

**St. Joseph Catholic School**  
**School Improvement Plan 2017-2018**



**School Improvement Stakeholders**

Andrew Haake – Principal	Kayla Brewer – SAC Parent
Father Barnhill - CAO	Susie Witulski – SAC Non-Parent
Emily Lohr – 2 <sup>nd</sup> Grade Teacher	Amber Ferguson – SAC Parent
Denise Behrends – Preschool Teacher	Rob Ostdiek – SAC Non-Parent
Ellen Hagemeyer – 4 <sup>th</sup> Grade	Dan Wiedel – SAC Parent
	Betty Witulski – SAC Non-Parent

**Adopted 10/2017**

## **MISSION STATEMENT**

*“As followers of Christ at St. Joseph Catholic School, we will encourage, strengthen, share the faith, and facilitate life-long learning for all of God’s children.”*

## **BELIEF STATEMENTS**

### ***FAITH***

- We believe we are all children of God and through Jesus Christ, all things are possible.
- We believe in the importance of unity with the Catholic Church
- We believe faith formation occurs during prayer, worship, Eucharistic liturgy, and permeates all aspects of education at St. Joseph Catholic School.

### ***ACADEMICS***

- We believe in educating the whole child, spiritually, academically, emotionally, physically, and socially.
- We believe in setting high expectations and challenging our students to exceed them.
- We believe personally connecting with our students creates an environment for growth.

### ***COMMUNITY***

- We believe family is the core of our Church and school.
- We believe in assisting parents in their duty as the primary educators of their children.
- We believe we are partners with parents and the community in the development of our students.
- We believe that a positive school culture promotes academic success, makes learning relevant, and promotes positive behavior.

## **SCHOOL DESCRIPTION**

St. Joseph Catholic School educates children from preschool through 5<sup>th</sup> grade. Each grade level has a Catholic lay teacher dedicated to the mission of Catholic education. Administration consists of a lay Principal and the parish pastor as the Chief Administrative Officer. The Diocese of Lincoln Education Office provide oversight and direction in our Catholic identity.

St. Joseph Catholic School is faithful to Catholic teachings, respectful of the role of the parents and family in a child's education, and has a high regard for academic excellence. Class size currently is an average of 10 students per grade. This ratio of student to teacher provides the opportunity to build strong relationships as well as individualize the student's education based on their needs.

## **SCHOOL IMPROVEMENT PROCESS**

In the summer of 2017, the School Improvement Committee consisting of Mr. Haake, Mrs. Lohr, Mrs. Behrends, and Mrs. Hagemeyer evaluated the current school improvement plan. Five categories were created to base the school's improvement plan upon: Catholic Identity, Curriculum and Instruction, Marketing and Retention, Facilities, and Finance. The committee started by evaluating the school's mission statement and connecting it with core beliefs held by the staff of St. Joseph. From there, the committee went through each category by developing a goal(s) for improvement, the action plan to achieve the goal, and the resources needed. Upon completion of the initial draft of the improvement plan, it was given to the School Advisory Committee to further edit. Prior to adoption, the plan was given to St. Joseph families to look through and consult with school administration with any inquiries. The school improvement plan will be adopted in the fall of 2017 and will be evaluated at the end of each school year to determine needed changes and additions.

## St. Joseph Catholic School

### Category: Catholic Identity

**Goal:** Students will develop a strong personal relationship with Jesus Christ.

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Intentional use of the Bible throughout the day	Ongoing	- Students' hands on access to finding Bible chapters & verses	- Bibles provided in 2 <sup>nd</sup> grade to all students	
2. Teach foundational prayers as well as emphasize spontaneous prayer	Ongoing	- Student progress on K-5 Diocese prayer checklist - Understanding of 4 forms of prayer (Adoration, Contrition, Thanksgiving, and Supplication)	- Prayer assessment coordinator that will meet with Principal to discuss progress	
3. Staff and students will make regular Eucharistic visits	Ongoing	- Chapel time present in classroom schedules	- School Chapel and the Church	

