



ST. JOHN THE BAPTIST CATHOLIC SCHOOL STRATEGIC PLAN

Note: Our onsite visit was in 2017. A new SSP was developed prior to this visit, so 2017-2018 is Year 1.

This document (Component 1) was updated per MNSAA’s feedback on the Scoring Rubric - “please expand your SSP to include goals beyond the end of 2019”. Updated by SAC and Interim Principal, Rita Humbert, November 2018.

Year 3 (2019-2020)

Year 4 (2020-2021)

(OBJECTIVE 1) St. John’s School will grow to reach more souls.			
(STRATEGY 1) Effectively promote the school in a manner that highlights our mission and philosophy.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Form an Advancement & Development Committee under the School Advisory Council.	Fall 2017	SAC	<i>2017-2018 Formed an Advancement & Development Committee during the October 2017 SAC meeting. The Committee addresses the following:</i> <ul style="list-style-type: none"> <i>Marketing, Promotion, and Communications</i> <i>Student Recruiting and Enrollment</i> <i>Fundraising</i>
(Action Step 2) Complete a Promotion and Enrollment plan.	Spring 2018	Advancement & Development Committee	<i>2017-2018 Completed Promotion and Enrollment Plan in August 2017.</i>
(Action Step 3) Secure funding for implementing Promotion and Enrollment Plan.	Summer 2018	Advancement & Development Committee	<i>2017-2018 Secured funding for the Promotion and Enrollment Plan from the Catholic Community Foundation of Minnesota in November 2017. This grant includes funding for promotional events, and mailings.</i>
(Action Step 4) Implement Promotion and Enrollment Plan.	Fall 2018	Advancement & Development Committee with paid person from grant	<i>2017-2018 Started implementation of the Promotion and Enrollment Plan by completing the following actions:</i> <ul style="list-style-type: none"> <i>Hosted an All-Saints Party in October 2017 & 2018 that attracted 260 visitors</i> <i>Completed a new school brochure in December 2017</i>

	Fall & Winter 2019		<ul style="list-style-type: none"> • <i>Launched a new school website in December 2017</i> • <i>Revise brochures reflecting Prek-Gr. 4 School</i> • <i>Completed a hard copy fundraising newsletter and mailed it to over 600 stakeholders (alumni, past donors) in March 2018</i> • <i>Hosted two school open houses in February 2018</i> • <i>Increased Facebook promotions</i> • <i>Develop stronger outreach to Tri-Parish communities</i> • <i>Applied for CSCOE Marketing & Enrollment Grant</i> • <i>Implement 2019-20 Marketing & Enrollment Grant</i>
(Action Step 5) Implement & Plan for the PreK-Gr. 4 School configuration with support to increase enrollment in order to add a Gr. 5 in the future	Spring 2019	Principal and Fr. Cole along with SAC members	<ul style="list-style-type: none"> • <i>Partner with SEAS in order to make the transition from Gr. 4 to Grades 5-8 in a Catholic School setting easier for parents - both financially and socially.</i>
(Action Step 6) Increase virtual promotions in light of the pandemic.	Spring 2021	Principal and Marketing Committee	²⁰²⁰⁻²⁰²¹ <i>SJB posted our Christmas Concert on Facebook live. It was our all time highest reaching post. We posted on facebook 5-10 times weekly. Our Facebook engagement and likes increased 50% this year. Our Kindergarten is full and preschool is 85% full.</i>
(Action Step 7) Update Printed Materials for SJB Tours and Enrollment Inquiries.	Summer 2021	Principal and Marketing Committee	
(Action Step 8) Create a new school advertising video for the website.	Winter 2021-2022	Principal and Marketing Committee	
(STRATEGY 2) Design and implement a development program that draws on a broader base of donors.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Form an Advancement & Development Committee under the School Advisory Council.	Fall 2017	SAC	²⁰¹⁷⁻²⁰¹⁸ <i>Formed an Advancement & Development Committee during the October 2017 SAC meeting. The Committee addresses the following:</i> <ul style="list-style-type: none"> • <i>Marketing, Promotion, and Communications</i> • <i>Student Recruiting and Enrollment</i> • <i>Fundraising</i>

