

# **Strategic Plan for Holy Family Catholic School**

**2018-2023**

**With Annual Goals  
And  
End of Year Assessment  
2018-2019**



*“Challenging the Mind, Inspiring the Heart”*

**Diocese of Austin  
Catholic Church of Central Texas**

**STRATEGIC PLAN FOR HOLY FAMILY CATHOLIC SCHOOL  
DIOCESE OF AUSTIN**

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## **Introduction to Holy Family**

Holy Family Catholic School is a regional school located in northwest Austin, and part of the Catholic Diocese of Austin, serving over 580 students in grades PreK- 8<sup>th</sup> grade. The school enjoys a special relationship with seven supporting parishes – St. Albert the Great, St. Thomas More, St. John Vianney, St. Margaret Mary, St. Vincent de Paul, St. William and St. Mary, Our Lady of the Lake. Holy Family is accredited by the Texas Catholic Conference Accreditation Commission and the Southern Association of Colleges and Schools (SACS).

The school operates with a Board of Directors and Advisors and the President/Principal governance model. The role of the Board of Directors and Advisors is identified in the school bylaws. The President oversees both Holy Family Catholic School and St. Dominic Savio Catholic High School, while the Principal serves the Holy Family school community.

## **Mission Statement**

Holy Family Catholic School is a regional school that works with parents to nurture the growth of the whole child – spiritually, intellectually, socially, emotionally, and physically. Our school is Catholic – promoting the teaching of the Church and inclusive of diverse cultures and socioeconomic backgrounds.

## **Philosophy and Goals**

- Spiritual – Fostering a commitment to know, love and serve God and one another
- Intellectual – Encouraging each child to attain his or her fullest potential
- Social – Guiding students to become conscientious, successful members of a global community
- Emotional – Respecting and celebrating each child’s individuality
- Physical – Promoting a positive attitude towards a healthy lifestyle

## **Vision Statement**

Challenging the Mind, Inspiring the Heart.

## **Core Values**

Holy Family Catholic School embraces a Catholic Identity rooted in Gospel values and is committed to the development of the whole child, service to others and faith formation.

## **Context for Strategic Planning**

The Holy Family Catholic School Leadership Team and Board of Directors/Advisors understand the importance of strategic planning to address both the tremendous opportunities and challenges that face Holy Family over the next 5 years.

Holy Family Catholic School will be guided by our mission statement, philosophy and goals, as well as vision and core values to determine the necessary priorities and strategies to achieve identified goals. The Strategic Plan includes measurable goals, benchmarks and action steps that are realistic and attainable, but challenging.

Holy Family's governance and leadership is a ministry that promotes and protects the responsibilities and rights of the school community. The success of our school mission depends on the key components of effective governance and leadership in planning for the long-term development of the school. We are committed to the principles and practices of excellence, which are essential to insuring Catholic identity, academic excellence, and the operational vitality of the school.

### **Strategic Plan Areas of Priority**

The format for the Strategic Plan 2018-2023 is modeled after the Texas Catholic Conference of Bishops - Education Department (TCCB ED) Self Study document, which focuses on five Domain areas reviewed in our accreditation process. Each Domain standard statement is given in this document and serves as an overarching goal for the area. Along with each Domain Standard, TCCBED Benchmark statements indicate areas of qualification that clarify elements of successful implementation of that overarching goal. The accreditation standards and benchmarks serve as a guide when determining short or long-range goals. In addition, the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools have served as a resource for school effectiveness that are reviewed when annual goals are identified.

The Strategic Plan 2018-2023 was developed from key resources: school bylaws, TCCB ED accreditation standards and benchmarks, the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, as well as survey input gathered from faculty, staff, and parents.

**TCCBED Accreditation Standards serve as the Overarching Goal** for the following areas and they are *consistent* each year.

- I. Catholic Identity (Standard I)
- II. Governance, Administration and Management (Standard II)
- III. Curriculum, Instruction and Assessment (Standard III)
- IV. Student Services, Resources and Activities (Standard IV)
- V. Plant and Facilities (Standard V)

**Long Range Goals are identified annually** and are typically from the Accreditation Benchmarks or the National Standards and Benchmarks.

