

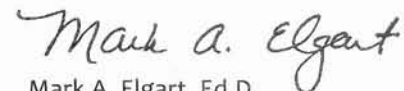


This is to certify that

## Saint Frances Cathedral School

having met the requirements established by the AdvancED® Accreditation Commission and Board of Trustees is hereby accredited by the North Central Association Commission on Accreditation and School Improvement.

Valid Through June 30, 2015

A handwritten signature in cursive script that reads "Mark A. Elgart".

Mark A. Elgart, Ed.D.  
President and CEO, AdvancED



## **Executive Summary**

**Saint Francis Cathedral School**

**Diocese of Metuchen**

Mrs. Barbara Stevens, Principal  
528 Main St  
Metuchen, NJ 08840-1439

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## **Introduction**

Every school has its own story to tell. The context in which teaching and learning takes place influences the processes and procedures by which the school makes decisions around curriculum, instruction, and assessment. The context also impacts the way a school stays faithful to its vision. Many factors contribute to the overall narrative such as an identification of stakeholders, a description of stakeholder engagement, the trends and issues affecting the school, and the kinds of programs and services that a school implements to support student learning. <br><br> The purpose of the Executive Summary (ES) is to provide a school with an opportunity to describe in narrative form the strengths and challenges it encounters. By doing so, the public and members of the school community will have a more complete picture of how the school perceives itself and the process of self-reflection for continuous improvement. This summary is structured for the school to reflect on how it provides teaching and learning on a day to day basis.

## **Description of the School**

**Describe the school's size, community/communities, location, and changes it has experienced in the last three years. Include demographic information about the students, staff, and community at large. What unique features and challenges are associated with the community/communities the school serves?**

### History

In 1928, Saint Francis of Assisi School opened and was staffed by the Sisters of Mercy. Saint Francis was part of the Trenton Diocese until 1981 when the Trenton Diocese was divided, thus forming the Metuchen Diocese. This formation made the Borough of Metuchen the See of the new Diocese. At this time the name of the school was changed to Saint Francis Cathedral School (SFCS). The school was under the direction of the Sisters of Mercy until 2001. Currently the school is under the direction of a lay principal with the presence of the Sisters of Christian Charity.

Since the school's opening in 1928, there have been over 4,000 graduates. In June 2013, 85% of the graduates continued their Catholic education at the high school level. At present SFCS houses 482 students in Pre K through 8th grade.

In the summer of 2005 our Middle School Science Lab was renovated. It is equipped with two circular barbell lab tables that accommodate up to 28 students with electric, gas and working sinks. Bookcases and storage cabinets were also added along with a classroom white board.

The SFCS Early Childhood Center was opened in December of 2010. The Early Childhood Center was renovated bringing three Kindergarten classrooms upstairs to include our Kindergarten with the Pre Kindergarten classrooms. All parish offices were moved to the lower level. An April 8, 2011, the Early Childhood Center was officially dedicated to Emma and Leonard Hill by Monsignor Robert Zamorski, who through their generosity enabled the renovations to take place.

SFCS is a "campus school" with three distinct buildings. Our main building houses grades 1 through 8, our library, our computer lab, and our Art/Spanish room. Our Early Childhood Center houses our Pre K through Kindergarten classes. The parish gymnasium holds our physical education classes and our after-care program. The parish community room, on the lower level of the Cathedral, is where our students receive hot lunch.

### School Description

The SFCS school day begins at 7:50 am and ends at 2:30 pm. The class size average is 25 students, with 2 classes per grade (grades 1 through 8) and 3 Kindergarten classes. Pre K 4-year-olds holds up to 24 students with 1 teacher and 1 aide. Pre K 3-year-old class has the capacity for 17 students with 1 teacher and 1 aide.

Our fully air conditioned facility offers art, music, physical education, library and technology programs in addition to curriculum mandated by the Diocese of Metuchen. SFCS offers a before-care and an after-care program to its students, as well as a hot lunch program.

Due to the successful HSA fundraising and generous donors, SFCS is blessed to have a state of the art technology program. It includes WIFI for use in the classroom for our 90 laptops for student use; 100 Netbooks for student use; 90 iPads for the Middle School students, one-to-one for our 8th grade; a Smart Board in every classroom including the Library and the Art/Spanish room; a complete computer lab with 30 desk top computers; 10 Nooks for our Library Book Nook. In addition each classroom has 3 iPads for classroom centers. All of the faculty is

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supplied with a lap top and an iPad as a tool for instruction.

