

MNSAA SCHOOL IMPROVEMENT PLAN

Holy Redeemer School, Marshall, MN

Mission and Philosophy

OBJECTIVE 1 Evaluation of succinct Mission Statement by all stakeholders annually.	
	STRATEGY 1 Ascertain feedback about Mission Statement from all stakeholders annually. <i>(Action Steps 1-3 Archived - April 2011)</i>
	STRATEGY 2 Create a Mission Statement that is easier to articulate. <i>(Action Steps 1-3 Archived April 2011)</i>

SCHOOL IMPROVEMENT PLAN - Catholic Identity

OBJECTIVE 1 Adopt a program to promote priestly and religious vocations.	
	STRATEGY 1 Continue with current vocation program. <i>(Action Steps 1-3 Archived April 2011)</i>
	STRATEGY 2 Investigate other possibilities of vocation programs. <i>(Action Steps 1-3 Archived April 2011)</i>
OBJECTIVE 2 Adopt a comprehensive program to support stewardship in all grades. <i>(Action Steps 1-3 Archived April 2011)</i>	
OBJECTIVE 3 Emphasize weekend Church attendance with a goal of having all students and families worship together weekly. <i>(Action Steps 1&2 Archived April 2011)</i>	
ACTION STEP 3 Articles put in Thursday Folder about attending Mass on the weekend and the	Principal 4-09: Principal has not followed through on this goal very well. It was put in registration information and the Thursday letter dated

	primary role of parents as faith teachers.			<p>4/16. "Seasons of Holiness" were shared with parents on 3/12, 4/16 and 5/7 (See sample). 2009-2010 - "Seasons of Holiness are still being sent home to parents monthly." 2010-2011- Principal posted in Thursday letter what the weekend liturgy prayer focus would be and suggested possible family activities.</p>
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OBJECTIVE 4 Model faith through prayer and service within our school community.				
	STRATEGY 1 Maintain a service community. <i>(Action Steps 1-3 Archived April 2011)</i>			
	STRATEGY 2 Service Committee is responsible for developing a timeline of service and prayer. <i>(Action Steps 1-3 Archived April 2011)</i>			
	STRATEGY 3 Maintain and enrich prayer and worship. <i>(Action Steps 1-3 Archived April 2011)</i>			

SCHOOL IMPROVEMENT PLAN - CURRICULUM

OBJECTIVE 1 To focus on student learning through curriculum.				
	STRATEGY 1 Curriculum mapping. Faculty has decided to discontinue mapping and revise curriculum handbook <i>(Action Steps 1-3 Archived April 2011)</i>			
	STRATEGY 2 Evaluating/updating our curriculum. <i>(Action Steps 1-3 Archived April 2011) Updated Objective Inserted</i>			

STRATEGY 3			
Continue data driven decision-making. <i>(Action Steps 1-3 Archived April 2011) Updated Objective Inserted</i>			
OBJECTIVE 2			
Holy Redeemer School will meet the academic needs of each student.			
STRATEGY 1			
Implement Response to Intervention (RTI)			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Staff will be trained in using AIMSweb and administer first assessment.	Spring 2011	K-2 Teachers & RTI Team	Training was held March 14 th and K-2 teachers experienced administering tests and entering data spring of 2011.
ACTION STEP 2 Continue with AIMSweb progress monitoring and evaluate the usefulness of the testing and interventions.	2012-2013	RTI Team	
ACTION STEP 1 Develop plan for adding other grade levels and math to the RTI process.	2013-2014	RTI Team	
STRATEGY 2			
Update our current Curriculum Handbooks following our curriculum cycle.			
	Timeline	Responsibility	Progress Report
ACTION STEP 1 Discussion and research on the best format for our curriculum update. Religion curriculum written.	Spring 2011	Faculty	Template for Curriculum developed and the Religion curriculum was revised May 2011
ACTION STEP 2 A plan will be developed by the Specialists as to when their curriculum areas will be	Spring 2011	Specialists	Music and band completed 2011. Spanish and Technology 2012. Physical Education and Art in 2013.

completed.			
ACTION STEP 3 Using curriculum teams developed in 2011, Science and Language Arts will be updated.	2012-2013	Subject area curriculum teams and faculty.	
ACTION STEP 4 Using curriculum teams, Math and Social Studies will curriculum will be updated allowing all four core areas to be completed by the time the team visits in the spring of 2014.	2013-2014	Subject area curriculum teams and faculty.	
STRATEGY 3 Strive to keep current technology available to staff and students.			
	Timeline	Responsibility	Progress Report
ACTION STEP 1 Seek funds and update computer lab 2.	2010-2011	Pastor, Principal & Tech committee	Necessary funding has been acquired and computer lab 2 will be updated summer of 2011.
ACTION STEP 2 Purchase 6 more Smartboards allowing all classrooms to have one.	2011-2012	Pastor, Principal & Tech Committee	
ACTION STEP 3 Survey staff seeking suggestions for professional development ideas regarding technology.	2011-2012	Tech Committee	

