

(OBJECTIVE 1) **St. Henry's Area School will meet the needs of each individual learner.**

(STRATEGY 1) **Develop a plan to utilize technology in alignment with the standards.**

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a technology committee.	By November 2016	Principal	<i>When and what happened?</i> 2016-17 The technology committee was formed in December, with the first meeting taking place on January 25 <sup>th</sup> .
(Action Step 2) Research technology needs in the school. Hardware, software, trainings, etc.	By January 2017	Technology Committee	2016-17 In the January meeting, a survey was developed for staff to determine needs of the school. It was determined that a consistent wireless signal was of immediate need. It was also determined that new equipment was needed in the classrooms. Teachers were asked to prioritize their classroom needs before summer break.
(Action Step 3) Create a comprehensive plan for upgrading any technology needs in the school. Included in the plan will be strategies for maintaining and upgrading technology as needed.	By April 2017  Amended: November 2017	Technology Committee	2016-17 This action step has not been completed at this time. The timeline has been amended. 2017-18 A skeletal plan has been created for upgrading and maintaining our technology. Our Home and School Association is having its first annual Gala on September 29, 2018. Funds from the gala have been dedicated to the update of technology. Since we are in the middle of a new school capital campaign, it has been difficult to plan for technology upgrades as we are not sure how much longer we will be in this building. Consequently, we have moved into a maintenance phase of technology that we currently have. Consequently, we realize that there needs to be flexibility in our plan as we continue to pursue our new school. It is noteworthy to point out that we did hire a network specialist last summer to assess hardware needs for our network. He replaced and upgraded our routers and added access points that have allowed for much better Wi-Fi coverage in our building. The focus of our plan for 2018-19 is in researching best practices for more integration into our curriculum.
(Action Step 4) Research best practices for integrating technology into curriculum.	By November 2017  Amended: April 2018  Amended: April	Technology Committee	2017-18 We haven't gotten to this action step yet. I have adjusted the timeline. Hopefully the Gala will produce funding that will not only purchase equipment, but allow for trainings and research to implement the technology into the curriculum. If not, we will come up with another fundraiser to fill the gap in funding. We have also amended action step 5 to allow for this change.

	2019		2018-19 The Gala was successful this past fall. We were able to use about \$16,000 of the profit to put into our technology fund. Recently our public school converted from iPads to Chromebooks, so we were hoping to get a good deal on some iPads from them. They decided not to sell, so some decisions were made with the help of our teachers and technology committee to make some technology purchases using the Gala money and money already existing in our technology fund. We are currently in the process of purchasing 32 Chromebooks, 20 iPads, 9 multimedia projectors, two interactive TVs for our preschool and a wireless microphone system. After receiving these items this summer, we will decide on some trainings to best utilize the new technology that we receive. There will definitely need to be some training on the use of Chromebooks as well as the Google Docs platform.
(Action Step 5) Develop a plan that will allow teachers to implement more technology into their curriculum. This plan will include opportunities for training in best practices for use of technology in the classroom.	By April 2018 Amended: September 2018 Amended: September 2019 Amended: January 2020	Technology Committee	
(Action Step 6) Institute a plan that will enable teachers to use technology in alignment with the standards. This plan will provide training for staff in teaching with technology to better prepare our students for the future.	By September 2018 Amended September 2019 Amended: September 2020	All Teaching Staff	
<b>(STRATEGY 2) Evaluate and possibly revise the current report card system.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Discuss strengths and weaknesses of the current report card system.	October 2017	Teachers and Principal	<i>When and what happened?</i> 2017-2018 Discussion on this topic happened at our March 21 faculty meeting. Overall, the teachers felt that at this time, the report card was sufficient. There was some concern about the consistency of what percentages are used at each grade level for letter grades. It was determined that the school needs to be

