

**MNSAA Revised December, 2009
St. Helena Catholic School Strategic Plan**

(Objective 1) St. Helena School will meet the individual needs of the whole learner.				
(Strategy 1) Continue to review, revise, and rewrite standards in all subject areas with the learner in mind.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Choose a new science and religion textbook that meets curriculum objectives.	Summer 2009	Science and Religion Teachers	(2009-2010) New science and religion textbooks were purchased last summer that best reflect the rewritten curriculum standards in religion and science.
2	Review, revise, and rewrite curriculum standards for social studies.	Spring 2010	Social Studies Teachers	(2009-2010) Social studies curriculum will be in its final state by June 30.
3	Review, revise, and rewrite language arts curriculum standards. Purchase new LA textbooks.	2010	Principal, Teachers	(2009-2010) Work on the language arts curriculum has not begun as of yet but will start in the fall.
4	Bring in outside expert to look at rewritten curriculum standards.	2011-2012	Principal, Teachers	
5	Plan new curriculum review cycle.	2012	Principal, Teachers	
(Strategy 2) Provide additional opportunities to enhance teacher understanding and instruction of learners with special needs.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Assess learner needs annually.	October, 2010	Principal, Teachers	(2009-2010) SAT 10 were administered to all students in grades 1-8 in October, pre and post tests were administered to all Title I students at the beginning and end of the year.

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2	Invite appropriate experts to St. Helena to provide professional development to educate and advise staff on how to deal with identified needs of learners.	January-March 2011	Principal, Teachers	(2009-2010) Karen Morey who is a technology expert was brought in to advise and educate the technology committee as they worked on the new technology plan.
3	Investigate schedule changes to create Professional Learning Communities.	2010	Focus Group	(2009-2010) St. Helena has an additional 15 minutes that have been added to the school day for 2010-2011. We will work on a new schedule this summer that may accommodate PLC meeting times during the day.
4	Schedule collaboration time to discuss the needs of individual learners and strategies that have and have not worked.	2010-2011	Entire Staff	
5	Provide enrichment activities for advanced learners.	2011	Entire Staff	
6	Establish and evaluate true PLC's.	2011-2012	Entire Staff	
7	Explore community resources that address the needs of diverse learners.	2013	Teachers, Qualified Experts	
(Strategy 3) Implement differentiated instruction techniques that are based upon the learning style of the individual.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Provide professional development on how to differentiate instruction.	2010	Principal, Teachers, Qualified Expert	
2	Develop teaching groups to observe and guide teachers on best practices	2011	Principal, Teacher, Qualified Expert,	

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	on differentiated instruction as part of the mentoring program.		Leadership Team	
3	Collaborate on best differentiated practices.	2012	Principal, Teachers	(2009-2010) As part of the technology plan the staff worked on ways to integrate technology into the curriculum as a way to differentiate instruction.
4	Evaluate teachers on the use of differentiation in their instruction and homework practices.	2012	Principal, Leadership Team	
5	Evaluate outcomes of implementation of differentiated instruction.	2013	Principal, Teacher, Qualified Expert, Leadership Team	
(Strategy 4) Develop a wide variety of assessments to demonstrate and measure student learning and to inform and guide teacher instruction.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Review standardized test scores annually to use as a guide to progress and best instructional practices for the learner.	Yearly, December	Principal, Teachers	(2009-2010) SAT 10 results were reviewed by the entire staff and were used to determine students who are at risk and those who have gifted potential.

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2	Continue to track learner scale scores to determine growth over time in math and reading and to track areas for professional development activities.	Yearly, March	Principals, Teachers, Title I Staff	(2009-2010) The staff will begin to track scale scores when we receive SAT 10 scores next fall.
3	Assess all learners on standards identified in the St. Helena Curriculum Handbook.	2010-2012	Teachers	
4	Identify and create ways for students to take responsibility for learning.	2011	Teachers, Students, Parents	
5	Research different types of assessments for learning and provide professional development to teachers on implementing best practices.	2011	Principal, Staff	

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(Objective 2) St. Helena School will improve technology instruction and equipment to enhance student learning.				
(Strategy 1) Plan for technology needs and opportunities.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Form a technology focus group.	Fall 2009	Principal, Teachers	(2009-2010) A technology focus group was formed during the fall of 2009.
2	Survey students and families about technology as part of the planning.	Spring 2010	Focus Group	(2009-2010) A technology survey was sent to all families at the end of the school year. We will follow up with any families who have not responded at the beginning of the 2010 school year.
3	Implement a financial plan into the school's budget for purchasing new technology.	2011	Principal, School Board, Focus Group	
4	Create a five year plan for technology.	2011	Focus Group	(2009-2010) Karen Morey was hired with Title II funds to guide us through the process of creating a technology plan. The plan is almost finished.
(Strategy 2) Educate teachers on the availability and use of technology to educate their learners.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Survey teachers as to their knowledge and interests in technology.	Fall 2009	Focus Group	(2009-2010) All of the teaching staff was surveyed at the beginning of the year as to their knowledge and interest in technology. The results were shared with the staff.

