



SCHOOL OF ST PHILIP

OBJECTIVE 1 The School of St. Philip will provide a high-quality Catholic education for all students.

STRATEGY 1 Expand laptops 1:1 option for grades 4-5

	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Explore the online platforms used by surrounding school districts.	Spring 2019	Principal	2019-2020 With Corona interrupting our spring, we only learned a little more about what schools are using.
ACTION STEP 2 Research financial options.	Spring 2019	Principal	2019-2020 This needs to be put on hold until more research can be done due to interruptions this spring. 2020-2021 Donations and a grant were received and applied for to fund this project.
ACTION STEP 3 Review and decide upon a platform.	Summer 2020	Principal & Teachers	2020-2021 Due to COVID we decided to use the Google platform since that was available.
ACTION STEP 4 Develop a plan for implementation.	Fall 2020	Principal & Teachers	2020-2021 Check bandwidth with Nuvera. Mrs. Lingen and Ms. Torborg Implemented safeguards for computer access and set up email accounts. Teachers develop curriculum within their classroom. 2021-2022 Chromebooks were implemented in the 2nd and 3rd grade classrooms along with the 4th and 5th grade classrooms.
ACTION STEP 5 Provide professional development opportunities in technology and digital instruction.	Fall 2020 Fall 2021	Principal & Teachers	2020-2021 No useful professional development has been found. Delayed due to COVID until the next school year. 2021-2022 Training was available Seesaw, FACTS, and NWEA

STRATEGY 2 Provide and promote professional learning

ACTION STEP 1 Form a Professional Development Committee	Spring 2022	Principal	2021-2022 It was determined that the whole staff is part of the committee and will work together.
ACTION STEP 2 Create goals and yearly plan for growth in certain instructional areas	Spring 2022 Fall 2022 Fall 2023	PD Committee	2021-2022 This was placed on hold due to staff turnover. 2022-2023 This was placed on hold a second year due to staff turnover. 2023-2024 This Spring, staff were tasked with creating a list of PD of interest.
ACTION STEP 3 Research and share Professional Development opportunities	Summer 2022 Winter 2022	PD Committee	2022-2023 Staff shared ideas on what they would like to see as professional development opportunities and training they would like to have offered for licensure renewals. 2023-2024 A document was created with a list of ideas for PD for the upcoming school year.
ACTION STEP 4 Develop a way for teachers to share information gathered at Professional Development workshops	Spring 2023	PD Committee	2022-2023 All staff participated in the same professional developments as a school. If staff chose to participate in additional development opportunities, they were given space at staff meetings to share out tools or other things learned or practiced in their classrooms. A running document has not been made yet to keep track of notes



SCHOOL OF ST PHILIP

			2023-2024 Information was gathered about using Title II dollars to compensate staff who are willing to share newly learned information and tools with peers on workshop days or staff meetings.
ACTION STEP 5 Share workshop information with peers	Fall 2023 Fall 2024	Teachers	2023-2024 Starting in the Fall of 2024, staff will be given the opportunity to share newly learned skills on workshop days and at staff meetings. 2024-2025 We adopted a new reading curriculum. We attended workshops and classes to learn how to best adopt the new curriculum. Rather than attend other PD this year we focused and took time at staff meetings to share what was working in our classrooms with the new ELA curriculum.
STRATEGY 3 Obtain and/or develop new schoolwide classroom management training.			
ACTION STEP 1 Research classroom management options (i.e. Top 20, Zones of Regulation, 1-2-3 Magic, Love & Logic, Responsive Classroom).	Fall 2025	PD Committee	Spring 2025 We identified a few classroom management options that we would like to look at this upcoming school year.
ACTION STEP 2 Identify what best aligns with our school mission.	Winter 2025	PD Committee & Staff	
ACTION STEP 3 Develop an implementation timeline	Spring 2025	PD Committee & Principal	
ACTION STEP 4 Provide professional development for teachers	2026-2027	Principal	

OBJECTIVE 2 The School of St Philip has a safe, functional, and attractive campus.			
STRATEGY 1 Maintain current facilities			
ACTION STEP 1 Develop a maintenance schedule for upgrades to the building.	Summer 2020	Administration, Maintenance	2019-2020 Some painting and extra maintenance were completed during the students' absence in spring 2020. 2021-2022 The Principal and Maintenance met to create a maintenance/upgrade list and budget.
ACTION STEP 2 Find ongoing funding to support the maintenance plan.	Spring 2021	Administrative Council	2020-2021 The Administrative Council met on April 15, 2021. They are not supportive of spending any more money than is necessary than routine maintenance. A small group toured the AFC Education Center to see if it was a feasible building to house a school. 2021-2022 Challenge Grant opportunity raised funds for new furniture and fixtures.
ACTION STEP 3 Recruit volunteers to complete various projects.	Fall 2022	School Committee	2021-2022 School Committee is calling each family to help with specific projects as they arise.

