

St. Hubert School Strategic Plan ²⁰¹⁵⁻²⁰¹⁶

Objective 1: St. Hubert School will strive to create a more consistent school climate that reflects the SHS mission and philosophy statements.

Strategy 1 St Hubert School will work to instill the social justice principles of compassion and acceptance in our students' daily lives through the Responsive Classroom philosophy

Action Steps	Timeline	Responsibility	Progress Report
1. Train grades 2 and 3 teachers in the RC approach	Summer 2010 Implementation Fall 2010	Administration and Teachers of grades 2 & 3	²⁰¹⁰⁻²⁰¹¹ Kindergarten, First and Fourth Grade Teachers met with Second and Third Grade Teachers during workshop week to communicate what each of the K, 1st and 4th grade teachers have found worked well when they initially implemented responsive classroom.
2. Train all specialists who work with K-4 students in the RC approach	Summer 2011 Implementation Fall 2011	Administration and K-4 specialist teachers	2010-2011 The six second and third grade homeroom teachers attended Responsive Classroom Training during the summer of 2010 2014-2015 Some of our specialists and new teachers in grades K-4 are attending a two-day workshop this summer on Responsive Classroom philosophy. ²⁰¹⁵⁻²⁰¹⁶ Our new Spanish teacher took a one-day workshop. Our

			kindergarten teachers are attending an advanced class this summer.
3. Train grades 5-6 and all specialists who work with middle school students in the RC Approach	Summer 2012 Implementation Fall 2012	Administration, 5/6 teachers and specialists	^{6/11/12} It has been determined that the responsive classroom philosophy is not applicable to our middle school due to departmentalization for classes. However the element of morning meetings is being used in an age appropriate manner during religion classes that are taught by the 5 th /6 th grade homeroom teacher. ^{6/10/13} A new first grade teacher and a new fourth grade teacher were trained in responsive classroom during the summer of 2012
4. Train grades 7-8, support staff, and remainder of untrained faculty in the RC Approach	Summer 2013 Implementation Fall 2013	Administration, 7/8 teachers and other untrained staff.	^{06/10/13} It has been determined that responsive classroom philosophy is not applicable to our middle school due to developmental age and departmentalization for classes.
<i>Strategy 2 St. Hubert School will continue its efforts to monitor bullying issues by strengthening interpersonal communication and respecting human dignity</i>			
1. Further enhance the Kind Committee by initiating a new student mentor program	Fall 2011	Teacher liaisons, Parent welcoming committee and Kind Committee	²⁰¹⁰⁻²⁰¹¹ A welcome day for new students in grade 4-8 was held in August. Students on KIND committee gave individual tours to students at the same grade level, other activities were planned and lunch was shared.

			2013-2014 We are continuing this process in August for all new students.
2. Encourage ongoing presentations by school counseling staff regarding bullying, friendship and diversity	Fall 2010 and ongoing	Counseling Staff	<p>2010-2011 Our school counselor held “Lunch Bunch” groups for kindergarten, first, second and third graders. Also, presentations were given to upper grades regarding hurtful language given verbally or communicated electronically.</p> <p>06/11/12 Our school counselor as well as our dean of students has been conducting lunch meetings and individual counseling regarding friendship issues and bullying situations.</p> <p>2013-2014 Our counselor went into homerooms in grades 4-8 to discuss bullying and friendship issues. Our counselor continues to have lunch bunch and individual/small group counseling regarding friendship issues.</p> <p>2014-2015 As part of our weekly advisory period for grades 5-8, our school counselor created lessons to be presented each week.</p>
3. Create monitoring system for unstructured periods of the day including hallway passing times, playground and field trips	Fall 2011	Administration and teachers	06/11/11 Breakout rules and opportunities for indoor breakout have helped the issues regarding behavior during that time of the day. Teachers have been more diligent about standing in the

			<p>doorway and supervising at passing time. Supervision and structure of field trips has been enhanced resulting in no reported behavior issues.</p> <p>2014-2015 Installation of security cameras have allowed us to monitor and review situations.</p>
4. Create a monitoring system for the restrooms and locker room that complies with archdiocesan safe environment expectations	Fall 2012	Administration, phy education teachers	<p>06/10/13 Monitoring the restrooms and locker rooms continue to be a challenge. A system of monitoring during lunch period had been put in place with the use of passes.</p>
5. Design a behavior management plan for bullying behaviors	Spring 2011	Administration, KIND team teacher liaisons and Counseling Staff	<p>2010-2011 The Behavior Plan and Discipline Cycle were completely revised. The majority of the revisions were rewritten by full faculty during a workshop day in March. School Advisory Committee and a team of teachers made additional revisions during April and May.</p> <p>06/11/12 Beginning fall of 2012 our dean of students has been in that position full time. The new behavior plan and discipline cycle has been put to the test and has been working well. Detention consequences are no longer sitting in a classroom before school but is now service related with an education piece.</p> <p>2013-2014 Our discipline form has been revised to be more user friendly and proactive.</p>