			consistent across the grades on the percentages. It was decided that we mirror our local public school as nearly all of our students transfer there after 6 <sup>th</sup> grade. The teachers all really liked the section on our report card about morals and character.
<b>(Action Step 2)</b> Research other reporting options and discuss.	By February 2018	Teachers and Principal	2017-2018 At the March 21 meeting, discussion took place about switching to a standards based reporting system. It was decided that we weren't ready at this time as we continue to align all curriculum to the standards.
<b>(Action Step 3)</b> Decide on possible revised report card option(s) or modifying current report card.	By May 2018	Teachers and Principal	2017-18 Although the report card won't be revised, a section in the parent/student handbook will be devoted to displaying the following grading scale so that everyone is consistent across the school: A 93%-100%, A- 90%-92%, B+ 88%-89%, B 83%-87%, B- 80%-82%, C+ 78%-79%, C 73%-77%, C- 70%-72%, D+ 68%-69%, D 63%-67%, D- 60%-62%, F 59% or lower. Not all classes receive actual letter grades, but for the classes that do, this will be the scale used.
<b>(Action Step 4)</b> Communicate the revised report card with parents.	September 2018	School	2018-19 It was decided that the report card wouldn't be revised, but the grading scale for those grades giving letter grades became consistent across the board. This change was shared in the parent/student handbook.
<b>(Action Step 5)</b> Utilize new/revised report card for 2018-2019 school year.	November 2018	School	2018-19 Teachers in grades 3-6 used the above listed grading scale in an effort to stay consistent school-wide.
<b>(STRATEGY 3) Create a professional development plan that will support the staff in instruction and assessment strategies that result in high levels of student achievement.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Discuss areas of need for professional development in the building.	September 2017	All Teaching Staff	<i>When and what happened?</i> 2017-18 Teachers were introduced to this in the fall of 2017. We are challenged to follow up this discussion and require teachers to pick a curricular focus.
<b>(Action Step 2)</b> Create curricular areas of focus for teachers school-wide.	October 2017 Amended: September 2018 Amended: September 2019	Principal/Teaching Staff	2017-18 This is the action step we left off with last year. This will be reviewed in our August workshop and completed by our September faculty meeting. 2018-19 Due to teacher retirement, it was decided to hold off on this action step until new staff members were hired on. This will be addressed at our August workshop. There is money set aside in our budget to pay for curricular focused workshops for staff members. We are also now required to submit an annual professional development plan to our public school district to use Title funding for professional development. Getting the action

			step completed will allow for funding for these trainings.
(Action Step 3) Work with the budget to include additional funding for professional development for the 2018-2019 school year and for years beyond that.	March 2018	Principal/Administrative Assistant	2017-18 Our budget for 2018-19 allows for professional development. We will also be relying on our Title Funding from the public school for some of this training.
(Action Step 4) Create a professional development plan that focuses on training personnel in their specific area, which would create “resident experts” that will assist training others in the building. There will be a mental health component as a part of this professional development plan.	August/September 2018  Amended: August/September 2019	Principal	
<b>(STRATEGY 4) Develop and institute a plan for a collaborative process for the ongoing evaluation and development of curriculum standards, instructional strategies, assessment practices and instructional resources.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Submit a plan to develop and articulate a collaborative process for the ongoing evaluation and development of curriculum standards, instructional strategies, and assessment practices.	September 2016	Principal	<i>When and what happened?</i> 2016-17 A plan was submitted to MNSAA on August 22, 2016, that highlighted a collaborative process for the ongoing evaluation and development of curriculum standards, instructional strategies, and assessment practices. In summary, we systematically and collaboratively analyzed our math curriculum first, and then our language arts curriculum. We also set a new curriculum review cycle based on the Diocese of Duluth’s review process. Much of this was accomplished through devoting time at our monthly faculty to curriculum study and vertical alignment discussion.
(Action Step 2) Develop a vertically aligned curriculum for mathematics and show how mastery is assessed.	November 2016	Principal/Teaching Staff	2016-17 On November 11, information was sent to MNSAA describing the process used to revise/develop our curriculum for math, as well as showing how we are measuring how mastery is obtained. Each teacher was provided a curriculum worksheet that listed the state standards for their grade, as well as a column to show the assessment used to ensure mastery. Every teacher showed where in the curriculum the standard was met and how that was assessed. This tool has proven to be very helpful. Time was devoted monthly to discuss vertical alignment of the curriculum as well.
(Action Step 3) Develop a vertically aligned curriculum for language arts and show how mastery is assessed.	March 2017	Principal/Teaching Staff	2016-17 On March 14, information was sent to MNSAA describing the process used to revise/develop our curriculum for language arts, as well as showing how we are measuring how mastery is obtained. Each teacher was provided a curriculum worksheet

