



ST. JOSEPH'S SCHOOL STRATEGIC PLAN

(OBJECTIVE 1) St. Joseph's School will meet the academic and social/emotional needs of each child.

(STRATEGY 1) Update Curriculum Maps for all subject areas

	Timeline	Responsibility	Progress Report
(Action Step 1) Update Diocesan Timeline for Review of Outcomes and begin to create most current structure for Curriculum Maps	Begin process Fall 2021	Principals and Duluth Diocesan Director	
(Action Step 2) Bring in a speaker to share exemplary process of moving from Curriculum Outcomes to Curriculum Maps	Nov. 2021	Teachers Principal	
(Action Step 3) Update Curriculum Map for Reading	Jan. 2022	Teachers Principal	
(Action Step 4) Create Curriculum Map for Lang.Arts	Fall 2023	Teachers Principal	
(Action Step 5) Update Curriculum Map for Science (classroom teachers).	Spring 2024	Teachers Principal	
(Action Step 6) Update Curriculum Map in Specialist areas.	Fall 2024- Spring 2025	Teachers Principal	
(Action Step 7) Update Curriculum Map for Social Studies.	Fall 2024- Spring 2025	Teachers Principal	
(Action Step 8) Update Curriculum Map for Religion.	Fall 2026	Teachers Principal	

(STRATEGY 2) Establish a digital system verifying vertical alignment of our school's curriculum standards			
	Timeline	Responsibility	Progress Report
(Action Step 1) Complete updates of Curriculum Maps (refer to Strategy 1).	Complete in Spring 2025	Teachers	<i>When and what happened?</i>
(Action Step 2) Determine what structure to use for digital recording of curriculum covered	Winter 2024	Teachers Principal	
(Action Step 3) Input curriculum standards	Winter 2025	Teachers	
(Action Step 4) Begin to use a digital system to record standards as the teacher covers them in class.	Fall 2026	Teachers Principal	
(STRATEGY 3) Establish a shared language of rigor for learning skills for students that is vertically-aligned and developmentally appropriate			
	Timeline	Responsibility	Progress Report
(Action Step 1) Allocate funding from our Professional Development budget to purchase professional learning books that promote teacher discussion about teaching learning skills to students. (example: Dr. Tony Frontier materials OR Dispositions of Learning)	Summer 2025	Principal	<i>When and what happened?</i>
(Action Step 2) Provide Professional Development time to discuss book(s) purchased.	2025-2026 school year	Teachers Principal	
(Action Step 3) Prioritize a list of 8-10 skills we wish to intentionally teach and assess at our school.	Spring 2026	Teachers Principal	
(Action Step 4) For each skill , create rubrics that will help teachers assess, at an appropriate level, the progress made by students.	2026-2027 school year	Teachers Principal	

(Strategy 4) Update technology equipment			
	Timeline	Responsibility	Progress Report
(Action Step 1) Survey teachers and computer instructor to ascertain classroom needs in technology hardware and software.	Sept. 2020	Technology Committee	<i>Completed and list created from the needs indicated in survey.</i>
(Action Step 2) Survey parents to determine their vision for their children in the area of technology.	Sept. 2020	Technology Committee	<i>Completed and list created from the needs indicated in survey.</i>
(Action Step 3) Communicate with the public school technology department about what our students need to know in the area of technology.	Sept. 2020	Principal Computer Instructor	<i>Completed and ne new classroom set of Chromebooks purchased using CARES funding.</i>
(Action Step 4) Discuss the benefits/drawbacks of Apple iPads versus Chrome books for student use.	Fall 2020	School Board	<i>Completed. Teachers in grades 4-5-6 indicated strongly that Chromebooks were better for the students' classroom needs.</i>
(Action Step 5) Decide what technology to purchase.	Winter 2020-2021	Principal and Tech Person	<i>Completed.</i>
(Action Step 6) Explore funding options to purchase new technology.	Winter 2021	School Board	<i>We are using EANS (Emergency Aid to Nonpublic Schools to fund \$70,000.00 of new technology for our school.</i>
(Action Step 7) Purchase and install new technology.	Begin in Spring 2021 and continue for 2022	Principal Computer instructor Parish Business Manager	<i>This purchasing process has begun.</i>
(Action Step 8) Update inventory/records of newly purchased technology.	Spring 2022	Computer Instructor	
(Action Step 9) Establish format for annual review of technology by teachers, computer instructor and parents.	Fall 2022	Technology Committee School Board	