SCHOOL IMPROVEMENT PLAN – MARKETING/RECRUITMENT

OBJECTIVE 1 The school will initiate a marketing/publicity program.	
	STRATEGY 1 Develop a marketing committee. <i>(Action Steps 1-4 Archived April 2011)</i>
	STRATEGY 2 Develop a marketing/publicity campaign. <i>(Action Steps 1-4 Archived April 2011)</i>

OBJECTIVE 2 Increase student enrollment.	
	STRATEGY 1 Increase community awareness of Holy Redeemer School. <i>(Action Steps 1-4 Archived April 2011)</i>
	STRATEGY 2 Recruit new / young families to Holy Redeemer School <i>(Action Steps 1-4 Archived April 2011)</i>
	STRATEGY 3 Organize School History
	TIMELINE RESPONSIBILITY PROGRESS REPORT

	<p>ACTION STEP 1 Recruit Volunteers to take collected information and place in scrapbooks for each school year.</p> <p>ACTION STEP 2 Store all school history materials in the history cabinet.</p>	Fall '08	Keri Cole, Kelly Deutz	<p>February of 08 – Staff held discussion on best methods to preserve materials and how to organize. Volunteers and funds need to be sought yet.</p> <p>09- Contact volunteers to organize and save the history of the school.</p> <p>2/6/09 First Scrap-booking session held with volunteers.</p> <p>3/2009 Second Scrapbooking session held.</p> <p>2009-2010 – Continued collecting articles for history. Plan to set up quarterly sessions during 10-11 with much advanced notice.</p> <p>11/2009 school slide show made for parish 125th Anniversary.</p> <p>4-2011 – Suggested we use some early dismissal time and work on this as a staff during 2012</p>
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OBJECTIVE 3				
Maintain current enrollment at Holy Redeemer School while focusing on the marketing and recruitment of all faiths. (Added April '09)				
STRATEGY 1 Recruit new families through personal invitations and advertising.				
		TIMELINE	RESPONSIBILITY	PROGRESS REPORT
	<p>ACTION STEP 1</p> <p>Make personal phone calls or contacts with all families on the preschool list</p>	Winter annually	Recruitment committee	March 2011 – Committee members made contact. It increased attendance at Round Up by at least 5 families.
	ACTION STEP 2	March, July	Anna Lenz '09 Anna Lenz '11	2/2010 Radio ad announcing Round Up 3/2011 New radio ad broadcast.

	Record radio ad about HRS	annually		
	ACTION STEP 3 Contact newspaper with school events.	Monthly	Anna Lenz '09 Anna Lenz '10-11	Holy Redeemer School had picture/article at least weekly in our local daily newspaper in 2009-2010. Anna continued her excellent work of contacting the newspaper regarding activities at Holy Redeemer with over 35 articles appearing.
STRATEGY 2 Change tuition payment structure (Action Steps Archived April 2011)				
STRATEGY 3 Remain academically competitive with area schools. (Action Steps 1 & 2 Archived April 2011)				
	ACTION STEP 3 Evaluate and compare NWEA test scores for strengths and weaknesses in curriculum.	Fall and Spring Annually	Principal along with 2-8 teachers.	NWEA scores were discussed in May 2010. We were high in Math and need to work on concepts in Science. Looking at overall school percentages Math and General Science were strengths and Reading was our lowest. Implementing RTI and STARS should provide additional data to improve those scores.

OBJECTIVE 4 Holy Redeemer School will attract and retain students. (Revised goal added Spring 2011)			
STRATEGY 1 Create and follow a written marketing plan.			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 A draft of a marketing plan will be written.			

	Summer 2011	Principal	
ACTION STEP 2 Draft marketing plan shared with recruitment committee for input	Sept. 2011		
ACTION STEP 3 Plan shared with EAC	December 2011		
STRATEGY 2 Develop a plan for retaining current students.			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Informational parent meetings held periodically regarding RTI, Testing Scores and other pertinent topics.	Fall and Spring	RTI Committee and Principal	
ACTION STEP 2 Fifth Grade orientation	August 2011	5/6 Teachers and Principal	Date set August 17th 6:30 p.m.
ACTION STEP 3 EAC survey parents annually seeking suggestions and improvements.	March 2012	EAC Members	

SCHOOL IMPROVEMENT PLAN - TECHNOLOGY

OBJECTIVE 1 The school will have a plan to address issues of improving the use and physical components of technology.	
STRATEGY 1	Upgrade school's network and server. <i>(Action Steps Archived April 2011)</i>