(Action Step 2) Complete a Development Program Plan.	Spring 2018 Summer 2019	Advancement & Development Committee (A & D)	<p><i>2017-2018 Completed a Development Program Plan in February 2018. The plan includes metrics and plans to enhance enrollment, excellence, and financial sustainability.</i></p> <ul style="list-style-type: none"> • <i>Look to revise the metrics based on the current Prek-4 Grade school model</i>
(Action Step 3) Secure funding for implementing the Development Program Plan.	Summer 2018 Spring 2019	A & D Committee	<p><i>2017-2018 Secured funding for the Development Program from the Catholic Community Foundation of Minnesota in November 2017. This grant includes funding for a development program contractor, mailings, and alumni/stakeholder events.</i></p> <ul style="list-style-type: none"> • <i>Hire someone with this stipend to work on marketing & development</i> • <i>Make sure the use of Salesforce software is updated and utilized</i>
(Action Step 4) Implement Development Program Plan.	Fall 2018 Spring 2019	Development Program Committee With help from hired person if in place.	<p><i>2017-2018 Started implementation of the Development Program by completing the following actions:</i></p> <ul style="list-style-type: none"> • <i>Hosted an Alumni and Friends event in November 2017 that attracted over 150 people</i> • <i>Hosted a Feed My Starving Children MobilePack in February 2018 that attracted 273 volunteers</i> • <i>Completed a hard copy newsletter and mailed it to over 600 stakeholders (alumni, past donors) in March 2018</i> • <i>Implemented Acquired the Salesforce customer relationship management (CRM) system in April 2018 to manage stakeholders</i> • <i>Launched a fundraising campaign that raised \$87K, including a matching \$25K grant from the Catholic Schools Center of Excellence (CSCOE). 68% of the donations were from outside the St. John's Parish..</i> • <i>Organize a Social Night & Entertainment (less Gala like and more of a social fundraiser</i> • <i>Revise brochure and information reflecting a PreK-4 grade school structure (Website and promotional materials were updated 12/2019)</i> • <i>Utilize Amazon Smiles and National Day of Giving more effectively for revenue. (Chose not to focus on this 4/2020)</i>

(Action Step 5) School Endowment and or Match Grant information here.	Spring 2021	Pastor	2020-2021 <i>Thanks to a parish challenge grant initiative we established a plan with Catholic Community Foundation towards creating a school endowment. We expect to complete the process by Jan 1, 2022. An update to this action step will be written in the Spring of 2022.</i>
(STRATEGY 3) Develop and implement a growth plan for the school.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Form a Policy & Planning Committee under the School Advisory Council.	Spring 2018	SAC	2017-2018 <i>Formed a Policy & Planning Committee during the October 2017 SAC meeting. The committee will address the following:</i> <ul style="list-style-type: none"> • school policy • strategic planning
(Action Step 2) Forecast enrollment for the next ten years.	Fall 2018 Spring 2019	Policy & Planning Committee	2017-2018 <i>Completed a 10-year enrollment forecast based on current enrollment by grade, historic attrition rates, and the results of January 2017 and December 2017 parent surveys asking the probability that students will return for each grade. Used the enrollment projections in financial forecast models.</i> <i>Review the forecast completed earlier and verify/revise as needed. Possible new survey in January 2019</i>
(Action Step 3) Complete a Growth Plan to address how the school will accommodate our projected growth now as a Prek-4 School	Spring 2019 2020-2021 School year	Policy & Planning Committee	2017-2018 <i>In the May 2018 meeting, the School Advisory Council (SAC) decided that the SAC Policy and Planning Committee will start drafting this plan in the Fall of 2018.</i>
(Action Step 4) Hire an additional teacher and acquire curriculum materials to expand to separate classrooms for 3rd and 4th grade.	Spring/Summer 2021	Principal and Pastor	2020-2021 <i>In Process.</i>
(Action Step 5) Consider joining CSCOE Faithful beginnings and continue to market preschool as a pipeline for K-4.	Spring 2021	Principal, Preschool Staff	2020-2021 <i>SJB joined Faithful Beginnings. We will also utilize the a grant from CSCOE for a summer preschool enrollment event which is scheduled for July 21, 2022. From January-May we hosted an average of one preschool tour per week.</i>
(Action Step 6) Develop ways to integrate preschoolers more with K-4 students (Buddies, Uniforms, whole school events).	2021-2023	Principal, SAC, and Preschool Staff	