SCHOOL OF ST PHILIP

ACTION STEP 4 Implement plan.	Fall 2022	Administration, Maintenance	<p>2022-2023 A google form volunteer sign-up was sent out at the beginning of the year. In addition to previous sign-ups, an "Other needs" category was added to connect with families that could help with various needs. These parents along with the school committee were contacted for end of year clean-up needs and repairs. The google form is a cleaner, and more accessible option for sign-up than a single paper copy and should continue to be implemented.</p> <p>2023-2024 Ongoing</p> <p>2024-2025 Ongoing</p>
STRATEGY 2 Increase security of our campus.			
ACTION STEP 1 Explore feasibility of fencing around playground structure.	Spring 2021 Spring 2022	Principal & Maintenance	<p>2020-2021 At this time, there is not enough funding to support this.</p> <p>2021-2022 There is no support from the AFC Administrative Council to support this.</p>
ACTION STEP 2 Investigate options for electronic (key fobs) for doors.	Fall 2021	Principal & Maintenance	<p>2020-2021 Because of the construction of the building this will be difficult. We are looking into installing cameras this summer in order to make the campus more secure.</p> <p>2021-2022 A camera was installed at the front door (with the option to add more cameras) as added security since key fobs were not feasible due to structural issues.</p> <p>2022-2023 There are two more cameras available to be installed at the other two entrances to the school. A wifi extender would need to be added to make these work. Concerns about wiring through the concrete walls is prohibiting this. To enhance security, need to explore the option of out of wall tubing for wires, no threading through school walls necessary.</p>
ACTION STEP 3 Investigate funding	Spring 2022	Principal & School Committee	2021-2022 The camera and installation was donated.
ACTION STEP 4 Order and install	Summer 2022	Maintenance	2021-2022 Not applicable.
STRATEGY 3 Explore feasibility of a new school building.			
ACTION STEP 1 Form a committee to investigate the need for a new building.	Winter 2024-2025	Administration	<p>2019-2020 The Administrative Council formed a subcommittee to discuss and begin researching the possibility of an addition to the church including a gym.</p> <p>2021-2022 The principal and priest met with a school architect.</p> <p>2024-2025 Due to parish and school financial constraints, this has been put on hold for the time being. Efforts to boost enrollment and stabilize finances are underway.</p>



SCHOOL OF ST PHILIP

ACTION STEP Inform the stakeholders and gain support.	Winter 2025-2026	Building Committee	
ACTION STEP 3 Develop a capital campaign.	Winter 2027	Building Committee	

OBJECTIVE 3 The School of St Philip is dedicated to fostering relationships with the community.

STRATEGY 1 Incorporate a school information system to enhance communication and assist with tuition collection

	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Investigate different school information systems	Fall 2019	Principal & Business Office	2019-2020 FACTS and SchoolSpeak were explored with the decision made to go with FACTS.
ACTION STEP 2 Seek funding options	Winter 2019	Principal & School Committee	2019-2020 The annual subscription fees were added to the budget.
ACTION STEP 3 Train the teachers and staff	Spring 2019	Principal & Staff	2019-2020 This will need to take place during fall 2020 workshops. 2020-2021 FACTS training occurred fall 2020.
ACTION STEP 4 Implement Program	Fall 2020 Fall 2021	Principal & Staff	2020-2021 Teachers have been trained and are using the program for attendance, lunch, behavior, grades, and report cards. 2021-2022 Teachers are using all features of the programs including the gradebook and report cards. The parish business office has determined that they will keep tuition collection within their office.
ACTION STEP 5 Implement Parent Portion	Fall 2021	Principal & Staff	2021-2022 Parents were given access at Parent Night and encouraged to continually check the Parent Portal

STRATEGY 2 Explore the needs of the area community

ACTION STEP 1 Investigate adding 6th Grade	Fall 2020 Winter 2021-2022	Principal, School Board, Staff	2019-2020 A survey taken in fall 2019 indicated that the best class for this option would have 6th grade graduation in spring 2023. 2020-2021 A meeting was held with DNU leadership, the St. Anastasia principal and 2 experts. Due to COVID these talks were not complete. 2021-2022 It was determined that at this point, our building was not designed for adding a sixth grade that would accommodate a middle school design.
ACTION STEP 2 Explore the addition of Summer Programming	Fall 2021 Fall 2022	Principal, School Board, Staff	2022-2023 Principal, pastor, and a school committee member met to discuss summer "camp" programming. Due to no air conditioning at the school, the school building would not be feasible with the extreme summer heat. Ideas of utilizing the church for a summer

