



ST. DOMINIC SCHOOL STRATEGIC PLAN 2019

(OBJECTIVE 1) St. Dominic School will develop a comprehensive, thriving full-time Middle School Program.			
(STRATEGY 1) Hire qualified, credible staff for middle school math			
	Timeline	Responsibility	Progress Report
(Action Step 1) Advertise open position for math	April 2019	Administrative Assistant and Principal	<i>(2019-20) The math position was posted in several places and the principal reached out to retired math teachers in the community. The principal also reached out to the education department at St. Olaf College to explore options.</i>
(Action Step 2) Interview candidates	May 2019	Principal and Middle School Teachers	<i>(2019-20) A team of staff interviewed candidates for the middle school math position in alignment with our timeline.</i>
(Action Step 3) Hire teacher for math	June 2019	Principal	<i>(2019-20) A part-time Math Teacher was hired by the beginning of June.</i>
(Strategy 2) Update equipment and materials for our middle school classrooms			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a focus group	Spring 2019	Administrative Assistant	<i>(2019-20) The group assessing our needs consisted of the middle level teachers and the principal.</i>
(Action Step 2) The focus group will identify needs and explore options.	Spring/Summer 2019	Tech Teacher, Middle School Staff, Parent focus group	<i>(2019-20) The group reviewed enrollment, budget numbers, and current resources to determine the needs of our expanded middle school program. We also solicited suggestions from other schools that had recently made purchases of items that we needed. We then requested quotes from a couple of different companies for our furniture needs.</i>
(Action Step 3) Submit proposal to School Board	May 2019	Middle School Staff	<i>(2019-20) The board approved making purchases based on our recommendations. This included chairs, tables/desks, iPads, and keyboards for the iPads.</i>
(Action Step 4) Purchase desks, chairs, tables	June 2019	Principal Bookkeeper	<i>(2019-20) The purchases were made over the summer months and delivered in early September.</i>
(Action Step 5) Purchase 1:1 devices for Middle School Students	June 2019	Tech Teacher	<i>(2019-20) The school purchased enough iPads and keyboards to ensure 1:1 devices for our 6th-8th graders.</i>
(STRATEGY 3) Continue to build unique middle school curriculum that supports our mission			
	Timeline	Responsibility	Progress Report

(Action Step 1) Develop electives with a service component	Fall 2020	Middle School Staff Parent focus group	<i>(2019-20) Because of a STEM grant that was awarded to St. Dominic School by MISF, our STEM program took on a service component for our 6th-8th graders. One example is the making of pillow cases and personal care bags for our local community action center.</i>
(Action Step 2) Explore and implement Leadership Curriculum	Fall 2021	Middle School Homeroom Teachers	
(Action Step 3) Create 3-5 electives that are not offered at the local public school	Fall 2022	Middle School Staff	
(Action Step 4) Create an elective schedule that allows student choice based on interest	Spring 2023	Principal Middle School Staff	

(STRATEGY 4) Hire qualified, credible staff for middle school science

	Timeline	Responsibility	Progress Report
(Action Step 1) Advertise open position for science	April 2021	Administrative Assistant and Principal	<i>(2019-20) Due to the current situation and the unknown of the fall, we are not adding any staffing at this time. This will be reviewed for the following year. We have adjusted the timeline, but the new principal will have to determine its appropriateness based on enrollment and the current situation in the spring.</i>
(Action Step 2) Interview candidates	May 2021	Principal Middle School Teachers	
(Action Step 3) Hire teacher for science	June 2021	Principal	

(OBJECTIVE 2) St. Dominic School will meet the needs of all learners through up-to-date, research-based curriculum.

