



**ST. THOMAS MORE CATHOLIC SCHOOL STRATEGIC PLAN**

<b>OBJECTIVE 1</b>				
<b>St. Thomas More Catholic School will further develop curriculum that reflects best practice and national standards.</b>				
<b>STRATEGY 1</b> <i>St. Thomas More Catholic School will continue curriculum mapping for all subjects.</i>				
	<b>ACTION STEP 1</b> Establish a schedule for completing curriculum maps.	<b>TIMELINE</b> Fall 2008	<b>RESPONSIBILITY</b> Principal & Team Leaders	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Dedicate faculty meeting time for teachers within and across grade levels can write, review, and edit curriculum maps.	Fall 2008 To Spring 2014	Principal & Faculty	
	<b>ACTION STEP 3</b> Publish comprehensive curriculum handbook for school stakeholders.	Annually based on yearly progress Beginning Spring 2009	Principal & Team Leaders	
<b>STRATEGY 2</b> <i>Create a system for regular review of curriculum</i>				
	<b>ACTION STEP 1</b> Establish a five year schedule for reviewing curriculum.	<b>Timeline</b> Fall 2008	<b>Responsibility</b> Principal & Team Leaders	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop curriculum review guidelines, format, and evaluation tools based on best practice.	December 2008	Principal & Team Leaders	

	<b>ACTION STEP 3</b> Review and evaluate curriculum based on student needs and national standards	Yearly 2008- 2014	Principal & Faculty	
	<b>ACTION STEP 4</b> Hire a full-time art teacher for K-8	2009- 2010	Principal	
	<b>STRATEGY 3</b> <i>St. Thomas More Catholic School will develop a written technology plan.</i>			
	<b>ACTION STEP 1</b> Evaluate technology infrastructure (equipment, systems, and software) strengths and weaknesses based on input from faculty, staff, and students.	<b>Timeline</b> Spring 2009	<b>Responsibility</b> Technology Coordinator, Principal, Faculty, & Staff	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop a list of technological resources on the school's i-net that are available to teachers.	Ongoing	Technology Coordinator & Faculty	
	<b>ACTION STEP 3</b> Create a vision & written plan for how technology will continue to be integrated across the curriculum.	Summer 2010	Technology Coordinator, Faculty, and School Advisory Committee	
	<b>ACTION STEP 4</b> Identify funding needed to make technology plan a reality.	Fall 2010	Principal, Parish Finance Committee, School Advisory Committee	

<b>OBJECTIVE 2</b>				
<b>St. Thomas More Catholic School will refine its use of assessment in order to better guide curriculum and instruction.</b>				
<b>STRATEGY 1 <i>St. Thomas More Catholic School will fully implement and utilize Learnia online testing for grades 3-8.</i></b>				
	<b>ACTION STEP 1</b> Administer criterion-referenced tests throughout each school year for reading and math and eventually for other core subjects.	<b>TIMELINE</b> Yearly 2008-2014	<b>RESPONSIBILITY</b> 3-8 Faculty	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Schedule time to discuss and analyze Learnia results.	2008-2014	Principal & 3-8 Faculty	
	<b>ACTION STEP 3</b> Provide professional development to faculty about how to fully utilize the results of a criterion-referenced standardized test.	Annually 2008-2014	Principal & Team Leaders	
<b>STRATEGY 2 <i>St. Thomas More Catholic School will explore and identify forms of assessment that can enhance teacher and parent understanding of students' strengths and needs in all subject areas.</i></b>				
	<b>ACTION STEP 1</b> Identify faculty knowledge and current practice in the area of assessment.	<b>Timeline</b> Fall 2008 & Annually thereafter	<b>Responsibility</b> Principal	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop and implement a professional development plan related to assessment best practices.	Spring 2009	Principal & K-8 Faculty	
	<b>ACTION STEP 3</b> Apply assessment data to assist curriculum review process.	Fall 2009	Faculty & K-8 Faculty	

