

## St. Hubert School Strategic Plan

<b>Objective 1: St. Hubert School will strive to create a more consistent school climate that reflects the SHS mission and philosophy statements.</b>			
<i>Strategy 1 St. Hubert School will continually evaluate the effectiveness and reinforce the use of the “Discipline With Purpose” schoolwide.</i>			
<b>Action Steps</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
1. Invite new teachers to attend DWP training	annually in August	Administration	
2. Review DWP process during workshop	annually	Administration	
3. Teach and reinforce DWP steps to students as part of September orientation to new homeroom	annually	Teachers	
<i>Strategy 2 St Hubert School will work to instill the social justice principles of compassion and acceptance in our students’ daily lives through the Responsive Classroom philosophy</i>			
<b>Action Steps</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
1. Provide support for implementation of the Responsive Classroom (RC) Approach at St. Hubert School through peer observations of teachers using the RC approach	Ongoing	Administration Teachers of grades K, 1, & 4	
2. Train administration and grades 2 and 3 teachers in the RC approach	Summer 2010 Implementation Fall 2010	Administration Teachers of grades 2 & 3	

3. Form a Responsive Classroom Committee with representatives from teachers and administration who will be in charge of facilitating ongoing professional development and creation of a RC resource library	2010 - 2011	Administration and Teachers	
4. Train all specialists who work with K-4 students in the RC approach	Summer 2011	Administration and K-4 specialist teachers	
5. Train grades 5-6 and all specialists who work with middle school students in the RC Approach	Summer 2012	Administration, 5/6 teachers and specialists	
6. Train grades 7-8, support staff, and remainder of untrained faculty in the RC Approach	Summer 2013	Administration, 7/8 teachers and other untrained staff.	
<b><i>Strategy 3 St. Hubert School will continue its efforts to monitor bullying issues by strengthening interpersonal communication and respecting human dignity</i></b>			
1. Further enhance the Kind Committee by initiating a new student mentor program	Fall 2010	Principal and Kind Committee	
2. Encourage ongoing presentations by school counseling staff regarding bullying, friendship and diversity	Ongoing	Counseling Staff	
3. Create monitoring system for unstructured periods of the day including hallway passing times, playground and field trips	Ongoing	Administration and teachers	

4. Create a monitoring system for the restrooms and locker room that complies with archdiocesan safe environment expectations	Ongoing	Administration, phy education teachers	
5. Design a behavior management plan for bullying behaviors	September 2010	Administration and Counseling Staff	
<b><i>Strategy 4: St. Hubert School will provide a clean and healthy physical environment for our children</i></b>			
1. Develop a process of administration and maintenance to meet and schedule maintenance and renovation of the school	2010	Parish and school administration, Maintenance director	
2. Schedule the completion of appropriate upgrades to improve the aesthetic appearance of the school.	2010-2017	Parish and school administration, Maintenance director	
<b><i>Strategy 5: St. Hubert School will stress environmental concerns by awareness and educational efforts in recycling and organic composting.</i></b>			
1. Establish a student Green Team to support the efforts of the staff and parent Environmental Stewardship Committee	2009-2010	Faculty members on environmental stewardship committee	
2. Establish a program of the organic composting our school lunch waste	2010	Administration, environmental stewardship committee,	

		Maintenance staff	
3. Establish a program of composting paper towels, facial tissues and other compost materials in the classrooms and bathrooms of the building	2010	Administration, environmental stewardship committee, Maintenance staff	
4. Continually reinforce our commitment to stewardship of God's creation through workshops, education and printed communications	2010-2017	All faculty and parents	
<b>Objective 2: St. Hubert School will provide curriculum that effectively meets the needs of all learners.</b>			
<b><i>Strategy 1 St. Hubert School will strive to provide differentiated instruction in all curriculum areas and classrooms</i></b>			
1. Opportunities will be provided for professional development in the area of differentiated instruction.	2010 - 2017	Administration and grade level team leaders	
2. Expand the use of differentiated instruction by developing lessons that engage students on various levels through multiple teaching strategies	2010-2017	Administration and teachers	
3. Evaluate the use of differentiated instruction in lessons and teaching practices within a curriculum and identify on curriculum maps	2011-2017	teachers	

<b><i>Strategy 2 St. Hubert School will evaluate opportunities for specialist offerings in conjunction with our school mission.</i></b>			
1. Dialogue with other schools regarding curriculum offerings in an effort to stay competitive and current	2010-2017	Administration and School Advisory Committee	
2. Continue open communication with parish administration regarding space needs.	2010-2017	Parish and School administration	
3. Schedule specialist classes to best meet the needs of the students.	2010-2017	Administration	
<b><i>Strategy 3 St. Hubert School will provide enrichment opportunities to gifted and talented students, which will expand critical thinking, problem solving, and performance skills.</i></b>			
1. Form committee of teachers to address the enrichment offerings at St. Hubert School	2010	Administration, teachers	
1. Develop criteria of on-going measures to identify students within multiple areas of giftedness	2010	Gifted coordinator, Gifted education committee administration	
2. Expand current enrichment programs to meet student needs	2010 - 2017	Administration	
3. Provide training in instructional practices to teachers	2010 - 2017	Administration Gifted education committee, Teachers	