**Annual Goals are identified for each long range goal** and change each year. Additional information is provided regarding persons responsible, action steps, timeline, resources and evaluation.

The **original source of goal statements** are identified when used in the document, including:

**NS – National Standard**

**AS – Accreditation Standard**

**I. Catholic Identity Overarching Goal**

**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. (AS 1)

**Benchmark 1.1** - The mission statement describes the purpose of the school, its reason for existence, and is rooted in the Catholic faith and Gospel values. (AB1.1)

**Benchmark 1.2** - The school maintains a relationship with the pastor, school/parish organizations, and the larger Catholic community in promoting Catholic identity within the school. (AB1.2)

**Benchmark 1.3** - The school provides opportunities for prayer, liturgy, spiritual formation, and service. (AB 1.3)

**Benchmark 1.4** - The school hires faculty/staff that support the mission of the school. (AB 1.4)

**Long Range Goal 1.1**

**The mission statement will provide direction for all decisions and is understood and embraced by the school community (AB 1.1B).**

Annual Goal/ Responsible	Action Steps	Timeline	Resources	Evaluation
<p>Goal: The mission will be visible in public places and contained in official documents (NB 1.4)</p> <p>Responsible: President, President's Admin Asst, Board, Advancement, Principal, Faculty &amp; Staff</p>	<p>Board documents will reflect the mission statement</p> <p>The mission will be present on all written and electronic communications.</p> <p>The mission will be shared and explained to all parents and students (NB1.5)</p> <p>The school will ensure that the interview process for new faculty and staff defines the importance of mission and vision for the school. (AB 1.4)</p>	<p>2018-2019, Fall &amp; Spring</p> <p>2018-2019, Fall &amp; Spring</p> <p>2018-2019, Fall &amp; Spring</p> <p>Fall, 2018</p>	<p>Digital documents, interview process form, website, social media sites, email signatures, bulletin boards, faculty/student documents</p> <p>Update interview process document</p>	<p>The mission statement has been added to board agendas and minutes</p> <p>Mission statement is attached to faculty and staff email signatures and added to the weekly E-newsletter.</p> <p>Sept 18 faculty meeting included an in-depth discussion of the mission, along with suggestions and ideas about integrating it into instruction. All teachers have introduced it this year; fourth graders memorize it.</p> <p>Elements of the mission are included in the interview process and new employee orientation. Reminder statement has been included in</p>

				Permission to Hire forms.
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**Long Range Goal 1.2**

**The school will ensure that Catholic culture and faith are expressed in the school through diverse forms of visual and performing arts, music and architecture (NB 2.6)**

<b>Annual Goal/ Responsible</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Resources</b>	<b>Evaluation</b>
<p>Goal: Evaluate possible locations on the campus and inside buildings to add religious signs, traditions, and rituals</p> <p>Responsible: President, Principal, Principal's Admin Assistant, Directors of Communication &amp; Facilities, Catholic Mission Committee, Faculty &amp; Staff</p>	<p>Consider possible themes for each building/location</p> <p>Identify ways to enhance the environment through visual arts (words or Images), including some that coordinate with themes</p> <p>Plan for installation of images</p>	<p>Fall, 2018</p> <p>Fall &amp; Spring 2018-2019</p> <p>By Summer 2019</p>	<p>Architect for new construction, Catholic art &amp; supply stores, music sources, local artists, Scripture references</p>	<p>Scriptures have been identified that highlight the meanings of our building names – Faith, Charity, Hope and the upcoming buildings of Grace, Joy and Praise.</p> <p>Catholic Mission committee is evaluating the type of visual presentation that will be used for the scriptures.</p> <p>Installation will follow decisions about presentation.</p>