Strategy 3: St. Hubert School will provide a clean and healthy physical environment for our children			
<p>1. Develop a process of administration and maintenance to meet and schedule maintenance and renovation of the school</p>	<p>2010</p>	<p>Parish and school administration, Maintenance director</p>	<p>²⁰¹⁰⁻²⁰¹¹ Pastor, Parish Administrator, Principal and Maintenance Director met in the summer of 2010 to plan for carpet replacement to take place during 2010-2011. The nurse's office carpeting was replaced with tile during the fall. The school office carpeting was replaced in the fall and the School Age Child Care Room and the Preschool Room carpeting will be replaced in August 2011. ^{06/11/12} We will begin replacing hallway carpeting during the summer of 2012 ^{06/11/13} A wall covering has been purchased to be put over the wallpaper in high traffic areas. This will be completed in summer 2013</p>
<p>2. Explore funding for the completion of appropriate upgrades to improve the aesthetic appearance of the school.</p>	<p>Fall 2010 Beginning with 2011 - 2012 budgeting</p>	<p>School Advisory Committee and school administration,</p>	<p>²⁰¹⁰⁻²⁰¹¹ The School Advisory Committee established a finance committee to evaluate needs and means of financing upgrades. An initial report is scheduled to be shared at the August SAC meeting. ^{06/11/12} At the time of this writing the revised strategic plan has not been submitted ^{06/10/13} The completion of a financial strategic plan did not get completed due change in membership on the school</p>

			advisory committee and a lack of follow through from volunteers.
3. Replace carpeting in school office area	Summer 2010	Maintenance director, parish and school administration	²⁰¹⁰⁻²⁰¹¹ School Office carpeting was replaced in the fall of 2010.
4. Replace wall covering in key areas of school.	Summer 2011	Parish and school administration, Maintenance director	²⁰¹⁰⁻²⁰¹¹ The Principal contacted volunteer parents to tear off wallpaper and paint walls. A meeting is scheduled for June 21, 2011 with these parents, maintenance director and principal to begin the process. ^{06/11/12} Lower level hallway by the preschool. SACC and music rooms had the wallpaper removed and walls painted during the summer of 2011. A continuation of replacing wallpaper and painting will continue this summer.
5. Replace carpeting in school hallways	Summer 2012	Parish and school administration, Maintenance director	^{06/11/12} Replacement of school hallway carpeting will begin this summer
6. Replace carpeting in classrooms	Summer 2013	Parish and school administration, Maintenance director	^{06/10/13} It has been determined that it is not necessary to replace classroom carpeting this summer ²⁰¹³⁻²⁰¹⁴ School carpeting was replaced in the music room.
7. A 5-year maintenance plan will be developed.	January 2015	Maintenance Director, parish	²⁰¹⁴⁻²⁰¹⁵ Discussions have begun but not completed.

		and school administration	
<i>Strategy 4: St. Hubert School will stress environmental concerns by awareness and educational efforts in recycling and organic composting.</i>			
1. Establish a student Green Team to support the efforts of the staff and parent Environmental Stewardship Committee	2009-2010	Faculty members on environmental stewardship committee	²⁰¹⁰⁻²⁰¹¹ A student Green Team was established Spring of 2010 consisting of 5th-8th graders that had a strong interest in environmental concerns and stewardship of the Earth.
2. Establish a program of the organic composting our school lunch waste	Spring 2010	Administration, environmental stewardship committee, Maintenance staff	²⁰¹⁰⁻²⁰¹¹ Organic Composting began in the lunchroom during the spring of 2010 and spread to the entire school in the fall of 2010 including restrooms and classrooms.
3. Develop funding support to continue organic composting	Fall 2010	Principal, environmental stewardship committee, maintenance staff	²⁰¹⁰⁻²⁰¹¹ Principal recruited a parent volunteer and was able to secure a donated trailer to build an aluminum can bin. Environmental Committee organizes aluminum can drives periodically. Parent volunteers bring cans in for recycling and profits are used to fund organic composting initiative. ^{06/11/12} The aluminum can drive continues to be the primary source of income for organic composting.
4. Establish a program of composting paper towels, facial tissues and other compost materials in the classrooms and bathrooms of the building	Fall 2010	Administration, environmental stewardship	²⁰¹⁰⁻²⁰¹¹ Green Team created a video that was shared with all classes to educate and promote organic recycling. Additionally, initiatives

		committee, Maintenance staff	such as one class being awarded a “garbage” trophy indicating that classroom is making the best effort in caring for our environment.
5. Continually reinforce our commitment to stewardship of God’s creation through workshops, education and printed communications	2010 and ongoing	All faculty, students and parents	<p>2010-2011 “What’s Cool in Our School” came to St. Hubert School and featured the Green Team and organic composting on the evening news.</p> <p><small>06/11/12</small> Organic composting and recycling at St. Hubert’s has been going well. The efforts of our Wellness Committee, Green Team and committed teachers have made this program successful. A new school garden has been created this spring. It is the hope that produce from this garden can be donated to the local food shelf and can be used in school lunches.</p> <p><small>2013-2014</small> The Green Team student representatives presented information about recycling and composting to all students in the fall.</p>
Objective 2: St. Hubert School will provide curriculum that effectively meets the needs of all learners.			
<i>Strategy 1 St. Hubert School will strive to provide differentiated instruction in all curriculum areas and classrooms.</i>			

