

ST MATTHEW CATHOLIC SCHOOL STRATEGIC PLAN 2009-2014													
MISSION GOAL: Ensure that our mission as a Catholic School is lived to the fullest extent possible.													
	Year 1	Year 2	Year 3	Year 4	Year 5	Responsible Persons							
1. Foster the faith development of students and their parents													
1-1 Promote parent awareness regarding Catholic teachings and tradition.	D	I	I	M	M	Missionaries, Principal, Staff							
1-2 Add an annual teaching Mass for students.	D	I	M	M	M	Missionaries, Principal							
1-3 Implement class Adoration three times a year.	D	I	M	M	M	Principal, teachers							
1-4 Encourage parent/student participation in parish ministries that promote faith development.	I	M	M	M	M	Missionaries, Principal, School and Church staff							
1-5 Create an in-house retreat program beginning in the fifth grade.	D	DI	I	M	M	Principal, teachers							
1-6 Require an in-depth study of religion to ensure that school-wide religion expectations are met.	D	I	M	M	M	Principal, teachers							
2. Provide resources for faculty to increase their knowledge of the Catholic faith and deepen their spirituality.													
2-1 Provide annual in-house faculty retreat for spiritual enrichment.	D	I	M	M	M	Principal, Teachers							
3. Maintain a Christian school-wide behavior standard that upholds respect for and acceptance of every student.													
3-1 Provide training and needed resources for teachers and parents to eliminate student behaviors such as bullying, name calling, ostracizing, and other social problems.	DIM	M	M	M	M	Principal, Faculty, SAC, Parent Club							
3-2 Ensure that the teacher evaluation process includes an appraisal of the teacher's effectiveness in upholding student behavioral standards.	M	M	M	M	M	Principal							
3-3 Foster ways for students to relate to others beyond their close friends, promote team building approaches in studies, retreats and service projects.	IM	M	M	M	M	Principal, Teachers, Parents							
3-4 Provide resource information for parents to support their children's positive social behavior.	D	DI	I	M	M	Principal, Teachers							
4. Broaden involvement and service.													
4-1 Continue age-appropriate service projects expanding older students' service role to the local community.	D	DI	I	M	M	Principal, Staff, Parents							
4-2 Strengthen students' presence and visibility in parish activities.	M	M	M	M	M	Principal, Staff, Parents							
4-3 Encourage parishioners' involvement with the school as an extension of parish ministry.	D	I	M	M	M	Missionaries Marketing Coordinator, Church staff							
4-4 Strengthen programs to welcome and involve new students and parents.	DIM	M	M	M	M	Principal, Marketing Coordinator (MC) Staff, Parent Club							
5. Promote the presence of the Missionaries of the Holy Spirit and other religious and ordained on campus.													
5-1 Build connections with and/or through service.	DI	DI	I	I	M	Missionaries, Principal, Staff							
5-2 Provide vocational awareness.		D	DI	I	M	Missionaries, Principal, Staff							
5-3 Encourage the Missionaries participatin in school sponsored activities in addition to their spiritual support	DI	I	M	M	M	Missionaries, Principal, Staff							
6. Establish communication and build relationships with the Homeschooling families of St. Matthew Parish													
	D	DI	I	M	M	Principal, Children's Faith Formation Coordinator, MC							