(STRATEGY 4) Increase engagement with all three founding parishes. St. John, St. Mary's, St. Matthias, and also with St. Joe's in Miesville.			
	Timeline	Responsibility	Progress Report

(Action Step 1) Determine yearly events or Masses that already occur and create a schedule for offering these events recurring or rotating at each parish.	Summer 2021	Principal and Pastor	
(Action Step 2) Create SJB Baptismal gifts to be given annually to children ages 1-5 who have been baptized at our parishes.	Fall 2021	Marketing Person	<i>2020-2021 The Marketing Director and one SAC member teamed up to make baby bibs with our logo. Our Pastor hands these out at Baptisms and the principal hands them out on tours when the family has an infant or toddler.</i>
(Action Step 3) Invite parishioners to be involved in SJB Tutorcorps as well as our school wide service trip.	Fall 2021	Principal and Tutorcorps leader	

(STRATEGY 5) Increase offerings of afterschool programming and summer programming			
	Timeline	Responsibility	Progress Report

(Action Step 1) Survey Families and Teachers about interest in afterschool programming and summer programming.	January 2021	Principal	<i>2020-2021 We surveyed families about summer programming. Of the 51 responses only 8% were not interested. The majority were interested in 4-8 weeks of summer programming. STEM was the greatest interest.</i>
(Action Step 2) Offer initial new afterschool and summer programming new	Spring Summer 2021	Principal and Teachers	<i>2020-2021 This year we doubled from one to two clubs by adding Math club for our Kindergarten and First grade students. Six teachers will work our summer program. We will be open six weeks and average 31 students and 3.5 staff per week.</i>
(Action Step 3) Increase afterschool programming and summer programming if initial round is successful	2022-2023	Principal and Teachers	

(OBJECTIVE 2) St. John’s School will provide an offering that fosters growth for all learners.

(STRATEGY 1) Implement a process to ensure continuous improvement of our educational offering

	Timeline	Responsibility	Progress Report
(Action Step 1) Form a Teaching and Learning Committee under the School Advisory Council to ensure that we stay abreast of curriculum standards, instructional strategies, assessment practices, and instructional resources.	Fall 2017 Fall 2019	SAC Principal	<i>2017-2018 Formed a Teaching & Learning Committee during the October 2017 SAC meeting. Formed four working groups:</i> <ul style="list-style-type: none"><i>● curriculum, instructional resources, and standards</i><i>● instructional methods</i><i>● assessment practices and communications</i><i>● new programs (including the rollout of a Virtues Program in 2017-2018)</i> <i>● Resurrect the committee involving teachers - 9/2019 it was decided to not bring back this committee. Principal and teachers are handling this and will keep SAC informed.</i>
(Action Step 2) Update Teaching and Learning Plan to address our ongoing process of identifying and vetting curriculum standards, instructional strategies, assessment practices, and instructional resources.	Spring 2018	Teaching and Learning Committee	<i>2017-2018 Updated the Teaching and Learning Plan in November 2017 to include the identification and vetting of curriculum standards, instructional strategies, assessment practices, and instructional resources. Included a defined curriculum review cycle.</i>
(Action Step 3) Update Teaching and Learning Plan to delineate the process for referral of Title I services.	Spring 2018	Teaching and Learning Committee	<i>2017-2018 Added a written process for referral of Title I services to the St. John’s School Teaching and Learning Plan in October 2017.</i>
Action Step 4) Update Teaching and Learning Plan to include consistent criteria for the evaluation and reporting of student work in all subject areas and between grade levels.	Spring 2018	Teaching and Learning Committee	<i>2017-2018 Developed criteria for the evaluation and reporting of student work in all subject areas and between grade levels. Under these criteria, student work is assessed to gauge student proficiency relative to grade-level standards.</i> <ul style="list-style-type: none"><i>● E - Exceptional proficiency. Consistently demonstrates proficiency beyond grade-level expectations.</i><i>● 3 - Strong proficiency. Consistently demonstrates grade-level proficiency.</i><i>● 2 - Developing proficiency. Demonstrates partial grade-level proficiency</i><i>● 1 - Emerging Proficiency. Demonstrates limited grade-level proficiency.</i>