<p>1. Form a core group of teachers who have a background in differentiated instruction to become professional leaders</p>	<p>Fall 2010</p>	<p>Administration and teachers</p>	<p>²⁰¹⁰⁻²⁰¹¹ An administrative team was developed at the beginning of the school year. One of the goals of this team is to continuously evaluate how we can best meet the needs of our students. One of the accomplishments of this team was to create a “grouping philosophy”. This was written in April 2011. Additionally a template was developed to group students for ability math groups. ^{06/11/12} The template was revised this spring to accommodate for more teacher input rather than assessment scores and a change in the weighting of assessment scores.</p>
<p>2. Provide a workshop experience in differentiate instructional practices for the whole faculty</p>	<p>Fall 2011</p>	<p>Administration, teachers and qualified expert</p>	<p>^{06/11/12} With the implementation of Math in Focus, a Singapore approach to teaching math, several workshops were held while specifically addressing differentiating in math.</p>
<p>3. Expand the use of differentiated instruction by developing lessons that engage students on various levels through multiple teaching strategies</p>	<p>2011-2012</p>	<p>Administration and teachers</p>	<p>^{06/11/12} Teachers have been, and continue to explore, opportunities for differentiation using different technology applications. Lessons were developed specifically for SMART board use. ²⁰¹⁴⁻²⁰¹⁵ We addressed how differentiation instruction may take</p>

			place even with standards based education.
5. Provide opportunities for teachers to observe best teaching practices in differentiation.	Spring 2012	Principal	^{06/11/12} Teachers took advantage of the opportunity to observe colleagues teaching, specifically teaching bar modeling.
5. Establish collegial groups and develop a plan for regular meetings to share differentiated teaching and assessment strategies.	Fall 2013	Principal and teachers	²⁰¹³⁻²⁰¹⁴ Differentiated instruction and assessment strategies were discussed at faculty meetings. And at team level meetings . As part of our reassessment policy, many discussions were held regarding that a reassessment should take a different form than the original assessment. ²⁰¹⁴⁻²⁰¹⁵ We had workshops that talked about assessment and how we can sue a variety of assessments, especially when reassessing.
6. Develop an evaluation tool for monitoring teacher use of best teaching practices in differentiation	Fall 2014	Principal and collegial group	²⁰¹³⁻²⁰¹⁴ Part of the professional growth and evaluation form for the faculty, has the teachers evaluate how they have personally used differentiated instruction in the classroom this year. ²⁰¹⁵⁻²⁰¹⁶ . The teachers continue to be challenged to use differentiated instruction. And it remains on their professional growth plan.
<i>Strategy 2 St. Hubert School will provide enrichment opportunities to gifted and talented students, which will expand critical thinking, problem solving, and performance skills.</i>			

1. Form committee of teachers to review current trends and research gifted and talented educational programs	Fall 2011	Principal	^{06/11/12} A specific committee was not set up, however this is, and will continue to be, a focus as we evaluate staffing changes ^{06/10/13} Salary for a part time gifted instructor has been budgeted for 2013/2014. At this time the challenge continues to be space issues.
2. Develop criteria of on-going measures to identify students within multiple areas of giftedness	Spring 2012	Gifted education committee Principal	^{06/11/12} This has been put on hold and will be addressed in 2012-2013 ^{06/10/13} A template has been developed that each grade level uses at the end of the school year to rank children for ability grouping in math and reading and will be used for possible gifted class determination
3.. Train leadership team of in-school experts for gifted/talent program	Fall 2012	Qualified expert	^{06/10/13} This training has been put on hold until it is feasible to have a gifted/talented program.
4. Provide training in GT instructional practices to all teachers	Winter 2012	Principal Gifted education committee, Qualified expert	^{06/10/13} This has also been put on hold and will possibly happen Winter of 2013
5. Write and communicate a school-wide philosophy of gifted and talented education	Fall 2013	Principal Gifted education committee	^{06/10/13} This has also been put on hold and will possibly happen Spring of 2014
6. Design gifted/talented program and share with stakeholders	Winter 2013	Principal Gifted education committee School advisory	²⁰¹³⁻²⁰¹⁴ We are implementing our Gifted and Talented program, S.H.I.N.E. in the fall. The program has participation at three different levels. Information was

			sent home to parents regarding the program. Assessments for the program have been developed and students have begun to be assessed.
7. Implement new gifted/talented program	Fall 2014	Teaching staff, administration	²⁰¹³⁻²⁰¹⁴ See 2.2.6
8. Monitor and evaluate gifted/talented program	Spring 2015	Teaching staff	²⁰¹⁴⁻²⁰¹⁵ This was our first year with the S.H.I.N.E. program. We have added to the type of assessments that we will use to qualify the students for Level 111 services. We will also allow more time for the director of S.H.I.N.E. to be a resource for the teachers, to help them differentiate.
<i>Strategy 3 Struggling learners will receive additional help through interventions and adaptations of the curriculum</i>			
1. Create a tool to identify students needing support from the resource teacher	Fall 2011	Administration, Teachers	^{06/11/12} A tool has been created which includes teacher input, grades and assessment scores in addition to resource teachers annual report to principal
2. Provide scheduled time for resource teacher to assist classroom teachers in identifying adaptations to the curriculum	Fall 2012	Administration, Resource teacher	^{06/10/13} The resource teacher along with the special education teacher and school counselor work closely with classroom teachers to help identify adaptations to the curriculum. The scheduled time is the bi weekly I Team meetings but this

