

Standard 1 - Mission Statement and Philosophy			
(Objective 1) Annually review mission statement.			
	(Strategy 1) MISSION STATEMENT REVISION AND STRATEGIC PLANNING PROCESS.		
		Timeline	Progress Report
	(Action Step 1) To review the school mission statement and revise if necessary.	2007-08	The staff reviewed the mission statement during fall workshop by dividing the mission into parts and discussing what the staff does to support the mission statement. The Board reviewed the mission statement during the Sept., Oct., Nov. board meetings.
		2008-09	The Board reviewed the mission statement at the September Board meeting - no revisions. The staff reviewed the mission statement during the Fall workshop - no revisions.
		2009-10	The Board reviewed the mission at the August Board meeting. The board members reflected and discussed their thoughts about the mission statement. They liked that the statement was brief and includes who are as a school. They liked the words "community" and "morality". The staff reviewed the mission statement at fall workshop. Faith formation included religion class, liturgical calendar and focus on Catholic Social Teaching "Option for the poor". Academic Excellence included curriculum development, which is listed below.
		2010-11	The Board reviewed the mission statement at the August 12, 2010 board meeting. No revisions. The staff reviewed the mission statement on August 31, 2010. The staff will continue to focus on Catholic Social teachings through the religion curriculum and a monthly curriculum integration of each "teaching".
		2011-12	Review in Fall
		2012-13	Review in Fall

	(Action Step 3) Reflect on the mission statement and its relationship to discipline and student character development.	2008-09	(See above)
	(Action Step 4) To develop a 3 year plan for staff development in catholic identity and faith formation. To update 3 year plan annually.	2008-09 2009-10 September 2010-11 2011-12 2012-13	08-09: Catholic Social Teaching - understanding and integration into the mission of the school. 09-10: Echoes of Faith Plus: The teaching staff participated in 5 staff meetings using Echoes of Faith: The Learner. The focus of the booklet was on methodology of teaching. It reviewed Piaget (cognitive development), Kohlberg (moral development), Erickson (Psycho-social development) and Fowler (styles of faith). Religion instruction should include doing, relating and knowing making FAITH a verb. 10-11: Echoes of Faith Plus (Theology) - Liturgy and Sacraments - The staff participated in six sessions using Echoes of Faith: Liturgy and Sacraments. The focus of the booklet was on the parts of the liturgy and the sacraments. The staff was surveyed on what they thought of the program and they liked the video and discussion it has generated amongst the teachers. Catholic Social Teaching - see above. 11-12: Echoes of Faith Plus (Theology) - Prayer and Spirituality; Scriptures; Catholic Social Teaching 11-12: Echoes of Faith Plus (Theology) - Catholic Morality; I Believe / We Believe; Catholic Social Teaching

SCHOOL IMPROVEMENT PLAN - Standard 2 - Curriculum and Instruction			
(Objective 1) Develop and implement a plan for improvement of opportunities in media and technology.			
	(Strategy 1) Research new technology and update equipment to facilitate instruction.		
		Timeline	Progress Report

