Have each grade choose a community project for service during the year. 3. Continue and expand upon a program where students provide service to parish and community members after seeking input from parishioners about needs. 4. To involve St. Agnes families and students in providing for the needy (e.g., food drive, clothing drive). 5. Continue service requirement for parents of 20 hours. St. Joe's families will continue to give 10 hours to St. Joe's Parish which will count towards St. Agnes 20 hours service requirement. 6. Provide for additional training of servers in Fall and Spring. 7. Connect school families, through enhanced communications, with each grade's community service projects. 	<ol style="list-style-type: none"> 1. Continue service requirements: grades 7-8 (20 hrs); grades 5-6 (15 hrs); grades 3-4 (10 hrs); grades 1-2 (5 hrs). Many students have given over and above required grade level of service hours. 2. Classes supported various community projects with prayer, visits and/or financial support. 3. School & Parish Clean-up "Super Saturday" program held in Fall, 2013 and again, in Spring 2014, allowing students to perform service work for parish and school. Spring Super Saturday service assisted 3 families who requested that support. St. Agnes students helped with St. Joe's Parish Auction, 2013-14; and St. Agnes Parish Auction, 2013-14. 4. Participated in various projects to provide for the needy, (e.g., shoe collection, pennies for pasta, food drives during Catholic Schools Week, dress down days for community needs). 5. Completed parent service cards were submitted in May. 6. Server invitations to all 6th grade students. New server training will be conducted in Fall of 2014. Additional server training would be helpful to students. St. Joseph Parish held altar server training for 4th grade St. Agnes student in Spring, 2014. Additional training for St. Agnes students/St. Joseph parishioners will be held in late summer, 2014. 7. Parents and families were invited, through giving towards projects, to take an active role with their children. This strategy to be carried over to 2014-15. Assess additional communications (e.g., communicate with parents on Back-to-School night; include final tally for each class in last school newsletter of the school year).
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II. Curriculum - St. Agnes School will enhance the curriculum to meet the academic needs of students of varying abilities.

Objectives		Strategies	Status
A.	To coordinate curriculum with that of area Catholic schools.	<ol style="list-style-type: none"> 1. Hold articulation meetings with SHG and all grade level area Catholic school teachers. 2. Utilize national common core standards within St. Agnes curriculum for math and literature. 3. Release technology teachers to participate in meetings for all Springfield area Catholic school technology staff. 4. Review reading program materials in conjunction with other Springfield area Catholic schools to choose a common reading curriculum in line with national common core standards. 5. Complete purchase of math program for use in 2014-15 for grades 6 through 8. 6. Review Diocesan Religion Standards and align with St. Agnes religion program. 	<ol style="list-style-type: none"> 1. Meeting was held March 18, 2014 to allow teachers to share curriculum ideas and express concerns. Various department levels met at different schools. 2. Teachers were required to list the standards as part of their lesson plans and to post them for students. 3. Technology teacher participated in 3 joint meetings in 2013-14. Prepared a new internet safety program and hosted parent meetings. 4. Reading program materials reviewed . Teachers met with 2 separate reading program companies at the end of May, 2014. Final decision regarding the choice of reading program was made in June by the administrators. McGraw-Hill was chosen for Grades K-5; Pearson for Grade 6. 5. Math program purchase completion in process. Math program books for use in grades 6-8 will be ready for use in Fall, 2014. 6. St. Agnes School teachers have completed Diocesan Religion Standards review, and presently, have a draft of the new standards.
B.	To solicit SHG staff input regarding strengths and weaknesses in St. Agnes' curriculum.	<ol style="list-style-type: none"> 1. Dialogue with school parents, students, alumni, faculty and SHG staff regarding St. Agnes students' preparation for various curriculum areas. 	<ol style="list-style-type: none"> 1. Principal dialogues with SHG freshman as part of Freshman service retreat. Coffee with the Principal held to provide unique forum to dialogue with school parents. Monthly meetings of Springfield area Catholic school principals are held and include SHG principal.
C.	To study a variety of reading programs and curricula.	<ol style="list-style-type: none"> 1. Teachers will participate in review committee of all Springfield area Catholic schools to study reading curriculum materials. 	<ol style="list-style-type: none"> 1. Teachers have evaluated 3 different reading programs and have met with the consultants of the leading reading program companies. Decision made to use McGraw-Hill for Grades K-5 and Pearson for Grade 6. The new programs will be in place for Fall, 2014.

