

# Holy Family Catholic School

## Build The Future (BTF) Strategic Plan

Here is a summary of the *Build the Future (BTF) Strategic Plan* for **Holy Family Catholic School**, organized by the **eight strategic categories**, including “**Key Achievements**” and “**Next Steps**” under each to guide forward progress. This summary will be reviewed and updated over the summer break and shared with the school community in August 2025.

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### 1. Governance Structure and Leadership

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

**Key Achievements:**

- Leadership roles realigned and communicated. **Principal, Assistant Principal(s), and Team Leader Roles defined 8/2024 and reviewed monthly. “School Within a School” design continued for Prek-4 and Grades 5-8.**
- Monthly team meetings and bi-monthly cross-school collaboration **initiated/ongoing.**
- The Board of Advisors filled openings; committee structures refined. **Presentation on Board design and Governance shared at Parent Session event first semester. Additional Board Advisor added. Open positions will be reviewed 6/2025. Committee members will be reviewed 6/2025. The Board approved summary of meeting minutes is posted and shared.**
- Explore Collaboration with St. Dominic Savio Catholic High School. **Expansion of drama and choral music departments from Grade 5 – 12 in 2025. Band instruction for HFCS from Savio continued in 2025. HFCS students have access to high school Algebra and Spanish classes for credit. Director of Athletics position from Savio will ensure communication and collaboration occurs for Athletic Directors serving students in Grade 5-12. Exploring additional collaborative teams in Facilities and Grounds and Communication and Marketing.**

**Next Steps:**

- Fill open Assistant Principal Position. 7/2025
  - Define Teacher Leaders and provide training. 8/2025
  - Fill open Board positions and assign committee roles. 8/2025
  - Continue collaborative planning with St. Dominic Savio HS. Monitor schedules, student participation, and increased performance opportunities. Quarterly
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## 2. Financial Management & Sustainability

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

### Key Achievements:

- Five-year budget forecast initiated. **Finance Committee restructured reports. Continuing to review monthly status and adding proactive monitoring of future needs in facilities and grounds, employee compensation, tuition rates.**
- Monthly Finance–Advancement alignment meetings established. **Started and ongoing to communicate and verify monthly financials. Monthly reports submitted to the Board.**
- Short-term investment into DIAL account underway; endowment fund to be started. **Additional funds can be deposited in the Diocesan DIAL account after mid-year and end-of-year reviews. The Matthew Pettinato Endowment Fund was established. Over \$300,000 was raised for the start up. Only the interest earned from this fund will be used for tuition assistance moving forward.**

### Next Steps:

- Continue building five-year forecast metrics and monitoring reports. 8/2025
- Continue Advancement/Finance Office reconciliation meeting. Ongoing
- Monitor and report progress of DIAL and Pettinato funds. Quarterly
- Prepare for the potential impact of Texas Savings Accounts program for 2026-2027.
- Collaborate with new Bishop on parish subsidy expectations for 2026-2027.

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## 3. Advancement and Fund Development

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

### Key Achievements:

- **Annual Fund** goal reached and surpassed by over \$94,000.
- **Participation rates** for parents and staff for annual fund met and surpassed.
- Advancement Committee formed; initial meeting held. **Summary meeting May 2025.**
- Advancement Plan updated and under review. **Ongoing with 8/2025 approval goal.**
- Communication on “giving options” updated. **Draft documents awaiting final printing. Implementation of “ways to give” portfolio with donor meetings starting 8/2025.**
- Over **\$300,000** raised for new school endowment.

### Next Steps:

- Define Advancement Committee membership and establish quarterly meetings for 2025-2026.
  - Identify Advancement Ambassadors for major events. 9/2025
  - Approve Advancement Plan for 2025-2026.
  - Schedule, monitor, and report donor meetings quarterly.
  - Review and discern future capital improvement projects with administration. Ongoing
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## 4. Catholic Mission, Identity, and Culture

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

### Key Achievements:

- Committee formed; chaplaincy program launched with parish support. **8/2024**
- Created “**Eucharistic Miracles**” theme for the entire school year.
- Proposal for creation of Oratory on campus **submitted and approved** for 2025-2026.
- Dominican Sisters events/Diocesan collaboration expanded. **Started 9/2024, Ongoing**
- Request for additional Dominican Sister to join faculty **approved for 2025-2026.**
- Mission plan and student engagement monitoring in progress. **Ongoing**