			occurs at any time as deemed necessary.
3. Monitor and evaluate the support given to students and classroom teachers from resource teacher	Fall 2014	Principal Resource teachers	²⁰¹³⁻²⁰¹⁴ We did not do this year. We will begin this next year.
4. Develop a tool to report and assess individual student's progress with the resource teacher	Spring 2015	Principal teachers	²⁰¹⁴⁻²⁰¹⁵ We restructured our I team to give more effective support for the teachers.
5. Schedule "power hour" for reading and math in primary grades.	Summer 2010	Principal Support staff, Teachers	²⁰¹⁰⁻²⁰¹¹ A common time was scheduled for reading and math in grades K-4. ^{06/11/12} Power hour was enhanced during the 2011-2012 school year to include resource and enrichment teachers
6. Share defined process of "power hour" with support staff and primary teachers	Fall 2010	Principal Resource teacher Support staff Primary teachers	²⁰¹⁰⁻²⁰¹¹ During workshop week the team of teachers at each grade level met with the resource teachers to plan how to best meet the needs of all their students.
7.. Monitor and evaluate "power hour"	Spring 2011	Principal Teachers	²⁰¹⁰⁻²⁰¹¹ The principal met with each grade level team during the spring to evaluate the scheduling of power hour. The result of these meetings and after evaluation of assessments, it was determined to make changes in grouping philosophies and to discontinue "flex" grouping in Grade 4. ^{06/11/12} Per monitoring and evaluation, changes will be implemented for the 2012-2013 school year. This will

			include longer literacy periods for grades 1 and 2 and the implementation of Jan Richardson's Daily Five Guided Reading Curriculum in kindergarten
Strategy 4: St. Hubert School will continually evaluate curriculum handbook format .			
1. St. Hubert School will evaluate and monitor through an written survey form the use of curriculum mapping software to determine the effectiveness of using this tool in curriculum handbooks	Fall 2011	Administration and teachers	²⁰¹⁰⁻²⁰¹¹ This process began in spring of 2011 and it was determined that we will discontinue our subscription to Curriculum Mapper and create our own template for mapping our curriculum.
2. A faculty committee will be developed to study survey and make recommendation regarding curriculum handbook format	2011-2012	Administration and teachers	^{06/11/12} Curriculum maps were updated using a standard template. Formats for our curriculum handbook began to be explored. The dean of students (2012-2013 assistant principal) has accepted responsibility for leadership of this action
3. Curriculum committee will report its recommendation to faculty regarding format of curriculum handbooks	Fall 2012	Principal and curriculum committee	^{06/10/13} Beginning Fall 2012 the assistant principal's job description included curriculum planning. The assistant principal has revamped the curriculum handbook including modifications to the curriculum map and format of the handbook.
4. Time will be given during workshop days to revamp curriculum guides according to recommendation	2012-2013	Administration and teachers	^{06/10/13} The focus of the time during workshop days included a scrutiny of curriculum standards at each grade level, particularly in reading and math.

			<p>2-13-2014 We updated the format of the curriculum map template.</p> <p>2014-2015 Teachers continued to revise their maps. This year they included the standards into the mapping.</p>
Strategy 5 St. Hubert School will implement Service Learning into our social justice program.			
1. Faculty will be educated on the specific components of charity compared to justice through a workshop/retreat day	Fall 2012	Administration and Teachers	06/10/13 The retreat day during Fall workshop was planned by the Pastor and included a speaker that did not address this specific theme.
2. Faculty will be educated on the specific components of service learning	2012-2013	Administration and Teachers	06/10/13 A continuation of service learning and particularly activities in the middle school to involve service learning and other social justice activities occurs.
3. Research onsite and local service opportunities	2010-2011 and ongoing	Religion Teachers	<p>2010-2011 Students served the needs of Summerwood senior housing, Feed My Starving Children, PROP food shelf, Families Moving Forward, Love in the name of Christ (Love INC) and others.</p> <p>06/11/12 Students continued with the same opportunities during 11-12 so that each grade level focuses on at least one group</p> <p>06/10/13 More students (7th grade art and band members) were involved in the Empty Bowls project this year.</p>
4. Schedule at least one service project per grade level each year.	2010 and ongoing	Teachers	2010-2011 The Ash Wednesday retreat on March 9, 2011 included Kindred

			<p>Heart coming onsite and our students learned of World needs and packaged food.</p> <p>^{06/11/12} Once again our Ash Wednesday retreat focused on a variety of service projects. A different project this year was making food packages for different groups which included <i>363 Days</i>: sandwiches to feed families for 363 days and <i>Ronald McDonald</i> Breakfast bags.</p> <p>²⁰¹³⁻²⁰¹⁴ All grade levels helped deliver PROP donations throughout the year to PROP. The sixth grade is looking at different service projects for next year.</p>
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OBJECTIVE 3: St. Hubert School’s assessment procedures will drive instruction to meet the needs of all our students.

Strategy 1 St. Hubert School will continue implementation of NWEA in grades 3-8 and research and evaluate a standardized assessment program for kindergarten, first grade and second grade.