### Demographic Profile of People Served

Saint Francis Cathedral School (SFCS) is located in Middlesex County, New Jersey, population of 809,858, in a town named Metuchen. We mainly serve the Metuchen and Edison areas along with the surrounding areas of Woodbridge and Piscataway.

The following U.S. Census data is for 2010: Metuchen population in 2010 was 13, 574 and the per capita income was \$50,393 in a 2.7 square mile area. The racial makeup of Metuchen was 77.9% White; 13% Asian; 6.9% Hispanic or Latino; 4.9% African American; and 2.9% Other. The median housing value was \$394,300. Edison population was 103,000 and the per capita was \$33,075 in 30.17 square mile area. The racial makeup of Edison was 50.2% White; 37.5% Asian; 9.8%; African American, 8.5% Latino and 0.9% Other. The median housing value of Edison was \$ 376,500.

The enrollment by religion is 90% Catholic and 10% non-Catholic.

The enrollment by grade level is 51 in Pre-K 3-5, 70 in Kindergarten, 56 in 1st grade, 53 in 2nd grade, 47 in 3rd grade, 50 in 4th grade, 43 in 5th grade, 48 in 6th grade, 52 in 7th grade, and 45 in 8th grade.

All volunteers who serve at SFCS are fully trained and have completed the Protecting God's Children program. Additionally, all are fingerprinted in compliance with the guidelines of the Diocese of Metuchen.

### Community Support

SFCS had a Home School Association which is vital to the success of the school. Committed parents serve on the HSA Board and host general meetings with the parent community 5 times per year. The main role of the HSA is to build strong working relationships between our families and the school. The HSA has a primary role on the planning of activities and fundraisers and helping our families develop their Catholic life and values together with the church.

The School Advisory Council (SAC) assist the pastor and principal in the governance of the school. SAC meets 4 times per year. Finance members of SAC meet in conjunction with the Parish Finance Council to review and approve the school's budget.

### Student Demographics

The enrollment by race as of September 20, 2013 is 329 White, 84 Asian, 29 Native American, 12 African American, 1 Pacific Islander, and 68 Other.

The enrollment by gender is 258 females and 257 males.

### Faculty and Staff Demographics

There are 46 members of the faculty and staff, including 3 full time custodians who service the parish and school. There are 29 members of the professional teaching faculty including, by race as of September 20, 2013, 26 White, 1 Native American, 1 Asian, 1 African American. The faculty consists of 28 lay teachers and 1 sister - 29 females and 0 males. There are 27 full-time and 2 part-time faculty members. The average experience of the faculty at the school is 9 years. There are 11 teachers with 1-5 years experience, 9 teachers with 6-10 years experience, 4 teachers with 11-15 years experience, 3 teachers with 16-20 years experience, 0 teachers with 20-25 years experience, and 2 teachers with 26-30 years of teaching experience. There are 17 faculty members with a Bachelor's degree and 16 faculty members with a Master's degree.

### Challenges

Located in the small town of Metuchen, NJ, St. Francis Cathedral School is blessed with cooperative staff, faculty, administrators, parish community, and local community. Additionally, parents pay high property taxes and could choose to send their children to the local,

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successful public schools. It is our challenge to remain current with technology, educational practices, and curriculum development so that we remain competitive with local schools.

## **School's Purpose**

**Provide the school's purpose statement and ancillary content such as mission, vision, values, and/or beliefs. Describe how the school embodies its purpose through its program offerings and expectations for students.**

**Mission Statement:**

St. Francis Cathedral School creates a Catholic atmosphere where children are challenged to develop respect, justice, and responsibility while growing intellectually and spiritually into leaders of the 21st Century.

**Philosophy:**

SFCS is steeped in the traditions of service, peace, and courage. It shares the common mission of all Catholic schools, namely, to teach, to proclaim the message of Jesus, to build Christian community, to worship God, and to serve one another and the world. Our school supports and enhances the family's role as the primary educators of their children. We engage students from varied cultural backgrounds in a developmental curriculum promoting spiritual growth, academic excellence, and social responsibility. The school identifies its wider community as faculty and staff, students, families, parish, neighborhood, and alumni. Within this dynamic, the young learner develops as a whole child, grounded in God's love. The graduate leaves St. Francis Cathedral School prepared to shape his or her life in a pattern of excellence, morality, service, and commitment, and prepared for the 21st century!

**Beliefs:**

Our School Motto is:

Respect, Justice, Responsibility

SFCS invites young people to develop relationships with Jesus Christ through the lenses of Respect, Justice and Responsibility. This unique relationship promotes the young person's engagement in life-long learning and service as he/she travels through life as a disciple of Jesus Christ.

