



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.
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.
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.
ACTION STEP 5 Share workshop information with peers	Fall 2023	Teachers	

STRATEGY 3 Obtain and/or develop new schoolwide classroom management training.



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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	
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.
ACTION STEP 4 Implement plan.	Fall 2022	Administration, Maintenance	2022-2023 A google form volunteer sign-up was sent out 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 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.
STRATEGY 2 Increase security of our campus.			
ACTION STEP 1 Explore feasibility of fencing around playground structure.	Spring 2021 Spring 2022	Principal & Maintenance	2020-2021 At this time, there is not enough funding to support this. 2021-2022 There is not support from the AFC Administrative Council to support this.
ACTION STEP 2 Investigate options for electronic (key fobs) for doors.	Fall 2021	Principal & Maintenance	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.



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			<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>
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	<p>²⁰¹⁹⁻²⁰²⁰ This will need to take place during fall 2020 workshops.</p> <p>²⁰²⁰⁻²⁰²¹ FACTS training occurred fall 2020.</p>
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.



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			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	
ACTION STEP 3 Explore the need for wrap around care	Fall 2022 Fall 2023	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 "camp" programming were brought to admin council though was not accepted at this time. -In addition, meeting with Oona Myhre, CSCOE Pre-school representative took place to gain preliminary information on preschool addition and licensing.
ACTION STEP 4 Investigate outside supports (i.e. 4-H, community ed, scouts)	Winter 2022-2023 Winter 2023-2024	Principal, School Board, Staff	
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.
ACTION STEP 6 Expand our Early Childhood Programming (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



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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 address 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.
ACTION STEP 2 Seek outside funding sources	Summer 2022 -2023	Principal & Business Administrator	
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	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. ²⁰²⁰⁻²⁰²¹ Due to COVID, no events were held. 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. ²⁰²²⁻²⁰²³ Marketing Committee and School Committee are absolving into one School Committee. Marking Committee had last stand-alone meeting in May 2023.
ACTION STEP 2 Investigate new funding opportunities (i.e., Thrivent Dollars, Catholic United Financial)	2020-2021 2021-2022 2022-2023 2023-2024	Principal	²⁰²⁰⁻²⁰²¹ Due to change in leadership this was not finished. 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. ²⁰²²⁻²⁰²³ With the support of 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.
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.
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.