1. Create a team Research and evaluate standardized testing for grades kindergarten, first grade, and second grade	2010-2011	Kindergarten and first grade teachers and administration	<p>²⁰¹⁰⁻²⁰¹¹ Kindergarten and First Grade teachers along with Principal researched assessment tools. A presentation was given in March 2011 on Dibels. It was determined to implement this program. Kindergarten and First Grade teachers attended an 8 hour</p>
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			workshop on June 14 and June 16, 2011
2. Implement a standardized assessment program in kindergarten, first and second grade.	2011-2012		^{06/11/12} We began the use of Dibels in kindergarten and first grade. Guest teachers were hired to substitute for teachers during the individualized testing. Second grade went back to using NWEA assessment
<i>Strategy 2 St. Hubert School will develop and implement a comprehensive system for utilizing assessment data to develop and enhance curriculum</i>			
1. Provide in-service on utilization of achievement test data to guide instructional decisions	2012-2013	Teachers and administration	^{06/10/13} A specific in service was not provided, however several teachers shared insights gained through graduate work.
2. Develop a process of recording data to use to review new curriculum support materials	Winter 2012	Teachers and administration	^{06/10/13} A template has been developed that is used when determining curriculum needs in reading and math.
3. Curriculum committee will review curriculum based on assessment data	Fall 2012 and ongoing	Teachers	^{06/10/13} Curriculum review for 2012-2013 has been social studies. Our curriculum review was dictated by the changes in the state standards for social studies.
4. Develop a process to best use the data from standardized testing to assist in meeting the needs of diverse learners and guide instructional processes	Fall 2013		²⁰¹³⁻²⁰¹⁴ The assistant principal examined the results of the NWEA tests. Each grade level worked on areas of strengths and areas they needed to strengthen. ²⁰¹⁴⁻²⁰¹⁵ During our August workshop, we had a guest speaker come in and

			<p>review how to use the data to improve our curriculum and to meet the needs of our students in each classroom.</p> <p><small>2015-2016</small> All teachers watched a webinar on using data from Formative,, Summative, and standardized testing assessment.</p>
5. A formal plan of recording student data from Star Reader and Accelerated Reader will be developed to identify and assess progress of a student's reading level.	Fall 2011	Language Arts Teachers and media specialist	<p><small>06/11/12</small> Star reader data and accelerated reader data is used in conjunction with NWEA and Dibels to assess reading progress and level and to determine specific needs</p>
<i>Strategy 3 St. Hubert School will utilize various types of assessment in the classroom</i>			
1. An assessment subcommittee will be created. This group will research best assessment practices	2011	Administration teachers	<p><small>Fall 2011</small> An "Assessment" faculty committee will be created along with other faculty committees at the Fall Workshop</p> <p><small>06/11/12</small> The assessment team morphed into the I Team. The I Team helps teachers with identifying needs partially from the assessment results but particularly helps with RIT – helping teachers explore intervention methods.</p>
2. Provide for professional development for faculty in best assessment practices	Fall 2012	Administration, trainer expert	<p><small>06/10/13</small> Due to anticipated changed in grading the focus for the year was on standard based grading which included differing types of assessment and the development of many rubrics to be used in assessment.</p>

			²⁰¹⁴⁻²⁰¹⁵ We had a workshop on how the standards should guide our assessments.
3. Formal supervision of teachers will include an observation of various types of assessment	2012 - 2013	Administration	^{06/10/13} Assessment tools were noted during formal observations
4. A binder will be created full of various types of assessment. The contents of the binder will be presented at a faculty meeting and will be available for perusal in the teacher resource library	2013 - 2014	Administration and sub committee	^{06/10/13} A binder has been developed with rubrics for standards based assessment and is kept in the school mailroom. ²⁰¹³⁻²⁰¹⁴ The faculty worked with the process for allowing reassessment of a skill. We stressed how reassessment should be a different format than the original assessment. A small group of teachers took professional days and studied Assessment based on standards. They have put together a workshop for the teachers in August.
Objective 4 Establish a formalized Marketing/Development Plan to ensure the continued viability of St. Hubert School			
<i>Strategy 1 Expand marketing plan for St. Hubert School to keep enrollment stable</i>			
1. Develop a marketing committee	Fall 2010	Administration, school advisory committee and volunteer parents	²⁰¹⁰⁻²⁰¹¹ A marketing committee was established that included office personnel, volunteer parents and

			<p>Principal. Marketing committee is helping principal with tours. <small>2013-2014</small> We have a Director of Marketing hired for next year. He will help form a committee and develop a marketing plan.</p>
2. Review current marketing plan by surveying current kindergarten parents	2010	Welcoming /Marketing committee	<p><small>2010-2011</small> This was done informally by members of the marketing committee. Evaluation determined minor changes in Kindergarten information meeting and the creation of the marketing booklet. <small>2015-2016</small> We surveyed new families this year. We asked what brought them into the building, and what things were the most helpful. Their responses included a loud yes to continue “Tours on Demand”.</p>
3. Create new marketing materials bi annually	2010,2012,2014	Principal, marketing committee	<p><small>2010-2011</small> New marketing book and new DVD were created fall of 2010. <small>2013-2014</small> Our new marketing director has begun work on a video for our website, a new website, and a mobile app. He will publish a new brochure in 2014-2015. <small>20-15-2016</small> We We mailed a booklet to all 2-6 year olds using purchased addressed. This booklet dedicated pages to preschool, elementary grades, and middle school degrades.</p>

			We also created a new video.
4. Evaluate marketing efforts and create a written plan	Spring 2011 Spring 2015	Principal, marketing committee	2010-2011 At this time, our marketing plan is not in written form. <i>06/11/12</i> A draft of the development/marketing plan has been put in writing but continues to be a work in progress. Efforts this year include a parent and staff member attending archdiocesan AIM workshops and picking up on ideas, revamping of our grandparent day and the addition of a new office staff person who will focus on alumni development. 2014-2015 We have formed a Marketing Committee, with staff and parents.
5. Rewrite the intent to register form to reflect current policy	Fall 2011	Administration	2010-2011 The Intent to Register Form was rewritten during the 2010-2011 school year to reflect St. Victoria Parish students as being considered parishioners at St. Hubert School for school registration purposes.
6. Evaluate alternative methods of communicating the excellence of SHS within the community	Fall 2012 Winter 2015	Administration, Marketing committee, School Advisory Committee	06/10/13 Middle School Students served as hospitality hosts after Sunday Masses once a month and we attempted to put weekly notices in the Church bulletin 2014-2015 We created three new videos (preschool, elementary, and middle school). We mailed Christmas cards to all of our Grandparents. We did