(STRATEGY 1) Enhance literacy program from preschool through 8th grade

	Timeline	Responsibility	Progress Report
(Action Step 1) Work with consultant for literacy in	July 2019	Middle School	<i>(2019-20) Due to a number of other initiatives, we did not pursue this strategy this past summer. The new principal will determine the need as she gets</i>

4 th -8 th grade		Teachers Principal	<i>to know the school this fall.</i>
(Action Step 2) Pursue a partnership with Groves Academy	August 2019-2021	Preschool through 3 rd grade Teachers Enrichment Teacher Principal	<i>(2019-20) St. Dominic School was selected to become a partner with Groves Academy with financial support from CSCOE. Although the focus was primarily K-2, the preschool, 3rd grade, and enrichment teachers were all involved in professional development and some access to curriculum.</i>
(Action Step 3) Participate in professional development in the area of literacy	Spring 2020	Teachers Principal	<i>(2019-20) All teachers in kindergarten through 3rd grade, plus the Enrichment Teacher, participated in professional development with Groves academy. There were on line components, but they also benefited from having access to a literacy coach on a weekly basis. (Coaching with Groves 3rd grade was limited this first year, and enrichment was indirect.)</i>
(Action Step 4) Partner with local high school teachers to enhance middle level literacy	Fall 2020	Middle School Teachers	
(STRATEGY 2) Use data at the next level to guide instruction			
	Timeline	Responsibility	Progress Report
(Action Step 1) Use NWEA data to create goals with students	Fall 2019	Teachers	<i>(2019-20) This fall, teachers in 4th-8th grade had individual coaching sessions with Kelly Lynn from Tierney. They looked at data to determine if the teacher typically was helping students meet growth goals in different categories – low achieving, high achieving, and middle or average. Together, they looked at math data and how to help all students show growth.</i>
(Action Step 2) Begin using pre-assessments in at least one subject area and continue to build	Fall 2019	Teachers	<i>(2019-20) Pre-assessments is an area that continues to be an area of focus for St. Dominic School.</i>
(Action Step 3) Use data to form multi-age groups for reading	Fall 2023	Teachers Principal Enrichment Teacher	
(Action Step 4) Use data to form multi-age groups for math	Fall 2024	Teachers Principal	

		Enrichment Teacher	
(STRATEGY 3) Professional development ~ Teacher Passion Projects			
	Timeline	Responsibility	Progress Report
(Action Step 1) Conduct an interest and needs survey among teachers	Winter 2020	Principal Administrative Assistant	
(Action Step 2) Use survey findings to help teachers begin forming individual or small group passion projects	Winter 2020	Principal	
(Action Step 3) Work with teachers to create action steps to complete a passion project that will connect to the goals of our school.	Spring 2021	Principal Teachers	
(STRATEGY 4) Increase Social Emotional Education in order to meet the increasing needs of our students			
	Timeline	Responsibility	Progress Report
(Action Step 1) Increase counselor time and/or assistant to the principal	Fall 2021	School Board Principal	
(Action Step 2) Implement additional classroom lessons on social emotional education	Winter 2021	Counselor	
(Action Step 3) Explore school-wide SE curriculum	Spring 2022	Counselor Focus group of staff	
(Action Step 4) Implement school-wide SE curriculum	Fall 2022	Counselor	

(OBJECTIVE 3) St. Dominic School will increase its financial stability.			
(STRATEGY 1) Build the development and marketing committees to effectively assist the Advancement Director			
	Timeline	Responsibility	Progress Report

(Action Step 1) Brainstorm people to reach out to who have the skills and expertise to work in the areas of marketing or development	Summer 2019	Advancement Director School Board Principal	(2019-20) <i>The Advancement Director, the School Board, and the principal worked together to create a viable list of people who would have the skills to help in the areas of development and marketing. Together, we contacted 20+ people.</i>
(Action Step 2) Meet with 1-2 people per week until committees are at capacity	Fall 2019	Development Committee Advancement Director	(2019-20) <i>The Advancement Director, Principal, and Chair of the Development Board took the lead, and we contacted 20+ people. Ultimately, we confirmed approximately 6-8 new people to join the committees.</i>
(Action Step 3) Schedule regular meetings and identify committee chairs	Winter 2019	Advancement Director Committee Chair	(2019-20) <i>The Advancement Director worked to schedule and hold regular meetings in both development and marketing. She was also able to identify people to fill the role of chair for each committee. It then became the responsibility of the chair to schedule meetings and work with the AD to create an agenda.</i>
(STRATEGY 2) Streamline Fundraising Events			
	Timeline	Responsibility	Progress Report
(Action Step 1) Analyze current fundraisers in terms of net profit and resources needed to implement each fundraiser	Spring 2019	Advancement Director Development Committee School Board	(2019-20) <i>The Advancement Director, School Board, and Principal all looked at the financial aspects, pros, cons, challenges, and resources needed for each fundraiser.</i>
(Action Step 2) Identify top 3 fundraisers and create timeline for those fundraisers	Summer 2019	Advancement Director Development Committee	(2019-20) <i>The top fundraisers that were identified were: School Marathon, Saints' Night Out, and the Cool Cash Raffle. The School Marathon was changed to a Service-a-Thon and moved to the winter, rather than fall. The school also held a flower fundraiser this spring that allowed families to earn money directly to their tuition.</i>
(Action Step 3) Secure committee members to assist with executing the plan for the fundraisers	Summer and Fall 2019	Advancement Director Development Committee	(2019-20) <i>The Advancement director worked with the development committee to create and execute plans for the fundraisers this year. When needed, additional volunteers were secured, as well.</i>
(STRATEGY 3) Grow enrollment in all grade levels Preschool through 8th Grade			
	Timeline	Responsibility	Progress Report