**Long Range Goal 1.3**

**The school will provide opportunities for prayer, liturgy, spiritual formation, and service. (AB 1.3)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources	Evaluation
<p>Goal: The school will identify ways for the faculty and staff to have additional faith experiences (NB 4.1)</p>	<p>The school will provide opportunities for the faculty and staff to participate in prayer services throughout the year</p>	<p>Fall &amp; Spring 2018 - 2019</p>	<p>Spirituality documents, local retreat leaders, Liturgy Coordinator</p>	<p>The faculty and staff attended an August retreat. During August in-service, each division created a prayer goal for their division, evaluated it at the end of the year and created a new one</p> <p>The Charity building faculty lead a meditation series on Advent, the Faith teachers lead the stations of the cross after school, and the Hope teachers divided into 2 groups and gathered periodically for prayer.</p>
<p>Provide awareness of Catholic social justice teachings</p>	<p>Social Justice students will evaluate ways to share information learned with all students &amp; parents.</p>	<p>Fall &amp; Spring 2018 – 2019</p>	<p>USCCB documents, Social Justice course content</p>	<p>Three school wide service projects were shared thru weekly E-newsletter, including personal statements/stories by students.</p>
<p>Provide opportunities for service outreach</p> <p>Responsible: President, Principal, Catholic Mission Committee, Social Justice teacher, faculty and staff</p>	<p>Each division level group (Faith, Charity, Hope) will provide recommendations for an Advent and Lenten service project for the faculty and staff</p>	<p>Fall &amp; Spring 2018 - 2019</p>	<p>Our 7 supporting parishes and their needs, local non-profits</p>	<p>School service project: food drive that coincided with SVdeP's feast day.</p> <p>All grade level service projects during Catholic schools' week were in service to the community.</p>



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**II. Governance, Administration and Management Overarching Goal**

**Standard 2:** School Governance and leadership support an educational program of quality with systematic, legal and fiscal responsibilities that support the school’s mission. 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. (AS 2)

**Benchmark 2.1** – The governance structure, (e.g. advisory board, governing council, etc.), supports the mission, vision and/or philosophy of the school. (AB2.1)

**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.” (AB 2.2)

**Benchmark 2.3** – Rights and responsibilities of the faculty, staff, students and parents/guardians are explicitly defined in regulatory handbooks. (AB2.3)

**Benchmark 2.4** – The school operates in compliance with applicable federal and state laws and regulations. (AB 2.4)

**Benchmark 2.5** - The school demonstrates long range strategic planning to support the school’s mission, vision and/or philosophy. (AB2.5)

**Benchmark 2.6** The instructional program and educational facilities are funded to meet the stated goals of the Long Range Strategic Plan. (AB2.6)

**Benchmark 2.7** – There is a comprehensive plan for institutional advancement. (AB2.7)

**Benchmark 2.8** – The school is aware of and responds to the changing needs of the community. (AB 2.8)

**Benchmark 2.9** – School effectiveness is monitored and evaluated by the principal and/or the administrative team. (AB 2.9)

**Benchmark 2.10** – The school provides professional development opportunities for faculty and staff. (AB 2.10)

**Long Range Goal 2.1 The board will ensure that the instructional program and educational facilities are funded to meet the stated goals of the Strategic Plan. (AB 2.6)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources	Evaluation
Goal: Consider overall needs of the school, as tuition is set for upcoming year.	The board will consider enrollment trends, tuition assistance needs, diocesan tuition levels and identified school needs in setting tuition for the upcoming year	Fall preparation to set tuition in December, 2019	Historic data for enrollment trends, parish subsidy, annual income, and Diocesan tuition rate document.	The board carefully considered the financial needs of the school when setting a \$500. increase in tuition for 2019-2020.
Finalize annualized debt payment schedule for new loan	Evaluate final construction costs for Phase II and debt service implementation	Late Fall, 2018	Final costs from contractor; Debt schedule digital template provided by the Diocese	Final costs are pending though estimates have been made for school budget 2019-2020.
Evaluate options for funding Phase III	Consider construction options and their costs	Spring, 2019	Construction companies, Diocese of Austin Finance Committee Review, Diocese	Board has considered various construction options, and is preparing a financial report for funding of Phase III.
Document capital improvement funds in the budget	Consider ways to identify funds within the budget, as opposed to on the balance sheet or reserves	Spring & Summer 2019	Annual budget chart of accounts from Diocese	Special projects are budgeted through the categories of Repairs and Maintenance and equipment categories of the budget. Available EOY funds have been used for capital projects
Responsible: President, Board, Principal, Business Manager, Finance Committee				


