

St. Helen Catholic School Strategic Plan

2021-2022

through

2023-2024



St. Helen Catholic School

Mission, Vision, Philosophy

Mission Statement

St. Helen Catholic School is committed to educating the whole person to see with Christ's eyes.

Vision Statement

St. Helen Catholic School is a place where God permeates all that we do while we foster joyful disciples who know, love, and serve Christ and one another.

Philosophy

St. Helen Catholic School believes that all who minister to our students should work to develop them in Spirit, Mind, and Body by nurturing a commitment to know, love, and serve Christ and one another, by encouraging each child to attain their fullest potential, and by promoting and modeling a positive attitude towards a healthy lifestyle.

I. Catholic Identity

STANDARD 1: The Catholic school is a unique environment which has as its primary purpose the continued formation of the Christian person. The mission and beliefs of the school shall reflect the integration of Catholic faith and Gospel values and promote a community of believers and learners. Members of the school are a community and are called to unite in prayer, to proclaim the Gospel message and to serve others.

BENCHMARK 1.1: The mission statement describes the purpose of the school, its reason for existence, and is rooted in Catholic faith and Gospel values.

BENCHMARK 1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.

BENCHMARK 1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.

I. Catholic Identity

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<ul style="list-style-type: none"> *Principal *Teachers *Staff 	<ul style="list-style-type: none"> *Sort students and staff new to the school *Begin monthly House meetings *Create and display House Coats of Arms & House Pictures 	<ul style="list-style-type: none"> *Sort students and staff new to the school *Start House Council – 8th grade students to lead activities *House Council begin Bead Project 	<ul style="list-style-type: none"> *Sort students and staff new to the school *Continue House Council – 8th grade students to lead activities *House Council continue Bead Project
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<ul style="list-style-type: none"> *Pastor *Associate Pastor *Principal 	<ul style="list-style-type: none"> *Pastor, Assoc. Pastor, and Seminarian increase frequency of classroom & playground visits 	<ul style="list-style-type: none"> *Pastor, Assoc. Pastor, and Seminarian continue classroom & playground visits *Pastor OR Associate Pastor lead Faculty/Staff meetings (2X a year) 	<ul style="list-style-type: none"> *Pastor, Assoc. Pastor, and Seminarian continue classroom & playground visits *Pastor OR Associate Pastor lead Faculty/Staff meetings (2X a year)

I. Catholic Identity

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.	*Parent /Teacher Organization	*Create ongoing section in school newsletter to include prayer and updates	*Maintain ongoing section in school newsletter to include prayer and updates	*Maintain ongoing section in school newsletter to include prayer and updates
1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.	*Parent /Teacher Organization	*Restart ALL family/community events *Initiate PTO Parent Hangouts – monthly coffee, pastries, and fellowship after morning drop off	*Continue ALL family/community events *Research/Discuss possibilities for Family Lunches	*Continue ALL family/community events

I. Catholic Identity

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Principal *Pastor	*Offer retreat experience for school staff Topic: Prayer	*Offer retreat experience for school staff Topic: “What Feeds Us?” Mental Health	*Offer retreat experience for school staff Topic: TBD
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Principal *Teachers Grades 5-8	Retreat opportunities: 5 = Camp Kappe 6 = Day at the Priory 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca	Retreat opportunities: 5 = Camp Kappe 6 = Day at the Priory 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca	Retreat opportunities: 5 = Camp Kappe 6 = Day at the Priory 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca

I. Catholic Identity

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p> <p>1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.</p>	<p>*Mrs. Sims, *Mrs. Martin, *Faculty & Staff</p>	<p>*Run Catholic Identity Calendar events as outlined in calendar – ongoing evaluation *Staff create tiles for outdoor Stations of the Cross and Stations of the Resurrection</p>	<p>*Run Catholic Identity Calendar events as outlined in calendar – ongoing evaluation *Staff complete tiles for outdoor Stations of the Resurrection</p>	<p>*Run Catholic Identity Calendar events as outlined in calendar – ongoing evaluation</p>

II. Governance, Administration, and Management

STANDARD 2: School governance and leadership support an educational program of quality with systematic, legal, and fiscal responsibilities. School governance and leadership effectively plan and monitor school growth and viability in all areas. School governance and leadership support an effective and efficient instructional program.