			<p>two mailings to all of the parishioners, purchased addresses for young families and invited them to open houses. We had two Open Houses. We actively update the webpage, Facebook, and Twitter accounts.</p> <p>2015-2016 We encouraged parents to spread the good news about our school. Had a parent/staff person give tours, so they could be given at anytime – day or night or weekend. We called them Tours on Demand and the prospective parents loved it.</p>
Strategy 2 Maintain current major fund raising events and explore additional sources to supplement school income			
1. Form an ad hoc Committee to explore SHS fundraising efforts	Spring 2010	Principal School Advisory committee	<p>2010-2011 A committee was created through the School Advisory Committee to study the finances: resources and expenses for the purpose of developing a financial strategic plan. This ad hoc group has been active but has not been prepared to report and make recommendations at this time.</p>
2. Fundraising committee report to School Advisory committee with recommendations	Fall 2010	Administration Development Committee	<p>It is anticipated that this report will be ready by the Fall of 2011 in time for budgeting.</p>
3. Develop a plan to reestablish the allotment of funds from Marathon and Spring Fling	2010-2011	Administration Development Committee	<p>This will be included in the above-mentioned recommendations.</p>

			<p>^{06/11/12} The plan is to continue with Spring Fling funds and marathon funds being allocated to the general operations fund.</p> <p>2013-2014 We were able to take \$30,00 out of fund a need budget, which has always been part of the budget.</p>
4. Submit recommendations to parish finance commission for approval	Spring 2011	Director of School Operations Development Committee	<p>^{06/11/12} The formal recommendation has not been finalized yet.</p>
5. Explore forms of communication to encourage parents and others (Alumni, Parishioners) to designate their United Way and annual giving programs through their employers to go to St. Hubert Scholarship fund	Fall 2010	Administration School advisory committee	<p>²⁰¹⁰⁻²⁰¹¹ A notice was put on our communication tool and in the parish bulletin in September reminding stakeholders that United Way donations can be directed to St. Hubert School. During the marathon drive and our annual spring fling, stakeholders were reminded to check places of employment for matching funds.</p>
6 Explore Grant writing possibilities and establish relationships with foundations that give grants.	2010 and ongoing	Administration Development committee	<p>²⁰¹⁰⁻²⁰¹¹ Two members of our development committee continued research for Grants. After communication with one foundation it appeared that a good match was found. Grant was written and submitted but was returned “undeliverable”!</p>

			<p>^{06/11/12} Only one grant was submitted this year and unfortunately it was rejected. It was a request written by 5 math and/or science teachers and the principal to the science museum applying to be part of a STEM professional development course.</p> <p>²⁰¹⁴⁻²⁰¹⁵ We received a grant this year that allowed us to purchase 60 Learning Pads</p>
7. Evaluate and research the possibility of opening a day care center that could be associated with the preschool program and provide care for the children of employees	2012-2013	Parish and School Administration School Advisory Committee	<p>^{06/10/13} We researched the possibility of beginning a day care program in the Fall of 2013. The hurdle continues to be lack of space in our building. At the time of this writing it continues to be a possibility; two parents have been identified as possible day care providers. Further research needs to happen regarding whether we are able to have a day care in our building that is not licensed due to the room we have available not having a divider for infant naptime.</p> <p>²⁰¹³⁻²⁰¹⁴ Due to space constraints at this time, we are not able to open a daycare.</p> <p>²⁰¹⁴⁻²⁰¹⁵ We will explore this option the next six months.</p>

			²⁰¹⁵⁻²⁰¹⁶ We plan on opening Little Lambs Daycare this fall. We have a director hired and will have an Open House in late June.
<i>Strategy 3 Develop a formal process for coordinating, evaluating and approving fundraising efforts</i>			
1. Create a committee (possibly school advisory committee) to recommend a process for monitoring fundraising plan, be the approval agent for new fundraising efforts, and monitor the use of funds raised by various groups	2010-2011	Administration, school advisory committee	²⁰¹⁰⁻²⁰¹¹ A thorough evaluation of our marathon and spring fling fund raising took place this year and it was determined that the use of a team for leadership rather than co chairs would be implemented.
2. Based on recommendation, write up policy of fund raising initiatives	2011-2012	Administration, school advisory committee	^{06/11/12} After months of consultation and research the two fund raising groups in the school; Hornet club and PTO are combining efforts and creating one group called the HIVE.
<i>Strategy 4 Develop a five year strategic fundraising plan</i>			
1 Assess what financial resources are necessary for expected expenses (what is needed and what would be nice to have) for the next five years	2010-2011	Administration, school advisory fund raising committee	²⁰¹⁰⁻²⁰¹¹ This is part of the goals and objectives of the finance committee from School Advisory Committee. The complete report will be available to evaluate in the fall of 2011. ²⁰¹⁴⁻²⁰¹⁵ We have recreated a fundraising committee to review our fundraising policy.
2. Forecast capital improvements and develop a plan of completion for expected needs within the next five years	2010-2011	Administration, school advisory fund raising committee	^{06/11/12} This continues to be in process and hopefully will be finalized by Fall.

