



2024-2025 Annual Progress Report Instructions

DUE DATE: June 16, 2025

**If submitted after the due date, a late fee will be assessed in the amount of \$150.*

This year's Annual Progress Report (APR) has 6 components:

1. Cover Form with Narrative Overview of the Year
2. Update Progress of School Strategic Plan (SSP)
3. Communication of SSP Progress to Stakeholders
4. Response to Essential Standard #1 - Mission and Philosophy
5. Preschool/Pre-K Information (*If applicable*)
- 6. Check-list and E-signature - **be sure to scroll all the way to the end**

Due Date: Please submit all components of the APR by June 16, 2025

→ Upload on your school's portal on mnsaa.org (encouraged)

OR

→ Email PDF documents directly to me at vicki.marvin@mnsaa.org

2024-2025 Cover Form for Annual Progress Report

Instructions: Complete the following as an introduction to your school's Annual Progress Report.

School Name: **Saint Joseph's Catholic School**

City: **Grand Rapids**

Head of School/Principal Name: **Nellie Goshey**

Number of years as Principal/Head of this School: **2**

Year in the MNSAA Accreditation Cycle: 1 2 3 4 **5** 6 Extension (Highlight one)

Was the Principal/Head of School involved in the development of the current SSP?

☐ YES

☒ NO

If not, explain why: I was hired as a teacher the year after the SSP was created.

Enrollment at the end of the academic year 2024-25 (enter below)

Preschool Enrollment (enter number here):**28**

☐ Accredited with MNSAA

☒ Not Accredited with MNSAA

Total Enrollment Grades K-12:139

Accredited Grade Levels: K-6

Was the Principal/Head of School the primary author of this report?

☒ YES

☐ NO

If not, explain who:

2024-2025 Narrative Overview

Instructions: Insert your 2024-25 narrative overview below that summarizes the past school year. Your narrative should include:

1. A description of any experiences that impacted progress on your School Strategic Plan (SSP)
2. Explanation of any major revisions to the SSP
3. Description of any major accomplishments not included in your SSP

Insert Narrative Overview here:

I appreciate the opportunity to include an Executive summary with our Annual Progress Report (APR), and to be able to explain in narrative form things that happened at our school this year that have affected the progress and/or timeline of our School Strategic Plan (SSP).

Experiences that Impacted Progress on SSP:

- *During the fall of 2024 there was an increase of staff needing to take longer periods of medical leave off and waiting for our staff/volunteers/subs to complete all training necessary for our preschool programs. We had a new preschool program added to allow families extended care and the staffing for that was hard to fill at the beginning of the year, making the Principal to be a sub in the room a few times each week. Our computer teacher was also out due to illness for the first few weeks of school which the Principal then had to set up and proctor all standardized testing for the first few weeks of school. This plus other staff not feeling well frequently and being short of subs, the principal spent the first 3 months of school subbing somewhere around three times a week, delaying her availability to work on the SSP.*
- *Purchase of a new school playground became the priority of this school year. School playground was removed in November, 2024. School board members and the fundraising committee focused on the research of a new playground and finding funding to make the purchase. \$220,000 were needed to remove the old playground and purchase and install the new one. Playground will be installed in mid June, 2025. This took away some fundraising efforts in other areas of our SSP (technology updates and new classroom furniture).*
- *Update Curriculum Map for Science-slightly delayed. New standards from the Diocese given to us in Fall of 2025, spent the school year completing the mapping and won't be finalized until Summer 2025. We noticed that the curriculum we had didn't cover grade level standards completely, but perhaps were in other grade levels. During our workshop time in August, 2025 we will be assessing if another grade level teaches a standard or if we have gaps in our curriculum. (Objective 1, Strategy 1, action step 5)*

Explanation of any major revisions:

- *Updated Curriculum Map in specialist areas. Principal was working on vertically aligning all the standards during the school year, but was unable to complete by the end of the school year. Principal will be working on vertically aligning that information and will give it to specialists for mapping for the 2025-2026 school year. (Objective 1, strategy 1, action step 6)*
- *Inputting of curriculum standards into a school-wide structure was delayed from*

winter 2025 to fall 2025. By fall of 2025 the Diocese should have social studies standards approved for our vertical alignment and by fall of 2025 the principal will be able to update the Google spreadsheet to cover all subject areas. (Objective 1, strategy 2, action step 3)