<b>ACADEMIC GOAL: Present a challenging, comprehensive and relevant curriculum for all students which fulfills the school's mission and philosophy, strengthens Catholic identity, and results in achievement</b>								
	Year 1	Year 2	Year 3	Year 4	Year 5			
1. Develop an integrated and engaging middle school curriculum, which prepares students for success in high school.								
1-1 Continue differentiation of the math program so that all students become proficient in pre algebra concepts and problem solving skills and strategies and are ready to be successful in high school math.	I	M	M	M	M		Principal, Faculty	
1-2 Provide the financial support, professional development and updated teaching resources to foster hands-on learning in science.	D	I	M	M	M		Faculty, Principal, SAC	
1-3 Integrate language arts and fine arts into the social science curriculum to foster student's interest and success.	D	I	M	M	M		Faculty, Principal	
1-4 Increase opportunities for all students in grades 7 and 8 to participate in some level of school leadership.	D	I	M	M	M		Faculty, Principal	
1-5 Increase student engagement by providing more opportunities for performance based assessment throughout the school year.	DI	I	M	M	M		Principal, Faculty	
2. Ensure a clear, consistent, sequential curriculum K-8.								
2-1 Teach all areas of the curriculum using the Archdiocesan guidelines that include the state benchmarks.	M	M	M	M	M		Principal, Faculty	
2-2 Use effective, proven, research based strategies for reading and writing instruction.	M	M	M	M	M		Principal, Faculty	
2-3 Provide more resources and staff development for reading instruction in grades K-5.		D	I	M	M		Principal, Faculty, SAC	
2-4 Develop critical reading and analytical writing skills across the curriculum.		D	I	M	M		Principal, Faculty	
2-5 Develop, refine and deliver a math curriculum, which includes concise, sequential problem solving strategies K-8.	D	I	M	M	M		Principal, Faculty, Archdiocese	
3. Develop a variety of ways to enrich students' learning experiences.								
3-1 Obtain more funding for whole school and in-class presentations by outside experts, visiting artists, special programs, etc.		D	I	M	M		Principal, SAC, Marketing Coordinator (MC)	
3-2 Find creative ways to fund more electives and/or after school activities or to develop volunteer support for these programs.		D	I	M	M		Marketing Coordinator, Parent Club	
3-3 Enhance resources available for non core subjects: fine arts, foreign language, PE, technology and library science instruction.	D	I	M	M	M		MC, Parent Club	
3-4 Continue to integrate technology across the curriculum.	M	M	M	M	M		Faculty, Staff, Technology Committee	
4. Expand opportunities for students to improve their study skills and their personal accountability for learning.								
4-1 Improve students' ability to recognize and internalize the School-wide Learning Expectations (SLEs) in place at St. Matthew School.	I	M	M	M	M		Principal, Faculty, Staff, Parents	
4-2 Model and encourage the development of student self advocacy skills throughout the school day.		D	I	M	M		Faculty, Staff	
4-3 Teach students to recognize their individual learning strengths and develop a wide variety of personal study skill strategies. (note taking, webbing, graphic study aids, etc.)	I	M	M	M	M		Faculty, Staff, Parents	

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<b>TECHNOLOGY EDUCATION GOAL: Take all steps necessary to incorporate technology into learning as appropriate to the students' ages.</b>						
1. Increase technology resources at every grade level.						
1-1 Determine a five-year schedule to upgrade, replace, and acquire additional technological resources.	I	M	M	M	M	Technology Committee, SAC, Principal, Computer Teacher
1-2 Secure funding for at least one mobile laptop cart to enable an entire class to use laptops for some projects.	D	I	M	M	M	Technology Committee, Marketing Coordinator
2. Provide faculty technology training.						
2-1 Establish desired technology competency level for faculty creating a professional development plan for staff.	D/I	M	M	M	M	Principal, Computer Teacher
2-2 Support teacher's plan to achieve that competency level within the school's timeline	D	I	M	M	M	Principal, Computer Teacher
2-3 Utilize community experts' training/demonstrations as needed/appropriate.		D	I	M	M	Computer Teacher, Technology Committee
3. Provide laptops for all faculty.						Principal, SAC,
3-1 Explore a variety of ways to acquire the laptops.		D	I	M	M	Marketing Coordinator
4. Forge a stronger relationship between St. Matthew School and local companies, including Intel.						
4-1 Submit grants	D	D/I	I	M	M	Marketing Coordinator
4-2 Maximize matching fund programs.	D	I	M	M	M	Marketing Coordinator
5. Dialogue with local high schools regarding the level of technology proficiency eighth grade students should acquire.						Principal, Technology Teacher
5-1 Teach mastery of Excel, Power Point and Internet research by the end of seventh grade and incorporate these tools into class work.	M	M	M	M	M	Faculty and Staff
6. Appraise periodically the effectiveness of the school's electronic communications with parents.						
6-1 Create end of the year communication survey/evaluation.	D/I	M	M	M	M	Secretary, Principal, Computer Teacher
7. Maintain a current, user-friendly school website.						Technology Committee, IT
7-1 Budget for ongoing updates to the school website and incorporate marketing materials on the website.	M	M	M	M	M	Principal, Business Manager, SAC
7-2 Secure a school website (coordinated to have a visual look similar to the parish's).	D	I	M	M	M	IT, Technology Committee, Principal