BENCHMARK 2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.

BENCHMARK 2.2: Code of Canon Law 801 states “ Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.”

BENCHMARK 2.3: Rights and responsibilities of the faculty, staff, students and parents/guardians are explicitly defined in regulatory handbooks.

BENCHMARK 2.4: The school operates in compliance with applicable federal and state laws and regulations.

BENCHMARK 2.5: The school demonstrates long range planning to support the school’s mission and vision.

BENCHMARK 2.6: The instructional program and educational facilities are funded to meet the stated goals of the Long Range Strategic Plan.

BENCHMARK 2.7: There is a comprehensive plan for institutional advancement.

BENCHMARK 2.8: The school is aware of and responds to the changing needs of the community (i.e., demographics, program needs, etc.)

BENCHMARK 2.9: School effectiveness is monitored and evaluated by the principal and/or administrative team.

BENCHMARK 2.10: The school provides professional development opportunities for faculty and staff.

II. Governance, Administration, and Management

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
<p>2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.</p>	<p>*School Advisory Board</p>	<p>*SAB committees work in area of focus: - <u>Nominations</u>: • Follow and review proposed new timeline for recommending new members • Add 2 new members (1 parent/grandparent and 1 parishioner) – to create staggered terms - <u>Catholic Mission</u>: • Create yard sign with school logo for each family to display • Create car decal/magnet with school logo to provide each family • Research and provide 10 bead Rosary kits in House colors for student House project • Research and provide items for 8th grade “Care Package” to take to Tecaboca</p>	<p>*SAB committees work in area of focus: <u>-Nominations</u>: • Create materials to be used for recruiting in February • Add 2 new members (1 parent/grandparent and 1 parishioner) – to create staggered terms <u>-Catholic Mission</u>: • Create car decal/magnet with school logo to provide each family • Discus and gather items for 8th grade “Tecaboca Care Package” • Research and provide opportunities for Parent engagement</p>	<p>*SAB committees work in area of focus: - <u>Nominations</u>: - <u>Catholic Mission</u>: - <u>Finance</u>: Goals to be placed in Strategic Plan after Diocesan SAB workshop</p>

II. Governance, Administration, and Management

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
<p>2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.</p>	<p>*School Advisory Board</p>	<p>*SAB committees work in area of focus: <u>-Finance:</u></p> <ul style="list-style-type: none"> • Assist principal with EANS funding application • Develop timeline/procedures for meeting with Business Manager – orientation and review of past 2 years • Work with Business Manager to develop and review diocesan budgeting components • Establish a formal timeline and process for audits (internal and external) • Determine appropriate timeline to review and recommend compensation adjustments for school employees • Work with Development Director to continue enrollment growth • Investigate educating current and potential families on the use of IRS section 529 education savings plan accounts for K-12 students 	<p>*SAB committees work in area of focus: <u>-Finance:</u></p> <ul style="list-style-type: none"> • Research a formal timeline and process for external audits • Create a one-page “Did You Know” section for parishioners/parents about 529 education savings plan account • Explore ways SAB finance committee can support and assist the Business Manager • Explore funding ideas to boost staff salaries <p><u>-Whole Board:</u></p> <ul style="list-style-type: none"> • Explore ways SAB can support and assist the Development Director 	<p>*SAB committees work in area of focus:</p> <ul style="list-style-type: none"> - <u>Nominations:</u> - <u>Catholic Mission:</u> - <u>Finance:</u> <p>Goals to be placed in Strategic Plan after Diocesan SAB workshop</p>