			<i>These criteria will be reviewed by the SAC for approval in the Fall of 2018.</i>
(Action Step 5) Establish time for teacher development as they implement new curriculum resources and develop Curriculum Review Cycle for the future	2019-2020 school year	Teachers & Principal	<ul style="list-style-type: none"> • <i>Professional Development for implementation of new ELA curriculum resource. (done Summer 2019)</i> • <i>Professional Development for implementation of new Religion curriculum resource (Not Needed)</i> • <i>Implement Curriculum Review Cycle (done October 2019)</i>
(Action Step 6) Continue to add supplemental hands on science materials.	Fall 2020	Principal	<i>2020-2021 We added Engineering is Elementary KITS in four classrooms and a Mystery Science 3 year subscription.</i>
(Action Step 7) Alter the curriculum calendar and update our Language arts curriculum to be aligned with MN State Standards, follow scope and sequence, include separate curriculum for fourth grade and meet all LA instructional areas.	Spring 2021	Teachers and Principal	<i>2020-2021 We Updated our Language Arts Curriculum. Purchased Wonders 2020 for K-4. We Joined Believe and Read program through Groves Academy for K-3.</i>
(Action Step 8) Add curriculum resources for preschool to offer strong materials to preschool students and to assist preschool teachers in required prep work.	Spring 2021	Preschool Team and Principal	<i>2020-2021 Added Image of God series (Religion) and Mother Goose Time (Math, Language Arts, Science, Art, Religion) curriculum materials.</i>
(Action Step 9) Update the SJB report card to be specific on the meaning of standards and aligned with new MN standards in areas where standards have changed.	2021-2022	Teachers and Principal	
(STRATEGY 2) Develop and implement a human resources plan that ensures we continue to have exceptional faculty, staff, and school leadership.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Form a Human Resources Committee.	Fall 2017	SAC	<i>2017-2018 Formed a Human Resources Committee during the October 2017 SAC meeting. The committee addresses the following:</i> <ul style="list-style-type: none"> • <i>teacher recruiting</i> • <i>professional development</i> • <i>compensation</i>

(Action Step 2) Complete a Human Resources Plan that addresses recruiting, professional development, and compensation for faculty, staff, and administration.	Fall 2018 Fall 2019	Human Resources Committee	<i>2017-2018 Completed a Human Resources Plan in April 2018 that addresses recruiting, retaining, and developing exceptional teachers and staff to advance the mission of St. John's School. Move to 2020-2021 school year</i>
(Action Step 3) Implement Human Resources Plan.	Spring 2019 Spring 2020	Principal	<i>2017-2018 Implementation of the Human Resources Plan began in May 2018 and was reflected in 2018-2019 teacher/staff compensation and a summer/fall professional development program. Move to 2020-2021 school year</i>
(Action Step 4) Implement an orientation and training program for School Advisory Council members.	Fall 2018 each year as new members come on Board	SAC Chair, School Principal, and Pastor	<i>2017-2018 Participated in SAC orientation and training through the Archdiocese of St. Paul & Minneapolis in September 2017. Will create and implement a SAC orientation, training, and self-assessment program in the Fall of 2018.</i>
(Action Step 5) Offer new and more effective professional development opportunities for staff and faculty to provide best practice in instructional strategies which will impact student learning.	2021-2023		<i>2020-2021 We Joined MISF and sent four staff members to trainings on positive classroom, STEM, and social media marketing We have a staff member joining the Murray Institute Certificate for Learning Technology Leadership and Innovation. Paid through Murray. Two teachers attended Preschool Academies through CSCOE. Four teachers participated in Tierney Pathways 4.0 to increase use of NWEA data. Joined Believe and Read which will offer ongoing teacher training. One Teacher attending Catholic Studies program from University of St. Thomas. Paid through CCF. Two teachers received CCF financial aid for spiritual retreats Two teachers Completed anxiety in the classroom training through PESI</i>