D.	To continue educating staff on utilizing differentiated instruction in their teaching.	<ol style="list-style-type: none"> 1. Staff to attend workshops regarding use of differentiated instruction. 2. Share strategies used in classrooms for differentiated instruction. 3. Resource teacher and counselor will present to classes study skill materials and learning techniques. 4. Investigate common core materials that allow for challenging students within the context of the classroom. 	<ol style="list-style-type: none"> 1. This is ongoing. Staff participated in in-service and development opportunities throughout the school year. 2. Various strategies are shared at monthly faculty meetings. A common site (TShare\$) has been established on the computer for faculty to submit ideas. 3. Accomplished by St. Agnes School counselor at her weekly class meetings. Additionally, resource teacher provides unique learning techniques during her weekly meetings with eligible students. 4. Faculty engaged in ongoing study of this strategy. St. Agnes School staff is focusing on teaching strategies that help students with problem solving and understanding the “why and how” of learning. Although St. Agnes School utilizes the common core standards, the St. Agnes School curriculum exceeds the standards.
E.	To utilize the programs available to non-public schools through Dist. 186.	<ol style="list-style-type: none"> 1. Use of Title I teacher for tutoring at-risk students. 2. Utilize speech & language and Learning Disability personnel from Dist. 186. 	<ol style="list-style-type: none"> 1. Title I services will extend through tutoring in Summer, 2014, and begin again in Fall, 2014. 2. Instruction in each of these areas worked with students from Oct., 2013, through April, 2014.

F.	To expand the use of "PeaceBuilders" Program that addresses anti-bullying.	<ol style="list-style-type: none"> 1. In-service training for coaches at fall coaches meeting. 2. Include PeaceBuilders information in the school newsletter at least monthly. 3. Continue inclusion of PeaceBuilders principles in curriculum and extracurricular activities and at Mass. 4. Promote use of praise notes by entire school community. 5. Build and promote a PeaceBuilders at-home component for use by school families. 6. Publish PeaceBuilders stories on school website. 	<ol style="list-style-type: none"> 1. This in-service training was held August 5, 2013. 2. This strategy to be carried over to 2014-15. Work on increasing written communications in this area. 3. PeaceBuilders principles incorporated and included in classroom presentations and materials; Father Bob Jallas incorporates PeaceBuilders principles into Mass homilies; Student Council has PeaceBuilders activities at their meetings; school administration selects PeaceBuilders principles each month to focus upon and collectively work on; school Principal announces PeaceBuilders principles over the P.A. system and students recite the PeaceBuilders Pledge at the start of each school day. 4. PeaceBuilders Praise Notes were sent home to parents and families; Student Council members used Praise Notes at meetings to be read over the P.A. Faculty is discussing new ways for affirming students. 5. This strategy to be carried over to 2014-15. 6. This strategy to be carried over to 2014-15. Increased use in 2013-14 of school Facebook presence for St. Agnes School activities which follow and exhibit PeaceBuilders principles.
G.	To provide challenge classes for students who excel.	<ol style="list-style-type: none"> 1. Mrs. Caveny will provide weekly enrichment instruction for students identified through testing and teacher recommendation. 2. Vary the challenge groupings of children each semester to allow more students the opportunity to participate in special activities. 3. Principal will publish information regarding the criteria for selection of challenge students. 4. Involve classroom teachers in providing instructional challenges based on individual students' needs. 	<ol style="list-style-type: none"> 1. Challenge program is offered weekly for students in grades K-6. 2. Groupings are evaluated at the end of the first semester of the school year; changes are made as deemed appropriate by the school administration. 3. Criteria for selection of students is published in the school newsletter at the beginning of the school year. 4. Teachers are individually working with students; assignments are modified and accommodations are made; programs are provided for students who need more challenge (e.g., new math; SHG Zero Hour math).

III. Public Relations - St. Agnes School will expand and increase our marketing efforts.

<i>Objectives</i>		<i>Strategies</i>	<i>Status</i>
A.	To promote the St. Agnes Preschool.	<ol style="list-style-type: none"> 1. Utilize materials developed for a formal welcoming program at Baptism and remembering birthdays of the baptized children. 2. Feature Preschool activities in the parish bulletin. 3. Host an Open House for preschool where parents can bring their children while preschool is in session. 4. Update an 8 ½ by 11 poster to present in Springfield area for posting in daycares, realtors' offices, hospitals' mother-baby programs, on-line resources such as Springfield Moms, etc., to advertise preschool. 5. Use preschool brochure as part of enrollment package that has been developed. 6. Make brochure available at school and parish events and display on church magazine rack. 7. Post brochure on school website. 8. Broaden marketing efforts and outreach for preschool (e.g., Springfield Moms, hospitals' mother-baby programs, etc.). 9. Marketing plan will use radio announcements to advertise preschool and other grades. 10. As part of marketing plan, design a preschool "Future Ace" t-shirt for preschoolers, 	<ol style="list-style-type: none"> 1. This strategy is ongoing and will be carried over to 2014-15. Member of Marketing and Enrollment Committee continues to build the "Future Aces" program with baptized children at St. Agnes. 2. For 2014-15, review and adjust marketing efforts for preschool because of waiting list status with program. 3. Preschool has a waiting list for 2014-15 school year. Open House, inclusive of preschool invitees, was held during Catholic Schools Week. 4. More discussion needed in 2014-15 school year about little effect this has had in the past. 5. & 6. Preschool brochures are included as part of the enrollment packet and distributed at parish events and are on display on the church magazine rack. 7. This strategy will be carried over to 2014-15. 8. Marketing efforts for preschool broadened to include presence on Springfield Moms website; additional outreach is necessary and ongoing. 9. Radio was used as part of Marketing Plan for St. Agnes School Open House. 10. This strategy will be carried over to 2014-15.