**Respect:**

We acknowledge the sacredness of each individual, since we are made in the image of God. Students are challenged on a daily basis to exhibit compassion, courtesy, friendship, inclusion and consideration for others.

**Justice:**

At SFCS we promote the fair treatment of others which includes the entire community ranging from administration, faculty, staff and students to parents and other stakeholders of the SFCS community. We are committed to fulfilling the spiritual, academic, emotional and spiritual needs of all.

**Responsibility:**

Each individual in the community is encouraged to take ownership for his/her actions and to be accountable for his/her choices. This will provide each individual with the tools that he/she will need to become committed and active 21st century learners and leaders.

**Goals:** Since our religious beliefs are the basis of the atmosphere and values intrinsic to SFCS, we endeavor to:

- Provide an environment for students to develop an on-going relationship with God which affects not only themselves but others as well.
- Offer opportunities to grow daily in faith, understanding and devotions of the church.
- Develop a foundation of service through a variety of outreach activities.



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- Equip all students with the tools needed to become functioning members of society. This goal will be accomplished by the ongoing implementation of a 21st Century based curriculum.

Examples of how St. Francis Cathedral School supports and enhances its mission and philosophy are as follows:

Our school is first and foremost a Catholic school as evidenced visibly and in every aspect of our programs and activities.

Our curriculum, which is aligned with Diocesan, national and state curriculum standards educates the whole child: spiritually, intellectually, socially, physically, and morally. Students are challenged to live their lives as witnesses to the Gospel's message of love of God and neighbor, and especially to those who are most in need. We have a "Helping Hands" ministry and an "Angels' Apprentices" ministry. We have food, clothing, and book drives and we have a variety of fund-raising activities throughout the year.

Technology (e.g., SMARTBoards, computers, iPads, netbooks, NOOKS, World Book Online) is evident in all classrooms and on all levels as we prepare our students for the 21st Century. Our HSA raised \$149,000 for technology through our major fund-raising event, the Tricky Tray. Parents volunteer countless hours to arrange this successful event.

Administration and faculty participate in on-going professional and spiritual development. Some workshops are in-house; others are available through the Diocese of Metuchen or through other sources.

There is a spirit of collaboration and trust among the administration, teachers, and parents as we build and grow our faith and educational community.

## **Notable Achievements and Areas of Improvement**

**Describe the school's notable achievements and areas of improvement in the last three years. Additionally, describe areas for improvement that the school is striving to achieve in the next three years.**

St. Francis Cathedral School has developed its Catholic Identity in many different ways. We developed a mission statement that guides and directs school practices. It is recited on a daily basis as part of our school-wide morning prayers. Lead to Feed and Angels' Apprentices programs provide opportunities for students to live their faith through service. The Good God Choices program helps students to make decisions based on gospel values. Since 2012 our students in grades K-6 have been a part of the community wide arts display in the Metuchen Borough Hall. Our school Chorus shares its musical talents through visits to veterans' homes and elder care facilities. Additionally they performed in Washington, DC to commemorate the 70th anniversary of D-Day during 2013-2014 school year. As the Cathedral School, we have been privileged to host the Blue Mass for the past two years, which honors our local and state-wide law enforcement. The school Chorus leads the congregation at this mass.

St Francis Cathedral School made many updates to its curriculum and development. We have increased technology to meet the needs of our 21st century learners. These tools include the installation of SMARTBoard technology in every classroom, teacher (1-1 ratio) and student iPads (1-1.5 ratio), World Book Online, new classroom desktops, library Nooks, and the utilization of Dropbox for the upload of digital summer assignments. Upgrades to both the wireless and local area network infrastructures have been implemented. In addition, the Common Core Curriculum Standards have been adopted and implemented along with Diocesan and state curriculum standards through all grade levels as well as the ISTE: National Educational Technology Standards. The following after- school enrichment programs have been created: Middle School Common Room (grades 6-8), Science Club (grades 4-5), Sharpen Your Skills Program (grade 2). Within recent years, the Early Childhood classes adopted a new reading series.

The facilities were improved by the installation of a new CYO roof. The Early Childhood Center has been completely remodeled; classrooms were relocated and new furniture and teaching tools were provided. In response to our Early Childhood needs, a full time first grade instructional aide was hired.

Various security measures have also been added: self-locking school doors that are clearly numbered for easy identification; walkie-talkies for increased communication within the school complex; camera system for monitoring campus and entrances to school buildings. The Administration developed a new security sign-in system to better safeguard our students. In conjunction with the security upgrades, the Edison Police Department educated the staff on crisis management and security protocol.