**Long Range Goal 2.2 School effectiveness will be monitored and evaluated by the principal and/or administrative team. (AB 2.9)**

<b>Annual Goal/ Responsible</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Resources</b>	<b>Evaluation</b>
Goal: Evaluate staffing needs as school continues to grow toward capacity	Update timeline for adding additional staff, based on enrollment trends	Spring, 2019	Finance data, accreditation requirements, survey data	In 2018-2019, the school added an additional 4 <sup>th</sup> grade teacher and PT music teacher, FT Assistant Principal, FT Learning Support Coordinator, PT Counselor increased hours of the MS Art teacher.  In budget planning for 2019-2020, the school has plans to hire an additional 5 <sup>th</sup> grade teacher, PT PE teacher, and increase hours of Counselor, Athletic Director and MS art teacher.
Evaluate instructional program needs	Create an ELA committee that identifies new textbook adoptions and supplemental resources	Fall & Spring 2018-2019	Publishers, TEKS Resource System	ELA Committee was formed and reviewed textbook options. They selected a new reading series and compiled a

<p>Initiate classroom visits by Assistant Principal</p>	<p>Create a plan and schedule for Walk Thru observations by the Assistant Principal</p>	<p>Fall, 2018</p>	<p>New Diocesan Classroom Observation tool</p>	<p>list of ELA resources</p> <p>A walk thru schedule was created for the AP and the Principal. Each teacher had three walk thrus before the principal's observations in the spring. The AP and Principal did three walk thrus together to establish inter-rater reliability</p>
<p>The school will ensure that annual surveys for parents, faculty and staff assess the school's requirements of accreditation and areas of Strategic Plan focus. (B 2.5)</p> <p>Responsible: President, Principal, Asst Principal</p>	<p>Create surveys that ask the Universal Question – Would you recommend us to a friend? Etc</p>	<p>Fall, 2018</p>	<p>Documents from National Standards, TCCBED Standards and Strategic Plan</p>	<p>The school created the survey, based on the Universal Question from Harvard research, and made it available to parents through the E-newsletter. Data was collected, evaluated, summarized for the E-newsletter and presented it to the faculty.</p>

**Long Range Goal 2.3 The school will operate in compliance with applicable federal and state laws and regulations. (AB 2.4)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources	Evaluation
<p>Goal: Update Crisis Management Plan to include new Standard Response Protocol, and Standard Reunification Method. (AB2.4a)</p>	<p>Edit content to include SRP info</p>	<p>Summer, 2018</p>	<p>Crisis Management Plan and SRP documents</p>	<p>The Crisis Management Plan was edited to include SRP program details.</p>
	<p>Train faculty and staff</p>	<p>August, 2018</p>		<p>Faculty and staff were trained during August inservice by the founder of I Love You Guys Foundation, John Michael Keyes.</p>
	<p>Inform the school community – students &amp; parents</p>	<p>August &amp; September, 2018</p>		<p>Parents were informed of the new drills through the weekly E-newsletter, with attached fliers. Faculty discussed with parents during Back to School Night.</p>
	<p>Implement plan by training students and practicing drills</p>	<p>Fall, 2018, Spring, 2019</p>		<p>The new protocols for SRP were implemented through the school drills for Lockout, Lockdown, Shelter, Hold and Evacuate.</p>

<p>Ensure that faculty/staff are informed of applicable laws and regulations regarding OSHA safety standards (AB2.4b)</p>	<p>Conduct safety training for relevant laws regarding OSHA</p>	<p>Spring, 2019</p>	<p>An insurance audit was performed through by the Diocesan insurance company to insure building safety. A report was provided to the school.</p> <p>Safety training for OSHA was not completed and will move to the next plan.</p>
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**Long Range Goal 2.4 The school will implement a comprehensive plan for institutional advancement in the areas of communications, development and admission. (NS 13)**