B.	To continue the joint efforts of marketing with the Springfield Area Catholic Schools.	<ol style="list-style-type: none"> 1. School Development Directors will meet monthly with each school rotating responsibility for leading the meeting. 2. Participate in, K of C Breakfast on December 15th to raise funds for tuition assistance, joint activity days, and radio announcements. 3. Participate in joint All-City Catholic School Mass with Bishop Paprocki for grades 3 – 12 on September 9, 2013 at SHG Stadium. 4. Plan and implement Summer and Spring outreach to Springfield and surrounding Catholic parishes in conjunction with Springfield Area Catholic Schools, to include publication of enrollment and tuition assistance information in church bulletins and modification and dissemination of area Catholic schools brochure. 5. Advertise our schools on State Journal Register website as part of Catholic Schools Week activities. 	<ol style="list-style-type: none"> 1. Development Directors met monthly during 2013-14 school year, with each school rotating responsibility for leading the meeting. 2. St. Agnes School participated in, K of C Breakfast on December 15th to raise funds for tuition assistance; also participated in joint activity days. 3. St. Agnes School participated in joint All-City Catholic School Mass on September 9, 2013 held at the SHG stadium. 4. Outreach to Springfield and surrounding Catholic parishes in conjunction with Springfield Area Catholic Schools, to include publication of enrollment and tuition assistance information in Church bulletins to be done in Summer, 2014. Area Catholic schools brochure modified in Spring, 2014. 5. St. Agnes and area Catholic Schools advertised together with electronic banners on State Journal Register website as part of Catholic Schools Week activities.
C.	To develop an external communication plan.	<ol style="list-style-type: none"> 1. Utilize the new style guide for consistency in all communications. 2. Provide style guide to vendors for use in creating all school publications. 3. Update calendar of outbound activities and distribute to School Board and Parents' Club Board, and publish on School website. 4. Review Sports Handbook and publish on school website. 	<ol style="list-style-type: none"> 1. Style guide designed by HIP continues to be used in all school communications. 2. All school publications utilize style and color pursuant to style guide. 3. Completed throughout 2013-14 school year; athletic activities and events to be added to school website calendar and on school Facebook page for 2014-15. 4. Sports Handbook given out to 4th grade parents and students at Spring 2014 sports meeting and is available for all families on the school website.

D.	To maintain the School website.	<ol style="list-style-type: none"> 1. Collaborate with HIP Advertising to administer website. 2. Keep current information on the front page of the web site. 3. Work with various school and parish groups to keep the website up to date. Build new sections as needed. 4. Work with Terry Farmer to change the web pictures in the second semester each year. 	<ol style="list-style-type: none"> 1. HIP Advertising continues to administer school website with input from Development Director (DD). Photos sent by parents and taken by technology teacher are forwarded to HIP and posted on school website and FB page as deemed appropriate by school administration. 2. Information on front page of school website kept current throughout school year. 3. Calendar of activities given to school groups; Athletic programs schedule added to school website homepage to help promote games and overall program. 4. HIP Advertising will change pictures on school website during the Summer, 2014, using pictures taken throughout the school year.
E.	To maintain a School Facebook page to engage the St. Agnes School and Parish communities.	<ol style="list-style-type: none"> 1. Work with HIP Advertising to monitor page. 2. Allow Parents' Club representatives to work with Facebook entries. 3. Promote St. Agnes Facebook page on school website, in school newsletters, and other promotional materials. 4. Parents' Club representatives and HIP Advertising will meet to plan for Parents' Club representatives' work with Facebook. 	<ol style="list-style-type: none"> 1. HIP Advertising will present analytics on Facebook at the May Marketing & Enrollment Committee meeting. Develop FB strategy for 2014-15 and review budget for ROI on efforts. 2. Following discussions with HIP, the decision was made to stay with HIP doing the Facebook entries so as to maintain the professional view. 3. St. Agnes Facebook page continues to be linked on St. Agnes School website 4. School dialogued with HIP Advertising about this strategy during Spring, 2014; determined to continue to use HIP Advertising to update school Facebook page.
F.	To create a special media event around the Science Fair and/or Technology Fair.	<ol style="list-style-type: none"> 1. Invite key press to experience one of the St. Agnes School learning fairs. 2. Reach out to a few school parents with media connections for insight and assistance as to effective media contact. 3. Maximize press event(s) on school website, Facebook page and other school publications. 	<ol style="list-style-type: none"> 1. Newspaper and television media invited for parish 125th Anniversary; press releases sent to media for other school events. More effort needs to be made to contact media for school events and activities. 2. This strategy will be carried over to 2014-15. 3. DD to work to increase focus of the press on school events to maximize press coverage in school communications.