(Strategy 5) Promote teacher training in use of technology

	Timeline	Responsibility	Progress Report
(Action Step 1) Survey teachers and computer instructor to ascertain classroom needs in technology training.	Spring 2022	Technology Committee	
(Action Step 2) Allocate funding from our professional development budget to support teacher training in technology and its use for learning.	Summer 2022	Principal	
(Action Step 3) Provide technology workshop opportunities for faculty and staff.	2022-2023	Principal	



ST. JOSEPH'S SCHOOL STRATEGIC PLAN

(OBJECTIVE 2) St. Joseph's School will provide a safe and healthy environment for students.

(STRATEGY 1) Implement additional security throughout the building.

	Timeline	Responsibility	Progress Report
(Action Step 1) Discuss with the School Board what safety upgrades to put in place in our building.	Fall 2020	School Board, Pastor and Principal	<i>Completed.</i>
(Action Step 2) Obtain a price quote for safety upgrades.	Fall 2020	Principal	<i>Completed.</i>
(Action Step 3) Obtain approval from pastor and School Board to purchase and install equipment.	Fall 2020	Principal Pastor	<i>Completed.</i>
(Action Step 4) Dedicate Annual Funds to pay for new installation.	2020	Development Director	<i>Completed.</i>
(Action Step 5) Purchase and install equipment.	2021	Principal	<i>Completed. New Safety doors installed that can close off wings of the school, "panic" button installed at secretary's desk, help button installed above secretary's desk, additional cameras installed for playground and improved cameras installed in other school areas.</i>

(STRATEGY 2) Educate our students about healthy nutrition and physical activity.

	Timeline	Responsibility	Progress Report
(Action Step 1) Contact a nutritionist.	Winter 2022	Principal	
(Action Step 2) Secure funding for classroom visits by nutritionist.	Winter 2022	Principal	
(Action Step 3) Schedule visits.	Spring 2022	Principal and Teachers	
(Action Step 4) Evaluation: invite parents, by means of school survey, to comment on this initiative.	Spring 2022 or Fall 2023	School Board	

(Action Step 5) If the program is well received by families, continue this program.	2023-2024	Principal and Teachers	
(Action Step 6) Present mini-lessons about healthy eating and minimizing waste through the school lunch program.	Fall 2022- Winter 2023	Wellness Committee, Certified Hot Lunch Nutrition Staff and Food Manager	
(STRATEGY 3) Educate our students in the area of social/emotional learning			
	Timeline	Responsibility	Progress Report
(Action Step 1) Request appointment time for licensed counselor to come into classrooms for grades 3-4 (possibly grade 5).	Winter 2021	Principal	
(Action Step 2) Secure funding for classroom visits by counselor.	Fall 2021	Principal	
(Action Step 3) Communicate to parents about counselor's visits as a proactive approach to social/emotional learning. Obtain permission.	Winter 2022	Teachers and Principal	
(Action Step 4) Schedule visits.	Spring 2022	Teachers and Principal	
(Action Step 5) Evaluation: invite parents, by means of school survey, to comment on this initiative.	Spring 2022 or Fall 2023	School Board	
(Action Step 6) If program is well received by families, continue this program.	2023-2024	Principal and Teachers	