Communication with parents has been enhanced through the addition of teacher blogs, secure electronic family envelope, Constant-Contact, Sign-up Genius for fundraising, digital report cards, and our user-friendly school website. We are deeply committed to our professional development which has been enriched by faculty presentations and participation in the Diocesan Technology Expo, in-house technology workshops, and yearly book studies for the faculty.

SFCS will further develop its technology program through the acquisition of new laptops and net books as well as upgrading the computer lab.

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## **Additional Information**

**Provide any additional information you would like to share with the public and community that were not prompted in the previous sections.**

- In an effort to "go green", we have progressed to an electronic communication system for informing the school community of pertinent data.
- St. Francis Cathedral School has an immense commitment to service within our community.
- Parents are very much involved in the welfare and success of our students.
- Stakeholders are strongly invested in the future of our school.
- Certified, dedicated teachers of St. Francis work tirelessly to ensure the future success of our students.

# **Data Driven Instruction**

**Saint Francis Cathedral School**

**Diocese of Metuchen**

Mrs. Barbara Stevens, Principal  
528 Main St  
Metuchen, NJ 08840-1439

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## Overview

### Plan Name

Data Driven Instruction

### Plan Description

Analyze data to determine student needs and drive instruction and assessment.

## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	All faculty at St. Francis Cathedral School will analyze and communicate student data in order to ensure successful learning in alignment with Diocesan, national and state curriculum standards.	Objectives: 2 Strategies: 2 Activities: 10	Academic	\$1500
2	All students of St Francis Cathedral School will be evaluated via a wide variety of assessments to ensure their progress.	Objectives: 1 Strategies: 1 Activities: 4	Academic	\$20000



## Goal 1: All faculty at St. Francis Cathedral School will analyze and communicate student data in order to ensure successful learning in alignment with Diocesan, national and state curriculum standards.

### Measurable Objective 1:

100% of All Students will demonstrate a proficiency as a result of the faculty's collaboration in monitoring the school's productive learning environment in Reading by 06/30/2020 as measured by a compilation of meeting agendas, minutes and data-driven lesson plans..

### Strategy 1:

Benchmarks - Research and compile information/assessment to develop benchmarks.

Incorporate data analysis and evaluation into professional learning communities.

Review outcomes and measures from the benchmarks to drive instruction.

Use data to implement differentiated instruction.

Monitor student growth through formative and summative assessments as recorded in Power School.

Activity - Professional Learning Communities (PLC)	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Meetings will be scheduled to analyze student data.	Professional Learning	01/31/2015	06/30/2020	\$0	No Funding Required	All faculty and administration

Activity - Data Analysis	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Faculty will watch data analysis instruction videos.	Professional Learning	01/31/2015	06/30/2020	\$0	No Funding Required	All faculty and administration

Activity - Curriculum Mapping	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Curriculum mapping will be completed in alignment with the Common Core.	Direct Instruction	01/31/2015	06/30/2020	\$0	No Funding Required	All faculty

Activity - Differentiated Instruction	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Lesson plans will demonstrate differentiated instructional grouping derived from data analysis.	Direct Instruction	01/31/2015	06/30/2020	\$0	No Funding Required	All faculty

Activity - Grade Level Assessments	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Faculty will write grade level assessments to measure the mastery of benchmarks.	Direct Instruction	01/31/2015	06/30/2020	\$0	No Funding Required	All faculty

## Data Driven Instruction

Saint Francis Cathedral School

### Measurable Objective 2:

100% of All Students will demonstrate a proficiency in mastery of grade level content standards in Mathematics by 06/30/2020 as measured by student performance data.

### Strategy 1:

Teacher Collaboration - Professional workshops pertaining to Common Core State Standards (CCSS). Horizontal and vertical grade level conversations and Professional Learning Communities (PLC) among the faculty. Identification of CCSS in monthly lesson plans. Book Studies relevant to standards. Guest speakers to address curriculum framework and standards.

Research Cited: (n.d) Retrieved from [www.engageny.org/data-driven-instruction](http://www.engageny.org/data-driven-instruction)

(n.d.). Retrieved from [www.commoncore.org](http://www.commoncore.org)

(n.d) Retrieved from [www.state.nj.us/education/ccss](http://www.state.nj.us/education/ccss)

(n.d) Retrieved from [www.edutopia.org/stw-differentiated-instruction-learning-styles-video](http://www.edutopia.org/stw-differentiated-instruction-learning-styles-video)

(n.d) Retrieved from [thejournal.com/articles/2014/03/3-keys-to-aligning-ccss-and-teacher-effectiveness.aspx](http://thejournal.com/articles/2014/03/3-keys-to-aligning-ccss-and-teacher-effectiveness.aspx)