G.	To establish a formal marketing plan.	<ol style="list-style-type: none"> 1. Evaluate and update the formal marketing plan for St. Agnes School prepared by HIP Advertising. 2. Begin a recruiting plan for St. Agnes families to help build enrollment. 	<ol style="list-style-type: none"> 1. Evaluation, updating and implementation of formal marketing plan prepared by HIP Advertising completed. 2. New Student Referral Incentive Program was adopted as part of the HIP Advertising Plan and implemented for 2013-14 to help build recruitment and enrollment.
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IV. Enrollment – St. Agnes School will create a stronger link with parish families and the Springfield community.

	Objectives	Strategies	Status
A.	To implement a multi-year program of regular, scheduled contact with new families at baptism and parish registration.	<ol style="list-style-type: none"> 1. Work with parish staff to access listings of parents attending Baptismal classes & new parish registrations. 2. Send letters to parents inviting children to attend preschool near time of Open House. 3. Set up a meeting with St. Joe’s new pastor to evaluate how St. Agnes School and St. Joe’s Parish can enhance collaborative efforts. 4. Track from birth and/or parish registrations thru 3rd grade for the purpose of knowing our potential students and furthering this objective. 5. Communicate with parish office staff regarding shared information for tracking potential students. 6. Maintain school database for tracking potential students. 	<ol style="list-style-type: none"> 1. Ongoing; parish staff very helpful in facilitating access to listings of parents attending Baptismal classes & new parish registrations. 2. Completed for school year 2013-14. 3. School Principal and parish Pastor communicate with St. Joe’s Pastor regarding collaborative efforts, such as tuition assistance. Collaborative tuition assistance efforts are ongoing and will be completed for 2014-15 school year. 4. This strategy is ongoing. 5. Parish secretary, Kathy Vizral, is an active liaison between the parish office and school facilitating sharing of information. 6. Database maintained by parish for tracking potential students within parish; database maintained by school for existing school families with potential students and for non-school families who inquire about attendance at St. Agnes School.

B.	To maintain enrollment + or – 2% of current enrollment (402 PreK-8).	<ol style="list-style-type: none"> 1. Establish a recruitment and retention plan. 2. Continue to involve current parents in marketing the school. 3. Increase contact with PSR children and families by extending invitations to special functions. (Approach about SCRIP, Auction and other parish and school activities.) 4. Evaluate creation of a professional video to be used to market the school. 5. Continue to use the enrollment (recruiting) packet for February’s Open House and for all who visit St. Agnes School. 	<ol style="list-style-type: none"> 1. Members of school administration and school parents participate on Springfield Area Catholic Schools Enrollment and Tuition Assistance Committee and work with SACS established recruitment and retention plan to St. Agnes School. Estate Planning Program to be conducted in Fall, 2014. 2. Parents assist with school Open House and other school and extracurricular events. 3. Increased contact with PSR during 2013-14 school year, included Trick or Trunk night / Mass attendance; Parish Auction volunteerism and attendance. 4. Dialogued with HIP Advertising during Spring, 2014, about this strategy; put on hold. 5. Completed. Enrollment packet to be updated for 2014-15 school year.
D.	To establish a connection between St. Agnes School and home-school families.	<ol style="list-style-type: none"> 1. Invite home-school families to school/parish activities. 	<ol style="list-style-type: none"> 1. Connection to home-school families during 2013-14 school year made through approval to participate in Catholic Schools Band & in Benedictine-sponsored art competition.
E.	To utilize the St. Agnes School marketing program to promote St. Agnes School and its Open House.	<ol style="list-style-type: none"> 1. Combine radio, live remote, pre-/during/post-Open House to invite families to enroll at St. Agnes during 2014. 2. Measure and monitor all media efforts. 3. Utilize marketing campaign to promote Open House. 	<ol style="list-style-type: none"> 1. Used radio and live remote to promote 2014 St. Agnes Open House which was widely heard and generated interest. Evaluate overall expenditure for radio to ascertain available cost savings; update promo script used; add Athletic Director to radio interview agenda to discuss school athletics. 2. This strategy to be continued for 2014-15. Efforts with contacting the media need to increase. 3. School Marketing Plan utilized to promote Open House.

V. Facilities - St. Agnes School will develop a facilities master plan.

Objectives		Strategies	Status
A.	To evaluate facilities and space needs study.	<ol style="list-style-type: none"> 1. Conduct an informal facility and space needs assessment survey. 2. Work with Finance Council, Pastoral Council & School Board to review needs. 3. Address temporary storage needs throughout school; evaluate preschool space and gym space. 4. Evaluate use by SHG of St. Agnes parking facility for athletic events 2013-14. 	<ol style="list-style-type: none"> 1. School Board and Long Range Planning Committee continue to work with school administration to informally assess facility and space needs. Independent consultant to be contacted during 2014-15 school year to assist with space needs. 2. Work is ongoing. 3. Strategy to be carried over for 2014-15 school year. 4. Parish evaluated use by SHG of parking facility for 2013-14 athletic events; strategy to be continued for 2014-15 to evaluate continued use by SHG of St. Agnes parking facility for athletic events 2014-15.