<b>Strategy 4 Struggling learners will receive additional help through interventions and adaptations of the curriculum</b>			
1. Identified students from test scores and teacher recommendation will receive additional help will receive assistance from the resource teacher	2010-2017	Administration, Teachers	
2. Resource teacher will assist classroom teachers in identifying adaptations to the curriculum and staff development will be offered to teachers wishing to learn alternative methods of reaching struggling learners.	2010-2017	Administration, Resource teacher	
3. Para professionals will spend the majority of their time in the classroom assisting students with learning difficulties.	2010-2017	Administration, Para professionals	
<b>Strategy 5: St. Hubert School will develop a grade level technology curriculum</b>			
1. The technology standards to be used will be identified	2010	Technology committee	
2. The identified technology standards will be incorporated into a technology curriculum for each grade level	2010-2011	Technology committee, administration and teaching staff	
3. A curriculum map will be created for technology applying the standards	2010-2011	Administration and technology teacher	

<b><i>Strategy 6: St. Hubert School will explore obtaining an additional computer lab while continuing to update our current computer lab.</i></b>			
1. Identify potential space that may be converted into a computer lab while continuing to update our current computer lab	2010 ----	Parish and school administration	
2. Assist in the scheduling and setting up of the new computer lab	2010-----	Technology director and technology support staff	
<b><i>Strategy 7: St. Hubert School will evaluate methods to use curriculum mapping more effectively.</i></b>			
1. A workshop day will be set aside annually for teachers to update their curriculum maps	2010-2017	Administration and teachers	
2. Faculty meeting dates will be set aside for dialogue between teachers of a particular subject area	2010-2017	Administration and teachers	
3 Administration will complete an overall evaluation every two years of curriculum maps and curriculum handbooks	2011, 2013, 2015, 2017	Administration	
<b><i>Strategy 8 Create a professional development model that encourages and supports professional learning for teachers to facilitate student learning</i></b>			
1. Research best practices in professional development for school wide initiatives	2011	Administration and subcommittees of	

		teachers	
2. Develop a model to support opportunities for individual and team initiatives	2012	Administration	
3. Formalize a plan and process for peer observation opportunities	2012	Administration and subcommittee of teachers	
4. Provide appropriate development opportunities for areas identified as need areas through observations and evaluations	2010 - 2017	Administration	
5. Create a process of mentoring new teachers in the area of previous initiatives	2012	Administration	
6. Increase teacher knowledge and understanding of <u>Framework for Teaching</u> (Danielson)	2010...	Administration	
<b><i>Strategy 9 St. Hubert School will implement Service Learning into our social justice program.</i></b>			
1. Faculty will be educated on the specific components of charity compared to justice through a workshop/retreat day	2011	Administration and Teachers	
2. Faculty will be educated on the specific components of service learning	2011	Administration and Teachers	
3. Research onsite and local service opportunities	2010 ongoing	Religion Teachers	
4. Schedule at least one service project per grade level each year.	2010 ongoing	Teachers	

**OBJECTIVE 3: St. Hubert School’s assessment procedures will drive instruction to meet the needs of all our students.**

***Strategy 1***

***St. Hubert School will continue implementation of NWEA in grades 2-8 and research and evaluate a standardized assessment program for kindergarten and first grade***

1. Research and evaluate standardized testing for grades kindergarten and first grade	2010	Kindergarten and first grade teachers and administration	
2. Develop a process to best use the data from standardized testing to assist in meeting the needs of diverse learners.	2010	Administration and teachers	

***Strategy 2 St. Hubert School will develop and implement a comprehensive system for utilizing assessment data to develop and enhance curriculum***

1. Staff development will take place to facilitate how to analyze, interpret and report NWEA data	2010	Teachers and administration	
2. A process of recording data to use to review new curriculum support materials will be formalized	2011	Teachers and administration	
3. Curriculum committee will review curriculum based on assessment data	annually	Teachers	
4. A formal plan of recording student data from Star Reader and Accelerated Reader will be developed to identify and assess progress of a student’s reading level.	2011	Language Arts Teachers and media specialist	