<b>Annual Goal/ Responsible</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Resources</b>	<b>Evaluation</b>
<p>Communications/ marketing plan will ensure implementation of contemporary, multiple technologies to reach targeted audiences to promote and communicate the Holy Family’s message and mission to current and prospective families. (NB 13.1)</p>	Finalize new school website, focus on online tools such as Niche and Google analytics,	Fall, 2018	<p>Website developer guidelines, online school search engines</p>	<p>New website will be finalized in summer, 2019.</p> <p>School video production will be moved to fall, 2019</p>
	Create school video for promotion	Fall, 2018		
	Evaluate advertisement history	Spring, 2019		
<p>The school will supervise annual and continuous measurement and analysis of both enrollment and retention patterns for all student groups. (NB 13.2)</p>	Enrollment patterns will be analyzed to prepare for building needs. Trends in retention patterns will be analyzed.	Fall, 2018 Spring, 2019	<p>Documents for advertising, contracts</p> <p>Enrollment history and retention data</p>	Retention & enrollment, patterns were monitored and evaluated for future consideration
<p>The school will ensure that key strategies are in place to identify, grow and maintain significant funding prospects, including alumni(ae), over time and when appropriate. (NB 13.3)</p>	<p>Alumni cultivation will be emphasize</p> <p>President’s outreach to new families with October letter</p>	Fall 2018, Spring 2019	Ren Web data base,	<p>Multiple alumni events were held. New family letter has been rescheduled for fall, 2019</p>
<p>Responsible: President, Directors of Communication, Admission, Development, Development Assistant,</p>	Consider ways to increase participation in the annual appeal	Summer & Fall, 2018	Giving history	Funds raised were well beyond goal based on changes to volunteer outreach

Development Committee.				
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**III. Curriculum, Instruction and Assessment Overarching Goal**

**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 the teachers, students and parents, permeates all areas of the curriculum. Instructional decisions support the schools’ academic goals, objectives and priorities. (AS 3)

**Benchmark 3.1** – The curriculum and instructional program are rooted in Catholic teachings, traditions and values. (AB 3.1)

**Benchmark 3.2** – Curriculum (objectives to be taught) and instruction (what is actually taught) are explicitly aligned. (AB 3.2)

**Benchmark 3.3** There is evidence of the use of current technology in the instructional program. (AB 3.3)

**Benchmark 3.4** – Individual student needs are met through programs of instruction. (AB 3.4)

**Benchmark 3.5** – The library provides resource and media support to the school’s instructional program. (AB 3.5)

**Benchmark 3.6** – The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness. (AB 3.6)



**Long Range Goal 3.1 The curriculum content and instructional program are rooted in Catholic teachings, traditions, and values. (AS 3.1)**

Annual Goal	Action Steps	Responsible/ Timeline	Resources	Evaluation
<p>Goal: Identify cross-curricular activities/connections that support the Catholic identity of the school (AB 3.1A)</p> <p>Responsible: Principal, Assistant Principal, Faculty</p>	<p>During division level meetings, teachers will choose a subject to focus and brainstorm cross curricular activities</p> <p>Teachers will highlight or add activities to religion curriculum documentation that show cross-curricular connection</p>	<p>Fall 2018</p> <p>Fall 2018 &amp; Spring 2019</p>	<p>Religion curriculum, TEKS Resource System</p>	<p>Division level meetings addressed this topic in November for grades 2 – 5.</p> <p>Cross curricular ideas were identified in November that were used in retreats for grades 2-5.</p>