(STRATEGY 4) Incorporate Wellness Focus into fundraising and other school-wide events			
	Timeline	Responsibility	Progress Report
(Action Step 1) Initiate one new family event that promotes exercise (Family Golf Day?) and can raise money.	August 2021	School Board Wellness Committee	<i>Family Golf Event scheduled for August 26</i>
(Action Step 2) Generate ideas for another family fitness event.	Fall 2022	School Board Wellness Committee	
(Action Step 3) Host the second new fitness event	Fall 2022 OR Spring 2023	School Board Wellness Committee	
(Action Step 4) Evaluate the events in action steps 1-2 by means of family survey. Determine if activity is only for fitness or if it can also be a school fundraiser.	Fall 2023	School Board Wellness Committee	
(Action Step 5) Based on survey results, continue with event or begin process, action steps 1-4 with a new fitness event.	Winter 2023		

(STRATEGY 5) Update classroom furniture to reflect best practices			
	Timeline	Responsibility	Progress Report
(Action Step 1) Research furniture options that reflect best practices for student learning	Summer 2023	Teachers Principal	
(Action Step 2) Prioritize classroom needs	Spring 2024	Teachers Principal	
(Action Step 3) Obtain price quotes for furniture	Spring 2024	School Board Principal	
(Action Step 4) Allocate funding for purchases (annual fund?)	Fall 2024	Development Director	

		Principal	
(Action Step 5) Determine purchasing schedule	Fall 2024	School Board Principal	
(Action Step 6) Purchase furniture	Beginning Spring 2025	Principal Business manager	



ST. JOSEPH'S SCHOOL STRATEGIC PLAN

(OBJECTIVE 3) St. Joseph's School will maintain necessary enrollment and revenue.

(STRATEGY 1) Promote St. Joseph's School in the community of Grand Rapids and surrounding area by means of Facebook.

	Timeline	Responsibility	Progress Report
(Action Step 1) Learn how to set up a Facebook page that includes security and privacy settings.	September-October 2019	Marketing Committee	<i>Completed. Three board members and principal trained as Facebook administrators</i>
(Action Step 2) Obtain permission (or opt-out) from school parents for child(ren) to appear on page.	August 2019	Principal Secretary	<i>Completed. All families signed off for permission for their child(ren) to appear on school Facebook page (without names).</i>
(Action Step 3) Create a Facebook page	Spring 2020	Marketing Committee	<i>Completed.</i>
(Action Step 4) Align Facebook page with school's mission and focus by means of a calendar of postings.	May 2020	Marketing Committee	<i>Excel spreadsheet created and posted on shared school board page for record keeping.</i>
(Action Step 5) Maintain Facebook page for two full years and evaluate success of process and numbers of school families, parish members, alumni following page	May 2022	Marketing Committee	

(STRATEGY 2) Promote St. Joseph's School in the community of Grand Rapids by means of local newspaper.

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a calendar of possible submissions to Grand Rapids Herald Review. Decide how often to submit press releases.	Fall 2021	Marketing Committee	
(Action Step 2) Assign one person to each event.	Fall 2021	Marketing Committee	
(Action Step 3) Submit articles/photos.	2021-2023	Marketing Committee	
(Action Step 4) Include this task in the Service Hours Handbook and introduce to parents.	Fall 2021	Principal	

(STRATEGY 3) Increase and sustain enrollment in grades 5 and 6			
	Timeline	Responsibility	Progress Report
(Action Step 1) Principal attends national institute on Enrollment Management Plans through NCEA and Meitler Institute.	August 2019	Principal	<i>Completed</i>
(Action Step 2) Create an enrollment management plan to increase retention of students in grade 6 which includes action steps 3-4-5-6 below	Completion date Fall 2021	Principal and Meitler Institute Team	
(Action Step 3) Gather affirmations of parents who have sent their children through grade 6 to share with parents of students in grades 4 & 5.	December 2022	Principal	
(Action Step 4) Create a letter from school giving context to these affirmations with an invitation to visit grade 6 classroom.	January 2022	Principal	
(Action Step 5) 6 th grade teacher writes a message focused on "great things to look forward to" in the upcoming school year in their classrooms. Include a letter with a pre-registration form.	January 2022	Teachers for grades 5 and 6	
(Action Step 6) Create a form and then conduct Exit Interviews with families who choose to leave our school. Review results with principal.	Spring 2022	School Board members	
(Action Step 7) Collect and graph enrollment data to evaluate the level of success through this initiative over 4 years.	Fall 2026	Principal School Secretary Marketing Committee	

