

**(OBJECTIVE 1) The school will meet the academic needs of each student.**

**(STRATEGY 1) Create a Student-Teacher Assistance Team.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Articulate purpose of creating and initiating a STAT team with stakeholders.	Fall 2013	Principal	<i>2013-2014 At a faculty meeting, the Principal informed stakeholders of the purpose of having a STAT team at St. Felix Catholic School and the steps that should be taken in referring a student for academic/special needs assistance.</i>
<b>(Action Step 2)</b> Create a STAT team identifying faculty members to serve on the team.	Fall 2013	Principal	<i>2013-2014 The Principal proposed a committee be formed to oversee student needs based on St. Felix student academic performances and/or teacher referrals in addressing at risk students. Volunteer teachers were asked to become members.</i>
<b>(Action Step 3)</b> Determine roles and responsibilities of the team.	Fall 2013	Principal	<i>2013-2014 A coordinator and support staff were determined to serve on the STAT team and to be a resource to other St. Felix Faculty while addressing student needs. The responsibilities of the STAT team are determined based on the need of the student and change as needed.</i>
<b>(Action Step 4)</b> Create procedures and processes in referring students for assistance within the public school system and/or for St. Felix use.	Fall 2013	Principal Classroom Teachers	<p><i>2013-2014 A STAT form was created with input from all staff members and distributed to classroom teachers for use. It outlines the steps to take in collecting data and preparing to refer a student for assistance. The form is used in conjunction with the Wabasha-Kellogg Public School Referral process in identifying at risk students.</i></p> <p><i>2014-2015 At a meeting, the staff discussed the importance of collecting data and filling out a STAT form. Proper procedures will be followed going forward to ensure all student success within the referral process.</i></p> <p><i>2015-2016 At a meeting, the staff created a system of verbal hierarchy for referring students for speech services. This system includes, in order, notifying the principal, parents, STAT Team, and speech pathologist from Wabasha-Kellogg Public School. After this referral process, the student may be eligible to receive speech services based on speech pathologist data.</i></p>

	<b>(Action Step 5)</b> Implement STAT program procedures (to be used in conjunction with Wabasha-Kellogg Public School referral forms).	Spring 2014	Leadership Team Classroom Teachers	<p><i>2013-2014 Program was put in place and ready for teacher use when needed. Grade 2 Teacher followed process for two students.</i></p> <p><i>2014-2015 After reflection, the staff concluded that communication needs to be improved upon, so that all members are aware of proper procedures for reporting.</i></p> <p><i>2015-2016 During fall workshops, teachers reviewed and informed new staff on existing procedures.</i></p>
	<b>(Action Step 6)</b> Monitor and evaluate STAT program/team.	Spring 2015	Principal Leadership Team Classroom Teachers	<p><i>2014-2015 At end of the year workshop, staff created resources to solve communication problems. Solutions discussed were; having a binder available in staff lounge with resources inside, locating digital copies from staff public folder and discussing proper procedures for referring students.</i></p> <p><i>2015-2016 Although we did not have any need to use this referral process this school year, the policy and procedures remain in place.</i></p>

**(STRATEGY 2) Develop and implement an Enrichment Program.**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>(Action Step 1)</b> Identify faculty member(s) to lead the <a href="#">Enrichment Program</a> .	Fall 2015	Principal School Staff	<i>2015-2016 At the beginning of the school year, a staff member was designated to coordinate an enrichment schedule.</i>
	<b>(Action Step 2)</b> Research possible curriculum for an <a href="#">Enrichment Program</a> .	School Year 2015-2016	Principal Leadership Team	<i>2015-2016 After research, lead team member and staff discussed the need to create an individualized curriculum plan for every student referred to the program.</i>
	<b>(Action Step 3)</b> Provide professional development in <a href="#">Enrichment</a> instructional practices for team member(s) and/or all teaching staff.	School Year 2016-2017	Principal Leadership Team	
	<b>(Action Step 4)</b> Write a school-wide philosophy of <a href="#">Enrichment Program</a> education.	Spring 2017	Principal Leadership Team Classroom Teachers	
	<b>(Action Step 5)</b> Design an <a href="#">Enrichment</a> Program and share with stakeholders.	Summer 2017	Principal Leadership Team	
	<b>(Action Step 6)</b> Implement <a href="#">Enrichment</a> Program.	School Year 2017-2018	Leadership Team	