	<b>ACTION STEP 4</b> Review and update vocabulary and criteria used for progress reports and conferences at all grade levels.	Spring 2010 & Annually thereafter	Principal, Team Leaders & Faculty	
	<b>ACTION STEP 5</b> Implement a process to track student progress and learning needs using technology.	Fall 2009	Principal, Team Leaders, Faculty	

<b>OBJECTIVE 3</b>				
<b>St. Thomas More Catholic School will work in partnership with our parish community to improve the physical condition of our aging school building in order to meet the needs of 21<sup>st</sup> century learners.</b>				
<i>STRATEGY 1 St. Thomas More Catholic School will develop cleaning and maintenance protocols that will be followed daily, weekly, monthly, and annually.</i>				
	<b>ACTION STEP 1</b> Develop a checklist for daily, weekly, monthly, and annual cleaning and maintenance.	<b>TIMELINE</b> Fall 2008	<b>RESPONSIBILITY</b> Faculty, staff, Chief Maintenance Engineer, Principal, and Parish Administrator	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Implement a revised protocol for reporting maintenance and custodial needs.	Fall 2008	Chief Maintenance Engineer, Principal, and Parish Administrator	
	<b>ACTION STEP 3</b> Prioritize and track maintenance and custodial concerns in order to assure quality and efficiency.	2008-2009	Chief Maintenance Engineer, Principal, and Parish Administrator, Faculty & Staff	
<i>STRATEGY 2 St. Thomas More Catholic School will develop priorities for short and long-term capital improvement projects within the school building.</i>				
	<b>ACTION STEP 1</b> Compile and prioritize documentation gathered over the past five years regarding mechanical and aesthetic needs of the school.	<b>Timeline</b> Winter 2009	<b>Responsibility</b> Pastor, Parish Administrator, Principal, Chief Maintenance Engineer, Pastoral Council & Building Committee	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Study and document current classroom usage capacity and alternate use potential of classroom spaces by larger parish community.	Winter 2009	Principal, Faculty, School Advisory Committee, Pastoral Council	

	<b>ACTION STEP 3</b> Create a written plan that addresses the short and long-term capital improvement projects that need to be addressed over the next five years.	Fall 2009	Parish Leadership & School Leadership	
	<b>ACTION STEP 4</b> Work in partnership with larger parish community to identify funding sources for capital improvement campaign.	Fall 2009 – Summer 2010	Parish Leadership & School Leadership	
<b>STRATEGY 3</b> <i>St. Thomas More Catholic School will enhance the safety and student-centeredness of the school's playground area.</i>				
	<b>ACTION STEP 1</b> Gather input from students, parents, and larger parish about vision for school play area.	<b>Timeline</b> Winter 2009	<b>Responsibility</b> Principal & School Advisory Committee	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Develop & share play area design that addresses safety concerns as well as student recreation and enjoyment.	Spring 2009	Principal, Parish Administrator, Parish Council, Building & Grounds Committee, and School Advisory Committee	
	<b>ACTION STEP 3</b> Identify sources of funding via donors & capital campaign for play area improvements.	Winter 2010	Principal, Parish Administrator, Parish Council, & School Advisory Committee	

<b>OBJECTIVE 4</b>				
<b>St. Thomas More Catholic School will enhance its marketing and public relations efforts in order to retain and attract families to the school.</b>				
<i>STRATEGY 1 A comprehensive written marketing plan will be developed and implemented.</i>				
	<b>ACTION STEP 1</b> Develop a shared vocabulary about who we are, what we do, and how we do it for marketing purposes using our mission and philosophy statements.	<b>TIMELINE</b> 2008-2009	<b>RESPONSIBILITY</b> Principal, Faculty & Marketing Committee	
	<b>ACTION STEP 2</b> Publish new print collateral materials to promote the school to a broader base of parents.	2008-2009	Marketing Committee	
	<b>ACTION STEP 3</b> Communicate newsworthy events and achievements to the parish through the weekly parish bulletin and to the larger community through local newspapers.	2008-2014	Principal, Faculty, and School Advisory Committee	
<i>STRATEGY2 A new website will be developed to reflect the needs and interests of various stakeholders of the school.</i>				
	<b>ACTION STEP 1</b> Survey constituents to influence ongoing website development.	<b>Timeline</b> Summer 2008 & Annually thereafter	<b>Responsibility</b> Marketing Committee	
	<b>ACTION STEP 2</b> Launch professionally designed website and develop core content.	Summer 2008 to Fall 2009	Marketing Committee	
	<b>ACTION STEP 3</b> Update the website annually to reflect the identified needs of the school community.	Annually 2008-2014	Principal & Marketing Committee	

