

## Our Lady of Peace Catholic School

### **(Objective 1) The School Will Remain Vital and Viable Into the Future**

#### **(Strategy 1) Revise Mission Statement**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1:</b> Continue committee work on revising mission statement	<del>2013-2014</del> 2015-2016	Pastoral Plan Committee	2014-2015 This strategy was not accomplished this past year, due to new administration, and lack of Pastoral Committee
<b>Action Step 2:</b> Present finalized mission statement to appropriate stakeholders	Spring 2014 Fall 2015	Pastoral Plan Committee	
<b>Action Step 3:</b> Review and align belief statements to reflect the new mission statement	Fall 2014 Spring 2016	School Advisory Council, Faculty and Administration	
<b>Action Step 4:</b> Update all publications, policies and practices to reflect new mission statement	Fall 2015 Spring 2016	Communications Director, Faculty and Administration	

#### **(Strategy 2) Establish a school-wide development program**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1:</b> Establish a development committee	Fall 2013	Communications Director and School Advisory Council	2014-2015 A development committee was formed last year made up of parents and school staff.
<b>Action Step 2:</b> Investigate development options and determine the focus	Fall 2013- Fall 2014	Development committee and School Advisory Council	2014-2015 The committee discussed its focus. However, there has been a turn-over of pastor, administrator and staff. This will be addressed next fall.
<b>Action Step 3:</b> Formulate a plan to address all current stakeholders, alumni and the broader community	Jan. 2015 September 2015	Development committee and School Advisory Council	
<b>Action Step 4:</b> Implement the development plan	Spring 2016	Development Committee	

	<b>Action Step 5:</b> Review, monitor and update plan annually	Spring 2016	Development committee and School Advisory Council	
<b>(Strategy 3) Ability to access budget reports in a timely fashion</b>				
<b>Develop a budget process, providing the school with effective budget processes and transparency.</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Determine a process for budgeting and financial reporting	Spring 2014	Parish Director	2014-2015 During the past year a new finance person was hired, and she has made great progress in developing a process for budgeting and financial reporting.
	<b>Action Step 2:</b> Align the financial reports to be current and include needed information	Fall 2014- Spring 2015	Parish Director	2014-2015 The needed information is now provided on a monthly basis.
	<b>Action Step 3:</b> Review school financial reports with the School Advisory Council	Spring 2015	Administration	2014-2015 The monthly financial reports have been presented to the School Advisory each month by the pastor.
	<b>Action Step 4:</b> Use financial data for input into future budgets	Spring 2015 <del>On-going</del>	Administration, School Advisory Council and Parish Director	2014-2015 The financial data is used now to develop the budgets for the coming school year. The Parish has also moved to the new program recommended by the Archdiocese.
<b>(Strategy 4) Develop a formalized process for determining and communicating annual compensation.</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Prioritize a compensation structure in the budget process	Fall 2015	<del>Parish Director</del> Principal Pastor	2014-2015 This was not begun by the previous principal, and no real progress has been made this school year. It will continue to be on the Strategic Plan for the coming school year.
	<b>Action Step 2:</b> Develop a compensation structure based on input from salary data and cost of living	Spring 2016	<del>Parish Director,</del> Finance Committee Principal	2014-2015 This will be addressed this coming school year
	<b>Action Step 3:</b> Review, update and communicate compensation structure annually	End of school year 2016 <del>On-going</del>	<del>Parish Director,</del> Finance Committee Administration	2014-2015

**(Objective 2) Enhance programs to meet the academic needs of students Academic Needs of Students**

(Strategy 1) ~~Differentiating instruction for accelerated learners~~ **Develop programs to identify and challenge our accelerated learners.**