(n.d) Retrieved from [danielsongroup.org](http://danielsongroup.org)

(n.d) Retrieved from [www.schoolimprovement.com/common-core.../common-core-alignment/](http://www.schoolimprovement.com/common-core.../common-core-alignment/)

(n.d.) Retrieved from [www.eschoolnews.com/2014/-1/23/common-core-strategies-921](http://www.eschoolnews.com/2014/-1/23/common-core-strategies-921)

Contreras, S. L. (n.d.)Syracuse City School District. Retrieved from

[http://www.syracusecityschools.com/tfiles/folder496/SCSD\\_Teaching\\_and\\_Learning\\_Framework\\_FINAL\\_08\\_01\\_PR.pdf](http://www.syracusecityschools.com/tfiles/folder496/SCSD_Teaching_and_Learning_Framework_FINAL_08_01_PR.pdf)

Activity - Data Analysis	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Meetings scheduled to analyze student data.	Professional Learning	01/30/2015	06/30/2017	\$0	No Funding Required	All faculty and administration

Activity - Curriculum Mapping	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Curriculum mapping will be completed in alignment with the Common Core.	Direct Instruction	01/31/2015	06/30/2017	\$0	No Funding Required	All faculty

Activity - Teacher Training	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teacher training on CCSS.	Professional Learning	01/31/2015	06/30/2017	\$1000	Title II Part A	All faculty and administration

Activity - Book Study	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Book study.	Professional Learning	01/31/2015	06/30/2017	\$500	General Fund	All faculty and administration

Activity - Differentiated Instruction	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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## Data Driven Instruction

Saint Francis Cathedral School

Lesson plans will demonstrate differentiated instructional grouping derived from data analysis.	Direct Instruction	01/31/2015	06/30/2017	\$0	No Funding Required	All faculty
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## Goal 2: All students of St Francis Cathedral School will be evaluated via a wide variety of assessments to ensure their progress.

### Measurable Objective 1:

100% of All Students will demonstrate a proficiency across the curriculum as measured by a variety of assessments in English Language Arts by 06/30/2020 as measured by student performance data.

### Strategy 1:

Professional Development - Teachers will participate in professional development on alternate assessments including but not limited to: book studies, in-service opportunities, grade level and departmental shared sessions, webinars, professional workshops, Professional Learning Communities.

Research Cited: <http://www.mdrc.org/publication/professional-development-teachers>

[http://imoberg.com/files/Unit\\_D\\_ch.\\_24\\_--\\_Garet\\_et\\_al.\\_article.pdf](http://imoberg.com/files/Unit_D_ch._24_--_Garet_et_al._article.pdf)

[http://www.edweek.org/ew/articles/2008/05/21/38teach\\_ep.h27.html](http://www.edweek.org/ew/articles/2008/05/21/38teach_ep.h27.html)

<http://ezinearticles.com/?The-Many-Advantages-of-Webinars&id=1555256>

Activity - Teacher Training	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teacher training on alternate assessments.	Professional Learning	08/31/2015	06/30/2020	\$17500	Title II Part A	All faculty and administration

Activity - Book Study	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Group sharing based on book studies.	Professional Learning	08/31/2015	06/30/2020	\$2500	Title II Part A	All faculty and administration

Activity - Benchmark Assessments	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Creation of quarterly benchmark assessments across the grades.	Direct Instruction	08/31/2015	06/30/2020	\$0	No Funding Required	all faculty

Activity - Modification of Benchmark Assessments	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Modification of assessments yearly or as needed.	Direct Instruction	09/01/2016	06/30/2020	\$0	No Funding Required	all faculty

## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Data Analysis	Meetings scheduled to analyze student data.	Professional Learning	01/30/2015	06/30/2017	\$0	All faculty and administration
Professional Learning Communities (PLC)	Meetings will be scheduled to analyze student data.	Professional Learning	01/31/2015	06/30/2020	\$0	All faculty and administration
Curriculum Mapping	Curriculum mapping will be completed in alignment with the Common Core.	Direct Instruction	01/31/2015	06/30/2017	\$0	All faculty
Differentiated Instruction	Lesson plans will demonstrate differentiated instructional grouping derived from data analysis.	Direct Instruction	01/31/2015	06/30/2020	\$0	All faculty
Curriculum Mapping	Curriculum mapping will be completed in alignment with the Common Core.	Direct Instruction	01/31/2015	06/30/2020	\$0	All faculty
Grade Level Assessments	Faculty will write grade level assessments to measure the mastery of benchmarks.	Direct Instruction	01/31/2015	06/30/2020	\$0	All faculty
Benchmark Assessments	Creation of quarterly benchmark assessments across the grades.	Direct Instruction	08/31/2015	06/30/2020	\$0	all faculty
Differentiated Instruction	Lesson plans will demonstrate differentiated instructional grouping derived from data analysis.	Direct Instruction	01/31/2015	06/30/2017	\$0	All faculty
Data Analysis	Faculty will watch data analysis instruction videos.	Professional Learning	01/31/2015	06/30/2020	\$0	All faculty and administration
Modification of Benchmark Assessments	Modification of assessments yearly or as needed.	Direct Instruction	09/01/2016	06/30/2020	\$0	all faculty
<b>Total</b>					\$0	