## St. Joseph Catholic School

### Category: Catholic Identity

**Goal:** Students will be active in celebrating the Liturgy

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Create a Liturgical calendar with activities to be held on specific feast days. Upon creation, staff will determine which feast days to celebrate that year at monthly staff meetings.	Month-to-Month creation in 2017-2018	<ul style="list-style-type: none"> <li>- Completion of calendar similar to a curriculum map</li> <li>- More feast day and Liturgical season recognition than in previous school years</li> </ul>	<ul style="list-style-type: none"> <li>- Liturgical calendar with saints' days, major feasts &amp; solemnities</li> <li>- Local school calendar of activities</li> </ul>	
2. Sacramental preparation for 2 <sup>nd</sup> grade and 5 <sup>th</sup> grade (every other year).	Ongoing	<ul style="list-style-type: none"> <li>- Students cognitively, physically, and emotionally understand the meaning of receiving the Sacraments</li> </ul>	<ul style="list-style-type: none"> <li>- Pastoral lessons, <i>Faith and Life</i> curriculum, <i>Blessed</i> curriculum and Reconciliation and First Communion resources.</li> </ul>	
3. Continue to take an active role in celebrating daily Mass	Ongoing	<ul style="list-style-type: none"> <li>- Classes are partaking in Class Masses once per semester.</li> <li>- All classes take turn taking up offertory.</li> <li>- Student responsibility in Mass progressively increases by grade with server, altar society, and reader roles.</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers of 4<sup>th</sup>, 5<sup>th</sup> and Music guide the preparation and timing of involvement</li> </ul>	

## St. Joseph Catholic School

### Category: Catholic Identity

**Goal:** Students will develop Christ-like character through the teaching of Christian virtue

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Daily recitation of the monthly virtue prayer	Ongoing			
2. Create a first-of-the-month assembly to recognize student display of the virtue and staff will model the next monthly virtue	2018-2019	<ul style="list-style-type: none"> <li>- Increasing amount of students to be recognized for displaying monthly character counts/virtue</li> </ul>		
3. Create a plan to use classic literature to teach the virtues.	2018-2019	<ul style="list-style-type: none"> <li>- Informal classroom assessment of the meaning and application of the virtues</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Disciple of Christ</i> Virtue cards</li> <li>- Aesop's Fables</li> <li>- <i>Book of Virtues</i></li> <li>- <i>Great Lessons in Virtue and Character</i></li> </ul>	

## St. Joseph Catholic School

### Category: Curriculum and Instruction

**Goal:** Students will show measurable growth from the beginning of the academic year to the end of the academic year

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Emphasize and prioritize professional development of teachers	Ongoing	Required yearly documentation based on Rule 14	Title IIA funds will be primary funding source with additional Parish support if needed	
2. Hold assessment data meetings to: <ul style="list-style-type: none"> <li>- Differentiate instruction</li> <li>- Progress monitor students of concern</li> </ul>	Minimum 3 meetings per year	Incremental progress made from Fall to Winter and from Winter to Spring	<ul style="list-style-type: none"> <li>- NWEA MAP data</li> <li>- ITBS Testing Data (grades 3-5)</li> <li>- Easy CBM reading data</li> </ul>	
3. Adopt a model to be used for more effective instruction, evaluation, and professional development (Marzano)	2017-2018	Post-observation evaluations, a shown common language of instruction throughout teachers, and an increased dialogue of effective teaching strategies	Robert Marzano literature and workshops	

## St. Joseph Catholic School

### Category: Curriculum and Instruction

**Goal:** Adopt a curriculum cycle to keep materials up-to-date and on the cutting edge.

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Evaluate current curriculum, gather input from teaching staff, analyze student academic data, and develop a curriculum adoption cycle	2017-2018			
2. Adopt new curriculum after researching curricular options, piloting, and consulting with Beatrice Public Schools to determine if Textbook Loan funds (Rule 4) will be used	Math – 2018-2019 Social Studies – 2020-2021 Language Arts – 2022-2023  * If funds are available, an attempt will be made to adopt Social Studies and Language Arts sooner	Gaps closing on any core subject deficiencies  Increase in student engagement and achievement	Textbook Loan Funds Gala Auction Funds	



## St. Joseph Catholic School

### Category: Curriculum and Instruction

**Goal:** Create curriculum maps to align local curriculum with Nebraska and Diocesan Standards

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Adopt a template to be used	2017-2018			
2. Using the newest local curriculum, teachers enter grade-level Nebraska and Diocesan standards into the template and align it with their textbooks, workbooks, and other instructional resources to create a curriculum map	One subject per school year beginning in Spring of 2017-2018.	Successful implementation of the curriculum map and informal feedback from teacher in relation to lesson/unit planning.	Future master calendars will need to allow for in-service time for completion of this project.	
3.				