(STRATEGY 4) Strengthen Relationship with St. Joseph's and St. Augustine's Parishes			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a list of events to which school wishes to extend invitations to parish leadership.	Fall 2021	School Board and Principal	
(Action Step 2) Send written invitations to Parish Leadership (Pastoral and Finance Councils) to school events.	2021-2022	School Board Committee Principal	
(Action Step 3) Send written invitations to school families to attend Wednesday Family Nights sponsored by St. Joseph's Parish	Fall 2021	Catholic Identity Committee Principal	
(Action Step 4) With permission from the parish office, set up a schedule for classrooms to participate occasionally at Sunday liturgies.	Fall 2023	School Liturgist Parish Liturgist Pastor and Parish Administrator	

(STRATEGY 5) Increase parent involvement in school activities			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create Room Parent initiative	Fall 2019	School Board committee	<i>Completed-but most of the "Room Parents" were Board members.</i>
(Action Step 2) Pilot Room Parent initiative	December 2019 - May 2021	School Board committee Teachers	<i>Although challenging time due to COVID-19, this structure proved helpful when communicating with parents for school needs/opportunities</i>
(Action Step 3) Expand Room Parent program to include non-Board member parents	Fall 2021	School Board Parents	
(Action Step 4) Review and update Ambassador Family Program	Winter 2022	School Board and parents	

		committee	
(Action Step 5) Reinstate Ambassador Family Program within new format	Winter 2023	School Board and parent committee	
(Action Step 6) Evaluation: invite parents, by means of school survey, to comment on this initiative.	Spring 2024	School Board	

(STRATEGY 6) Create Digital Folders for communication among parents for school groups			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create Google Drive Folders for School Board committees and meeting minutes, agendas, principal reports	Spring 2021	Marketing Committee	<i>Some committees and school board minutes are currently in Drive folders; process needs to be completed</i>
(Action Step 2) Instruct Board Members on use of Google Drive (or review for those who know how to use it)	Fall 2021- Winter 2022	Marketing Committee	
(Action Step 3) Implement use of digital folders for School Board business	Fall 2020	School Board	<i>Some committees and school board minutes are currently in Drive folders; process needs to be completed</i>
(Action Step 4) Implement use of digital folders for School Marathon	Fall 2022	Marathon Committee	
(Action Step 5) Determine what other parent groups in the school would benefit from using Google Drive Folders-yearbook? Spring Thaw (which uses DropBox)?	Spring 2023	School Board and parent groups	
(Action Step 6) Set up and instruct parent groups in the use of Google Drive Folders	Winter 2024	School Board Committee and parent volunteers	

(STRATEGY 7) Promote availability of scholarships at our school			
	Timeline	Responsibility	Progress Report
(Action Step 1) Compare tuition costs to costs of other Catholic schools and private school options	Fall 2022	School Board Principal	<i>Completed Spring 2021 as we reviewed our tuition costs for 21-22 budget</i>
(Action Step 2) Write into our admissions materials that scholarships are available and place notice in parish bulletins.	Spring 2022	Principal	
(Action Step 3) Evaluate, by means of a survey among parents and by number of applications for tuition scholarships, how successful this strategy was.	Fall 2020	School Board Principal	

MNSA ST. JOSEPH'S SCHOOL STRATEGIC PLAN

(OBJECTIVE 4) St. Joseph's School will explore the feasibility of expansion of programming			
(STRATEGY 1) Determine the priority of expansion: foreign language or other academic offerings, primary grade levels, upper grade levels			
	Timeline	Responsibility	Progress Report
(Action Step 1) Build a committee of Board members and school parents with interest in school expansion.	Fall 2023	School Board and Principal	<i>When and what happened?</i>