B.	To review Security Assessment report recommendations.	<ol style="list-style-type: none"> 1. Prioritize the security needs in the report. 2. Establish feasibility of recommendations with input from School Board and committees, and with approval of School Board. 3. Seek funding as needed for implementation of recommendations. 	<ol style="list-style-type: none"> 1. Diocesan vendor security assessment report was reviewed with School Board and findings and recommendations were reported to School Board during 2013-14 school year. Security needs and recommendations prioritized in writing in the form of a matrix report presented to the School Board, school administration, and the Diocese. 2. Input from School Board and committees obtained, along with school administration and staff, and feasibility of security upgrade recommendations approved by the School Board on February 21, 2014. Phase I of the security upgrade project approved by the School Board on June 2, 104. The work of the school administration, School Board and Committees in this area is ongoing and will be carried over to 2014-15. 3. Grant Committee submitted a grant for the first part of Phase 1 of the security upgrade in Spring 2014. Grant Committee continues research for other security grants to apply for to fund security upgrades. The work of the school administration, School Board and Committees in this area is ongoing and will be carried over to 2014-15.
C.	To monitor and maintain existing facilities.	<ol style="list-style-type: none"> 1. Replace the school boiler. 2. Approach SHG about possible use of baseball field in Fall season. 	<ol style="list-style-type: none"> 1. This project is still a future plan. 2. To be carried over to 2014-15 school year. SHG facilities to be utilized in 2014-15 school year for new St. Agnes and other area Catholic Schools' Wrestling Program; continue use of SHG track by Cross Country and Track Programs.

VI. Finance/Development - St. Agnes School will coordinate with the parish to establish a financial development program.

Objectives		Strategies	Status
A.	To continue expanding the role of the Development Director.	<ol style="list-style-type: none"> 1. Development Director will direct the Magic-Match program and the Annual Fund, move towards more Annual Fund responsibility with record-keeping, and continue to chair these two committees. 2. Development Director to identify and actively pursue funding through grants. 3. Development Director will work with school and parish in preparing for 125th St. Agnes Parish Anniversary. 4. Development Director will work with school and parish in evaluating and implementing planned giving program. 5. Development Director will work with school and parish to maximize tuition assistance and other parishioner and school family giving opportunities. 6. Development Director will work with parish bulletin to provide update on school activities and development program activities twice per month. 7. Evaluate programs led by the Development Director. 	<ol style="list-style-type: none"> 1. During the 2013-14 school year, the Development Director (DD) chaired these two committees. 2. DD works with Grant Writing Committee. Committee work in 2013-14 included applications for Susan Cook House Grant (math books), Mary Heath Foundation Grant (security upgrades), Dr. Scholl's Grant (Kindles). 3. DD worked with school and parish staffs for 125th St. Agnes Parish Anniversary; banners for church and school; coordinated catering for event. 4. DD worked to create "Tuition Angels" program for parish to recognize tuition assistance contributions that exceed specified threshold. 5. DD works with school and parish to maximize tuition assistance giving opportunities (e.g., Sunday collection envelopes for tuition assistance; "Tuition Angels" program). Parish and school memorial giving opportunities ongoing. Members of school administration and school parent participate on Springfield Area Catholic Schools Enrollment and Tuition Assistance Committee and are working on Estate Planning program to be conducted in Fall, 2014 at St. Agnes and at Cathedral of the Immaculate Conception. Additional planned giving opportunities will be carried over for 2014-15 school year. 6. DD updates parish website; placement of school fundraising opportunities (e.g., PeaceBuilder Brick campaign) in parish bulletins. 7. School administration working on this strategy.

B.	To develop an alumni community directed by the Development Director.	<ol style="list-style-type: none"> 1. Utilize success of alumni to support academic excellence of St. Agnes School. 2. Build a network to support various initiatives of the school, through, but not limited to, donations, volunteers, and recruitment of future Aces. 3. Expand database to include various initiatives of the school and nature of support. 	<ol style="list-style-type: none"> 1. School published alumni of year in Spirit Newsletter and in the school yearbook. Regular postings of school alumni achievements on school Facebook page. 2. This strategy will be carried over to 2014-15. Annual Fund Committee needs to be expanded. Enrollment Committee to continue to work with DD to build network. 3. This strategy will be carried over to 2014-15.
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VII. School in the Community - St. Agnes School will increase our development/public relations efforts to promote our school in the Springfield community.			
	Objectives	Strategies	Status
A.	To continue promoting the PeaceBuilders program at St. Agnes School in the community.	<ol style="list-style-type: none"> 1. Continue fundraising efforts through sale of PeaceBuilders memorial and dedication bricks. 2. Update PeaceBuilders national organization of St. Agnes School PeaceBuilders activities in 2013-14 . 	<ol style="list-style-type: none"> 1. Fundraising efforts through sale of PeaceBuilders memorial and dedication bricks is ongoing. A new set of bricks will be placed in Summer, 2014, Program promoted at the end of the school year. 2. This strategy will be carried over to Fall, 2014.

