

St. Peter the Apostle Three-Year Plan 2016-2019

Our Strategic Plan is built around our mission statement:

Saint Peter the Apostle Catholic School exists to provide: an inviting Catholic Community, a challenging academic curriculum, and unlimited opportunities to grow in virtue.

Each of the three parts of our mission is meant to be used as a goal. Each of these goals contains target objectives that are designed to move us closer to an expected outcome.

This plan was developed originally in 2007 by the principal, Erin Vader, the Very Reverend Michael F. Olson, pastor, and the School Advisory Council: Philip Hernandez, president, Daniel Martinez, vice-president, Stuart Sumner, secretary, and at-large members: Chris Ducic, Shane Grieve, Claudia Martinez, Leslie Skero, and Debbie Molinar. This committee used information gathered formally and informally through input from faculty, parents, home and school officers, parishioners, etc. In 2011 the strategic plan was updated and again in 2016 under the guidance of the interim principal, Lisa Giardino, Reverend Cruz Manuel Holguin, and the School Advisory Council: Mark Tischendorf, president; at-large members: Chris Ducic, Sandra Moreno, Gil Espinoza, Bryan McGann, Danny Martinez; and the faculty and staff of St. Peter the Apostle Catholic School. The strategic plan is used as an over-arching guide for the directions in which we want to guide SPS; specific and detailed actions to be taken may be found in the SPS Three-Year Plan, which is reviewed annually.

Measures of Progress

- * Continuous assessment of student performance in the classroom
- * Assessment data reported to families: achievement test scores (ITBS and CogAt), report cards and regular assessments
- * Comparison data with other schools in the diocese
- * Compiling of data regarding graduates
- * Continuing engagement of teachers and staff in professional development and instructional coaching
- * Registration and attendance rates
- * Awards and recognition of performance
- * Balanced budget and alignment of resources
- * Engagement of families and students in opportunities to improve learning
- * Family surveys and feedback
- * Student Surveys

... an inviting Catholic Community ...

Alumni/Parish Relations

- Create and update SPS alumni database
- Contact alumni twice a year without asking for money
- Reestablish Stewardship Sundays for both English and Spanish masses
- Build communication with the church: speakers at Mass, continue to submit school news to the parish bulletin
- Have students meet with the Golden Age Club each month
- Continue with Parish Gift program
- Extend the use of school facilities to all missions of the church

Family Life

- Continuous updates and improvements to SPS website by school faculty and administration
- Publish the revised *SPS Parent/Student Handbook*, *SPS Three-Year Plan* on the school website
- Publish all school newsletters and all school forms on the school website
- Host a fall Family Potluck/Movie night and Spring Talent Show/Potluck Night by Home and School
- Host a school-wide Christmas Pageant and a school-wide Spring Concert
- Increase parent communication through the use of: RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans), Remind (text message service), and Smore (electronic newsletter)
- *SPS Service Program* (Volunteer Program) in *Handbook* and school website. Include separate family sheets at front office and also downloadable blank forms on school website for parents to record volunteer hours
- Update and supplement the resources in the Parents' Corner section in the library using money received from the Meadows Foundation Grant each year
- Update sources listed on the "Parents' Corner" section under the *Parents* menu tab on the school website
- Investigate the feasibility of having a Spanish translation available on the school website
- Increase parent participation through the SPS Men's Club and re-establish 'buddy families' for new families through HSA
- Host Spring Carnival

Facilities

- Replace and update all school lighting for more efficient bulbs
- Develop a plan to upgrade and enhance security in and around the school grounds
- Add and update playground equipment
- Create a Building Committee to evaluate and renovate the portable building that currently houses Music and Extended Care

Expected Outcome:

Implementation of the above objectives and goals will help us create an inviting Catholic Community

...a challenging academic curriculum...