	STRATEGY 2 Upgrade computer lab 1. <i>(Action Steps Archived April 2011)</i>
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SCHOOL IMPROVEMENT PLAN - Personnel

OBJECTIVE 1 – See Goal on Page 18 for further information. The school will provide staff with continuous support, incentives & opportunities for growth.	
	STRATEGY 1 Develop incentives to encourage staff longevity. <i>(Action Steps1-3 Archived April 2011)</i>
	STRATEGY 2 Initiate a professional development program. <i>(Action Steps1-3 Archived April 2011)</i>
	STRATEGY 3 Develop a staff wellness program. <i>(Action Steps1-3 Archived April 2011)</i> The physical education teacher implemented staff wellness in 2010-2011.
	STRATEGY 4 Create a formal evaluation process for support staff to encourage future growth and acknowledge excellence. <i>(Action Steps1-3 Archived April 2011)</i>

OBJECTIVE 2 Compensation and benefits will be reviewed periodically with a goal of being competitive with other educational institutions. Added April 09	
	STRATEGY 1 Research the compensation and benefit packages offered at HRS and other educational institutions. <i>(Action Steps1-3 Archived April 2011)</i>
	STRATEGY 2 Review our compensation and benefit package and compare to research results in Strategy 1. <i>(Action Steps1-3 Archived April 2011)</i>
	STRATEGY 3 Implement competitive compensation and benefits package. <i>(Action Steps1-2 Archived April 2011)</i>

	ACTION STEP 3 Implement updated salary schedule	May 2010	Pastor Principal with finance approval	A salary schedule was developed which will be used in future years.
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OBJECTIVE 1 Holy Redeemer School will maintain a safe and functional learning facility.			
STRATEGY 1 Renovate and relocate school office to Room 107			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Acquire necessary funds for office renovation and relocation.	Fall 2010- Spring 2011	Pastor, Finance Council	\$4000 is currently in the project fund.
ACTION STEP 2 Solicit contractor bids.	Winter 2012	Finance Council	
ACTION STEP 3 Complete renovation and relocation of office.	Summer 2012	Contractor, Maintenance, Administrator and Admin. Assistant.	
STRATEGY 2 Upgrade and maintain school facility.			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Create a long range building facilities improvement plan.	Fall 2012	Building Improvement Committee, Pastor &	

		Principal	
ACTION STEP 2 Present and gain approval of the facilities plan from EAC, Finance and Parish Council.	Spring 2013	Building Improvement Committee	
ACTION STEP 3 Follow through with long range facilities plan	Summer 2013-2015	Building committee, Pastor, Principal	
STRATEGY 3 Ensure safety of students, staff and visitors.			
	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Review and revise crisis plan annually.	Spring	Principal, Crisis Committee	
ACTION STEP 2 Communicate and participate in required safety drills.	As scheduled	Principal & Staff	

SCHOOL IMPROVEMENT PLAN - GOVERNANCE

OBJECTIVE 1 Restructure current EAC and Home and School Committee to become Holy Redeemer School EAC.				
STRATEGY 1 Recruit members for the committee.				
		TIMELINE	RESPONSIBILITY	PROGRESS REPORT
	ACTION STEP 1 Ask current members if they will continue.	May 2010	Principal and EAC Chair	Three members accepted.

	ACTION STEP 2 Post openings in the school newsletter.	May 2010	Principal	No response was received.
	ACTION STEP 3 Submit list of possible candidates to Father for him to call.	June 15, 2010	Principal, EAC members	Members were recruited to complete committee.
STRATEGY 2 Compile a draft of By-laws for the new School EAC				
	ACTION STEP 1 Attain and make word documents of current by-laws from both committees.	May 2010	Principal & Teaching Asst.	Completed
	ACTION STEP 2 Using components of previous by-laws, draft new document.	July 2010	Pastor, Principal	Completed
	ACTION STEP 3 Share proposed by-laws with School EAC	August 2010	Pastor, Principal	Completed. By-laws are in supporting documents.
STRATEGY 3 Evaluate effectiveness of newly formed committee.				
		TIMELINE	RESPONSIBILITY	PROGRESS REPORT
	ACTION STEP 1 Ask membership for feedback.	Dec/March 2010	EAC Chair	Discussed at February 7 th meeting.
	ACTION STEP 2 Survey membership at last meeting of the year.	May 2010	EAC Chair	Did not get completed as I was away at a family emergency. Tabled until fall.
	ACTION STEP 3 Make necessary improvements from survey results.	Summer 2011	EAC Chair, Pastor, Principal	Postponed to 2012 as action step 2 was not completed.