	<p>(Action Step 1) Update technology plan that outlines current needs and wants as well as visions for the future. (Include phone, TV, instructional tools)</p>	<p><u>2007-08</u></p> <p>2008-09</p> <p>2009-10</p> <p><u>2010-11</u></p>	<p>In August 2007 the office and rooms 107,106, 102 and 101 were hard wired for internet and connection through a server. In June 2008 the classrooms on 3rd floor will have hard wiring upgraded, which will include 4 drops in each classroom to provide for student use. In June a server system will be installed to hold student and staff files.</p> <p><i>Purchased Kid Pix, Storybook Weaver and Mavis Beacon to support curriculum. Upgraded Accelerated Reading program to the on-line program providing access to more books for testing for students. Approved the hiring of a full time media specialist for technology and library.</i></p> <p><i>Revise the technology plan in 08-09 to include all media upgrades including phone and TV.</i></p> <p>The media specialist is a new teaching position for library and continuation of computer classes. The teacher has had curriculum to develop, library to automate and update. In the October newsletter the principal asked for parent volunteers for the technology committee. No one has come forward at this time. The committee (principal & Media) met for the first time on March 31st. The principal began researching a phone system for the school in March looking at options and costs. This goal will need to be carried forward.</p> <p>The technology committee met two times. New computers were purchased for the teaching staff. Teacher computers were moved to the computer lab. A decision was made to move from the district internet services to our own based on ability to access more on-line programs. The media specialist spent time getting the server and other components up and running without crashing through January. The system seems to now be stable. Research continues on a phone system with purchase in summer 2010. Interactive whiteboard system will be in place for some of the classrooms beginning the fall of 2010. Laser computers were purchased through grant funding for each floor of the school.</p> <p>Continue development of technology plan including e-rate grant application. Inservice on the use of interactive white boards.</p> <p>Technology committee met 4 times during the school year. The committee revised the Internet Acceptable Use and Safety Policy and presented it to the School Board for approval.</p> <p>Seven of the fourteen classrooms had interactive projectors and sound system installed.</p> <p>Media Specialist has put together a booklet of school passwords and inventory.</p> <p>Committee discussed staff development needs. The staff's range of abilities is quite different. How does a small school provide for staff development? The committee was researching tools for surveying staff and what program may be available on line that staff could use to improve technology skills. Staff would be required to complete so</p>
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	<p>(Action Step 1) To use curriculum mapping as a tool in identifying strategies to meet the needs of students.</p>	<p><u>2007-08 Annually</u></p> <p>2008-09</p> <p>2009-10</p> <p><u>2010-11</u></p> <p>2011-12</p> <p>2012-13</p>	<p>Teachers began the process by completing a curriculum map outline for each subject area. The map will be developed to include assessment and differentiation of instruction as curriculum standards are reviewed for each subject.</p> <p>Teachers are developing curriculum maps for Science, Social Studies, and Art. The maps will include teaching strategies, assessment and resources. This information will be used to enrich student learning beyond meeting the standard.</p> <p>Researched on-line curriculum mapping programs. Financing and teacher time-on-task is a factor. Our own computer curriculum-mapping template will be developed in summer 2010. Teachers updated the three curriculum maps already developed.</p> <p><u>Electronic curriculum map template was developed. Teachers are completing this template for math, religion and family life. Science, Social Studies, Health and Art will be put onto the electronic curriculum map too. Teachers update the maps annually.</u></p> <p>Develop curriculum maps for music, writing and language arts</p> <p>Develop curriculum maps for literacy program.</p>
	<p>(Action Step 2) To implement two academic based extra curricular activities for students in grades 4-6.</p>	<p>2008-09</p> <p><u>2010-11</u></p>	<p>A 5th and 6th grade Math Masters program began in October and concluded with a competition in Sauk Rapids School against other schools statewide. 14 students participated in this activity. A classroom teacher was the coach. They met afterschool once per week.</p> <p>A Spelling Bee was held in January for students' grades 3-6. Holy Trinity was able to send one student to the regional competition in Brainerd.</p> <p><u>The implementation of Knowledge Bowl grades 5-6 did not happen due to time and staffing. Math Masters was not a good fit for a small school. The Spelling Bee was held in January.</u></p>
	<p>(Action Step 3) To implement one family literacy night.</p>	<p>2008-09</p> <p><u>2010-2011</u></p>	<p>The first annual Family Literacy night was held April 2nd. Teachers worked together to create literacy stations in classrooms and to provide the leadership in the classroom. There were around 20 families who participated. The high light was the book swap. This event was successful and will be carried forward with further enrichment.</p> <p><u>The third annual Family Literacy night was changed to a Family Fun Night. This was a huge success with 63 of the 110 families participating. COMPLETED</u></p>