<p>3. Based on the assessment and forecast develop a fundraising plan that includes the proper medium for raising the funds and the proper sequencing of the asking for funds</p>	<p>2011-2012</p>	<p>Administration, school advisory fund raising committee</p>	<p>^{06/11/12} This continues to be in process and hopefully will be finalized by Fall. ^{06/10/13} Our two fundraising groups: PTO and Hornet club combined into one group Fall of 2012 called HIVE. This parent/faculty group developed a process for distribution of funds as requested by staff members. ²⁰¹³⁻²⁰¹⁴ We have made changes to our Marathon, so all students are able to be part of this event. We also took \$30,000 from Fund A Need, out of our budget so a) it will be able to fund something extra and b) our budget is not dependent on the success of our budget.</p>
<p>4. Communicate major aspects of the plan to school families</p>	<p>Spring 2010</p>	<p>Administration, school advisory fund raising committee</p>	<p>This will happen when report is complete.</p>
<p>Objective 5: St Hubert School will develop a school-wide plan to expand integration of technology in instruction and student learning</p>			
<p><i>Strategy 1 Expand student access to technology school-wide</i></p>			
<p>1. Raise funds for the acquisition of a second computer lab</p>	<p>Spring 2010</p>	<p>Administration Spring Fling committee</p>	<p>²⁰¹⁰⁻²⁰¹¹ Funds were raised for the second computer lab in the Fund a Need drive during the spring of 2010. The new computer lab was created and began its use in fall 2010..</p>

2. Hire a Technology Director	Spring 2010	Administration	²⁰¹⁰⁻²⁰¹¹ The assistant principal's position was changed to technology director with the beginning of the 2010-2011 school year.
3. Explore alternative ideas for the annual car or Master's raffle to support technology needs	Spring 2011	Technology committee, School Advisory committee Technology Director	²⁰¹⁰⁻²⁰¹¹ The annual fundraiser for technology began as a raffle for a trip to the Masters. This was discontinued and raffle purchases were reimbursed when it was apparent that we would be losing money on this effort. At this time it is under discussion as to whether the technology committee will continue to pursue fund raising efforts for technology. ^{06/11/12} Although this is part of the technology director's position, at this time alternate fund raising efforts have not been explored. However, the decision to increase the technology fee to \$50.00 assessed in the fall, was made. ^{06/10/13} A fundraiser took place at a local restaurant featuring music by one of our teachers. This fundraiser provided an additional \$3,000 for our technology program. ²⁰¹³⁻²⁰¹⁴ The technology fee is now part.
4. Provided that additional funds are available through expanded annual fundraising acquire additional interactive	2011 and ongoing	Administration Technology director	²⁰¹⁰⁻²⁰¹¹ The Fund a Need drive in spring 2011 was for Smart Boards. Enough funds were received to install Smart Boards in each classroom

<p>electronic white boards or other technologies to expand access in all classrooms</p>		<p>School advisory committee</p>	<p>^{06/11/12} SMART boards were installed in all the classrooms during the summer of 2011. During the 2011-2012 school year, particularly in the fall, several workshops were held for teachers. During the school year all teachers made good use of this interactive technology.</p> <p>^{06/10/13} Spring Fling "Fund A Need" profits were for classroom technology such as Learn Pads, clickers, Mac Minis' and Sound Systems.</p> <p>²⁰¹⁴⁻²⁰¹⁵ Hive funds will purchase a SMART board for the art room and S.H.I.N.E. program.</p>
<p>5. Research and explore personal electronic devices to enrich student learning, including 1 to 1 laptop program, mini laptops, handheld computers while focusing on the application of these technologies to enhance student learning</p>	<p>2012 and ongoing</p>	<p>Technology director and technology committee</p>	<p>^{06/10/13} After much research and observations at different educational sites, it was determined that the best mode of education at SHS is not 1 to 1 technology at this time. We are purchasing Learn Pads and teachers begin training on Learn Pads this week (June 13, 2013). Additional clickers are being purchased to be used by entire classes.</p> <p>²⁰¹⁴⁻²⁰¹⁵ We wrote a grant to purchase 60 Learning . These were purchased in May. We are piloting with our eighth graders a one-on-one mini computer program.</p>

			²⁰¹⁵⁻²⁰¹⁶ After piloting the one on one program this past year. We are putting it on hold. We will look into further teacher development and philosophy development before proceeding.
6. Develop a 3 year technology plan	2012-2013	Administration, technology director and teachers	^{06/10/13} A three-year technology plan was developed during the spring of 2013 and will be finalized fall of 2013. This plan includes Curriculum Integration, Student Achievement , Technology integration timeline, Technology delivery, Existing Resources and Equipment, new software and hardware, Professional development, budget and methods of evaluation.
Strategy 2 Align technology curriculum, outcomes, delivery, and assessments with current standards			
1. Review and revise the school's current K-8 technology outcomes and curriculum maps	2010 and ongoing	Technology director, computer teacher and teachers	²⁰¹⁰⁻²⁰¹¹ The technology teacher is in the process of exploring changes in the technology curriculum. ^{06/11/12} The technology teacher, as well as input from the technology committee, created a document of technology standards for our school based on ISTE ^{06/10/13} A new technology teacher had been hired and began fall of 2012. This teacher has updated and revamped technology curriculum for our school.