			that listed the state standards for their grade, as well as a column to show the assessment used to ensure mastery. Every teacher showed where in the curriculum the standard was met and how that was assessed. This tool has proven to be very helpful. Time was devoted monthly to discuss vertical alignment of the curriculum as well.
(Action Step 4) Revise our current curriculum review cycle using Diocese of Duluth's Review Cycle as a guide for further curriculum revision.	May 2017	Principal/Teaching Staff	2016-17 On April 27, a report was sent to MNSAA describing the process we will be using to guide our curriculum review cycle going forth. The process will be repeated as described above in the upcoming years for the remaining curricular areas. Each area will have a research and review year, curriculum design year, implementation and evaluation year, data collection and adjustment year, 2 monitoring years, and an enhancement year. We feel this will give us more clear direction for the future.
(Action Step 5) Develop a vertically aligned curriculum for religion/family life and show how mastery is assessed.	May 2018	Principal/Teaching Staff	2017-18 Each teacher was provided a curriculum worksheet that listed the Diocesan religion standards for their grade, as well as a column to show the assessment used to ensure mastery. Every teacher showed where in the curriculum the standard was met and how that was assessed. Time was devoted monthly to discuss vertical alignment of the curriculum.
(Action Step 6) Develop a vertically aligned curriculum for the following curricular areas and show how mastery is assessed. Social Studies-2018-19, Science-2019-20, Reading/Language Arts-2020-21, PE and Computer-2021-22 Art & Music-2022-23	November 2018-2023(Based on schedule)	Principal/Teaching Staff	2018-19 Each teacher was provided a curriculum worksheet that listed the Minnesota state standards for Social Studies for their grade, as well as a column to show the assessment used to ensure mastery. Every teacher showed where in the curriculum the standard was met and how it was assessed. Time was devoted monthly to discuss vertical alignment of the curriculum. As part of monitoring curriculum, it was also decided to look into purchasing supplemental math materials to aid our upper level students. We are in the process of purchasing Accelerated Math for the upcoming school year.
<b>(Objective 2) St. Henry's Area School will grow to meet the needs of our students, stakeholders, and community.</b>			
<b>(Strategy 1) Finalize the purchase and remodel of the neighboring funeral home to be used for a preschool center.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Continue with any needed fundraising to purchase the building and fund the remodeling project.	Fall 2016	School Advancement Fundraising Committee	<i>When and what happened?</i> 2016-17 We are currently in the beginning stages of an \$8.3 million capital campaign for school expansion. Part of this campaign is for the purchase of the neighboring funeral home. As of May 31, 2017, the church gained ownership of the property and

			remodeling has begun. We took a bridge loan for financing as we continue to request financial commitments for the capital campaign. We currently have over \$3.2 million pledged and are using the first \$400,000 to come in to pay for the funeral home property. Remodeling funds were saved over the past few years, with over \$50,000 dedicated to the creation of the first preschool classroom.
<b>(Action Step 2)</b> Remodel funeral home building to prepare for preschool by the beginning of the 2017-2018 school year.	2016-2017 School Year	Principal/Maintenance Personnel	<sup>2016-17</sup> A general contractor has been hired to do the remodel of the property. The plan is to move a wall, install a restroom in the classroom area, remove and install new flooring, install a fenced in playground area, install a fire alarm system, and install a security system. The general contractor is confident that this can be completed by the end of July.
<b>(Action Step 3)</b> Hire a lead teacher and aid for preschool.	Spring 2017	Hiring Committee	<sup>2019-17</sup> Our 6 <sup>th</sup> grade teacher decided that she would like the challenge of creating the preschool program, so she was hired to do so in April of 2017. We are unsure of our enrollment at this time, so an aid has not been hired. If needed, we will hire an aid at a later date.
<b>(Action Step 4)</b> Promote the opening of St. Henry's Area School Preschool through various forms of media.	Spring/Summer 2017	Principal/Preschool Teacher	<sup>2016-17</sup> We have been promoting the new preschool in a variety of ways. We had preschool roundup in April. We will have a news article in our local paper. We have been advertising on the local radio station and through the church bulletins. We have been sharing the plans with stakeholders in the school, as well as through the church's Facebook page. Flyers will be placed in the church bulletins in July as well.
<b>(Action Step 5)</b> Begin St. Henry's Area Preschool.	Fall 2017	Principal/Preschool Teacher	<sup>2017-18</sup> Our preschool opened to 9 students ages 3-5 on August 28, 2017. It grew to 12 students by the end of the year. We discovered that families in our community were looking for full day options rather than half day. We actively pursued licensure to accommodate this. We were granted licensure by the end of March and are preparing to offer full day care with two classrooms for the 2018-19 school year. We were able to remodel another section of the building to create a 2 <sup>nd</sup> classroom. We have over 20 students signed up already. <sup>2018-19</sup> It was a very successful year for our preschool, as we had 27 students on our roster. Many of these students attended 4 or 5 full days. The program has two classrooms, one for 3 year olds and one for 4 and 5 year olds. We also offer extended day services for those that can't pick up their children until after work. We are currently open until 5:30 pm. We are already nearing full capacity for 2019-2020.