	<p>(Action Step 4) To establish curriculum committees who will review and revise curriculum standards in the curricular areas of Health, Mathematics.</p> <p>To review and revise curriculum standards in the curricular areas of Mathematics, Writing and Religion/Family Life</p> <p>To review and revise curriculum standards in the areas of Music, Language Arts,</p> <p>To review and revise curriculum standards in the areas of Grading System, Literacy program</p> <p>To prepare for accreditation</p>	<p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	<p>Curriculum committees were formed at fall workshop. The health committee completed their task of developing a health curriculum. The math committee has established standards and is in the process of reviewing textbook programs. This committee will move forward into 09-10.</p> <p>Math curriculum committee completed the study of Math standards and textbook selection "Everyday Math" . Two grades piloted the program (2nd/3rd). An inservice was held in March. All grades will implement the curriculum in Fall 2010. A parent meeting was held in September to introduce the program and the homework link. Religion / Family Life curriculum committee completed the study of religion standards, prayer expectations and selected a textbook, Our Sunday Visitor. They are waiting for Bishop approval on family life curriculum.</p> <p>Writing curriculum was not completed and will be studied in 2010-11.</p> <p>The professional staff was divided into committees for technology, primary grades handwriting, reading, music, playground renovation and wellness. Each committee was given opportunities to meet during the school year. Primary grades handwriting (PK - 1) changed from DeNeilan to Zaner Bloser style of printing. This will carry forward each year with the students. The reading committee reviewed the new MN State Standards. These standards were adopted and will be used as we implement a new reading program over the next two years. Treasurers was piloted in grades K and 2 with much success. The music committee has adopted music standards and will be selecting new curriculum to be adopted over a few years (cost). The program will be more interactive projector based instead of books.</p> <p>Grading system and literacy program</p> <p>Accreditation preparation</p>
	<p>(Action Step 5) To establish a lesson plan format that incorporates GANAG (Goal, Accessing prior knowledge, New information, Apply knowledge, Generalization / Summary.</p>	<p>2009-10</p> <p>2010-11</p>	<p>Teachers were introduced to the lesson plan format and were asked to use it for one subject area in the lesson plan book.</p> <p>Developed format for teachers to use either on paper, lesson plan, book or electronically. Lesson plans will include standard, lesson procedure and assessment. COMPLETED</p>

SCHOOL IMPROVEMENT PLAN - Standard 3 - Learner Performance

(Objective 1) Incorporate opportunities within our existing curriculum cycle to improve assessment.

		(Strategy 1) Develop/formalize assessment procedures that correlate to curriculum outcomes.		
		Timeline	Responsibility	Progress Report
	(Action Step 1) Write performance assessments and rubrics in conjunction with curriculum review cycle.	<p><u>2007-08</u></p> <p>2008-09</p> <p>2009-10</p> <p><u>2010-11</u></p> <p>2011-12</p> <p>2012-13</p>	Faculty, Principal	<p>Science assessments and rubrics were developed and implemented for the new Science curriculum.</p> <p>08-09 will focus on art and social studies.</p> <p>Staff has been developing performance assessments and rubrics in Science, Social Studies and Art. Reviewed during end of year conference with each teacher.</p> <p>Same as above</p> <p><u>Staff has been using the individual oral and slate assessments that come with the Math program along with keeping a record sheet of mastery on each student. Staff has developed a variety of assessments to use with the religion program.</u></p> <p>Assessments for Music, Writing and Language Arts</p> <p>Assessments for Literacy</p>

	(Action Step 2) Use ITBS test scores when evaluating curriculum to improve instruction of standards and focus on individual student needs.	2008-09	Teachers Principal	Purchased the IRM services provided through Riverside Publishing. This is an on-line service teachers can use to analyze ITBS student data. An inservice was held in September and teachers used this information to provide for individual student placement for reading and skill building in Math and Reading.
		2009-10		The District implemented using Aims Web testing for reading and math for identifying Title 1 students. Holy Trinity tested all students grades K-6 in reading and math using Aims Web. The results of Aims Web and ITBS were correlated for each student to evaluate individual student progress. This will be used in planning each child's educational plan in reading. The math results were more difficult to interpret due to the Aims Web testing for Math. Their assessment tool has been revised and hopefully will provide better assessment.
		2010-11		Students have been assessed 3 times per year using Aims Web testing. This information was used to monitor student progress on specific skills. Teachers use this information to make curriculum adjustments for individual students. The ITBS scores are used to evaluate the success and/or improvement needed in curriculum.
		2011-12 2012-13		