B.	To embrace our academic excellence and promote it to the public	<ol style="list-style-type: none"> 1. Continue utilizing Chamber of Commerce advertising opportunities. 2. Continue marketing within the Springfield community, through Springfield Area Catholic Schools Committee, Joint Marketing Committee and Springfield Catholic Schools joint website. 3. Continue partnering with HIP Advertising to use school website and Facebook for promoting achievements of St. Agnes students. 4. Focus on student and alumni achievement in school communications, website and Facebook. 5. Increase recognition of accomplishments of St. Agnes alumni at highschoools, in college (e.g., valedictorian/salutatorian; honor rolls; leadership roles; sports), and in the Springfield community to promote St. Agnes School within the community. 6. Inform students of opportunity of Northwestern University Midwest Academic Talent program. 7. Support student participation in Scholastic Art and Writing program through Alliance for Young Artists and Writers. 	<ol style="list-style-type: none"> 1. St. Agnes School continues to be member of the Chamber of Commerce though advertising has been done more through the school Marketing Plan. 2. School continues to participate with other Springfield area Catholic schools in joint marketing efforts and participates in the story for the joint website that is told of a Catholic family from each school yearly. 3. School website to be updated Summer, 2014. school Facebook page actively used. 4. Achievements of students were communicated through Facebook and school communications. 5. Increased efforts at honoring high school and college successes of St. Agnes School alumni. Held 2010 St. Agnes Alumni Breakfast in Spring, 2014, to recognize graduating high school seniors. This is to become an annual event. 6. Communications regarding the Midwest Academic Talent Program were sent to parents; some parents attended informational meeting, although no St. Agnes student participated in testing opportunities. 7. Student work was displayed in Scholastic Art program. Former student was honored. Area of writing is a goal for the 2014-15 school year.
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C.	To increase awareness of St. Agnes School service program.	<ol style="list-style-type: none"> 1. Continue existing service hour program for students and school families. 2. Put service reports page in school newsletter, in bulletin, on website, and on Facebook. 3. Continue visibility on website of school service program for students and parents. 4. Tally collective service hours for students and families and publish in school publications/resources and include in Fact Sheet. 5. Continue service opportunities form for use by St. Agnes parishioners. 6. Organize and coordinate a day of service in the Fall and Spring centered on clean-up of school and parish facility grounds and responsive to needs of parishioners. 	<ol style="list-style-type: none"> 1. Service hour program for students and school families successfully continued for 2013-14 school year. 2. This strategy will be carried over to the 2014-2015 school year. 3. The school service program is on the school website. 4. Collective service hours for students and families tallied for the 2013-14 school year and shared with the School Board. Publication in school communication(s) and parish bulletin to be carried over for 2014-15 school year. 5. Continued use of form during 2013-14 school year; received responses from parishioners for the Spring, 2014, service day. 6. School & Parish Clean-up “Super Saturday” program held in Fall, 2013 and again, in Spring 2014, allowing students to perform service work for parish and school. Spring Super Saturday service assisted 3 families who requested that support.
D.	To increase awareness in the secular community of the contribution of Catholic education.	<ol style="list-style-type: none"> 1. Invite media to school for PR events (Catholic Schools’ Week activities, etc.) 2. Continue to incorporate PeaceBuilders program principles as part of Catholic education. 3. Participate in All City Springfield Area Catholic Schools Mass. 4. Participate in Springfield Area Catholic Schools committees for continuing collaboration with Springfield area Catholic schools and promotion of Catholic education to surrounding communities. 	<ol style="list-style-type: none"> 1. Media presence was lacking this school year. More effort needs to be made to contact media for school events and activities. 2. PeaceBuilders program has become a language widely used throughout St. Agnes School community. Fr. Bob connects to this program through his school Mass Homilies. 3. St. Agnes did participate in the All City Springfield Area Catholic Schools Mass in September, 2013. 4. Contact will be made during the Summer months (2014) to outlying parishes regarding availability of Catholic education and opportunities.

VIII. Staffing - St. Agnes School will provide ways to support and affirm teachers for their commitment to the school.

(Include administration and staff)

Objectives		Strategies	Status
A.	To provide incentives of appreciation throughout the year for staff.	<ol style="list-style-type: none"> 1. Continue School Board outreach to event committee chairs to look for sponsorship of school staff for events. 2. Parents' Club to coordinate a monthly appreciation. 3. Continue to encourage parent and student use of praise notes for staff. 4. CSW special collection for teachers. Christmas bonus from Parents' Club and matched by parish. 5. Appreciation Breakfasts by the Parents' Club and 8th grade class. 6. Gifts provided by Principal for special occasions. 7. Room parents to coordinate special activities/opportunities for school staff. 	<ol style="list-style-type: none"> 1. School staff sponsored for the 2013-14 Parish Auction. Reduced prices offered for staff participation in various activities. 2. Monthly appreciation was hosted by school Parents' Club by providing lunch for the staff. 3. PeaceBuilders Praise Notes were prepared at Student Council meetings and sent home in school newsletter. 4. Catholic Schools collection provided over \$200 for each teacher. Christmas bonus given totaled from \$100 - \$500. 5. Appreciation Breakfast for school faculty and staff enjoyed in May, 2014. Eighth grade class purchased a picnic table for school staff use. 6. The school Principal gifted teachers with lunches, treats and small gifts throughout the school year. 7. Room parents worked closely with school staff for class activities and events.
B.	To provide one personal retreat day for each teacher for the School year 2013-2014.	<ol style="list-style-type: none"> 1. Continue policy for teachers to request this during the school year. 	<ol style="list-style-type: none"> 1. Many teachers took advantage of the personal reflection day during the 2013-14 school year.

