

Holy Family Catholic School

Build The Future (BTF) Strategic Plan

Here is an update of the *Build the Future (BTF) Strategic Plan* for **Holy Family Catholic School**, organized by the **eight strategic pillars**. Updates in this document reflect the work done on “Next Steps” from May 9, 2025, through August 2025.

1. Governance Structure and Leadership

Objective: Enhance administrative leadership, governance efficiency, and inter-institutional collaboration.

- Leadership roles realigned and communicated.

Open position of Assistant Principal was filled for Grades 5-8 and started in July. Administrative team met over the summer to prepare for the new school year.

- Monthly team meetings and bi-monthly cross-school collaboration.

Ongoing: The administration team meeting dates have been calendared. Teacher leaders defined and trained before the start of the school year.

- The Board of Advisors openings; committee structures refined.

The Board met on June 14th to review the strategic plan and identify goals for this year. Committees were defined that align with the eight pillars of the strategic plan and meeting dates for 2025-2026 established. The Board will continue to approve meeting minutes and post them on the website during the school year. One new member was added and there are currently 2 Board of Advisor (Non-Parent) positions open.

- Explore Collaboration with St. Dominic Savio Catholic High School.

High School Drama and Choral Music classes are now part of the schedule at Savio through the shared staffing of the Coordinator of Drama and Coordinator of Choral Music. High School classes continue to be offered to students at Holy Family. The Athletic Department across campuses have met and will collaborate during the year to serve student-athletes in Grades 5-12. Both school IT Directors continue to collaborate and support the tech needs between both schools. Principals and President meet monthly to collaborate and coordinate shared and individual school events and activities.

2. Financial Management & Sustainability

Objective: Strengthen long-term financial health through robust forecasting, reporting, and endowment development.

- Five-year budget forecast initiated.

Ongoing: The HFCS Budget report is aligned with the Diocesan templates and forecast tools. The Finance Committee and Business Manager revamped monthly reports. Monthly meetings have been set for the school year. A Facility and Grounds audit was conducted on August 19, 2025. The findings of this report will be reviewed by the Facilities Committee and shared with the Finance Committee. This helps define long-range budgetary needs.

- Monthly Finance–Advancement alignment meetings established.

Ongoing meetings are scheduled to verify the funds received and expended monthly, quarterly, and annually.

- Short-term investment into DIAL account underway; endowment fund to be started.

Ongoing: The DIAL account, through the Diocese, earns interest for the school. Reserve funds are deposited and withdrawn upon discussion and approval of the Finance Committee and Board.

The Matthew Pettinato Endowment Fund was established on June 23, 2025, with an initial deposit of \$230,000. Additional pledges from last year’s gala, close to \$100,000, will be transferred into the endowment when received by the school. The Catholic Foundation manages the endowment.

3. Advancement and Fund Development

Objective: Support mission and sustainability through strategic fundraising and long-term giving programs.

- Gratitude Report (former Annual Report) completed.

The Gratitude Report is scheduled to be sent out to school community in the first week of September 2025.

- Annual Fund goal and implementation of action steps set for 2025-2026.

“Week of Giving” event to begin September 8, 2025.

- Advancement Committee formed. Quarterly meetings set for the school year.

First meeting was held on August 20, 2025.

- Advancement Plan updated.

A review and approval of the Advancement Plan is scheduled for September 2025.

- “Ways to Give” portfolio completed.

Meetings with potential “legacy gift” donors have been scheduled to begin Fall 2025.

4. Catholic Mission, Identity, and Culture

Objective: Cultivate a faith-centered environment emphasizing identity, community, and collaboration.

- Committee formed. Quarterly meeting dates established.

The first meeting is in September 2025.

- Established school-wide theme for 2025-2026.

“Friends for the Journey”

- Oratory design approved and work on the room has started.

The Oratory of the Holy Angels will be blessed upon completion this Fall 2025.

- Presence of Dominican Sisters, Mary Mother of the Eucharist, continued.