## St. Joseph Catholic School

### Category: Marketing and Retention

**Goal:** Increase or maintain an average of 12 students per grade level.

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. New parents at St. Joseph Parish will receive a welcome letter and open house invitation addressed from Red Raven Daycare and St. Joseph Catholic School	2017-2018, then ongoing	Enrollment numbers increased at St. Joseph and inquiries increased at Red Raven Daycare	<ul style="list-style-type: none"> <li>- Welcoming Committee</li> <li>- Open House twice per year</li> </ul>	
2. Implement a standardized daycare intake form in conjunction with information needed for future St. Joseph Catholic School enrollment.	2017-2018	St. Joseph preschool student enrollment show high concentration of Red Raven Daycare children	<ul style="list-style-type: none"> <li>- Training for Daycare staff to respond to calls with consistent requests for information</li> </ul>	
3. Outreach to those of diverse ethnicities	2018-2019	Increased enrollment of those from diverse ethnicities	<ul style="list-style-type: none"> <li>- Cultural diversity outreach coordinator</li> <li>- Coordinate with Hispanic Ministry Coordinator of the Diocese of Lincoln</li> </ul>	

## St. Joseph Catholic School

### Category: Marketing and Retention

**Goal:** Increase marketing visibility in effort to increase or maintain an average of 12 students per class.

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Create a short marketing video to be published on school website, social media, and other advertising platforms.	2017-2018	The number of video views will be monitored by website and social media	Production capabilities from St. Joseph parishioner	
2. Increased marketing outreach platforms.	Ongoing	The number of social media followers will be examined periodically	<ul style="list-style-type: none"> <li>- Parish and School website and other advertising platforms</li> <li>- Social media platforms</li> </ul>	

## St. Joseph Catholic School

### Category: Facilities

**Goal:** Incorporate up-to-date technology into the school building

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Implement iPad cart and classroom iPads into the school	2016-2017	Purchase/adoption into the school	Grant written by Mr. Haake to the Diocesan Education Technology office	
2. Implement Apple TVs into classroom	2017-2018	Purchase/installation into the school	Funds from Gala 2017	
3. Install new intercom system to replace for security within our building	2017-2018	<ul style="list-style-type: none"> <li>- Daily use</li> <li>- Evaluation by Safety Committee</li> </ul>	Funds from Gala 2017	
4. Update to HDMI compatible projectors	2018-2019	Purchase/installation into the school		
5. Implement regular staff technology meetings	Ongoing	Monthly technology meetings led by various staff to share new ideas and resources		

## St. Joseph Catholic School

### Category: Facilities

**Goal:** Maintain and enhance the aesthetics and functionality of the school building

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Improve lighting throughout the west wing and 2 <sup>nd</sup> floor	2018-2019		Consultation with Adams Electric, light bulbs, paint, and replace paneling	
2. Purchase new desks and chairs	TBD	Purchase/installation into the school	Funds from Gala	
3. Update classroom doors to self-closing to improve safety	TBD	Passing of the Catholic Mutual Safety Audit and input from coordinator Zach Doran	Funds from Gala	

## St. Joseph Catholic School

### Category: Finance

**Goal:** Decrease the Parish subsidy to the school from 90% to 75% by year 2022.

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Develop a Stewardship education meeting for school parents	2018-2019	An increased understanding of Parish and school finance	<ul style="list-style-type: none"> <li>- Committee formation</li> <li>- Determine appropriate time and curriculum of the meeting (online and/or evening speakers).</li> </ul>	
2. Put forth a 5 year tuition increase plan	2017-2022	Increase in revenue and decrease in Parish subsidy to the school		
3. Implement a Stewardship Covenant and Annual Report to achieve school financial transparency	2017-2018	<ul style="list-style-type: none"> <li>- Increase in revenue and decrease in Parish subsidy to the school</li> <li>- 100% completion of Stewardship Covenant from parents</li> </ul>		

## St. Joseph Catholic School

### Category: Finance

**Objective:** Using the categorical budget and a coding process, monitor school, daycare, and Parish expenses

Action Plan	Timeline	Evidence of Success	Resources Needed	Evaluation
1. Develop a school and daycare requisition form/process.	2017-2018	Utilizing the requisition process will create more accurate data when determining Cost Per Pupil and highlighting expense trends.	Parish bookkeeper School secretary Principal	
2. Complete a longitudinal study to seek average yearly expenses for major categories and create a budget on those categories	2018-2019	Reduction in overspending	Parish Finance Council School Advisory Committee Parish bookkeeper	
3. Hold regular financial reviews to determine if change is necessary	Ongoing		Parish Finance Council School Advisory Committee Parish bookkeeper	