C.	To modify and clarify as necessary policies affecting staff.	<ol style="list-style-type: none"> 1. Review and clarify certain security and related policies (e.g., Crisis Management) with staff. 2. Assess need for in-house update to staff security training in certain areas and provide such training. 	<ol style="list-style-type: none"> 1. Crisis Management Plan reviewed at November, 2013, faculty meeting and security procedures reviewed with staff at various faculty meetings throughout the school year. Security procedures and related policies also reviewed by School Board committees and clarified as necessary consistent with Diocesan Security Audit review and report. 2. Assessment of need for in-house update to staff security training in certain areas completed by School staff, working with School Board and Long Range Planning Committee; training conducted at several faculty meetings throughout the school year.
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IX. Ownership and Governance - <i>St. Agnes School will promote the visibility of its school board members and increase the board's communications with parents, staff and parish.</i>			
	<i>Objectives</i>	<i>Strategies</i>	<i>Status</i>
A.	To make School Board meetings and minutes more available.	<ol style="list-style-type: none"> 1. Publish summary of highlights of School Board meeting discussions in, school newsletter, Principal's letter, and church bulletin. 2. Post School Board meeting minutes on Edline. 3. Provide copies of minutes to: <ol style="list-style-type: none"> a) Pastoral Council b) Finance Council c) Parents' Club 	<ol style="list-style-type: none"> 1. & 2. These two strategies will be carried over to the 2014-2015 School year. School Board Secretary makes School Board meeting minutes available following the meetings in electronic format and maintains an electronic archive of approved minutes. 3. A summary of the minutes was provided to the members of each of these groups by a liaison from the School Board.

B.	To increase recognition of School Board members at School and church functions	<ol style="list-style-type: none"> 1. The School Board will have special name tags to wear for school events. 2. Encourage School Board member attendance at: <ol style="list-style-type: none"> a) Back to School Night b) Open Houses c) Parish Auction and Parents' Club events d) 8th grade graduation & sacramental functions 3. Involve School Board members in becoming a host family for new families. 4. Provide report of School Board activities at Back to School Night. 	<ol style="list-style-type: none"> 1. School Board members wear name tags for school events. 2. Attendance encouraged and School Board members were represented at, participated in, and assisted with the special school events during the year. This will be carried over into the 2014-2015 school year. 3. School Board members involved as host families for new school families. 4. The School Board reported to the school families at the September Back to School Night and again through the School Board President's summary of activities in the final school newsletter of the year.
C.	To involve the School Board and the School community in reviewing Diocesan and State evaluation summary reports.	<ol style="list-style-type: none"> 1. Continue to monitor action identified in State and Diocese evaluation summary reports. 	<ol style="list-style-type: none"> 1. Work in monitoring action identified in State and Diocesan evaluation summary reports is ongoing. Areas of summary reports reviewed by Principal with School Board and shared with school families in weekly newsletters.
D.	To connect and interface with the various groups and committees within the Parish and School.	<ol style="list-style-type: none"> 1. School Board representative to make a periodic presentation to the Pastoral Council and Finance Council. 2. School Board will extend invitation to Committees to attend a School Board meeting. 3. Invite faculty member(s) to School Board meeting(s) for presentation to School Board for math and social studies during 2013-14 school year. 4. School Board representatives assist with 125th Parish Anniversary celebration and other school and parish functions as requested. 	<ol style="list-style-type: none"> 1. Representative from School Board attends Pastoral Council and Finance Council meetings. Enrollment/Marketing Committee is working to enhance parish-school connection by including school spotlights in the parish bulletin. To date summary for Catholic Schools Week and 3rd grade highlights were published. 2. This will be carried over into the 2014-2015 school year. 3. This will be carried over into the 2014-2015 School year. Technology teacher invited to School Board meeting and gave presentation on the new Asus T100 Tablets to School Board members. 4. School Board representatives assisted with 125th Parish Anniversary celebration and other school and parish functions throughout the year.

E.	To involve the School Board and its committees in reviewing recommendations of Diocesan vendor's security assessment report.	<ol style="list-style-type: none"> 1. Review report findings and recommendations. 2. Prioritize recommendations. 3. Apply for grants/other funds to assist with cost of implementation of some recommendations. 	<ol style="list-style-type: none"> 1. Diocesan vendor security assessment report was reviewed with School Board and findings and recommendations were reported to School Board during 2013-14 school year. 2. Recommendations prioritized in writing in the form of a matrix report presented to the School Board and approved by the School Board on February 21, 2014. Phase I of the Security Upgrades approved by the School Board on June 2, 2014. The work of the school administration, School Board and Committees in this area is ongoing and will be carried over to 2014-15. 3. Application made for grant(s) to assist with cost of implementation of security upgrade recommendations. The work of the school administration, School Board and Committees in this area is ongoing and will be carried over to 2014-15.
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X. Technology - St. Agnes School will strengthen the technology program to keep up with changing technology.