II. Governance, Administration, and Management

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
2.9: School effectiveness is monitored and evaluated by the principal and/or administrative team.	*Principal	*Continue use of weCLIMB observation and professional development tracking tool for evaluation of classroom instruction and professional development needs	*Continue use of weCLIMB	*Continue use of weCLIMB
2.9: School effectiveness is monitored and evaluated by the principal and/or administrative team.	*Principal *Faculty/Staff	*Evaluate use of Chalk.com for lesson planning and curriculum standards tracking – determine contract renewal or find a new platform	*Continue use of Chalk.com for classroom teachers’ planning purposes *Initiate use of Goggle Drive lesson planning system for elective teachers	

II. Governance, Administration, and Management

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
2.10: The school provides professional development opportunities for faculty and staff.	*Principal *Instructional Staff	*Cross grade level/subject groups for professional reading and discussions – Master Teacher Weekly PD	*Continue cross grade level/subject groups for professional reading and discussions – Master Teacher Weekly PD * <i>Peers on the Prowl</i> observations of fellow teachers – shared feedback	ongoing
2.10: The school provides professional development opportunities for faculty and staff.	*Principal	*Provide professional reading resources: <i>Master Teacher PD, Marshall Memo, Today's Catholic Teacher</i> , various titles from ASCD *Provide NCEA Virtual opportunity for teachers	*Continue to provide professional reading resources: <i>Master Teacher PD, Marshall Memo, Today's Catholic Teacher</i> , various titles from ASCD	*Continue to provide professional reading resources: <i>Master Teacher PD, Marshall Memo, Today's Catholic Teacher</i> , various titles from ASCD

III. Curriculum, Instruction, and Assessment

STANDARD 3: The purpose, design, and implementation of the curriculum represent the school's mission. A Catholic atmosphere, which is shared as well as understood by teachers, students, and parents/guardians, permeates all areas of the curriculum. Instructional decisions support the school's academic goals, objectives, and priorities. Evaluation of the curriculum is continuous and responsive to student needs.

BENCHMARK 3.1: The curriculum content and instructional program are rooted in Catholic teachings, traditions, and values.

BENCHMARK 3.2: Curriculum (objectives to be taught) and instruction (what is actually taught) are explicitly aligned.

BENCHMARK 3.3: There is evidence of the use of current technology in the instructional program.

BENCHMARK 3.4: Individual student needs are met through programs of instruction.

BENCHMARK 3.5: The library provides resource and media support to the school's instructional program.

BENCHMARK 3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.

III. Curriculum, Instruction, and Assessment

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
3.1 The curriculum content and instructional program are rooted in Catholic teachings, traditions, and values.	*Religion Teachers (PK-8) *Principal	*Preview Theology of the Body materials from Ruah Woods for use in grades 6-8 *Research TOB materials for use in grades K-5	*Institute use of Ruah Woods Theology of the Body materials in grades K – 8	
3.2: Curriculum and instruction are explicitly aligned.	*Principal *Faculty/Staff	*Use of Chalk.com for lesson planning and curriculum standards alignment tracking	*Continue use of Chalk.com	*Continue use of Chalk.com
3.3: There is evidence of the use of current technology in the instructional program.	Technology Director	*Purchase Chromebooks for use in Intermediate classrooms	*iPad replacement in grades PK, K, 1 & 2	

III. Curriculum, Instruction, and Assessment

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
3.4 Individual student needs are met through programs of instruction.	*Principal *Spanish teachers	*Begin 3-day Spanish instruction for grades 7 & 8 *Begin use of IXL Spanish for supplemental instruction	*Transition third day of Spanish instruction to grades 6, 7, 8 *Begin research on new middle school Spanish program	
3.4 Individual student needs are met through programs of instruction.	*Principal *Kindergarten teacher *1 st grade teacher	*Research use of CAPIT phonics program for students in grades K & 1	Begin use of CAPIT phonics program	Continue use of CAPIT phonics program
3.4 Individual student needs are met through programs of instruction.	*Principal *Elective teachers -Art -Music -P.E. -Spanish		*Create PK-8 overview for each Elective course to be distributed during Parent Orientations and loaded on the school website	