	Timeline	Responsibility	Progress Report
<b>Action Step 1:</b> Establish a committee to explore and identify programs for differentiated instruction for accelerated learners	Fall 2014 2015	Administration Staff	2014-2015 This was not accomplished this past year due to new administration. However, it was addressed with staff as we planned schedules for the coming school year, to allow for more leveled reading and math groups.
<b>Action Step 2:</b> Create or select a process for identifying accelerated learners	Fall 2015- Fall 2016	Administration Staff	2014-2015
<b>Action Step 3:</b> Analyze different options for differentiating instruction and the cost of implementation	Fall 2015- Fall 2016	Administration Committee	
<b>Action Step 4:</b> Present options to appropriate stakeholders for final approval	Spring 2016	Administration Committee	
<b>Action Step 5:</b> Formalize and implement program	Fall 2016- Spring 2017	Administration Committee Staff	
<b>Action Step 6:</b> Monitor and evaluate student achievement for accelerated learners	Fall 2017 On-going	Administration Staff	

(Strategy 2) ~~Implementation of MCAIII test~~  
**Implement the MCAIII test**

	Timeline	Responsibility	Progress Report
<b>Action Step 1:</b> Develop and implement a formalized professional development plan to address MCAIII needs	Spring 2014- Spring 2015	Administration	2014-2015 A staff member was trained and oversaw all the needed professional development needed, especially proctoring and all required paperwork and staff training.
<b>Action Step 2:</b> Implement MCAIII test for grades 3, 5, and 7 appropriate grades	Spring 2015	Staff	2014-2015 OLP gave the OLPA's to grades 4,6,and 8 in January, then gave the MCA's to 8 <sup>th</sup> graders in April-May.

	<b>Action Step 3:</b> Adjust curriculum mapping to reflect MCAIII results	Fall 2015 On-going	Administration Staff	2014-2015 Staff is still working with results. Based on the OLPA results curriculum was adjusted to improve math scores
	<b>Action Step 4:</b> Monitor and evaluate student progress	Fall 2016 On-going	Administration Staff	
	<b>Action Step 5:</b> Use curriculum mapping and assessments of student learning results to guide instructional practices	Fall 2016 On-going	Administration Staff	
<b>(Strategy 3) <del>Insufficient non-fiction library materials</del> Evaluate and build up the non-fiction library materials</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Research scope of need across grade levels	Spring 2014	Librarian Staff	2014-2015 The librarian developed a list of needed non-fiction books, with input from classroom teachers
	<b>Action Step 2:</b> Identify grade level materials and cost	Fall 2014- Spring 2015	Librarian	2014-2015 Materials were identified, and costs determined.
	<b>Action Step 3:</b> Develop and implement a purchase plan	Spring 2015	Administration Librarian	2014-2015 Purchases were made through Scholastic Book Fair and other resources.
	<b>Action Step 4:</b> Monitor and evaluate ongoing library needs	Spring 2015 On-going	Librarian	2014-2015 Annual evaluation of library needs is made every spring.
<b>(Strategy 4) Formalize a mentoring program for new staff and faculty</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Establish a committee to explore and identify programs for mentoring new staff and faculty	Fall 2015	Administration	2014-2015 Due to new administration, this committee was not formed. However, at the beginning of the fall, 2014, the new teachers were assigned a mentor teacher for the year.
	<b>Action Step 2:</b> Analyze different mentoring programs	Fall 2015- Spring 2016	Administration Committee	2014-2015 We will continue to analyze mentoring programs as needed. We are a small school, with very limited turnover of new staff.
	<b>Action Step 3:</b> Present options to staff for final approval	Spring 2016	Administration Committee	

	<b>Action Step 4:</b> Formalize, implement and monitor program	Fall 2016 On-going	Administration	
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**(Strategy 5) Review and revise the attendance policy**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Review and update the current attendance policy	Fall 2016	Administration Staff	
	<b>Action Step 2:</b> Present updated policy to School Advisory Council and Pastor for approval	Spring 2017	Administration	
	<b>Action Step 3:</b> Promulgate policy to all stakeholders	Fall 2017	Administration	