<i>Objectives</i>		<i>Strategies</i>	<i>Status</i>
A.	To utilize new technology with classrooms and lab.	<ol style="list-style-type: none"> 1. Continue providing In-service training for staff in utilizing SMARTBoards and on-line communications program. 2. Teachers encouraged to attend workshops on integrating the Common Core Standards into Math and Language Arts. 3. Computer teacher will continue to provide web sites for teachers to use in curriculum areas. 4. Technology Committee to evaluate and recommend purchase of updates for laptops for teachers. 5. Continue Windows 7 upgrades in school /school office. 6. Evaluate and replace WIFI Access Points within the school. 7. Evaluate replacement of ten (10) computers in Computer Lab. 	<ol style="list-style-type: none"> 1. An in-service was held in the Fall, 2014, in Department areas for sharing ideas on using the SMARTBoards. 2. The Fall, 2013, Regional Day provided a workshop on the Common Core Standards. In March, 2014, teachers met with other Catholic school teachers to share ideas and to discuss application of the Common Core Standards in their classrooms. 3. A common site (TShare\$) for teachers to share curriculum ideas was created by the school computer teacher. 4. One update was made to a school administrator's lap top. 5. Windows 7 upgrades have been completed in the classrooms. 6. WIFI access points were replaced throughout the school over the 2013-14 Christmas vacation break by members of the Technology Committee. 7. Ten (10) new computers have arrived for replacement in the Computer Lab. Lab computers being replaced will be filtered into classrooms.
B.	To provide technical support to the computer teacher and IT program.	<ol style="list-style-type: none"> 1. Continue retention of IT consultant to work with IT director. 2. Allow Hanson Information Systems remote access for system maintenance. 3. Allow computer teacher to participate in joint technology meetings with Catholic school computer teachers. 4. Maintain an emergency contact list of Technology Committee members for use by computer teacher. 	<ol style="list-style-type: none"> 1. IT consultant continues to be retained and works with IT Director each Wednesday evening during the school year and summer months. 2. Decision was made not to allow Hanson Information Systems remote access. IT consultant does have remote access. 3. Computer teacher participated in three (3) technology meetings for Catholic School computer teachers this school year. 4. Technology Committee members were called upon to assist with special projects.

C.	To implement a standardized assessment of computer skills at all grade levels annually.	<ol style="list-style-type: none"> 1. Design a rubric that corresponds to skills taught at each grade level. 2. Communicate this rubric to parents. 	<ol style="list-style-type: none"> 1. Computer teacher uses rubrics for project assignments given. 2. Rubric was explained to school parents.
D.	To involve parents in the use of technology.	<ol style="list-style-type: none"> 1. Develop communication tutorial for parents regarding use of Edline. 2. Provide technology questionnaire using the tools of technology to secure feedback from parents on technology improvements. 3. Flag technology items with a question of the month..."Did you know?" in School communications. 	<ol style="list-style-type: none"> 1. This strategy to be evaluated and modified for 2014-15. 2. Technology questionnaire provided; strategy to be carried over to 2014-15 to allow for drafting and implementation of recommendations by Technology Committee from the questionnaire feedback from parents and staff. 3. This strategy to be carried over for 2014-15.
E.	To evaluate use(s) and application(s) of E-Readers and tablets.	<ol style="list-style-type: none"> 1. Continue use of personal E-Readers for 2013-14 Book Club meetings and Catholic Schools week read-in. 2. Create and distribute waiver of liability for personal E-Readers. 3. Promote use of E-Readers for check-out of e-books from library. 4. Identify need/use/model for tablets. 5. Computer teacher attend educational seminar in November on the classroom integration/application of tablets. 	<ol style="list-style-type: none"> 1. Strategy continued for 2014-15; E-Readers will continue to be integrated into the reading program and appropriate school events. 2. Completed during school year. 3. Use of E-Readers for check-out of e-books from library promoted during school year. 4. Completed identification of need, use and model for tablets; new Asus T100 Tablets purchased; integrate use of new Asus Tablets into the classroom curriculum for 2014-15. 5. Computer teacher attended education seminar on classroom integration of tablets; strategy to be continued for 2014-15 to facilitate faculty education on uses of tablet computers for classroom instruction.
F.	To collaborate with Diocese of Springfield and Diocesan schools on new Diocesan Technology Plan.	<ol style="list-style-type: none"> 1. Complete materials for inclusion in Diocese of Springfield Technology Plan. 2. Implement St. Agnes School goals from Diocese Technology Plan for 2013-14. 	<ol style="list-style-type: none"> 1. Materials for inclusion in Diocese of Springfield Technology Plan completed. 2. Completed implementation of St. Agnes School goals from Diocese Technology Plan during 2013-14 school year.