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2	Provide professional development to staff to use current technology most effectively and to use technology to differentiate instruction.	Fall 2010	Focus Group, Technology Specialists, Qualified Experts	(2009-2010) Two teachers took extensive technology classes as part of their graduate study. Four are taking technology classes through Minneapolis Public Schools in June.
3	Incorporate technology as a means of differentiated instruction.	2011	Teachers, Specialists	
4	Explore uses of technology as enrichment opportunities for advanced learners.	2012	Teachers, Specialists	
(Strategy 3) Use technology to enhance communication within the community.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Continue to add to and improve the web site to keep stakeholders informed of learners' accomplishments and expectations.	Fall 2010	Staff, Web Master	
2	Develop individual classroom web sites.	August 2010	Teachers, Web Master	
3	Continue to increase the use of e-mail to communicate with staff and parents.	Fall 2011	Staff, Web Master	
4	Review and reevaluate St. Helena's communication process.	2012	Principal, Staff, Web Master, Parents	

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(Strategy 4) Provide opportunities for students to integrate technology into classroom work.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Create classroom assignments that address grade-appropriate technology and subject standards.	Fall 2011	Teachers, Technology Teacher	(2009-2010) The teachers began working on grade level assignments that incorporate technology and specialist into the curriculum for next year.
2	Collaborate between all specialists and classroom teachers to plan integrated lessons.	Fall 2012	Teachers, Specialists	
3	Evaluate technology standards in light of current plan.	2013	Principal, Teachers, Technology Group	

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(Objective 3) Maintain St. Helena School and improve facility to provide a safe and functional environment that is conducive to learning.				
(Strategy 1) Maintain physical plant to keep the environment conducive to learning.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Bring the school's drainage system under compliance for the city.	2009	Pastor, Principal, School Board, Finance Board	(2009-2010) Last summer the roof drains were fixed so that they do not drain into the city septic system. The new system caused water to drain into the boiler room. The parking lot had to be resurfaced to alleviate the draining. This has proven to help several areas of the school that had water seepage issues.
2	Continue to paint classrooms, hallways, and specialty areas as needed.	January 2010	Principal, Custodian, School Board, Volunteer Network	(2009-2010) The lower level gymnasium, cafeteria, and hallway and one classroom on the second floor were painted by volunteers.
3	Replace carpeting in classrooms as needed.	2011	Pastor, Principal, School Board, Volunteer Network	
4	Create a plan to work on the school's woodwork and lighting.	2012	Pastor, Principal, School Board, Volunteer Network	
5	Identify and prioritize changes that will have to be made to the physical plant to accommodate the current learners.	2013	Pastor, Principal, School Board, Finance Board	(2009-2010) Preliminary reports have been written to improve the physical plant. Many of the minor changes have been made, and the others have been prioritized.

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(Strategy 2) Provide a safe environment for students and staff.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Practice and review crisis drills, discuss results, and amend procedures as needed.	Spring 2010	Principal, Staff	(2009-2010) St. Helena was under lock down twice this year. We had a chance to experience the drill for real. The system worked well, and no major changes are planned.
2	Create a check-in procedure for visitors.	Fall 2010	Small Group of Staff and Parents	
3	Provide professional development for staff that deals with difficult behavior issues.	2011	Principal, Teachers	
(Strategy 3) Continue the capital campaign for a new gymnasium and elevator.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Reach out to alumni for capital contributions to the <i>Future Is Ours</i> campaign.	2009	Gymnasium Committee, Alumni Committee	(2009-2010) A mailing was sent out by the parish in 2009 that reached out to the alumni for contributions for the new gymnasium. The response generated roughly \$15,000 in revenue.
2	Expand the <i>Future Is Ours</i> campaign for a new gymnasium, elevator, and entrance for the school by applying for grant opportunities.	2011	Gymnasium Committee, Grants Committee	

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3	Explore greater Catholic community partnerships that could benefit the gymnasium in construction and/or funding.	2012	Gymnasium Committee, New Community Resources	
4	Determine time line for constructing a new gymnasium, elevator, and entrance.	2012	Pastor, Finance Board, School Board, Principal, Gymnasium Committee	