(Action Step 6) Explore the possibility of moving kindergarten and possibly 1 <sup>st</sup> grade to the funeral home building, and explore the option of creating a 7 <sup>th</sup> and 8 <sup>th</sup> grade in the original school building.	Spring 2018	Principal, Preschool-Grade 1 Teachers	2017-18 At this time, this is not an option for us. We have decided to use up most of the remaining space in the preschool building to create a 2 <sup>nd</sup> preschool classroom.
(Action Step 7) If feasible, move Kindergarten and 1 <sup>st</sup> grade to funeral home sight. This would create 2 classrooms for 7 <sup>th</sup> and 8 <sup>th</sup> grade in the original school building.	Summer 2018	Principal, K and 1 <sup>st</sup> Grade Teachers	2017-18 This is not feasible at this time. We don't have enough space in our buildings. This will be revisited when our new school is built.
(Action Step 8) Hire staff for 7 <sup>th</sup> and 8 <sup>th</sup> grade	Summer 2018	Hiring Committee	2017-18 This is not feasible at this time. We don't have enough space in our buildings. This will be revisited when our new school is built.
(Action Step 9) Begin offering 7 <sup>th</sup> and 8 <sup>th</sup> grade at St. Henry's Area School	Fall 2018	School	2017-18 This is not feasible at this time. We don't have enough space in our buildings. This will be revisited when our new school is built.
<b>(STRATEGY 2) Continue exploring the possibility of building a new preschool through grade 8 facility.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Receive permission from the Bishop to begin fundraising efforts for a new facility.	Fall 2016	Pastor	<i>When and what happened?</i> 2016-17 Bishop Donald Kettler granted St. Henry's Parish permission to begin fundraising for the proposed new school in the fall of 2016.
(Action Step 2) Receive permission from school board, parish councils, finance councils, etc. to being looking into a building project/capital campaign.	Fall/Winter 2017	Principal	2016-17 The proposed building plan was presented to the school board, parish council, and finance council in 2016. All boards approved proceeding into the next steps of the building project. A steering committee was formed in November of 2016 to guide and make recommendations to Father Matthew regarding the project.
(Action Step 3) Explore fundraising strategies for new school building project	Winter 2017	Fundraising Committee	2016-17 The steering committee made a recommendation to Father Matthew to hire a fundraising consultant in December of 2016. Hal Johnson has been assisting us with fundraising strategies since then. We are currently in the process of searching for large donors willing to make a commitment prior to the rollout of the commitment forms for the parishes. Prior to the fundraising portion of the campaign, parishioners were offered the opportunity to attend 6 meetings describing the project where they could ask questions, share concerns, and offer support. We have done marketing of the plan by use of video and print materials. We hope to gain support of the parishioners of St.

			Henry's, the neighboring parishes, the community, and alumni. We are currently working on updating a website that will be more conducive to giving to the project as well. The entire project is \$8.3 million with currently about \$3.2 million pledged.
(Action Step 4) Begin fundraising process	2018-2023 Amended: 2017-2020	Fundraising Committee	<p><sup>2016-17</sup>We have begun the fundraising process as described above. Our hope is to have funds obtained within a three-year window. However, we are being flexible with donors who would prefer a five-year window.</p> <p><sup>2017-18</sup> As of June 4, 2018, we have 49.67% of our total \$8.3 million pledged, with 10.04% collected. The goal of the parish would be to have 75% of the total amount pledged and 60% collected. It seems as if the fundraising is stalling out at this time, so ongoing meetings are happening to create strategies going forward.</p> <p><sup>2018-19</sup>In an effort to get closer to our fundraising goals, the steering committee chose to reduce the scope of the project going forward. We have reduced the square footage of the building substantially by deciding to keep the preschool at its current location, across the street from the main school. We also eliminated a second direct tie to the church. After making the cuts, the new building plan has a price tag of \$7.3 million. As of June 10, 2019, we have 61.3% of our \$7.3 million pledged, with 18.58% collected. This is \$4.5 pledged and \$1.36 million collected at this time. We cannot begin building until we have at least 75% pledged and 60% collected. The steering committee, along with other councils of the church have decided that we are going to stay the course and continue with the difficult task of more fundraising, most likely asking people for an extension on their pledges.</p>
(Action Step 5) If funds are raised for new building, begin building a new school.	2023? Amended-2020-2023?	Principal, Building Committee	
<b>(Objective 3) St. Henry's Area School will provide a facility where children are safe.</b>			
<b>(STRATEGY 1) Explore possible ways to make our front entrance more secure.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
(Action Step 1) Form a Safety Committee charged with exploring options for entrance	Fall 2016	Principal	<p><i>When and what happened?</i></p> <p><sup>2016-17</sup>A safety committee was formed in November of 2016. The committee was comprised of a teacher, school board member,</p>