**(Objective 3) The School Will Provide a Safe, Functional and Attractive Learning Facility**

**(Strategy 1) ~~Overdue building repairs~~ Address the building repair needs, and implement needed repairs**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Conduct a building needs assessment and create a communication procedure to define and prioritize ongoing maintenance requests	Fall 2015	Maintenance Supervisor	2014-2015 A building needs assessment was performed by an outside company, addressing all the maintenance needs of the building. A priority list was formed.
	<b>Action Step 2:</b> Create a plan to address and prioritize current and ongoing maintenance needs and issues	Spring 2016	Maintenance Supervisor	2014-2015 The Pastor and Facilities Manager formed a plan for addressing the needs of the building
	<b>Action Step 3:</b> Develop a budget with timelines to address maintenance needs	Spring 2016	Maintenance Supervisor and Parish Director	2014-2015 The Pastor and Finance Committee developed a budget and timelines for major projects, which began Spring, 2015
	<b>Action Step 4:</b> Implement, monitor and update the plan	Fall 2016 On-going	Maintenance Supervisor and Parish Director	2014-2015 The work on the building will continue over the summer, with new ventilation, new air

				conditioning/heating, and roof repair.
<b>(Strategy 2) Building Security</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Secure bids to install improved security measures on all entrances to the building	Fall 2013	Parish Director Maintenance Supervisor	2014-2015 Bids were obtained the previous school year (2013-2014)
	<b>Action Step 2:</b> Create a campus-wide plan to identify continued building security needs	Fall 2013	Parish Director Maintenance Supervisor Administration	2014-2015 The building security needs were identified, 2013
	<b>Action Step 3:</b> Develop a budget with timelines to address security needs	Spring 2013	Parish Director Maintenance Supervisor Administration	2014-2015 The budget was established to address the security needs.
	<b>Action Step 4:</b> Train staff, students and parents on use of new security measures	Fall 2014	Parish Director Maintenance Supervisor Administration	2014-2015 Training took place last school year, 2013-2014
	<b>Action Step 5:</b> Implement, monitor and update the plan	Fall 2014 On-going	Parish Director Maintenance Supervisor Administration	2014-2015 New video cameras were placed at all school entrances as well as parking lot, fall, 2013. A new lock system was added to the front door and the Preschool entrance at the rear of the building with a buzzer system to unlock the doors.

**(Objective 4) (New) The School Will Provide Best Teaching Resources to Enhance Academic Learning**

**(Strategy 1) Develop a comprehensive Technology Plan for Staff and Students**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Form a Technology Committee of staff and parents	Spring 2015	Principal Staff	2014-2015 A Technology Committee was formed in March, 2015, made up of parents, staff and parish staff.

	<b>Action Step 2:</b> Develop a Technology Framework to guide technology decisions	Spring 2015	Principal Tech Committee Staff	2014-2015 A Technology Framework was developed, April, 2015
	<b>Action Step 3:</b> Work with IT company Antares to update the 5 year plan	Fall 2015	Tech Committee Principal Antares	
	<b>Action Step 4:</b> Implement, monitor and update the plan	Fall 2016 <del>On-going</del>	Maintenance Supervisor and Parish Director	

**(Strategy 2) Develop and Implement plan for upgrading all technology in school**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Develop comprehensive <i>needs</i> list for all technology use – staff and student devices, smartboards, projectors, etc.	Spring 2015	Principal Tech staff	2014-2015 A complete inventory of all current technology, as well as comprehensive needs, was made, spring 2015.
	<b>Action Step 2:</b> Study infrastructure to make sure it can support our technology use	Spring 2015	Antares Company Tech Staff Principal	2014-2015 Antares evaluated our infrastructure, and decisions were made to put in more wireless ports and other necessary infrastructure support.
	<b>Action Step 3:</b> Develop a budget with timelines to address technology needs	Spring 2015	Principal Tech staff Finance Committee	2014-2015 A comprehensive budget was developed as well as a timeline for implementation.
	<b>Action Step 4:</b> Procure bids for technology needs from multiple companies, as well as financing	Fall 2015	Parish Business Staff Principal	2014-2015 Bids were requested, and financing procured for the new purchases
	<b>Action Step 5:</b> Purchase and implement all new technology, as well as improve infrastructure as needed	Summer 2015	Parish Business Staff Principal	2014-2015 New Chrome Books for grades 6-8 have been purchased, new iPads for grades K-5 have been purchased, as well as new SMART Boards for those classrooms not having one.
	<b>Action Step 6:</b> Provide training for staff and students	Summer 2015- Spring 2016	Principal Tech Staff	