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(Objective 4) St. Helena will welcome and involve the community.				
(Strategy 1) Create a written orientation plan for new members of the community.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Create orientation plan for new and transfer families.	2011	Group of Teachers, Parents, Students, Volunteer Network	
2	Develop a mentoring plan for new and returning teachers.	2012	Principal, Teachers, Qualified Experts	
3	Create orientation plan for substitute teachers.	2013	Teachers	
4	Provide orientation for school volunteers and explain mandated background checks and Virtus training.	2013	Group of Teachers, Volunteers, and Principal	
5	Reevaluate orientation plans for all stakeholders	2015	Principal, Teachers, Volunteer Network	
(Strategy 2) Increase use of community resources.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Identify resources in the community to enhance curriculum instruction within grade level groups.	2012	Teachers, Community Members	⁽²⁰⁰⁹⁻²⁰¹⁰⁾ Grades K-2 held a community day where many different community members came in and explain what their professions were like.

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2	Grade levels groups choose enrichment activities that are available in the surrounding area.	2012	Teachers, Community Members	
3	Evaluate whether community resources are being utilized by the school.	2012	Teachers, Community Members	

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(Objective 5) St. Helena School needs to remain financially sound in order to continue to serve students.				
(Strategy 1) Continue to market St. Helena School.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Formalize the marketing plan and continue to enrich it.	Fall 2010	Principal, Marketing Committee, Volunteer Network	
2	Explore new ways to reach out to potential students to increase enrollment.	2010	School Board, Marketing Committee	
3	Survey new and transfer families to help determine successful marketing strategies.	Fall 2010	Principal, Marketing Committee	
4	Redesign school marketing materials.	2010	Principal, Marketing Committee	
(Strategy 2) Operate a fiscally responsible school				
	Action Steps	Timeline	Responsibility	Progress Report
1	Raise tuition at a reasonable rate each year.	December, 2009	Principal, School Board	(2009-2010) Tuition for the 2010-2011 was raised by \$10 a month for a total of \$100 for parishioner and non-parishioners for the year.
2	Write narrative in lieu of a published salary schedule, and continue to raise salaries.	Fall 2010	Principal, School Board	

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3	Review the strategic plan annually with stakeholders.	Various times	Principal, Pastor, Teachers, School Board	(2009-2010) The first half of the school year was spent revising the strategic plan by the teachers, school board, and principal. I continue to write about the strategic plan in the monthly <i>Crusader, Across the Generations</i> , and reported on progress during Open House in the fall. The strategic plan is also available on the school's web site.
4	Determine long range plan to deal with increasing health benefit costs.	2011	Principal, School Board	
5	Review fundraising events to prioritize importance and to keep efforts fresh.	2011	Principal, School Board, Volunteer Network	
(Strategy 3) Explore sources for tuition assistance for St. Helena students.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Continue to promote KidsFirst Scholarships.	Yearly	Principal, Secretary	(2009-2010) KidsFirst Scholarships support has dwindled during the past five years. Scholarships were cut by 50% just before the beginning of the 2009 school year. We just have two students receiving them next year with no new students being chosen. This is not a viable source of funds unless something changes drastically in the next few years.
2	Continue to reach out to increasing numbers of alumni as a source of potential donors through <i>Across the Generations</i> .	Twice a Year	Principal, Publication Staff	(2009-2010) <i>Across the Generation</i> continues to be a source of income through the Alumni & Friends Campaign. Roughly \$20,000 was generated through the remittance envelopes included in the publication.

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3	Find new ways to increase tuition assistance dollars.	2011	Principal, School Board	(2009-2010) This year the Archdiocese included St. Helena School in the Pohlad Matching Grant Challenge. St. Helena received \$19,050 from the Pohlad Foundation after raising half of the funds on our own. Also at the recommendation of the Archdiocese, St. Helena will be the recipient of a \$8,500 grant for scholarship through the Kremer Foundation. Both of these will be renewable if proper compliance is made.
(Strategy 4) Recruit, hire, and develop personnel who are highly qualified, dedicated to the mission of the school, and have the interests of the learner in mind.				
	Action Steps	Timeline	Responsibility	Progress Report
1	Thoroughly advertise job openings and conduct extensive interviews.	As Needed	Principal, Pastor	(2009-2010) Thirty-nine applications have been received for the vacated fourth grade teaching position. Nine interviews have been completed. Resumes are still being considered.
2	Follow all hiring procedures as mandated by the Archdiocese of St. Paul and Minneapolis.	As Needed	Principal, Pastor	(2009-2010) St. Helena is in compliance with all hiring procedures mandated by the Archdiocese and all regulations of the PCYI initiative.
3	Work on succession planning.	2011	School Board, Teachers	