### Title II Part A

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Teacher Training	Teacher training on CCSS.	Professional Learning	01/31/2015	06/30/2017	\$1000	All faculty and administration
Teacher Training	Teacher training on alternate assessments.	Professional Learning	08/31/2015	06/30/2020	\$17500	All faculty and administration
Book Study	Group sharing based on book studies.	Professional Learning	08/31/2015	06/30/2020	\$2500	All faculty and administration
<b>Total</b>					\$21000	

**Data Driven Instruction**

Saint Francis Cathedral School

**General Fund**

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Book Study	Book study.	Professional Learning	01/31/2015	06/30/2017	\$500	All faculty and administration
<b>Total</b>					\$500	

# **Institutional Advancement**

**Saint Francis Cathedral School**

**Diocese of Metuchen**

Mrs. Barbara Stevens, Principal  
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Metuchen, NJ 08840-1439

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## Overview

### Plan Name

Institutional Advancement

### Plan Description

Develop school vision statement and role of School Advisory Council



## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	The faculty of St Francis Cathedral School will develop a vision statement that exemplifies the purpose and direction of a 21st century school.	Objectives: 1 Strategies: 1 Activities: 3	Organizational	\$0
2	The School Advisory Council (SAC) of St Francis Cathedral School will be a more visible presence in the school community.	Objectives: 1 Strategies: 1 Activities: 4	Organizational	\$500

## Goal 1: The faculty of St Francis Cathedral School will develop a vision statement that exemplifies the purpose and direction of a 21st century school.

### Measurable Objective 1:

collaborate to communicate both the purpose and values of St Francis Cathedral School by 06/30/2015 as measured by gathering and organizing ideas that support a vision statement.

### Strategy 1:

Committee - Establish a committee of administration and faculty.

Research school vision statement templates.

Identify purpose and values of St Francis Cathedral School.

Develop a vision statement that reflects the Catholic identity inherent at SFCS.

Research Cited: [topnonprofits.com/examples/vision-statements/](http://topnonprofits.com/examples/vision-statements/), accessed June 2014

Developing a Vision and a Mission - [www.ascd.org](http://www.ascd.org), accessed June 2014

[www.speicmentemplates.org/statements/school-vision-statements.htm](http://www.speicmentemplates.org/statements/school-vision-statements.htm), accessed June 2014

Activity - Research	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Committee researches and documents important values essential to Catholic education.	Policy and Process	01/31/2015	06/30/2015	\$0	No Funding Required	4 faculty (one from Pre K - 2, one from 3-5, one from 6-8, one specials teacher) and administration

Activity - Analyze Survey	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Analyze data from stakeholder surveys regarding the purpose and direction of SFCS.	Policy and Process	01/31/2015	06/30/2015	\$0	No Funding Required	4 faculty (one from Pre K-2, one from 3-5, one from 6-8, one from specials) and administration

Activity - Vision Statement Composition	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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Develop a statement that supports realistic and achievable aspirations that are clear and align with organizational values and culture.	Policy and Process	01/31/2015	06/30/2015	\$0	No Funding Required	4 faculty (one from Pre k-2, one from 3-5, one from 6-8 and one from specials) and administration
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## Goal 2: The School Advisory Council (SAC) of St Francis Cathedral School will be a more visible presence in the school community.

### Measurable Objective 1:

demonstrate a behavior that increases the SAC's visibility to the faculty and school families by 01/08/2018 as measured by the attendance of SAC at school activities, school fundraisers and school-wide events..

### Strategy 1:

Stakeholder Outreach - Meetings will be held among administration, faculty and Marketing/Development Coordinator to gather necessary data. Coordinator will create a database (addresses, email addresses, phone numbers) for contact information with the members of SAC.

A method of feedback from the council members will be created and progress will be monitored.