- Establishing a shared language of rigor for learning skills for students that is vertically-aligned and developmentally appropriate. This strategy is an important one that we would like to revisit, however, when this SSP was created we had a different staff. Only 2 teachers are still here who helped to develop the SSP. There is also going to be some great consistency in our staff over the next 10 years that we would like to keep this idea as something we would like to work on, but move it to our next SSP that we can all work on to develop together. (Objective 1, strategy 3, action steps 1-4)
- Purchase of new technology was delayed simply to work with the fiscal budget for the 25-26 school year. (Objective 1, strategy 4, action step 7)
- Wellness committee changed directions on educating students about healthy nutrition and physical activity. Focus shifted to mental and physical health. (objective 2, strategy 2, action step 6)
- Increase and sustain enrollment in grades 5 and 6: The grade 5 and grade 6 teachers and Principal rethought how increasing enrollment could look from grades 5 to 6. Instead of moving forward with affirmations or sending letters, we hosted a Step Up Night. 5th grade families were invited to come to the school for 2 hours and to bring their 5th grade and any other siblings. The 5th and 4th grade teachers played with the non 5th grade students in the gym playing all sorts of games while the 6th grade teacher talked about what happens in the 6th grade classroom during the year. She covered curriculum, lessons, and regular field trips. When this was done there was supper served to all who came and more game time allowing families to get to know each other a bit more. We found this to be a more successful way to invite families to our school and allow them an opportunity to ask questions. (objective 3, strategy 3, action step 3-5)
- Fifth grade students were given the ACRE assessment last school year (2023-2024). Results were looked at and several attempts were made to complete the IFG assessment for teaching staff and principal. However, the assessments were never sent to the staff and this action step was not completed. The principal will be reordering the assessments this summer for the staff to take during our beginning of the year workshops. Then we will go over the results of the ACRE assessment for students to determine which teachers will take on which themes students need to learn. The themes were looked at during the winter and picked out at that time, but not delegated to certain grade levels. (objective 5, strategy 3, action steps)

Submitted by: Nellie Goshey

Title: Principal

2024-25 School Strategic Plan (SSP) Update

Instructions: Using **blue font**, update your SSP

1. Provide current progress narratives in far right column with the year indicated
 2. Adjust timeline if applicable
 3. Update action steps if applicable
 4. If you did not accomplish something, provide an explanation
- **Do not report on action steps in the future.**
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2024-25 Communication of the SSP

This component of the APR is in reference to **MNSAA STANDARD 4.07:**

ANNUAL REPORT TO STAKEHOLDERS: The school annually provides a state-of-the-school report to stakeholders that at a minimum communicates progress on strategic initiatives and plans for future improvement. A quality state-of-the-school report will include assessment results, use of financial resources and enrollment trends.

Instructions:

1. Provide a written description below of how your school specifically communicated the School Strategic Plan (SSP) and its defined improvement initiatives and progress with stakeholders.
2. Provide a pdf copy of your Stakeholder/State of the School Report.
 - ☐ Save as a pdf and upload your Report to Stakeholders/State of the School Report to your portal or email to vicki.marvin@mnsaa.org

Provide Written Description here:

Saint Joseph's Catholic School communicated our State of the School and progress on SSP initiatives by means of a number of communication vehicles. Our updated SSP and all the information in our APR were emailed to the pastor and our school board.

Our SSP was posted on "School Speak", our student information system (SIS) and emailed directly to our school parents.

Our State of the School Report and Summary Narrative are available to all parishioners via the school tab link on the parish website. This link was sent out as a direct message to all parishioners via "Flocknote", our parish communication vehicle.

2024-25 Mission and Philosophy

Annually, MNSAA seeks to focus our Annual Progress Report (APR) on an essential standard. This academic year, schools are asked to keep an emphasis on your **mission and philosophy**. Specifically, in 2024-2025 you are being asked to report on:

Standard 1.05

The school provides evidence that the mission and philosophy statements are the foundation for the school's goals, programs, policies, and procedures.

Instructions:

1. Provide your school's mission statement below.
2. Describe how your school's initiatives, programs, and decisions over the past year reflect your mission. Write a narrative with 2-3 examples that demonstrate how your school has lived out its mission. Possible topics include:
 - a. Program implementation
 - b. Formation of families, students, faculty and staff,
 - c. Curriculum/standards review/revisions, etc.
3. Reflect on future growth in this area. Consider the following:
 - a. Do you have room for improvement in this area? If so, how might you do that?
 - b. How do you communicate this with stakeholders, staff, families?
 - c. If you already feel you do this exceptionally well, is there something specific you do to ensure that everyone is making decisions with your mission as your foundation? How do you maintain that when there are staff changes, board/council changes, etc.?

Insert your school's mission statement here:

Grounded in the tradition of the Catholic Church, St. Joseph's School is a community dedicated to forming disciples of Jesus Christ through faith, academic excellence, and service to others.

Insert a narrative description of 2-3 examples here: (Be sure to describe the examples and not simply give a topic.)

This school year there were a few ways we focused on our mission statement and how it is the foundation of our goals, programs, policies, and procedures. At the beginning of the school year we made a variety of goals that we were sure to run through our mission statement to be sure that they touched on some of our key phrases (faith, academic excellence, service to others, Disciple). Below are a few of the goals and initiatives we used this year to be sure we were keeping our mission statement our foundation.

The teaching staff this year went through a Charism study which will continue next school year as well. We learned about 23 Charisms and used the Catherine of Siena Institute Called

and Gifted Program to determine what our potential charisms would be. In going through this program we were keeping the mission of our school in mind. Our goal with this program is to be able to understand the charisms that God has given us and to share them with our students and families, living out the mission of being a disciple of Jesus Christ as well as forming others to be His disciple as well. Two phrases from our mission statement come to mind with this program, "faith" and "service to others".