(Action Step 1) Identify potential students and classify them based on the probability of recruiting them	Winter 2020	Advancement Director Marketing Committee	<i>(2019-20) This timeline needs to be adjusted because although recruitment efforts continued, creating a systematic way of classifying potential students did not get completed.</i>
(Action Step 2) Develop strategies for contacting each of the groups and frequency	Spring 2021	Advancement Director Marketing Committee	
(Action Step 3) Implement the plan	Spring 2021	Advancement Director Marketing Committee	
(Strategy 4) Build the annual fund			
	Timeline	Responsibility	Progress Report
(Action Step 1) Continue to build the alumni database	Summer 2022	Advancement Director Development Committee	<i>(2019-20) Although this timeline shows the summer of 2022, St. Dominic School had eager volunteers to help datamine our alumni records. Once data was collected, we had an opportunity to have St. Thomas students clean up the alumni data and input it into Salesforce, our new database. This was with the support of CSCOE.</i>
(Action Step 2) Create strategic timelines for soliciting donations	Fall 2022	Advancement Director	
(Action Step 3) Meet in person with 3-4 potential donors per month	Winter 2022	Advancement Director	
(STRATEGY 5) Continue to build outside foundation support			
	Timeline	Responsibility	Progress Report
(Action Step 1) Research foundations that support Catholic schools	Fall 2023	Advancement Director	
(Action Step 2) Identify and contact 2 new local foundations with whom to explore partnerships	Winter 2023	Advancement Director	
(Action Step 3) Identify and contact 2 new national foundations with whom to explore partnerships	Fall 2024	Advancement Director	

		Development Committee	
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(OBJECTIVE 4) St. Dominic School will have a facility that is safe, clean, and supports all programming and student needs.			
(STRATEGY 1) Secure cleaning company or custodian that meets St. Dominic School's standards and budget			
	Timeline	Responsibility	Progress Report
(Action Step 1) Identify daily cleaning and maintenance needs at the school	Summer 2019	Facilities Committee	<i>(2019-20) Although this is something that seems like an easy "to-do" item, St. Dominic School has struggled with this for many years. The principal is essentially in charge of this.</i>
(Action Step 2) Collect quotes from cleaning companies	Fall 2019	Facilities Committee	<i>(2019-20) Over the last couple of years, we have tried various people and companies to provide cleaning service, but it was not the right fit. This year, we contacted 2 different companies and chose a local company to take this on.</i>
(Action Step 3) Collect salary information from surrounding schools for a custodian/maintenance person	Spring 2020	Facilities Committee	<i>(2019-20) This has not been completed yet, but with a change in leadership at both the parish and the school, this is something that has surfaced as a need for the entire parish.</i>
(Action Step 4) Make recommendation to the school board	Summer 2020	Facilities Chair	
(Strategy 2) Identify and prioritize facility needs			
	Timeline	Responsibility	Progress Report
(Action Step 1) Conduct a needs assessment	Winter 2020	Facilities Committee Parish Maintenance Committee	
(Action Step 2) Present findings to the principal	Spring 2021	Facilities Committee	
(Action Step 3) Present finding to the school board	Spring 2021	Facilities Chair	

(Action Step 4) Create a long-range facility and maintenance plan	Fall 2021	School Board	
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