III. Curriculum, Instruction, and Assessment

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
3.5: The library provides resource and media support to the school's instructional program.	*Principal *Librarian	*Hire a Librarian *Librarian begin working with classroom teachers and electives teachers to supplement and support instruction		
3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.	*Principal *Classroom Teachers	*Maintain Student Portfolios in grades 1 – 8 -Read STAR – Enterprise -Math STAR – Enterprise -Writing 1 st & 2 nd – 1 per quarter 3 rd – 8 th – 1 per semester -NWEA Scores -ACRE Scores *Compare STAR to NWEA to determine which to use moving forward	*Archive STAR data within each student portfolio *Create and fill in new cover page for each student portfolio reflecting NWEA data from 21.22 school year *Train for administration of Dibels as Kinder standardized test	Ongoing

III. Curriculum, Instruction, and Assessment

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.	*Principal *Classroom Teachers		(cont.) *Administer Dibels -Kindergarten: Fall, Winter, and Spring testing windows -First Grade: Winter testing window	Ongoing

IV. Student Services and Activities

STANDARD 4: Student services enhance the curriculum and serve as an integral part of the learning process.

BENCHMARK 4.1: The school plans, implements, and documents a comprehensive counseling and guidance program for students.

BENCHMARK 4.2: The school plans, implements, and documents the need for student academic assistance.

BENCHMARK 4.3: The school provides support to new families and students on the campus to ensure success.

BENCHMARK 4.4: The school provides additional service and resources to meet student needs.

BENCHMARK 4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.

IV. Student Services and Activities

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
4.1: The school plans, implements, and documents a comprehensive counseling and guidance program for students.	*Principal *Classroom Teachers *Staff	*Full implementation of Disciple of Christ Education in Virtue in classrooms and throughout the school	Ongoing	Ongoing
4.1: The school plans, implements, and documents a comprehensive counseling and guidance program for students.	*Principal *Contracted Counselor	*Contract Counselor for counseling/guidance program support – grades 7 & 8 (December 2021 & Spring 2022) *Begin counseling/guidance program support – grade 6 (Spring 2022)	Ongoing	Ongoing
4.4: The school provides additional service and resources to meet student needs.	*Middle School Teachers	*After school Study Hall from 3:30 – 4:30 for students in grades 6 – 8		

IV. Student Services and Activities

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Mrs. Phillips *Mrs. Beyer *Sr. Pio Maria	*SHCS Spelling Bee – grades 2 - 8	Ongoing	Ongoing
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Art Teacher	*Coordinate school-wide Art Show *Coordinate SHCS student participation in the Diocesan Art Show	Ongoing	Ongoing
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Mrs. Moulton	*Catholic Math League grades 3 - 8 *Oversee SHCS student participation	Ongoing	Ongoing

IV. Student Services and Activities

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Mrs. Moulton *Mrs. Beyer		*Diocese of Austin Eucharistic Rally Grades 7 & 8	

V. Plant and Facilities

STANDARD 5: The physical plant /facilities and safety practices of the school are adequate and well designed for instruction and conducive to learning.

BENCHMARK 5.1: The physical facilities and indoor/outdoor area(s) of the school are designed for their functions.

BENCHMARK 5.2: The school maintains a safe environment for the school community.

BENCHMARK 5.3: The school community is informed and aware of safety practices.

V. Plants and Facilities

Goal	Person Responsible	2021-2022	2022-2023	2023-2024
5.1: The physical facilities and indoor/outdoor area(s) of the school are designed for their functions.	*Principal *Facilities Director	*Research power washing and painting (lines) of outdoor basketball court, playground sidewalks, and four-square court	*Schedule and oversee power washing and painting (lines) of outdoor basketball court, playground sidewalks, and four-square court	
5.2: The school maintains a safe environment for the school community.	*Principal *Local Law Enforcement	*Research “Lock Down” systems/equipment for the classrooms, library, office, etc.	*Conduct Security Audit with representative from Williamson County Sheriff’s Department *Install wooden doors at side entry of main building *Tint windows in all classrooms, offices, glass door upstairs SRAC	
5.2: The school maintains a safe environment for the school community.	*Principal *Parent Community		*Research and Initiate Parent Patrol – extra people on duty during morning drop-off, lunch/recess, and afternoon pick-up	