	<b>ACTION STEP 4</b> Hire a part-time webmaster to regularly update parish and school websites.	Fall 2010	Pastor, Parish Administrator, Principal, Technology Coordinator	
<b>STRATEGY 3</b> <i>St. Thomas More Catholic School will work to increase its diversity and do greater outreach to under-represented (ethnic, socioeconomic, gender &amp; religious) populations living around the school.</i>				
	<b>ACTION STEP 1</b> Identify specific underrepresented communities to target.	<b>Timeline</b> 2008-2009	<b>Responsibility</b> Principal & Marketing Committee	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Identify and seek out funding sources to aid underrepresented populations.	2008-2009	Principal, School Advisory Committee, & Parish Finance Committee	
	<b>ACTION STEP 3</b> Develop and carry out a marketing plan to reach more diverse and underrepresented communities.	Spring 2009 & annually thereafter	Principal & Marketing Committee	

**OBJECTIVE 5****St. Thomas More Catholic School will work to enhance its financial viability and sustainability.****STRATEGY 1** *Current revenues and expenditures will be closely examined in order to balance the needs for competitive faculty/staff salaries and affordable tuition.*

	<b>ACTION STEP 1</b> Review the tuition and fee structure on an annual basis in order to address the needs of the school while taking into consideration the demographics of the school's population.	<b>TIMELINE</b> Annually 2008- 2014	<b>RESPONSIBILITY</b> Principal, Business Manager, School Advisory Committee, & Parish Finance Committee	<b>PROGRESS REPORT</b>
	<b>ACTION STEP 2</b> Examine discretionary spending across all budget lines in order to reduce/eliminate all non-essential expenditures.	Annually 2008- 2014	Principal, Business Manager, Faculty and Staff	
	<b>ACTION STEP 3</b> Work in partnership with larger parish community to foster stewardship (time, talent, & treasure) in order to improve the financial health of parish and school.	Annually 2008- 2014	Principal, Business Manager, School Advisory Committee, Pastoral Council & Parish Finance Committee	
	<b>ACTION STEP 4</b> Improve faculty and staff compensation with a goal of achieving at least 85-90% parity with the St. Paul Public Schools within the next five years and strive to offer 100% tuition discount for parish and school employees.	Annually 2008- 2013	Principal, Business Manager, School Advisory Committee, & Parish Finance Committee	

<b>STRATEGY 2 <i>St. Thomas More Catholic School will cultivate a relationship with school alumni.</i></b>				
<b>ACTION STEP 1</b> Hang graduation pictures throughout halls of school.	<b>Timeline</b> Spring 2009	<b>Responsibility</b> Parent Volunteers	<b>Progress Report</b>	
<b>ACTION STEP 2</b> Create forums and opportunities to develop ongoing relationships with alumni via mail or web.	2009-2010	Development & Marketing Committees		
<b>ACTION STEP 3</b> Establish a yearly schedule of contact with alumni by members of our school community to enhance communication and foster annual giving.	2009-2010 & annually thereafter	Development Committee		
<b>STRATEGY 3 <i>St. Thomas More Catholic School will explore new sources of revenue.</i></b>				
<b>ACTION STEP 1</b> Identify grant money that support school initiatives.	<b>Timeline</b> 2009-2010	<b>Responsibility</b> Principal & Development Committee	<b>Progress Report</b>	
<b>ACTION STEP 2</b> Review & refine development initiatives to reduce donor fatigue and reach out to stakeholders who currently do not financially support the school.	2009-2010	Principal & Development Committee		
<b>ACTION STEP 3</b> Utilize new school website and school publications for year-round giving.	2009-2010	Development & Marketing Committees		