(STRATEGY 3) Explore opportunities for increased faith experience.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Form a Christian Virtues Program Task Force.	Spring 2018	Principal	2017-2018 <i>Formed a Christian Virtues Task Force in September 2017 under the New Programs Working Group of the Teaching & Learning Committee.</i>
(Action Step 2) Assess potential Christian Virtues educational programs.	Fall 2018	Christian Virtues Program Task Force	2017-2018 <i>Assessed potential curriculum in September 2017.</i>
(Action Step 3) Continue Implementation of Christian Virtues Education Program.	Fall 2019	Christian Virtues Program Leader	2017-2018 <i>Implemented Virtues curriculum across the school (Grades PreK-6) in October 2017.</i> <i>Assess student knowledge after 1 full year of implementation for baseline data. This will be year 2.</i>
(Action Step 4) Evaluate Christian Virtues Education Program.	Fall 2020	All teachers & Principal	<ul style="list-style-type: none"> • <i>After 2 years, do a post assessment and/or survey of students and parents to glean retention of learning the concepts.</i> • <i>4/2020- The survey has been pushed off to 2020-2021 school year due to COVID-19 closure.</i>
(Action Step 5) Make necessary changes based on the data for the continuation of this program	Fall 2021	Christian Virtues Program Leader, Teachers, & Principal	2020-2021 <i>We have put this program on hold as we cannot meet as a whole school before school. We also are mindful of the amount of time students spend out of classroom learning. We offer weekly Mass, 6-8 rosary services per year, 3-4 Advent services per year, 4-5 stations of the cross services during Lent. We will reconsider this program in the spring of 2022.</i>
(Action Step 6) Explore opportunities for an all school service trip and mixed grade service projects.	Summer 2021	Principal & Task Force	
(Action Step 7) Take a whole school service trip involving students, staff, families, parishioners.	2021-2022	Principal & Office Admin	

(STRATEGY 4) Create an SJB Tutor Corps			
	Timeline	Responsibility	Progress Report
(Action Step 1) Survey teachers to understand how they would use tutors, how many they would use, during or after school.	Spring 2021	Principal	2020-2021 <i>We completed an initial teacher survey and found teachers have different levels of usage plans for tutors.</i>
(Action Step 2) Recruit a Tutorcorps lead volunteer or staff member who would help recruit tutors and connect them with times for students.	Spring 2021	Principal	2020-2021 <i>We found a lead volunteer for tutors who is already familiar with our teachers and community.</i>
(Action Step 3) Implement tutoring program.	2022-2023	Librarian	

(OBJECTIVE 3) St. John's School will provide a facility to support excellence in learning.			
(STRATEGY 1) Continue to upgrade our building to have a welcoming and --- learning environment			
	Timeline	Responsibility	Progress Report
(Action Step 1) Build a Fence to meet preschool regulations.	Summer 2021	Principal, Facilities Manager	2020-2021 <i>Fencing is scheduled to be put in June 2021</i>
(Action Step 2) Remove and replace broken tile flooring in classrooms.	Summer 2021	Principal, Facilities Manager	2020-2021 <i>Tile flooring will be replaced in 1st and 2nd grade classrooms in June 2021.</i>
(Action Step 3) Continue to upgrade facilities as needed.	Summer 2022	Principal, Facilities Manager	