**Long Range Goal 3.2 The school will provide evidence of curriculum and instruction alignment in all subjects. (AB 3.2)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal: Curriculum standards and learning expectations will be more visible to parents (AB 3.2F)</p>	<p>Back-to-School night for middle school will be redesigned as a panel discussion for each of the core subject areas</p>	<p>Fall 2018</p>	<p>TEKS Resource System, lesson plans</p>	<p>Back-to-School Night was redesigned for MS, was well attended, and successful according to parent feedback.</p>
<p>Evaluate instructional program needs (SS B 3.2J)</p>	<p>Lesson plans will be checked and feedback given each week by Assistant Principal</p>	<p>Fall 2018 &amp; Spring 2019</p>	<p>TEKS ELA curriculum, various Texas approved ELA publishers</p>	<p>Lesson plans were checked regularly by AP, with communication between AP and teachers.</p>
<p>Coordinate with Savio teachers to ensure alignment of core subjects</p>	<p>Create an ELA committee that identifies new textbook adoptions and supplemental resources</p>	<p>Fall 2018 &amp; Spring 2019</p>	<p>TEKS Resource System, College Board AP curriculum</p>	<p>ELA committee formed and met 4 X throughout the school year. New reading series was selected.</p>
<p>Responsible: Principal, Assistant Principal, Faculty</p>	<p>Work with Savio principal to set up meetings and format with teachers</p>	<p>Fall 2018 &amp; Spring 2019</p>		<p>MS teachers met with Savio counterparts on January 7, 2019 to discuss subject alignment.</p>

**Long Range Goal 3.3 The school will provide evidence of current technology skills taught and integrated into classroom instruction across all grade levels. (AB 3.3)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal: Technology professional development will be included into several Tuesday faculty meetings throughout the year</p> <p>Responsible: Principal, Assistant Principal</p>	<p>Teacher technology proficiency forms will be used to determine which areas of technology could use support in professional development</p> <p>Tech Tuesdays will be added to the fifth Tuesdays of the month as professional development</p>	<p>Fall 2018</p> <p>Fall 2018 &amp; Spring, 2019</p>	<p>Technology proficiency forms, Teresa Hinkel, Gwen Hilliard, Phil McKinstry</p>	<p>Technology proficiency forms were evaluated in August 2018.</p> <p>Tech Tuesday professional development days were conducted on October 30, 2018 and December 4, 2018.</p>

**Long Range Goal 3.4 The school faculty will provide experiences that promote self-direction by expecting students to set goals for their learning and monitoring their progress. (AB 3.4G)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal:</p> <p>Lesson plans will designate guidance curriculum at least once a week</p> <p>Responsible:</p> <p>Principal, Assistant Principal, Faculty</p>	<p>Religion teachers will meet at least twice to discuss guidance curriculum alignment PK-8</p> <p>Assistant principal will check lesson plans for guidance integration</p>	<p>Fall 2018 &amp; Spring 2019</p> <p>Fall 2018 &amp; Spring 2019</p>	<p>Guidance curriculum, religion curriculum</p>	<p>Religion teachers met in division level meetings to discuss guidance curriculum and new edition of Second Step curriculum.</p> <p>Assistant principal checked guidance integration as part of weekly lesson plan checks.</p>

#### **IV. Student Services and Activities Overarching Goal**

**Standard 4:** Student services enhance the curriculum and are an integral part of the learning process. (AS 4)

**Benchmark 4.1** – The school plans, implements and documents a comprehensive counseling and guidance program for students. (AB 4.1)