### Next Steps:

- Collaborate with Parish and Savio on chaplaincy schedule for 2025-2026.
  - Identify the new theme for 2025-2026 school year.
  - Complete work plan for the opening of the school Oratory. 8/2025
  - Continue to communicate/share retreats offered by Dominican Sisters and Parishes.
  - Complete update of Mission, Identity, and Culture outline of action steps. 9/2025
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## 5. Academic Excellence

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

### Key Achievements:

- English/Language Arts curriculum reviewed. **Summary of progress by 8/2025.**
- Student growth tracked via standardized tools (MAP, DIBELS). **Shared with faculty and school community three times annually.**
- PD partnerships established (e.g., Teach Like a Champion). **Started and ongoing.**

- **Hired Reading Specialist to support identified students' needs. Ongoing**
- Technology inventory and shared resource planning begun. Starting tech plan.
- Started research and collaboration on **AI and "Smart School"** initiatives with Savio for 2025-2026. Planning for year-long training started.

#### **Next Steps:**

- Approve new curriculum and pacing guides for ELA. 8/2025
  - Identify curriculum areas of focus for 2025-2026. 6/2025
  - Update Curriculum Committee membership. 9/2025
  - Generate comprehensive technology plans for 2025-2026. 9/2025
  - Communicate and implement training options for faculty, staff, parents, and students on AI and screen time issues and opportunities for the 2025-2026 school year. 9/2025
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## **6. Student Activities and Programs**

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

#### **Key Achievements:**

- Ongoing club and sports program monitoring begun. **Summary report 6/2025.**
- Innovation proposals welcomed and reviewed; **second year of "Kids' College"** scheduled for Summer 2025.
- **Athletic prayer** practice implemented.
- Establishment of proactive planning model between Holy Family Athletic Director and new Director of Athletics for Savio. **Starting 6/2025.**

#### **Next Steps:**

- Complete and share student participation report for program activities. 8/2025
  - Monitor, generate, and share Kids' College summary. 8/2025
  - Start "innovative program" process for faculty, staff, and students. 9/2025
  - Continue review/expansion of library services and supports for middle school. 9/2025
  - Generate report of participation information from summer athletic camps. 8/2025
  - Develop/communicate collaboration plans for Grades 5-12 athletic departments. 9/2025
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## 7. Facilities, Grounds & Beautification

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

**Key Achievements:**

- **Oratory project** submitted, approved, and started. 5/2025
- Facilities and Grounds Committee under review. **10/2024 – Ongoing**
- Started research on Facilities and Grounds **Reserve Audit process**. 1/2025
- **Master Plan review started**, looking at all facilities and grounds. 5/2025 - Ongoing
- **Maintenance list** established and monitored by school leadership. 9/2024 – Ongoing
- Continued review of options for **student recess**. Summary report needed.

**Next Steps:**

- Complete Oratory project. 8/2025
  - Contract for Facility and Grounds Reserve Audit for long term budget/planning. 8/2025
  - Rebuild committee membership and set meeting schedule for 2025-2026. 6/2025
  - Complete “Facilities Reserve” audit for long range planning. 8/2025
  - Determine annual capital improvement plans and potential projects. 9/2025
  - Prepare options for review for recess area improvements for 2025-2026. 8/2025
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## 8. Communications and Marketing

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

**Key Achievements:**

- Completed major projects for the 25<sup>th</sup> Anniversary for 2024-2025: **New Logo design commemorating 25<sup>th</sup> anniversary. Revised logo design for 2025-2026 and beyond. School-wide drone picture of all faculty, staff, and students. Design and printing of 25<sup>th</sup> commemorative book. Design and production of 25<sup>th</sup> commemorative video.**
- Published regular and ongoing school-wide communications. **School magazines, regular social media posts, updated website, and promotional ads throughout the year.**
- Decision to add staff to the Communication and Marketing Department. **Part-time position posted 5/2025.**
- Form Communications Committee. **Started in collaboration with Holy Family 10/2024**
- Finalize and implement strategic Communication and Marketing Plan. **9/2024 - Ongoing**

**Next Steps:**

- Publish 4<sup>th</sup> school magazine of the year. 6/2025
- Complete staff hiring for 2025–2026 school year. 8/2025
- Launch Communications Committee with a regular meeting cadence. 9/2025
- Approve updated Communication and Marketing Plan. 8/2025
- Continue and increase community-wide communications and marketing. 9/2025