Curriculum and Instruction

- Maintain a curriculum that ensures academic excellences with our student body demographics and current educational resources
- Remain current with the Diocesan schedule for textbook adoption
- Yearly maintenance and upgrading of textbooks and educational tools
- Separate combined classes with an emphasis in the elementary grades
- Update school library through the purchase of new books using Scholastic Book Fair dollars and acquire good condition used books through donations
- Update online library cataloging and checkout procedures
- Continue to offer Spanish, computer, music, PE, and art
- Continue in-services and the use of the Diocesan Backwards Design/Standards Based Curriculum and plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue established co-curricular and extra-curricular programs for SPS students
- Post weekly student grades, homework, and class plans using RenWeb so that parents and students may access

Faculty and Staff

- Provide professional development through White Settlement ISD
- Increase staff wages and those teachers above scale on the SPS Salary Scale by 3%
- Hire full-time 3rd grade teacher
- Hire part-time art teacher
- Apply for ACE students or Nuns for support staff
- Revised and update the *SPS Teacher/Staff Handbook*

...unlimited opportunities to grow in virtue.

Spiritual Life

- Morning prayer as a school
- Develop relationship with the Catholic Daughters create a Jr. branch
- Attend adoration as a school
- Students 4k-8th grade participate in All Saints day
- Create a prayer wall where students can actively add prayers
- Participate in special performances to recall and retell the life of Jesus
- Increase student Christian ministry opportunities
- Attend weekly mass participation with the congregation
- Look for new ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in

- Spring Carnival; work with Knights on sponsoring various activities for SPS students; coordinate activities for SPS students with parish Pro-Life group)
- Provide service opportunities for students, faculty, staff, and families
 - Implement teacher-developed yearly SPS Catholic Identity Plan, which features prayer and liturgy expressions, service opportunities, and consistent use of prayer and ritual
 - Re-establish school guided preparation of SPS 1st communion students and offer 2 retreats for the 2nd grade class
 - Hold retreat for 5-8 grade classes
 - Teach “Safe and Sacred” aka “Keeping Children Safe to all students
 - Support local organizations such as but not limited to: Catholic Charities, St. Peter Parish Food Bank, and Catholic Relief Services
 - Attend mass at the local nursing home

Leadership Development

- Have each SPS organization (HSA, Men’s Club, SAC, etc.) represented and distributing information for involvement at final registration in August
- Update and distribute resource list of talents and services within SPS and SPCC community (HSA)
- Hold monthly SAC meetings to the school year to plan more easily for budget, Strategic Plan updates, and SPS policies and events
- Recruit members for SAC and HSA earlier in the fall/winter

Expected Outcome:

Implementation of the above objectives and goals will help us offer ways our students and families grow in virtue.

In support of this mission...

Marketing and Recruitment/ Enrollment

- Revise registration procedures to include FACTS, assessments, and etc.
- Improve recruitment and retention plan
- Write articles featuring SPS in the local newspapers
- Create a more specific development budget for advertisement, spirit-wear, and fundraisers
- Work with the community in areas of real estate, student transfers, local stores & businesses
- Create tuition discount for 1st Responders and Military
- Create new marketing flyers and ads
- Expand the use of SPS’s website, social media and digital media communication
- Write grants
- Begin a strengthened visibility in the White Settlement/Fort Worth community through such events as White Settlement Parade day, FW downtown Parade of Lights, and at appropriate WS Chamber of Commerce functions

- Actively inform school community and public about the availability and process regarding tuition assistance

Finance

- Continuously work towards a balanced budget, with the hope of limiting parish support, payment on debt, saving of fund raising monies for future projects (rather than current year), and cost-based tuition (per the Diocese)
- Explore ways to increase revenue through grants, sponsors, scholarships, etc.
- Plan an annual End of the Year Giving Campaign to be mailed in the 1st week of December
- Participate in the North Texas Giving Day
- Increase the budget for tuition assistance as enrollment increases, and add specific line items for tuition assistance

Resource Development

- Use development staff member to contact corporate givers in our community
- Strengthen donor and sponsor relationships through more regular communication throughout school year, not only at giving time, citing examples in pictures and testimonials of how their support really aids the school
- Use Resource List to look for long-term giving
- Identify potential corporate givers in our community
- Utilize our school, parish and local community as much as possible

Technology

- Continue to in-service the faculty on technology procedures and technology integration in the classroom
- Update the sound system in the gym for performances and presentations
- Write a Five-Year Cyclical Technology Plan
- Renew all technology subscriptions

Expected Outcome:

Implementation of the above objectives and goals will help us support steady growth at St. Peter the Apostle Catholic School.