**(Strategy 3) Provide best curriculum available, meeting Standards and our Curriculum school-wide plan**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Update current curriculum review cycle	Winter 2015	Staff Principal	2014-2015 The Curriculum Review Cycle was updated to reflect current needs. Math was moved up a year, and Social Studies moved back a year.
	<b>Action Step 2:</b> Based on current curriculum needs, preview new math series	Spring 2015	Staff Principal	2014-2015 New math series were reviewed, and evaluated with our math standards alignment. A rep from the company was brought in to present to all staff.
	<b>Action Step 3:</b> Choose math texts that meet our needs and our curriculum standards	Spring 2015	Staff Principal	2014-2015 A new series was chosen, Math Expressions.
	<b>Action Step 4:</b> Provide training for staff on the new curriculum	Spring-Summer 2015	Principal Math Company	
	<b>Action Step 5:</b> Implement math curriculum	Fall 2015	Staff Principal	
	<b>Action Step 6:</b> Evaluate at end of year for strengths and challenges of new curriculum	Spring 2016	Staff Principal	
	<b>Action Step 7:</b> Continue working with updated curriculum cycle to make sure we using best materials to meet academic needs of our students.	Fall 2015	Staff Principal	

**(Objective 5) (New) The School Will Provide Best Practices for formal assessment of students**

**(Strategy 1) Develop an Assessment Philosophy**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>Action Step 1:</b> Provide staff meeting time to thoroughly discuss what staff believes about an effective assessment system	Spring 2015	Principal Staff	2014-2015 Staff meeting time was provided to discuss our assessment beliefs.
	<b>Action Step 2:</b> Develop a Philosophy of Assessment for the school	Spring 2015	Principal Staff	2014-2015 A Philosophy of Assessment was developed, written, and edited by all staff.
	<b>Action Step 3:</b> Add Philosophy to our current curriculum handbook	Spring 2015	Principal	2014-2015 The Philosophy of Assessment has been added



				to our Curriculum Handbook document.
<b>(Strategy 2) Implement new assessment tool NWEA MAP Testing</b>				
	<b>Action Step 1:</b> Introduce NWEA testing to school staff	Fall/Winter 2014-2025	Principal	2014-2015 The NWEA testing was introduced to all staff in November. The program was presented with samples of reports available, what the student reports look like, and the DesCartes tool.
	<b>Action Step 2:</b> Present proposal of change to School Advisory	March 2015	Principal School Advisory	2014-2015 The proposal to switch to NWEA was presented to School Advisory in March
	<b>Action Step 3:</b> Develop a budget for implementing the new assessment tool	Spring 2015	Parish Finance Director Principal	2014-2015 The costs for NWEA testing was determined, and added to the budget for the 2015-2016 school year.
	<b>Action Step 4:</b> Arrange training for August workshops in use of MAP tests and reports	Spring 2015	Principal Staff	2014-2015 Training is being developed for August workshops, and OLP will combine with Carondelet School to share some training.
	<b>Action Step 5:</b> Provide a Parent Information Night, introducing the new assessment	Fall 2015	Principal Staff	
	<b>Action Step 6:</b> Implement MAP tests Fall and Spring	2015-2016 School Year	Staff Principal	