safety.			maintenance staff, and the principal. Their role was to look at safety issues of the school and make a plan to attend to those issues.
<b>(Action Step 2)</b> Present options to the School Board.	Winter 2016/2017	Safety Committee	<sup>2016-17</sup> The safety committee made recommendations to the school board on March 9 <sup>th</sup> to address front door security and playground safety. The board approved the plan to install a camera/communication device on the front door along with a push button entrance system. They also approved the installation of chain-link fencing along the edges of the playground that are adjacent to the city streets.
<b>(Action Step 3)</b> Based upon School Board approval and ability to fund the project, implement the safety plan	Spring 2017	School Board/Safety Committee	<sup>2016-17</sup> Fencing was installed in May of 2017 along the edges of the playground that are adjacent to the streets. Eastman Fencing of Detroit Lakes did the installation. Funding was provided from our "Building Improvement Fund." We ran into a bit of a snag with the front door security system. At the beginning of the year, we locked all doors during the school day. This was effective as people had to call in to gain entrance to the building. The camera portion of the plan required wi-fi signal, which wasn't available by the front door. Consequently, we had to improve our signal, which was accomplished in May of 2017 by installation of more hardware in our building. Team Electronics will be finishing up the front door security system this summer now that we have wi-fi by the front door. This system will allow us to communicate with the person at the door remotely prior to giving them access to the building.

**(STRATEGY 2) Update our Crisis Management Plan.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Contact local school district and emergency services for input into updating our plan.	November 2017  Amended: November 2019	Principal/Safety Committee	<i>When and what happened?</i> <sup>2017-18</sup> We have not completed this action step at this time. The timeline will be adjusted. Our community is currently wrapping up the building of a new high school. Once that is complete, we will contact the public school and emergency services to create a community-wide Crisis Management Plan. <sup>2018-19</sup> In an effort to let the public school to work out the kinks in their plan, the action step was put on hold for this past year. The timeline has been adjusted and will occur in 2019-2020.
<b>(Action Step 2)</b> Create a comprehensive Crisis Management Plan that will allow our students to be safe.	Winter 2017-2018  Amended: Winter 2019-20	Safety Committee	
<b>(Action Step 3)</b> Present updated plan to school board for approval and adoption.	April 2018	Principal	

	Amended: April 2020		
<b>(Action Step 4)</b> Begin using plan.	September 2018  Amended: September 2020	School	
<b>(Action Step 5)</b> Annually review plan and keep it updated to the needs of the school.	August 2019-Annually  Amended: August 2021-Annually	Safety Committee/Principal	
<b>(STRATEGY 3) Improve facility safety</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Meet with church personnel to discuss possibilities with the electrical boxes in the church hallway/tunnel area.	September 2016	Principal	<i>When and what happened?</i> <sup>2016-17</sup> After discussion with church leadership, it was decided to lock all electrical boxes in the church and school. Hendrickx Electric was hired to complete the work. Evidence of the completed project was sent to MNSAA on October 5, 2016.
<b>(Action Step 2)</b> Research and devise a plan for installing fencing along boulevards adjacent to the playgrounds.	Winter 2016-2017	Safety Committee	<sup>2016-17</sup> After the November Safety Committee meeting, bids were obtained regarding fencing in the playground. It was decided by the safety committee to recommend to the school board in March that Eastman Fencing be used for the project.
<b>(Action Step 3)</b> Install fencing along boulevards adjacent to playgrounds.	Summer 2017	Principal/Contractor	<sup>2016-17</sup> Eastman Fencing completed the fencing around the playgrounds in May of 2017.