SCHOOL OF ST PHILIP

			"camp" programming were brought to the admin council though was not accepted at this time.
ACTION STEP 3 Explore the need for wrap around care	Fall 2022 Fall 2023 Fall 2024	Principal, School Board, Staff	2023-2024 Due to a change in administration, this was put on hold for another year. 2024-2025 Met with CSCOE representatives to formulate a survey to send out to stakeholders and parishioners to see if there is interest in a preschool that includes wrap-around care. Results are pending.
ACTION STEP 4 Investigate outside supports (i.e. 4-H, community ed, scouts)	Winter 2022-2023 Winter 2023-2024	Principal, School Board, Staff	2023-2024 Administration met a team from the SWIF (Southwest Initiative Foundation) to conduct a childcare feasibility study on the school building. Further discussions and hopefully decisions will be made upon the receipt of results.
ACTION STEP 5 Explore Licensure for Pre-K	Fall 2024 Fall 2025	Principal, School Board, Staff	2020-2021 The preschool program did not take place SY 20-21 due to COVID. 2022-2023 Met with Oona Myhre, CSCOE Pre-school representative took place to gain preliminary information on preschool addition and licensing.
ACTION STEP 6 Expand our Early Childhood Programing (Catholic ECFE)	Fall 2025 Fall 2026	Principal, School Board, Staff	

OBJECTIVE 4 The School of St. Philip will remain viable for future generations.

STRATEGY 1 Develop a stronger endowment fund

	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
ACTION STEP 1 Develop a plan for maintaining connection with alumni and donors	Summer 2020 Fall 2021	Principal and Marketing Team	2020-2021 Due to change in the principalship, this was not addressed and will be moved to Fall 2021. 2021-2022 A small alumni committee has been formed to help update our alumni list with contact information. 2023-2024 A renewed effort to put together a list began this May in light of the desire to create an endowment fund.
ACTION STEP 2 Seek outside funding sources	Summer 2022-2023 Fall 2024	Principal & Business Administrator	2023-2024 Currently, CSCOE is helping with an annual event to raise money for scholarships and other budget items . This Spring a Committee was put together to look into creating an endowment fund. 2024-2025 Throughout the school year efforts were put into making existing revenue streams more vibrant. A script was written to assist in canvassing local financial planners who may have clients who are interested in donating to Catholic Education. Further work is being done to establish an endowment fund. The Church of St.



SCHOOL OF ST PHILIP

			Philip is struggling financially and that makes it truly difficult to garner support for an endowment fund because there is an opinion that the assets should be liquid in case they are needed.
STRATEGY 2 Develop a long-range financial plan for retaining teachers			
ACTION STEP 1 Investigate adding more options for teacher's retirement	2025-2026	Principal & Business Administrator	
ACTION STEP 2 Develop a salary schedule to promote greater equity	2026-2027	Principal & Business Administrator	
STRATEGY 3 Develop a more robust marketing strategy			
ACTION STEP 1 Create an events team to take on the role of preparing and hosting events.	2019-2020	Marketing Team Principal	<p>2019-2020 A team was created in the fall, but it morphed into the group joining the marketing team. Additional recruitment and separation of these teams is still needed.</p> <p>2020-2021 Due to COVID, no events were held.</p> <p>2021-2022 It was determined that a separate events team is not needed at this time. The school committee and marketing team are working together to handle events.</p> <p>2022-2023 Marketing Committee and School Committee are absolving into one School Committee. The Marketing Committee had its last stand-alone meeting in May 2023.</p> <p>2023-2024 Reinstated the marketing committee as a valuable asset to our school community who will work closely with the School Committee.</p> <p>2024-2025 Worked closely with the marketing team to make sure that all our planned events and public outreach were well branded and corresponded with our mission.</p>
ACTION STEP 2 Investigate new funding opportunities (i.e., Thrivent Dollars, Catholic United Financial)	2020-2021 2021-2022 2022-2023 2023-2024	Principal	<p>2020-2021 Due to change in leadership this was not finished.</p> <p>2021-2022 Challenge Grant was accepted and successfully achieved. We have increased the number of Thrivent Dollar donors. We were also awarded a DNU marketing grant.</p> <p>2022-2023 With the support of the School Committee, numerous opportunities for marketing and fundraising have been brought forward and begun to be worked on. A more detailed plan can be created by new leadership. Additionally, we received the IMPACT Grant from CSCOE to be used for retention, recruitment, community events, and public connections.</p> <p>2023-2024 Met with a CSCOE Representative to brainstorm ideas for marketing our school as well as ways to fund new ideas. Held a successful rummage sale and added Garbage bag sale to our fundraising repertoire.</p>



SCHOOL OF ST PHILIP

			2024-2025 Continued efforts to make our existing fundraisers more successful. Developed a script to canvas local financial planners who may have clients interested in donating to Catholic Education.
ACTION STEP 3 Outsource at least 2 projects a year to professionals	2020-2021	Principal	2020-2021 We will continue to outsource as much as the budget allows. This year we outsourced brochures and bibs. 2021-2022 We will continue to outsource projects as the budget allows. This year we outsourced the update of our logo and the marketing materials for our Grand Reopening Event. 2023-2024 We will continue to outsource as the budget allows. This year we had a banner made and hung at the Church of St. Philip to say "Thank you" to our marathon donors.
ACTION STEP 4 Develop outbound marketing techniques using resources in our Google drive.	2020-2021	Marketing Team Principal	2020-2021 We have utilized our "blue guy" into our promotional products. We continue to develop new outbound marketing materials.