Research Cited: Guide for Establishing Local School Advisory Councils (PDF) Roman Catholic Diocese of Gary, Indiana; [www.dcgary.org/pdf/School-Advosory.pdf](http://www.dcgary.org/pdf/School-Advosory.pdf), accessed June 2014

Advisory Council Leadership Manual, Diocese of Helena, Missoula, Montana [www.diocesehelena.org/schools/.../advisory-council-leadership-manu](http://www.diocesehelena.org/schools/.../advisory-council-leadership-manu)

Activity - Stakeholder Outreach	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
The administration will meet with the faculty to compile a list of school-wide events.	Community Engagement	01/31/2015	08/31/2015	\$0	No Funding Required	All staff responsible for information.

Activity - Creation of Data Base	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
The administration will articulate these dates to the Marketing and Development Coordinator. The coordinator will establish a line of communication with the members of the School Advisory Council through various media to inform them of all such dates.	Community Engagement	09/01/2015	06/30/2018	\$500	General Fund	Marketing and Development Coordinator and administration

Activity - Survey	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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**Institutional Advancement**

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A survey will be established by the administration and coordinator for the SAC members to complete to provide feedback on all attended events.	Community Engagement	09/01/2015	06/30/2018	\$0	No Funding Required	Administration
<b>Activity - Evaluation</b>	<b>Activity Type</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Resource Assigned</b>	<b>Source Of Funding</b>	<b>Staff Responsible</b>
The coordinator will monitor the process over a three year period.	Community Engagement	09/01/2015	06/30/2018	\$0	No Funding Required	Marketing and Development Coordinator and administration

## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### General Fund

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Creation of Data Base	The administration will articulate these dates to the Marketing and Development Coordinator. The coordinator will establish a line of communication with the members of the School Advisory Council through various media to inform them of all such dates.	Community Engagement	09/01/2015	06/30/2018	\$500	Marketing and Development Coordinator and administration
<b>Total</b>					\$500	

### No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Vision Statement Composition	Develop a statement that supports realistic and achievable aspirations that are clear and align with organizational values and culture.	Policy and Process	01/31/2015	06/30/2015	\$0	4 faculty (one from Pre k-2, one from 3-5, one from 6-8 and one from specials) and administration
Survey	A survey will be established by the administration and coordinator for the SAC members to complete to provide feedback on all attended events.	Community Engagement	09/01/2015	06/30/2018	\$0	Administration
Research	Committee researches and documents important values essential to Catholic education.	Policy and Process	01/31/2015	06/30/2015	\$0	4 faculty (one from Pre K - 2, one from 3-5, one from 6-8, one specials teacher) and administration
Stakeholder Outreach	The administration will meet with the faculty to compile a list of school-wide events.	Community Engagement	01/31/2015	08/31/2015	\$0	All staff responsible for information.

**Institutional Advancement**

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Evaluation	The coordinator will monitor the process over a three year period.	Community Engagement	09/01/2015	06/30/2018	\$0	Marketing and Development Coordinator and administration
Analyze Survey	Analyze data from stakeholder surveys regarding the purpose and direction of SFCS.	Policy and Process	01/31/2015	06/30/2015	\$0	4 faculty (one from Pre K-2, one from 3-5, one from 6-8, one from specials) and administration
<b>Total</b>					\$0	

# **Spiritual Development**

**Saint Francis Cathedral School**

**Diocese of Metuchen**

Mrs. Barbara Stevens, Principal  
528 Main St  
Metuchen, NJ 08840-1439

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## Overview

### Plan Name

Spiritual Development

### Plan Description

Establish a culture of kindness that permeates the school's environment

## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	St. Francis Cathedral School (SFCS) will promote a community of faith, knowledge and service whereby students develop a culture of kindness.	Objectives: 1 Strategies: 1 Activities: 4	Academic	\$600

## Goal 1: St. Francis Cathedral School (SFCS) will promote a community of faith, knowledge and service whereby students develop a culture of kindness.

### Measurable Objective 1:

100% of All Students will demonstrate a behavior that models the tenets of our faith in Religious Studies by 06/30/2017 as measured by faculty feedback and observation of student interaction.

### Strategy 1:

Service - Students will participate in a wide variety of prayer experiences. Emphasis will be placed on service actions and social justice. Faculty will create quarterly focus activities of faith in action.

Research Cited: [http://www.ncea.org/sites/default/files/documents/elem\\_news\\_0414\\_April\\_%20eNewsletter\\_pdf.pdf](http://www.ncea.org/sites/default/files/documents/elem_news_0414_April_%20eNewsletter_pdf.pdf)

"Catholic Social Teaching." Office for Social Justice. N.p., n.d. Web. 27 May 2014.