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<b>ENROLLMENT AND MARKETING GOAL: Reach and sustain capacity enrollment, which reflects the diversity of the parish.</b>								
1. Add a preschool program for 3 and 4 year olds.						Marketing Coordinator, Principal, SAC, AdMin		
1-1 Conduct research to learn levels of interest and commitment from parents with children ages 6 months to 4 years old.	D/I							
1-2 Distinguish by groups with: children in public schools, children in St. Matthew School, children in private school, home-schooled.	D/I							
1-3 Study local census information, parish data, and Archdiocesan data.	D/I							
1-4 Research experiences of other Catholic schools that are considering/have acted on establishing a 3 and 4 year-old pre-school program	D/I							
2. Establish admission guidelines to ensure success in meeting students' academic needs.								
2-1 Research the Archdiocesan admission guidelines and admission standards used by other Catholic schools.	D/I	M	M	M	M	Principal		
2-2 Use the 'St. Matthew School graduate' profile to market the school.	D/I	M	M	M	M	Marketing Coordinator		
2-3 Conduct research to track St. Matthew School alumni success in high school.	D/I	M	M	M	M	MC		
3. Define the recruitment and retention plan for the next five years to reach and sustain capacity enrollment.								
3-1 Design a year-round recruitment approach with special emphasis on enrollment in PK-1 grades.		D	I	M	M	MC		
3-2 Conduct research to address ways to increase enrollment of parish children whose parents are currently choosing other options. (Conduct in conjunction with 1-1 research study)	D	I	M	M	M	MC		
3-3 Increase enrollment to full capacity within five years.	D	I	M	M	M	Principal, MC, Pastor, SAC		
4. Budget annually for marketing expenses necessary to obtain enrollment goals.						Marketing Coordinator, Principal, Business Manager		
4-1 Budget for recruitment electronic and print materials, events, advertisements, etc.	D/I	M	M	M	M			
4-2 Explore compensation offers to existing or incoming parents that help fill capacity enrollment.	D					BM		
4-3 Explore possibility of a part-time Communications person.	D	I				Principal		

	Year 1	Year 2	Year 3	Year 4	Year 5			
<b>PLANT AND FACILITIES GOAL: Provide school priorities and data in a timely way for the parish's development of the master facilities plan.</b>								
1. Conduct and complete processes to produce a decision regarding future development of the school within the context of the parish master plan.								
1-1 Organize and conduct a process with stakeholders (Archdiocese, parish, teachers, parents, and students).	I					Facility Development Committee		
1-2 Study and develop vision for a new school or major remodel and addition..		D/I	I					
1-3 Make a decision based upon plans to either build new school or undertake major remodel and addition.				D	I	Pastor, Principal, AdMin, Pastoral Council, SAC		
1-4 Develop architectural plans to implement the chosen vision.				D	I	Facilities Committee		
2. Evaluate annually steps to appraise and, as needed, improve security.						Maintenance, Facilities Committee, Principal		
2-1 Install more outdoor lighting.	D/I	M	M	M	M			
2-2 Install security camera(s)/system	D	I	M	M	M			
2-3 Improve campus security during school hours.	D	I	M	M	M			
3. Increase energy efficiencies.						Maintenance, Business Manager		
3-1 Provide consistent heat to all classrooms and common area that eliminates the need for portable electric heaters.	I	M	M	M	M			
3-2 Determine the economic feasibility of replacing old lights with more energy efficient bulbs or fixtures.	D	I	M	M	M			
4. Make kitchen improvements.						Facilities Committee		
4-1 Overlay existing laminate countertops with stainless steel that can be sanitized.	D	I	M	M	M	Maintenance, BM		

	Year 1	Year 2	Year 3	Year 4	Year 5			
<b>FUNDING GOAL: Maintain an affordable tuition level with sufficient financial aid resources, while offering a strong academic program.</b>								
1. Outline a comprehensive plan for development with targeted annual goals.						Marketing Coordinator, Principal, AdMin, SAC		
1-1 Reach \$750,000 endowment by 2014	D	I	M	M	M			
1-2 Receive \$15,000 annually in new endowment contributions to qualify for the matching \$15,000 endowment monies from the diocesan donors.	M	M	M	M	M			
1-3 By 2014, reach the goal of \$80,000 in donations annually received including any restricted monies for the endowment.	D	I	I	I	M			
1-4 Create consistent methods/communications for staying in touch with potential donors throughout the year.	D	I	M	M	M	MC		
2. Clarify and communicate the leadership roles within development.						Pastor, Principal, AdMin,		
2-1 Focus the roles of the school advisory development committee to meet goals, with the expectation that they are a 'working committee.'	D/I	M	M	M	M	MC		
2-2 Encourage use of volunteers for donor management program.	D/I	M	M	M	M	MC		
2-3 Develop processes and targets for grant writing; secure grants on an annual basis.	D	I	M	M	M	MC		
3. Establish electronic record keeping.								
3-1 Acquire and implement a donor management software program, after exploring existing programs within the parish.	D	I	M	M	M	Marketing Coordinator, Business Manager		
3-2 Record the history of donors from manual records.	D	I	I	M	M	MC		
3-3 Develop alumni and family contact list.	D	I	I	M	M	MC		
4. Expand community relations.						Marketing Coordinator		
4-1 Expand community outreach (ie. City of Hillsboro, Rotary, Elks, Parade presence, etc.) to facilitate future donation opportunities.	D	I	M	M	M			