	<b>(Action Step 7)</b> Monitor and evaluate <a href="#">Enrichment</a> Program.	Spring 2019	Principal Leadership Team Classroom Teachers	
<b>(STRATEGY 3) Improve assessment practices.</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>(Action Step 1)</b> Analyze and evaluate current assessment practices.	School Year 2014-2015	Principal Classroom Teachers	<p><i>2014-2015 At a meeting, the staff evaluated current district – wide assessment tools and determined which practices are most beneficial for guiding instruction and determining student needs.</i></p> <p><i>2015-2016 In evaluating our assessment practices, we determined that we needed to have a universal fluency component added to our quarterly assessment practices. We have added this fluency component to our assessment progress reports, which are shared with parents.</i></p>
	<b>(Action Step 2)</b> Research best assessment practices	School Year 2014-2015	Principal	<p><i>2014-2015 Principal researched assessment practices that will best benefit the needs of the school. Research was discussed with all staff. Further research will continue.</i></p> <p><i>2015-2016 It was determined that fluency assessments were already incorporated with our current reading resources and the staff was directed to use them on a regulated assessment schedule to check for growth patterns.</i></p>
	<b>(Action Step 3)</b> Provide for faculty professional development in best assessment practices.	School Year <a href="#">2016-2017</a>	Principal	
	<b>(Action Step 4)</b> Develop a school-wide philosophy of best assessment practices.	Spring <a href="#">2017</a>	Principal Classroom Teachers	
	<b>(Action Step 5)</b> Provide in-service opportunities for staff on the utilization of test data to guide instructional decisions.	Fall <a href="#">2017</a>	Principal Classroom Teachers	

**(OBJECTIVE 2) The school will maintain a safe, functional and attractive learning facility.**

**(STRATEGY 1) Create a safe and effective pick-up/drop-off location.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Examine current pick-up/drop-off locations and procedures.	August 2013	School Administration	<i>2013-2014 School Administration determined that current procedure was insufficient. A more efficient pick-up/drop-off zone was discussed with ways to address it.</i>
<b>(Action Step 2)</b> Relay information regarding procedures to stakeholders.	August 2013	School Administration	<i>2013-2014 School Administration contacted the City of Wabasha Street Department in regards to painting a "No Parking Zone" with lines and additional signage to the pick-up/drop-off zone. This was completed in September 2013. A Hot News web announcement, as well as, a note was sent home to parents informing them of the new system. Parishioners were also notified through the church bulletin.</i>
<b>(Action Step 3)</b> Establish a plan for the monitoring of School Patrol in the pick-up/drop-off zone.	August 2013	School Administration School Staff	<i>2013-2014 The School Patrol (grades 4, 5, &amp; 6) attended an assembly on the responsibilities of patrolling for a safe and secure pick-up/drop-off zone. School Patrol, along with faculty, will monitor crosswalks along with pick-up/drop-off zone.</i>  <i>2014-2015 School staff identified weaknesses in school patrol training and scheduling. A plan was made to provide better training to all students and patrollers and a more structured schedule for patrollers to follow. One teacher was assigned responsibility in these areas of the scheduling and training.</i>
<b>(Action Step 4)</b> Monitor and evaluate current safety procedures.	Spring 2015	School Administration School Staff	<i>2014-2015 School staff evaluated current plan and discussed solutions to current problems, such as, crosswalks, utilizing upper grades to patrol and responsibility of staff and students.</i>  <i>2015-2016 At a staff meeting, it was determined that a School Patrol Coordinator was needed. This coordinator will monitor patrollers and ensure best safety practices are followed.</i>