<b><i>Strategy 4 St. Hubert School will utilize various types of assessment in the classroom</i></b>			
1. An assessment subcommittee will be created. This group will meet to evaluate various types of assessment used in the classroom	2010	Administration teachers	
2. Classrooms will be observed during which time a record of teachers using various types of assessment will be noted. If needed administrator will recommend a workshop on different methods of assessment	2011 - 2012	Administration	
3. A binder will be created full of various types of assessment. The contents of the binder will be presented at a faculty meeting and will be available for perusal in the teacher resource library	2012 - 2013	Administration and sub committee	
<b>Objective 4: St. Hubert School will increase its visibility in the community and ensure that it has the financial means and stability to continue to provide a quality education for students at an affordable tuition rate</b>			
<b><i>Strategy 1 Expand marketing plan for St. Hubert School to keep enrollment stable</i></b>			
1. Review current marketing plan by surveying current kindergarten parents	2010	Administration	
2. Make adjustments to marketing plan where appropriate.	2010-2011	Administration	
2. Evaluate alternative methods of communicating the excellence of SHS within the community	2010-2017	Administration, School Advisory Committee	

<b>Strategy 2 Maintain current major fund raising events and explore additional sources to supplement school income</b>			
1. Form a Development Committee to provide a comprehensive approach to SHS's fundraising efforts.	2010	Director of School Operations	
2. Continue with current annual major fund raising of the marathon, spring fling and scholarship fund.	2010-2017	Administration Development Committee	
3. Research other schools' experience with fundraising and consider additional major events to increase fund raising	2010-2011	Administration Development Committee	
4. Submit recommendations to school advisory committee and parish finance commission for approval	2011	Director of School Operations Development Committee	
5. Evaluate effectiveness of each fundraising activity on an annual basis and determine if adjustments or changes need to be made	2010-2017	Administration School Advisory Committee	
6. Continue to encourage parents and others (Alumni, Parishioners) to designate their United Way and annual giving programs through their employers to go to St. Hubert Scholarship fund	2010-2017	Administration	
7. Explore Grant writing possibilities and establish relationships with foundations that give grants.	2010-2017	Administration	
7. Evaluate and research the possibility of opening a day care center that could be	2010-2011	Parish and School Administration	

associated with the preschool program and provide care for the children of employees		School Advisory Committee	
<b><i>Strategy 3 Develop a five year financial plan which will include revenue and expenses of tuition, fundraising and capital expenses</i></b>			
1. Forecast total revenue and total expenses expected within the next five years	2010	Administration	
2. Forecast capital improvements and develop a plan of completion for expected needs within the next five years	2011	Parish and school administration, Maintenance	
<b><i>Strategy 4 Develop a formal plan to recruit and communicate with alumni</i></b>			
1. Develop an alumni committee consisting of parents and teachers who are alumni of St. Hubert School	2011	Administration	
2. Obtain home addresses and email addresses of as many alumni as possible	2010	Administration	
3. Research the possibility of creating and sending out an alumni newsletter semi annually	2011	Administration	
<b>Objective 5: Our communication efforts will be enhanced to fulfill our mission of working together to educate our children.</b>			
<b><i>Strategy 1 St. Hubert School will warmly welcome new families to the SHS community</i></b>			
1. Information about new families is given to the PTO and the homeroom teachers involved. PTO will form a newcomer	Annually in August	Administration, PTO	

committee; these volunteers contact the families and follow up monthly.			
2. Prior to the beginning of school, the Newcomers Club and the Kind Team arrange an orientation day where families of children in grades 1-8 meet informally and are given a packet clarifying basic information the should have over the course of the year. Kindergarten children will have four summer Friday play dates organized by PTO	Annually in August	PTO – Newcomers Club Administration	
3. Homeroom Teachers contact their new families introducing themselves prior to Meet and Greet.	Annually in August	Administration and designated homeroom teachers	
<b><i>Strategy 2 St. Hubert School will maintain a strong relationship between parish and school community.</i></b>			
1. St. Hubert youth minister will work closely with middle school religion teacher	2010 ongoing	Religion teacher and youth minister	
2. Showcase art opportunities of faith formation and day school students in the fellowship hall	2010 ongoing	Art teacher and director of religious education	
3. Communicate school events with parish community by updating school information on the bulletin board, contributions to the weekly parish bulletin and quarterly Hunter publication	2010 ongoing	School administration and school advisory committee	
4. Continue with hospitality by upper middle	2010 ongoing	Volunteer	

school students to the parish community after early Mass on the first Friday of the month.		coordinator, administration, and middle school teachers	
5. Support parish events by promoting volunteer opportunities for students at these events	2010 ongoing	Administration, parents and teachers	
<b>Strategy 3 Continue to enhance and educate parents and staff in the usage of electronic communication</b>			
1. Train teachers in PowerTeacher and PowerGrade	Every August	Teachers and Power school administrator	
2. Increase family usage of PowerSchool and the electronic bulletin	Annually August/September	Power school administrator and teachers	
3. Design a workable template for staff's individual web pages	2010-2011	Webpage design committee	
4. Train staff for implementation of individual web pages	2011-2012	Administration, staff, webpage design committee	
<b>Strategy 4 Evaluate the effectiveness of the school website user</b>			
1. Conduct a survey of website users	2010	Technology committee	
2. Design a plan to update the website	2010-2011	Technology committee	
3. Implement any changes in website based on survey results	2010-2011	Technology committee	