SCHOOL IMPROVEMENT PLAN - Standard 4 - School Climate and Facilities				
(Objective 1) Explore and develop plans to improve school climate.				
(Strategy 1) To use the mission statement as the foundation for the development of a positive school climate.				
		Timeline	Res pon sibil ity	Progress Report

	(Action Step 1) Provide staff in-service on teacher leadership, which leads to school excellence. Change the action step to establishing Professional Learning Community	2007-08 2008-09 2009-10 2010-11 2011-12	Staff Principal	Not completed due to lack of workshop time - carry to 08-09 Once again this did not get accomplished due to other goals and lack of time to meet. Teachers were assigned the book : <u>A Handbook for Classroom Instruction That Works</u> . Each PLC group was to read and discuss four of the chapters. No specific time was established for meeting. The groups met two or three times and discussed at least two of the chapters. <u>Time will be established for PLC' s to meet during the school year. This did not happen due to other staff priorities. The staff likes the idea of having a PLC around a book. They would like to look at what is possible next year.</u> PLC' S will be established in the fall based on books that teachers would like to read together and discuss.
	(Action Step 2) To survey school stakeholders	2010-11	Staff Principal	<u>Parents completed a survey in February. The staff and school board reviewed the information. Parents were very positive. The information is being used for marketing.</u>
	(Action Step 3) To improve staff communication and interpersonal relationships.	2010-11	Staff Principal	<u>All staff members participated in 2 - three hour sessions on personality gifts and strengths plus dynamics of communication, conflict, and healthy/unhealthy patterns of interaction using "Color Personality" . Tracy Bowe was the presenter. The staff has is using this information to strengthen the internal school community.</u>
	(Strategy 2) To implement strategies to improve classroom management skills, social skills and teacher/student interpersonal relationships.			
	(Action Step 1) Selected staff members will attend Responsive Classroom Training	2009-10 2010-11 2011-12 2012-13	Staff Principal	Two teachers attended Responsive Classroom training and implemented the strategies into the classroom. It was very successful. <u>One teacher will attend training - no one was interested in attending due to time commitment. Grade partners worked together to implement concepts into the 4th grade classrooms. One teacher was trained and led the other.</u> One teacher will attend training. One teacher will attend training.

	(Action Step 2) Selected staff members will attend training in Love N Logic and implement strategies into everyday class	2009-10 2010-11 2011-12	Staff Principal	The teacher was not able to attend the training. 9 Essentials training (Love N Logic) was offered in August . All teaching staff attended the training plus an additional 7 sessions were held at HT. Using this information the school discipline policy is being revised. Revise the discipline policy.
	(Action Step 3) Research and write a grant for funding a social worker who will work with selected students, teach lessons to classrooms and train teachers in the development of social skills.	2009-10	Staff Principal	The grant was written but was not approved. COMPLETED
	(Action Step 4) Implement a mentoring program for new teachers.	2009-10 2010-11	Staff Principal	Two teachers elected to be mentors for two new teachers as part of their professional development plan. Research and develop a mentor program with guidelines to follow for both the mentor and new teacher has not been completed. Two teachers were mentors for the two new teachers. This seems to be successful in our small school setting. COMPLETED

SCHOOL IMPROVEMENT PLAN - Standard 5 - Community Relations			
(Objective 1) Explore and vision opportunities for marketing the school			
	(Strategy 1) Increase income and knowledge of the school.		
		Timeline	Progress Report