<b>OBJECTIVE 6</b>				
<b>St. Thomas More School K-8 faculty and staff will strive to foster a school climate that reflects a shared understanding among all regarding our school's mission, philosophy, and student conduct.</b>				
<b>STRATEGY 1 <i>Provide opportunities to enhance our school environment</i></b>				
	<b>ACTION STEP 1</b> Revise mission & philosophy statement and review annually.	<b>TIMELINE</b> Fall 2008 & Annually	<b>RESPONSIBILITY</b> Principal, Faculty, and School Advisory Committee	<b>PROGRESS REPORT</b>
	<b>ACTION STEP 2</b> Provide opportunities for faculty to talk across grade levels and across teams about curriculum, assessment, as well as student issues.	Monthly 2008-2014	Faculty	
	<b>ACTION STEP 3</b> Revise the current student conduct code to reflect shared philosophy, expectations, and implementation.	Fall 2009 & Annually thereafter	Principal, Faculty, School Advisory Committee	
	<b>ACTION STEP 4</b> Provide students with education about their responsibilities and expectations with regard to personal conduct.	Annually 2009-2014	Principal & Faculty	

<b>OBJECTIVE 7</b>				
<b>St. Thomas More Catholic School will enhance its Catholic identity.</b>				
<b>STRATEGY 1</b> <i>The religion curriculum of the school will be enhanced to reflect the Archdiocese's religion standards</i>				
	<b>ACTION STEP 1</b> Adopt a consistent religion curriculum for grades K-8.	<b>TIMELINE</b> Fall 2009	<b>RESPONSIBILITY</b> Principal & K-8 Religion Teachers	<b>PROGRESS REPORT</b>
	<b>ACTION STEP 2</b> Provide professional development to the school's faculty in order to enhance their ability to be effective teachers of the faith.	Annually 2008-2014	Principal & Team Leaders	
	<b>ACTION STEP 3</b> Review and update the service component of our school's curriculum in order to reflect our mission and philosophy.	Spring 2009	Principal & K-8 Faculty	
<b>STRATEGY 2</b> <i>A stronger relationship will be developed between the parish and school</i>				
	<b>ACTION STEP 1</b> Evaluate sacramental preparation and opportunities for greater partnership between Director of Faith Formation and school personnel.	<b>Timeline</b> Spring 2009	<b>Responsibility</b> Pastor, Principal, Faculty, Director of Faith Formation	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Cultivate opportunities for regular contact between our parish priest and other religious with the children of our school.	2008-2014	Pastor, Principal & Faculty	
	<b>ACTION STEP 3</b> Provide opportunities for students to participate in various ministries within the larger parish community (altar servers, cantors, greeters, ushers, lectors, etc.)	2008-2009	Pastor, Principal, Pastoral Council, School Advisory Committee	

	<b>ACTION STEP 4</b> Develop opportunities for collaboration and more consistent communication between the Parish Council and School Advisory Committee.	2008-2014	Pastor, Principal, Parish Council & School Advisory Committee	
<b>STRATEGY 3</b> <i>St. Thomas More Catholic School will be in full compliance with the United States Conference of Catholic Bishops Charter on the Protection of Children and Youth Initiative.</i>				
	<b>ACTION STEP 1</b> VIRTUS train all school volunteers.	<b>Timeline</b> Winter 2009	<b>Responsibility</b> Principal	<b>Progress Report</b>
	<b>ACTION STEP 2</b> Provide professional development for all faculty and staff about issues related to personal safety and abuse.	Annually 2008-2014	Principal	
	<b>ACTION STEP 3</b> Fully implement the <i>Talking About Touch</i> and <i>Out of Harm's Way Curriculum</i> for students in grades K-8.	Spring 2009 & Annually thereafter	Principal & Faculty	