**Benchmark 4.2** – The school plans, implements, and documents the need for student academic assistance. (AB 4.2)

**Benchmark 4.3** – The school provides support to new families and students on the campus to ensure success. (AB 4.3)

**Benchmark 4.4** – The school provides additional services and resources to meet student needs. (AB 4.4)

**Benchmark 4.5** – The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students. (AB 4.5)

**Long Range Goal 4.1 The school will provide a comprehensive counseling and guidance program for students. (AB 4.1)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal:</p> <p>Contract with a school counselor to be available to students at least once a week</p> <p>Lesson plans will designate guidance curriculum at least once a week</p> <p>Responsible:</p> <p>President, Principal, School counselor, Religion teachers</p>	<p>Principal will Work with school counselor to design calendar that fits student needs</p> <p>Counselor will work with middle school religion teacher to evaluate guidance lessons</p> <p>Religion teachers will meet at least twice to discuss guidance curriculum alignment PK-8</p> <p>Assistant principal will check lesson plans for guidance integration</p>	<p>Fall 2018</p> <p>Fall 2018 &amp; Spring 2019</p> <p>Fall 2018 &amp; Spring 2019</p> <p>Fall 2018 and Spring 2019</p>	<p>President, Resumes</p> <p>Religion and guidance curriculum, Counselor</p> <p>Religion and guidance curriculum, Counselor</p> <p>Lesson plans, religion and guidance curriculum</p>	<p>New school counselor was hired and worked 60 days to meet student needs.</p> <p>Counselor attended middle school division level meetings to help evaluate Second Step curriculum.</p> <p>Religion teachers met in division level meetings to discuss guidance curriculum and new edition of Second Step curriculum.</p> <p>Assistant principal checked guidance integration as part of weekly lesson plan checks.</p>

**Long Range Goal 4.2 The school will provide responsive services to support students' academic needs.  
(AB 4.2)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal:</p> <p>Provide teacher training on student accommodations and evaluation processes</p> <p>Provide small group support for targeted learning differences</p> <p>Responsible: Principal, Assistant Principal, Learning Support Coordinator, Counselor</p>	<p>In-service training provided by Learning Support Coordinator and RRISD representative</p> <p>Learning Support Coordinator will work with 5<sup>th</sup>-8<sup>th</sup> teachers to identify students who need organizational help and social support</p> <p>Begin weekly lunch groups for students who need social support</p> <p>Work with small groups of middle school students who need organizational assistance</p>	<p>August 2018</p> <p>Fall 2018</p> <p>Fall 2018 &amp; Spring 2019</p> <p>Fall 2018 &amp; Spring 2019</p>	<p>Diocesan accommodation forms, Round Rock ISD Child Find office, Learning Support Coordinator</p> <p>Diocesan accommodation forms</p>	<p>Katie Berry and Abby Vassallo conducted in-service training for all teachers on August 14, 2018.</p> <p>Small groups for 5<sup>th</sup>- 8<sup>th</sup> grades were created in late Fall 2018 to assist students with organizational and social help.</p>

**Long Range Goal 4.3 The school will explore additional services and resources to meet the needs of a growing student population. (SS B 4.4)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal:</p> <p>Explore additional services and resources to meet the needs of a growing student population (SS B 4.4)</p> <p>Responsible:</p> <p>President, Principal, Assistant Principal</p>	<p>Collect information from parent survey</p> <p>Collect information from Prospective Parent Sessions</p>	<p>Spring 2019</p> <p>Winter 2018-19</p>	<p>Parent survey results</p> <p>Accreditation documents</p> <p>Prospective parents</p>	<p>Parent survey was created using the Universal question from Harvard – How likely is it that you would recommend our school to your friends? It was shared with parents in October.</p> <p>Survey summary was distributed to the board, highlights were shared with faculty and in the school newsletter. Numerous changes were made as a result of the input.</p>



**V. Plant and Facilities Overarching Goal**

**Standard 5:** The physical plant/facilities and safety practices of the school promote a safe environment conducive to student learning. (AS 5)

**Benchmark 5.1** – The physical facilities and indoor/outdoor area(s) of the school are designed for their functions. (AB 5.1)

**Benchmark 5.2** – The school maintains a safe environment for the school community. (AB 5.2)

**Benchmark 5.3** – The school community is informed and aware of safety practices. (AB 5.3)

**Long Range Goal 5.1 The physical plant/facilities and safety practices of the school promote a safe environment conducive to student learning. (AS5)**