<http://www.ncea.org/department-news/simple-idea-increasing-faith-life-your-classroom>

<http://www.crosswalk.com/family/parenting/help-your-kids-put-faith-into-action-11645218.html>

Activity - Student Spirituality Day	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Yearly Student Spirituality Day focus on prayer.	Academic Support Program	01/31/2015	06/30/2017	\$500	General Fund	All faculty and administration

Activity - Culture of Kindness	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Exposure to different types of prayer throughout the year.	Academic Support Program	01/31/2015	06/30/2017	\$0	No Funding Required	All faculty and administration

Activity - Lessons and Activities	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Engage the students in Good God Choice lessons and activities.	Academic Support Program	01/31/2015	06/30/2017	\$0	No Funding Required	All faculty and administration

Activity - Student Outreach	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Further develop outreach programs (Helping Hands, Missionary Childhood, Angels' Apprentices, etc.)	Academic Support Program	01/31/2015	06/30/2017	\$100	General Fund	All faculty and administration

## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Lessons and Activities	Engage the students in Good God Choice lessons and activities.	Academic Support Program	01/31/2015	06/30/2017	\$0	All faculty and administration
Culture of Kindness	Exposure to different types of prayer throughout the year.	Academic Support Program	01/31/2015	06/30/2017	\$0	All faculty and administration
<b>Total</b>					\$0	

### General Fund

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Student Outreach	Further develop outreach programs (Helping Hands, Missionary Childhood, Angels' Apprentices, etc.)	Academic Support Program	01/31/2015	06/30/2017	\$100	All faculty and administration
Student Spirituality Day	Yearly Student Spirituality Day focus on prayer.	Academic Support Program	01/31/2015	06/30/2017	\$500	All faculty and administration
<b>Total</b>					\$600	

# **Student Support**

**Saint Francis Cathedral School**

**Diocese of Metuchen**

Mrs. Barbara Stevens, Principal  
528 Main St  
Metuchen, NJ 08840-1439

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## Overview

### Plan Name

Student Support

### Plan Description

Develop procedures to evaluate students' needs and provide support for the "whole child."

## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	St. Francis Cathedral School will implement a process that will provide further direction to students who need counseling, referral and educational services.	Objectives: 1 Strategies: 1 Activities: 5	Organizational	\$20000



## **Goal 1: St. Francis Cathedral School will implement a process that will provide further direction to students who need counseling, referral and educational services.**

**Measurable Objective 1:**

collaborate to coordinate a process for students to obtain appropriate personal, emotional and/or academic assistance through in-school support and outside referral services when warranted by 06/30/2019 as measured by student academic improvement, high school placement, and records.

**Strategy 1:**

Programs - Explore guidance programs similar to the Middle School Advisory for other grade levels in the school.

Explore the possibility of sharing counseling services with other diocesan elementary schools.

Establish a formal high school preparation program.

Activity - Support Program	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Establish a committee to explore advisory-type programs suitable for the entire school.	Academic Support Program	01/31/2015	06/30/2019	\$0	No Funding Required	Select faculty representative of every grade level and administration
Activity - Advisory Groups	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Implement grade level advisory groups for lower and intermediate grades.	Academic Support Program	01/31/2015	06/30/2019	\$0	No Funding Required	Grade level faculty
Activity - Guidance	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Gain approval from Parish Finance Council for part-time guidance counselor.	Academic Support Program	03/31/2015	06/30/2019	\$20000	General Fund	administration
Activity - High School Counseling	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Create a framework for individual conferences for all eighth grade students related to high school placement.	Academic Support Program	09/01/2015	06/30/2017	\$0	No Funding Required	Administration

**Student Support**

Saint Francis Cathedral School

Activity - High School Counseling	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Offer a parent informational meeting for graduating students.	Academic Support Program	09/01/2015	06/30/2019	\$0	No Funding Required	Administration

## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Advisory Groups	Implement grade level advisory groups for lower and intermediate grades.	Academic Support Program	01/31/2015	06/30/2019	\$0	Grade level faculty
High School Counseling	Create a framework for individual conferences for all eighth grade students related to high school placement.	Academic Support Program	09/01/2015	06/30/2017	\$0	Administration
Support Program	Establish a committee to explore advisory-type programs suitable for the entire school.	Academic Support Program	01/31/2015	06/30/2019	\$0	Select faculty representative of every grade level and administration
High School Counseling	Offer a parent informational meeting for graduating students.	Academic Support Program	09/01/2015	06/30/2019	\$0	Administration
<b>Total</b>					\$0	

### General Fund

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Guidance	Gain approval from Parish Finance Council for part-time guidance counselor.	Academic Support Program	03/31/2015	06/30/2019	\$20000	administration
<b>Total</b>					\$20000	