	(Action Step 1) Create an alumni list and contact them through an annual letter.	<p>2007-08</p> <p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	<p>C A Development Committee was created from the School Board. The committee is in the process of gathering alumni information.</p> <p>B</p> <p>P The development committee (2 board members and principal) met in the Fall. Fr. Jerry contacted a member of each class who graduated from Pierz Memorial High School (now Holy Trinity School). Each person provided a list of class members and addresses. This was typed into a database. A letter was mailed in November requesting donations for the endowment fund. There is a plan to create an annual newsletter that will be mailed to this alumni group.</p> <p>The other alumni group would be the elementary graduates from the then three Catholic schools. A board member and former board member are working on gathering this alumni list. No further plans have been made for this alumni group.</p> <p>The first Memorial High School newsletter was mailed to the alumni in December. The newsletter contained information on past history, current school, pastor message and information about each class.</p> <p>The second newsletter was mailed in February. Continue putting together the other alumni database. Principal attended a one day training on development and used some of the information when meeting with the development committee. This will continue to be a work in progress.</p> <p>Begin organizing an all school reunion for Holy Trinity's 25th anniversary.</p>
	(Action Step 2) Revive the Holy Trinity Endowment	<p>2007-08</p> <p>2008-09</p>	<p>C A brochure was developed for the endowment. The brochure will be mailed to alumni in September 2008.</p> <p>B</p> <p>P A letter was mailed to Memorial HS Alumni and the four parish members asking for a donation for the Holy Trinity Endowment. \$7,650 was received as of January 2009.</p>

	<p>(Action Step 3) Develop a marketing plan for the school. Include using various forms of media, communication to public.</p>	<p>2007-08</p> <p>2008-09</p> <p>2009-10</p> <p>2010-11</p>	<p>C B P</p> <p>A Marketing Committee was created including Board members and parents. The committee met three times. They began the development of a marketing plan.</p> <p>Three board members, two parents and the principal are on the marketing committee. The committee has met seven times this year. The principal attended three marketing sessions sponsored by Chamber of Commerce the year before that reviewed how to market your business. Using that information the committee set about developing a marketing plan. A volunteer marketing career person assisted us through a SWOT analysis that included other individuals in the community. Using that information the committee established a tag line: Believe, Grow, Achieve. The committee also developed opportunities to bring young families into the school, contacted up-coming PK families, and is developing a new school brochure.</p> <p>The marketing committee had four goals. 1) Get the name into the community - put together display boards for the 4 churches, created thank you signs to put out during school events and completed the school brochure.</p> <p>2) Develop tag line: Believe (faith development, service to others, family values) Grow (social, emotional, physical development) Achieve (high academic standards).</p> <p>3) Develop opportunities to connect with young families: preschool playtime; Toddlers Have Class; mail postcard with parenting / child activities.</p> <p>4) Develop marketing calendar.</p> <p>Goals:</p> <p>1. People from the community into the school:</p> <p>*Toddlers Have Class was held monthly for children 2-4 and parents. This is a one-hour fun time for children and parents and is led by PK teacher and parent volunteer.</p> <p>*Mailed postcards to preschool children 3 times / year with a fun activity to do at home.</p> <p>*School gym was used by small businesses on St. Nick Night (community Commercial Club event).</p> <p>*Researched having tumbling offered at the school for 3-5 year olds.</p> <p>2. Parent Opportunities:</p> <p>*Offered a Parents in Touch group that met bi-monthly.</p> <p>*PTO sponsored a CPR training for parents.</p> <p>3. Paper Marketing Tools:</p>
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	(Action Step 4) Implement a marketing plan that includes communicating with the four parish communities and other potential stakeholders that are provided education by the public school district.	2008-09 2009-10	C B P	The marketing plan is a work in progress. This action step will be carried into the next school year. See above
		Timeline	R e	Progress Report
(Objective 2) Strengthen relationships between Holy Trinity ' s students, local communities and global community.				
	(Strategy 3) Develop and strengthen the staff and students ' commitment to social justice.			
	(Action Step 1) To read, reflect and discuss the Catholic Social Teachings	Each month	S P	In September the staff was presented with an overview of "Catholic Social Teaching" along with the video <u>In The Footsteps of Jesus</u> . In October Kathy Langer, Catholic Charities, presented an hour and a half workshop to the staff further developing an understanding of Catholic Social Teaching and how we may possibly implement into the school mission. In January the staff discussed how to "act /reflect /transform" students through Catholic Social Teaching. Do we connect through curriculum or select a theme? COMPLETED
	(Action Step 2) To implement teaching strategies and service projects in the classroom based on the Catholic Social Teachings.	2008-09 2009-10 2010-11 2011-12 2012-13	T S	A few teachers have begun to implement an understanding of Catholic Social Teaching into the Religion curriculum. This will be carried into next year ' s goals. The theme of "Poor and Vulnerable" was selected by the staff to incorporate throughout the curriculum and through service projects. This took place in religion class, current events, and service projects: Nursing home visits, food shelf collection, Lent rice bowl activities and collection. <u>Theme selected at fall workshop. Staff decided to discuss all the catholic social teachings at some time during the school. This was set up into a monthly outline and through the religion curriculum.</u> This will be on-going and integrated into the curriculum standards.
		Timeline	R e	Progress Report
	(Strategy 3) Develop the students ' awareness of other cultures.			