Additional faculty contracted for 2025-2026, there are now four Sisters on the faculty.

- Ongoing retreat options for faculty, staff, students, and parents.

The faculty and staff participated in a retreat on August 11, 2025. The Mother’s Retreat is scheduled for September 18, 2025. Additional options will be shared during the year.

- Mission plan and outline of activities being developed and reviewed.

Committee to review, discuss, and approve at the September 2025 meetin

5. Academic Excellence

Objective: Advance academic performance through curriculum alignment, staff development, and use of technology.

- English/Language Arts curriculum reviewed last year.

Professional Development for teachers enacted for 2025-2026 for ELA and Math.

Math Content and instructional strategies under review for 2025-2026.

- Student growth tracked via standardized tools (MAP, DIBELS).

2024-2025 information included in the “Gratitude Report”. Updates will be shared with school community after new results are received during the year.

- Student Support Services Team provides ongoing services and support.

Reading Specialist moved from part-time to full-time in 2025-2026. The learning support team has scheduled weekly meetings to review student support services.

- Technology committee drafting overview, resources, and implementation plan.

The first meeting is scheduled for September 2025.

- AI and “Smart Families” collaboration with Savio for 2025-2026.

Professional development for Faculty and Staff, and Parent Information sessions scheduled for both schools. The faculty and staff attended the first Smart Families training on August 6, 2025.

6. Student Activities and Programs

Objective: Increase student engagement through athletics, clubs, and innovative initiatives.

- Ongoing club and sports program monitoring begun.

Student participation from 2024-2025 included 454 in 15 co-curricular activities and 387 on 29 athletic teams. Some students participated in more than one club and/or more than one team during the year.

- Provided second year of “Kids’ College” Summer 2025.

Enrollment for the summer program was 161 children, of which 31 were not Holy Family registered students.

- Establishment of proactive planning model for Athletic Departments for Grades 5-12.

Director of Athletics hired by Savio. Athletic Coordinator hired at Savio.

Meetings between HFCS and Savio began in June 2025.

Quarterly meetings have been established to preview and review the use of athletic fields, gyms, coaches' training, and resources needed for each sport and each season.

7. Facilities, Grounds & Beautification

Objective: Upgrade and maintain facilities to ensure safety, aesthetics, and functionality.

- Oratory project started. 5/2025

The completion of the Oratory of the Holy Angels is expected in Fall 2025.

- Facilities and Grounds Committee established.

Quarterly meetings are set for 2025-2026.

- Reserve Audit process, to determine current and long-range needs of campus facilities and grounds, was contracted for Summer 2025.

Audit team was on campus August 19, 2025. The Summary Report of findings and recommendations is expected in September 2025.

- Master Plan review started and ongoing.

After receiving receipt of the Reserve Audit report, the Facilities Committee will review and determine items needing current and long-range attention.

Two areas of interest for updates are the playground area and the Pavilion.

The general maintenance and upkeep list has been generated and is reviewed monthly by school leadership and support staff.

8. Communications and Marketing

Objective: Boost internal and external communication via strategic planning and consistent branding.

- Rebranding of school logo after 25th anniversary year-long celebration.

New logo designed and promoted on all school materials in 2025-2026.

- Publish regular and ongoing school-wide communications. September.

Annual Report renamed “Gratitude Report,” arriving in September 2025.

Quarterly magazine to continue throughout the year.

Monthly principal update videos established. First video was sent to families on August 29, 2025, to highlight important information for September.

- Communication and Marketing Department Staffing.

Part-time position was posted and filled for 2025-2026 school year.

- Communications Committee Update.

The committee is established, and the first quarterly meeting is scheduled for September 30, 2025.

- Communication and Marketing Plan Update.

The draft of the plan is complete and being implemented. The plan will be amended and approved at the September meeting.

- Promotion of Parent Education Series.

Holy Family is offering monthly opportunities for parents to attend informational sessions on various topics. An overview was provided in Mrs. Vu’s video message for September.