(Action Step 2) Create a survey to prioritize expansion of programming.	November 2023		
(Action Step 3) Administer survey to parents and teachers.	December 2023		
(Action Step 4) Review the responses to survey and determine next steps.	January 2024		
(STRATEGY 2) Work with parish to understand what program expansion is possible in existing facility space			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create list of space needs for programming expansion.	Spring 2024	Who?	<i>When and what happened?</i>
(Action Step 2) Bring list to parish leadership meetings: Pastoral Council, Finance Council, Pastor, Parish Administrator, and Parish Business Manager.	Fall 2024		
(Action Step 3) With parish leadership, calculate costs of expansion and how current facility mortgage impacts programming expansion.	Fall 2024- Winter 2025		
(Action Step 4) Propose a subsequent action plan based on data collected in Action Steps under Strategies 1 and 2.	Spring 2025		

ST. JOSEPH'S SCHOOL STRATEGIC PLAN – CATHOLIC IDENTITY

(OBJECTIVE 5) **St. Joseph's School will articulate in word and promote in action our Catholic identity.**

(STRATEGY 1) Provide education opportunities to families about our Catholic Faith

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a monthly bulletin to send home to parents focusing on Catholic Faith traditions, including the importance of coming to Mass for families.	Began in January 2019	Catholic Identity Committee, Pastor, Principal	<i>St. Joseph's Messenger is the name of the monthly publication that is sent to parents in digital and paper format. It contains information about Catholic faith traditions, a letter from the pastor and a review of the saints and virtues that classrooms are focusing on that month.</i>
(Action Step 2) Survey parents for data regarding family weekend worship activities.	Fall 2020		<i>Completed</i>
(Action Step 3) Analyze results of survey and share with pastor, parish leadership and parish Catholic Identity Committee.	January 2021		<i>Results were shared with pastor, principal and Catholic Identity Committee.</i>
(Action Step 4) Use survey results to set up next steps for engaging families to participate in weekend Mass and other parish activities.	2021-2022		

(STRATEGY 2) Increase communication between school and parishes

	Timeline	Responsibility	Progress Report
(Action Step 1) Distribute weekly parish bulletins to school families each Friday.	Fall 2019	Catholic Identity Committee	<i>This distribution will continue in 21-22 school year.</i>
(Action Step 2) Brainstorm ways to increase school presence in parish bulletin.	Winter 20-21	Catholic Identity Committee Principal Pastor	
(Action Step 3) Promote school Facebook page to parishioners through bulletin, announcements, and posters.	Fall 2022	Catholic Identity Committee	

(STRATEGY 3) Assess student and faculty knowledge of the Catholic Faith and use for programming			
	Timeline	Responsibility	Progress Report
(Action Step 1) Administer ACRE assessment to grade 5 students.	Fall 2019	Principal and Gr. 5 teacher	<i>Completed</i>
(Action Step 2) Analyze ACRE results, determine what instruction needs to be reinforced at our school and determine grade levels of responsibility for those elements.	January 2020	Diocesan Director of Catholic Schools, Teachers, Principal	<i>Completed.</i> <i>ALL teachers in the school committed to strategies to address the items on the assessment on which our Grade 5 students did not do well.</i>
(Action Step 3) Administer IFG assessment to faculty and principal.	Fall 2019	Principal Teachers	
(Action Step 4) Analyze IFG results to determine what elements need focus for our faculty religion study sessions.	January 2021	Principal Teachers	<i>Christ in the Classroom podcasts were listened to by the teachers in the school; teachers selected what areas would be most beneficial for them.</i> <i>Although we completed Action Step 4, we will have two new faculty members this year. We hope to administer the test to our new teachers and ascertain what we, as faculty, need to review.</i>