<b>Annual Goal</b>	<b>Action Steps</b>	<b>Responsible/ Timeline</b>	<b>Resources</b>	<b>Evaluation</b>
Goal: The physical facilities and outdoor/indoor areas of the school are designed for their functions, including: (B5.1)	Finalize construction of three new buildings and Pavilion to complete Phase II of the Master Plan	Fall 2018, Spring, 2019	Engineering and contractor plans, site and building permits	Construction has been delayed due to builder changes. It is expected to begin in summer, 2019.
outdoor space for physical activities	Create play space behind Charity	Summer 2019, Ongoing	Finalize engineering plans	Will be included in Phase III plans
sufficient parking	Evaluate parking this year for possible expansion in Phase III	Summer 2019, Fall 2019	Engineer review	Parking will be evaluated during Phase III design
eating space for students	Establish catered lunch program in new Pavilion. Purchase tables. Create bad weather plan	Spring, 2019, ongoing	Design plans for Pavilion and funding	Pending construction of Pavilion. Fund a Need raised over \$50,000. For lunch tables to be used in the Pavilion.
designated space for student health needs	Establish new clinic area in new Admin building	With opening of new buildings	Construction planning	Pending construction of new Grace building
physical facilities that provide for total school gatherings, PE classes, etc	Purchase/secure donations for equipment for new multipurpose Pavilion for PE, athletics, theatre	Spring, 2019, ongoing	Construction planning	Pending construction of new Grace building  Pending construction of Pavilion

**Long Range Goal 5.2 The school shall maintain a safe environment for the school community. (AB5.2)**

Annual Goal/ Responsible	Action Steps	Responsible/ Timeline	Resources	Evaluation
<p>Goal: Introduce I Love You Guys Foundation – Standard Response Protocol (SRP) &amp; Standard Reunification Method (SRM)</p> <p>Modify Crisis Management Plan to include new SRP and SRM information. (BM 2.4)</p> <p>Comply with Foundation Memorandum of Understanding to inform all first responder groups of the use of SRM and SRM.</p> <p>Responsible: President, Principal, Assistant Principal</p>	<p>Provide initial training for faculty and staff</p> <p>The school will provide annual training on the SRP at least once each year.</p> <p>Rewrite sections of manual to comply</p> <p>Letters to be sent/contact/meetings to be held with law enforcement, fire departments, EMS&lt; County and/or City Emergency Managers</p>	<p>August, 2018</p> <p>Fall &amp; Spring, beginning in Sept.</p> <p>Fall, 2018</p> <p>Fall, 2018</p>	<p>I Love You Guys Foundation Trainer, Mr. John-Michael Keyes</p> <p>Texas School Safety Center</p> <p>Current Emergency Management Manual, SRP and SRM materials, Texas School Safety Center</p> <p>I Love You Guys Foundation guidelines</p>	<p>Faculty and staff were trained in August, 2018</p> <p>Diocese will offer SRP training for new employees for 2019-2020. All employees will receive a review of SRP in August, 2019.</p> <p>SRP and SRM were integrated into the Emergency Manual, Family Handbook and Faculty/Staff Handbook</p> <p>Pending decisions regarding SRM</p>

**Long Range Goal 5.3 The school community is informed and aware of safety practices. (AB 5.3)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources	Evaluation
<p>Goal: The school will provide students with training on the SRP at least once each year.</p> <p>The school will drill each of the five actions of the SRP.</p> <p>The school will provide parents with information about the I Love You Guys Foundation, SRP and SRM, online references and/or print.</p> <p>Responsible: President Principal, Assistant Principal</p>	<p>Review SRP, SRM with faculty, staff prior to student training</p> <p>Students will be taught and practice the 5 actions with drills</p> <p>Parents will be sent detailed information about the SRP and SRM</p>	<p>September</p> <p>Fall, 2018</p> <p>Sept, 2018</p>	<p>I Love You Guys Foundation material and website</p> <p>I Love You Guys Foundation material and website</p> <p>I Love You Guys Foundation material and website</p>	<p>SRP was reviewed at September Faculty meeting before introducing it to parents and students.</p> <p>Students were directly taught and practiced SRP drills during month of September.</p> <p>Parent information letters were sent home over several weeks in the September e-newsletters</p>

## **Summary and Conclusion**

The Strategic Plan provides a valuable opportunity for ongoing evaluation of program and school needs. The document serves as a general guideline for planning and decision making and can be modified as new information becomes available. We look forward to the opportunities that our goals and action steps provide, and we look forward to enjoying the progress that can be made in a growing and ever-evolving school.