	(Action Step 1) Invite a speaker from the Diocesan Mission office to speak to the students	<p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	<p>T S</p> <p>In October Kateri Mancini, St. Cloud Diocesan Mission Office, joined us for the World Rosary. In April she returned with Fr. Gregory Ombok, Kenya, to speak to the students about the Diocese sister parish, Homo Bay.</p> <p>During Catholic Schools Week grades 3-6 heard two speakers, Sr. Kittock and Maurice Faust, whom have been involved in mission work.</p> <p>Dr. Walz, local physician, came and spoke to the students about his missionary work in Africa. Local resident, Maurice Faust, gave a copy of his book on missionary work to each student grades 3-6.</p> <p>Peter from Kenya, Diocesan Mission, came and spoke to the students about Catholic Relief Services and how their rice bowls help other children. Students also participated in the Rice Bowl project using CRS interactive lesson plans. Students were able to see and hear about other countries.</p>
	(Action Step 2) Invite other cultures in the area to share their culture with the students.	<p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	<p>T S</p> <p>Fr. Johnus, priest in the Lastrup and Harding parishes, is from India. In March the school hosted an Artist In Residence from India. Students learned about the culture, languages and customs of India. Grades 5 and 6 where the focus groups and grades 2-4 each had two sessions during the week. The week ended with a community sharing of what the students had learned about India and a slide show.</p> <p>This goal was not completed.</p> <p>This goal was not completed.</p>

SCHOOL IMPROVEMENT PLAN - Standard 6 - Personnel

(Objective 1) To research funding for professional development.			
	(Strategy 1) Establish a budget and research funding for the professional development plan.		
		Timeline	R e P r o g r e s s R e p o r t
	(Action Step 1) Research funding for professional development through donations and grants.	<p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p>	<p>C P</p> <p>This action step will need to be carried forward due to lack of time to research more donations or grant opportunities.</p> <p>Funds have not been found at this time.</p> <p>Funds have not been found at this time.</p>

SCHOOL IMPROVEMENT PLAN - Standard 7 - Leadership and Governance

(Objective 1) Strengthen the financial stability of the school in order to continue providing a quality education to students.