Curriculum and curriculum mapping was a large focus of our SSP this school year. In working towards making all subject areas to be vertically aligned, we can clearly see where some gaps might be in our curriculum and see which grade levels might be missing some core standards in their learning. This alignment helps us to see what we need to focus on in working with curriculum reviews and filling the gaps so that we can continue to say that academic excellence is a core value of our school. We also utilized this alignment in reviewing the new math curriculum for our upcoming school year. Going through many samples of math curriculum, reaching out to the local district and other schools to see what they think about their curriculum, and hosting demos in our staff meetings helped us to all agree on a switch to another curriculum this coming year. We believe that it will be used well as a whole class instruction tool, but also as an individualized instruction tool.

Service to others has always been a focus of our school's mission statement. This school year the school families raised funds to help some of our families in need, helped to support Catholic Relief Services, and really focused on helping our local food bank and homeless shelter. One great way we really showed service to others was during our MEGA field trip. We send our 4th-6th grade students on a field trip every 3 years to explore the twin cities area. This year we added a stop at Feed My Starving Children and with our time there were able to feed 47 people for a whole year. It was one of the highlights of the trip, something we hadn't done before, but plan to continue for the future.

Reflect on future growth in this area:

Though I feel we live our mission statement in our school well, I do always look for ways to improve. Often I meet with our teachers, but not all staff in our school. Next year I would like to hold monthly meetings with all staff where we focus on the mission of our school and create goals together in the areas of faith, academic excellence, and service to others. This will also help us to go through our self-study year together and remember to keep our foundation of mission at the forefront.

I believe we could improve upon family formation. I'm working with our Catholic Identity committee to determine some things that families are wanting to help parent their children. Currently we are looking into hosting a night for families that covers the topic of internet safety at home.

One last thing I would like us to improve is our marathon fundraising event in the fall. It used to be a service project where we would rake yards for families in our parish and surrounding community. Often the snow would get in the way of scheduling this. We then moved to a run/prayer-a-thon for the last five years or so. I believe the school community is ready to move back to the direction of a service project again. Many families and staff members have

brought that hope to my attention and I'm sharing with our fundraising committee. I foresee it being something new, where a few grades are doing a few different things around the community.

Ways we communicate our mission statement to families could also be improved upon. Often we do so many things that reflect our mission statement, we just fail to communicate or talk about ourselves that way to others. Communication goes to families weekly from each teacher and the principal. Often this includes what we are doing in our school, but doesn't necessarily point out which aspect of the mission statement the focus is on. This could be something to consider in our future communication goals.

Stakeholders receive communication through parish bulletin, website, and flocknote notices. Again, they are made aware of upcoming events and follow up reports, but these aren't directly communicated as to how they pertain to our mission statement.

ALL Schools: *Be sure to continue past the Preschool Section to complete the check-list, confirm accuracy by checking the box, and provide your e-signature.*

2024-25 Preschool Addendum (continue to check-list if not applicable)

→ For MNSAA Accredited Preschools only

Instructions: The following are required of MNSAA accredited preschools annually.

1. Submit a copy of your DHS License
2. Submit a copy of your DHS report from your most recent visit
3. Submit a copy of your response to the most recent report

Our school needs our accreditation certificate prior to July 30 for Parent Aware purposes:

- ☐ Yes
- ☐ No

Check-list (for all schools):

- ☐ Save this **entire document** as a PDF
 - ☒ Use this file name: 2025 APR_School Name, City
 - ☒ Upload to your school's portal or attach to an email
- ☐ Save your **updated SSP** as a PDF
 - ☒ Use this file name: 2025 SSP Update_School Name, City
 - ☒ Upload to your school's portal or attach to an email
- ☐ Save your **Stakeholder/State of the School Report** as a PDF
 - ☒ Use this file name: 2025 Stakeholder (or State of the School) Report_School Name, City

- ☒ Upload to your school's portal or attach to an email
- ☐ Save your **DHS license** as a PDF
- ☐ Use this file name: 2025 DHS License_School Name, City
 - ☐ Upload to your school's portal or attach to an email
 - ☒ Not Applicable
- ☐ Save your **DHS report** as a PDF
- ☐ Use this file name: 2025 DHS Report_School Name, City
 - ☐ Upload to your school's portal or attach to an email
 - ☒ Not Applicable
- ☐ Save your **response to DHS the report** as a PDF
- ☐ Use this file name: 2025 DHS Response_School Name, City
 - ☐ Upload to your school's portal or attach to an email
 - ☒ Not Applicable

- ☒ *By checking this box, I hereby declare that the information provided in this Annual Progress Report is an accurate representation of the school improvement and progress achieved during the 2024-25 academic year. I verify that all required documentation is on file in the school and available for review by appropriate authorities.*

Name: Nellie Goshey

Title: Principal

DUE DATE: June 16, 2025

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