2. Formalize appropriate grade level assessments based on technology curriculum maps and outcomes	2012 and ongoing	Technology director, computer teacher and teachers	^{06/10/13} Keyboarding assessments have been developed and formalized to increase this skill among our students.
<i>Strategy 3 Adopt a formal technology professional development plan for all staff</i>			
1. Develop a schedule of a 15 minute presentation on “what’s new in technology” to be presented at monthly full faculty meetings.	2010 and ongoing	Technology director and technology teacher	²⁰¹⁰⁻²⁰¹¹ The technology presentations this year consisted of instruction to teachers as to how to best use our informational system, Sycamore. ^{06/11/12} The standards that are being implemented were explained and an introduction to Cornerstone, an informational system that we are adopting was explained at several monthly full faculty meetings. ^{06/10/13} The presentations this year were mainly focused on the use of Cornerstone ²⁰¹³⁻²⁰¹⁴ We continued to have presentations this year. We also posted monthly posters in the lounge and emailed hints to the faculty.
2. Develop and implement a technology mentor program	2011	Technology director and technology committee	^{06/11/12} One of our 3 rd grade teachers went through training to be a SMART board trainer and has mentored other teachers in SMART board use. ^{06/10/13} A middle school math teacher has researched and been involved with workshops on the Flipped Classroom. She used this approach in her two pre

			<p>algebra classes and will expand the approach to other classes next year. She is mentoring other teachers. Another teacher will use this approach in his Algebra classes.</p>
<p>3. Encourage staff to attend technology conferences, workshops and training</p>	<p>2010 and ongoing</p>	<p>Administration</p>	<p>²⁰¹⁰⁻²⁰¹¹ With the acquisition of interactive white boards, many of our teachers attended, or are attending this summer, workshops on the use of interactive white boards.</p> <p>^{06/11/12} Several teachers are involved in technology workshops this summer through the archdiocese, BSM and other offerings.</p> <p>^{06/10/13} Teachers continue to be involved in workshops and activities regarding technology, particularly the use of Learn Pads in the classroom and expanded uses of interactive white boards.</p> <p>²⁰¹³⁻²⁰¹⁴ With our membership to TIES, teachers were able to take classes at TIES and many teachers did. Topics included a variety of topics, including SMART board and Google docs . We had Tierney Brothers out twice to conduct in-services on the Learning Pads. During one of our workshop days, we offered a selection of one hour-long sessions. This allowed teachers to take a class that was of special interest or need.</p>

Objective 6: St. Hubert School will improve and enhance communications.

Strategy 1 Implement new information system

1. Research and evaluate alternative information systems	Winter/spring 2010	Administration and office staff	
2. Implement Sycamore information system	Summer/fall 2010	Technology director and office staff	²⁰¹⁰⁻²⁰¹¹ Sycamore was implemented as our informational system and reporting system in the Fall of 2010.
3. Train teaching staff in use of Sycamore information system	Fall 2010	Technology Director,	²⁰¹⁰⁻²⁰¹¹ Continuous training during the school year has taken place on the use of Sycamore.
4. Implement another new information system	Spring 2012	Administration and staff	^{06/10/13} We were informed by the Archdiocese that we were required to use Cornerstone by the Fall of 2013, therefore, we implemented this program to begin Fall of 2012.

Strategy 2 Review whether the website meets the needs of all users

1. Conduct a survey of website users and create a plan for any required updating of the website	2012	Technology committee	^{06/10/13} The task of taking care of and updating, the Website was given to an office employee. Since fall of 2012, the website has been updated and is much more timely and informative.
2. Implement any changes in website based on survey results	2013	Technology committee	^{06/10/13} A formal survey was not conducted, however we regularly receive feedback from our stakeholders and make improvements as deemed necessary. ²⁰¹³⁻²⁰¹⁴ We have begun implementation of a new webpage

			design. It should be completed by late summer. We have also are launching a mobile app this summer. 2014-2015 Our new mobile app and our new webpage was launched this year.
Objective 6: St Hubert School work on re-accreditation.			
Strategy 1 Plan and organize the process of our self-study.			
1. Discuss role we would like the steering committee to take on and who we would like to be on the steering committee.	Spring 2015	Administration, School Advisory Committee, Pastor	2014-2015 We have recruited faculty members to be on the committee and will discuss parent/parishioner participation at our June School Advisory Committee Meeting.
2. Create the Steering Committee	Spring 2015	Administration, School Advisory Committee, Pastor	2015-2016 We formed a core team. We also used a company called Amazing Catholic Schools to survey our parents and help analyze the results.
3. Steering Committee will create subcommittees for the various sections of the self-study.	Summer 2015	Steering Committee	subgroup
Strategy 2. Work on our self-study			
1. Subcommittees will carry on their appropriate committee work	2015-2016	Administration, Faculty, School Advisory Committee, Pastor, Steering Committee	2015-2016 The faculty and staff worked in their subcommittees most of the year. This spring, each group reported to the large group their findings.

2. Review and revise the work of each committee	Fall 2016	Administration, School Advisory Committee, Pastor, Steering Committee, Faculty	²⁰¹⁵⁻²⁰¹⁶ Part of the presentation to the large group, was to receive feedback on what each group had written.
3. Create and finalize the Strategic Plan.	2016-2017	Administration, Faculty, Pastor, Steering Committee, Stakeholders	
4. Have a team visit from MNSAA	March 2017	Administration, Faculty, Pastor, Steering Committee, Stakeholders	