		(Strategy 1) Increase funding through the reception of grants.	
		Timeline	R Progress Report e
	(Action Step 1) Based on curriculum development, technology plan and staff professional development, develop a portfolio of grant opportunities that will assist in accomplishing goals.	2008-09	S B P A portfolio of grant and charitable gaming organizations has been created. Grants were written to purchase technology wiring and equipment, purchase library books, Artist In Residence for next year and phase two of the playground.
	(Action Step 2) Implement playground renovation Phase II	2008-09 2009-10 2010-2011	C C P The committee met in October and divided Phase II into 4 parts. Each part will cost around \$10,000. The school initiated a card-selling project to raise funds and will write requests to area gaming organizations. (Due to the slower economy, the principal has not moved forward with writing requests. Hopefully by later summer, the area economy will support moving forward.) Phase II development is underway. This includes tar for basketball, tetherball, drop shot, and added piece to the play set. A sign recognizing donors will be installed. Seating areas will be put into place. Fund raising through grant writing is taking place. Hopefully enough funds will be raised to install before school begins. Phase II and the completion of the project will be finished this summer. See above.
	(Action Step 3) Complete application for the E-rate funding to receive federal funding for phone and internet usage.	2010-11	C P Contact a company that will assist with the process and will provide income for the school expenses. - not completed
	(Action Step 4) Complete application to support arts education for the students	2010-11	C P Completed application to Laura Jane Musser Foundation and received \$2500 for an Artist in Residence in the Visual Arts.
		Timeline	R Progress Report e

	(Strategy 2) Conduct a study of the future viability of the school and present to the stakeholders.		
		Timeline	R Progress Report
	(Action Step 1) Develop a projected enrollment chart.	<p>2007-08</p> <p>2008-09</p>	<p>S P</p> <p>It was difficult to create a projected enrollment as neither the baptism records from four parishes or the census was very accurate. Other options will need to be investigated.</p> <p>This is difficult to do with no school census and parish baptisms not telling the whole story. The best enrollment chart to use has been the Mid-State Education District and early childhood screening. PK enrollment will be based on this information and K-6 will be based on past history.</p>
	(Action Step 2) Analyze the school's income and expenses from the past five years.	<p>2007-08</p> <p>2008-09</p> <p>2009-10</p>	<p>B P</p> <p>Not completed - Lack of time; This will be a goal in 08-09 to analyze past financial reports.</p> <p>Not completed at this time due to lack of time for the bookkeeper and principal to meet. The bookkeeper was implementing other financial action plans.</p> <p>A finance committee member and the bookkeeper put an analysis together. There have been changes in the financial process, which affects the report. The information will be useful information as the school moves forward.</p>

	(Action Step 3) Develop a projected budget including a plan for tuition, tuition collection, parish investment, and salary increases.	<p>2007-08</p> <p>2008-09</p> <p>2009-10</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	<p>B B P</p> <p>The board reviewed and approved policy changes in tuition, tuition collection, parish investment and salary increases for professional staff. The financial policies consumed many of this year's board meetings.</p> <p>Further financial planning will need to take place in 08-09 including updating the process for financial transactions.</p> <p>Progress is being made on developing a plan to project school income (tuition, parish investment and fundraising). In the past the parishes were responsible for the income needed to support the school including un-collected tuition. Salary increases were minimal (1%) due to the economy, but this will need to be addressed, as the school is not providing a livable wage for a single person.</p> <p>This is the first year the finance committee was involved in the development of the budget (before was administrator and bookkeeper). This provided more insight for board members in being able to plan. Revisions were made in the salary schedule, tuition collection and discussion on parish investment.</p> <p>Continued process toward the development of a long-range plan. The finance committee met several times to develop the projected budget and to plan for the financial stability of the school.</p>
	(Action Step 4) Develop a support staff salary schedule that includes reward for years of service.	<p>2008-2009</p> <p>2009-10</p>	<p>B B P</p> <p>A support staff salary schedule was developed by the finance committee and presented to the school board. Due to economics the schedule was tabled until next school year.</p> <p>The board approved support staff salary schedule. COMPLETED.</p>
	(Action Step 5) Present the financial plan of the school to the stakeholders.	<p>2007-08</p> <p>2008-09</p> <p>2009-10</p>	<p>B B P</p> <p>A presentation was held for stakeholders (parents and parishioners) on the mission statement: academic excellence and faith formation along with financial information on the cost of education and the amount of support received from parishes (70%).</p> <p>A stakeholder meeting was held in February 09 to present the state of address: projects, curriculum development, and financial plan for 09-10.</p> <p>The board decided not to have a stakeholder meeting due to low turn out of school families the last two years. COMPLETED</p>
		<p>Timeline</p>	<p>R e</p> <p>Progress Report</p>

(Strategy 3) Implement changes in the school accounting system			
		Timeline	Progress Report
	(Action Step 1) Implement using an accounting software program	2008-09 2009-10	B P The bookkeeper and secretary were trained in QuickBooks Accounting System in August. The bookkeeper began to convert paper files to computer. All accounting will be on computer by July 1, 2009. About 50% of the process was completed when the bookkeeper retired. New bookkeeper began in March 2010. Process should be completed by the end of the summer. COMPLETED
	(Action Step 2) Implement procedures for authorizing deposits and expenditures	2008-09	B P A form was developed to authorize deposits and expenditures. Implementation began July 1, 2008. COMPLETED
	(Action Step 3) Implement an automated, prepay lunch accounting system	2008-09	B B P A computer and software were purchased to track lunch payments. Automated system began in September 08 and has been very successful. Lunch payments are being collected in a timely manner. COMPELTED
	(Action Step 4) Implement the audit action plan.	2008-09 2009-10 2010-2011	The Diocese audited the school in the Fall of 2008. An action plan to strengthen internal controls, create operating efficiencies and produce useful data was developed from the audit. The action plan was presented to the board in March 2009 and will be implemented throughout the next six months. The audit action plan has been implemented except video taping the school contents. The video taping of the school contents has not been completed.
(Strategy 4) Implement Child Nutrition guidelines for the Hot Lunch Program			
		Timeline	Progress Report
	(Action Step 1) Meet the Child Nutrition guidelines established by the State of MN.	2007-08	H P The hot lunch program was audited on April 22 nd . A report was submitted to Food and Nutrition Service outlining the corrective actions necessary to meet the guidelines to continue the Hot Lunch program
	(Action Step 1) Provide civil rights training for hot lunch staff	2007-08 Annually	P Training took place through a PowerPoint outline. Annual training will be held in the Fall of each year. Hot lunch personal was trained in November 2008.

	(Action Step 2) Implement the Hazard Analysis Critical Control Points (HACCP).	2008-09 2009-10	PH New cook was hired. She put together the HACCP guidelines. She is following regulations established by the National Hot Lunch Program. COMPLETED
	(Action Step 4) Establish a Wellness Committee that will evaluate the wellness policy bi-annually	2008-09 2009-10 2010-11 2011-12 2012-13	CHBP A wellness committee was established consisting of 2 board members, teacher, school nurse, hot lunch cook and principal. The committee met in January 2009 to review the expectations of the wellness committee and review how well the school is implementing Policy 524: Wellness. Three areas to address were nutrition education (deferred to health curriculum committee, physical activity during recess (meeting time), and nutrition guidelines (hot lunch program). The committee met two times and reviewed the Wellness Policy. Goals for next year include limit # times students will miss recess, inservice on activities to use for classroom breaks, physical fitness month promotion, increase free/reduced lunch participation, increase fiber in school lunches, pilot providing afternoon snack, and discussed use of chocolate milk. <u>The committee met two times and reviewed the Wellness Policy.</u> <u>Goals:</u> <u>Students can only be kept in the classroom during recess on PE days.</u> <u>Teachers will provide breaks during the day. Teachers were surveyed.</u> <u>Staff participated in a physical fitness challenge in February / March.</u> <u>Amount of fiber offered was listed on the lunch menu.</u> <u># participating in free/reduced lunch increased by 5%.</u> <u>6th grade piloted having an afternoon snack.</u> <u>Students are offered chocolate milk only at milk break and once at lunch during the week.</u> Goals: Adult wellness education; implementing new hot lunch guidelines. Guidelines for peanut allergies.