**(STRATEGY 2) Install a security system for the buildings.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Contact security companies to acquire bids for a new video surveillance/monitoring system.	Summer 2013	School Administration	<i>2013-2014 School Administrator acquired bids from various companies.</i>

	<b>(Action Step 2)</b> Choose a company to install the security system.	September 2013	School Administration	<i>2013-2014 The companies were given a tour of the school. St. Felix obtained bids and selected Connection Concepts, LLC.</i>
	<b>(Action Step 3)</b> Secure the school and auditorium buildings.	September 2013	School Administration	<i>2013-2014 All exterior doors were equipped with new locks. As a result, school staff received new keys. Doors remain locked during the school hours.</i> <i>2014-2015 School administration along with building and grounds committee discussed further initiatives in building security, such as, stationary and motion lighting. The intercom system was updated to include hallways. The lockdown procedure was reviewed and revised. Staff discussed a concern of the safety of students and teachers when outside the main building.</i> <i>2015-2016 An additional intercom was added to the auditorium to allow for notifications to be communicated and ensure safety of all students and staff. In addition, we added security lighting to the entrances of the school and auditorium buildings.</i>
	<b>(Action Step 4)</b> Communicate information to stakeholders on new building security procedures.	September 2013	School Administration	<i>2013-2014 The information was provided to stakeholders through the St. Felix Church bulletin, school website (Hot News), and the monthly school newsletter.</i>
<b>(STRATEGY 3) Improve the aesthetic appearance of the school building inside and out.</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>(Action Step 1)</b> Create a safe and secure school grounds.	July 2013	Parish Administrator	<i>2013-2014 Trees were removed from the school grounds as a result of being a safety concern of the playground area. Fencing was also relocated for the same reason. New fencing was then added to secure the school playground area for students.</i> <i>2015-2016 During the fall, trees next to the school were trimmed to prevent structural damage.</i>
	<b>(Action Step 2)</b> Clean out storage areas.	August/September 2013	St. Felix Faculty	<i>2013-2014 St. Felix Staff removed clutter allowing for more efficient use of space for storage or resource rooms. Staff felt this has been accomplished and will continue to keep these areas cleaned to promote better use of space.</i>
	<b>(Action Step 3)</b> Develop a committee to determine building and grounds needs.	Winter 2013-2014	Pastor School Administration School Advisory Board	<i>2013-2014 After conference with the Pastor, Administration discussed the possibility of having a building and grounds committee with the School Advisory Board. It was agreed that we would proceed. The committee is comprised of the administrator, school board member, a trustee, and our custodian.</i>
	<b>(Action Step 4)</b> Determine roles and responsibility of the building and grounds committee.	Winter 2013-2014	Building and Grounds Committee	<i>2013-2014 Following the first winter meeting, the roles and responsibilities were assigned to each individual committee member.</i>

	<p><b>(Action Step 5)</b> Establish a needs checklist concerning buildings and grounds.</p>	<p>Spring 2014</p>	<p>Building and Grounds Committee</p>	<p><i>2013-2014</i> <b>Committee members toured the buildings and determined areas of concern. Bids were obtained for roof replacement on both school buildings and for the remaining asbestos in the office/lounge area. Bids were presented to the Finance Council and approval was given to proceed.</b></p> <p><i>2014-2015</i> <b>The roof was replaced on both school buildings and asbestos was removed from the office/lounge area. Additional playground improvements including a picnic area, painting of surfaces and basketball hoops were identified and will be implemented in the summer of 2015.</b></p> <p><i>2015-2016</i> <b>In reviewing the needs of building and grounds improvements, the committee continues to address issues as they arise and as funds are available.</b></p>
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**(OBJECTIVE 3) Enhance the school’s visibility and sustainability within the community.**

**(STRATEGY 1) Develop and implement marketing strategies to attract new students and families.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Establish a marketing committee and job description.	Fall 2013	Principal	<i>2013-2014 A committee was established comprised of board members with marketing backgrounds and the School Administrator.</i> <i>2014-2015 The committee met and additional members were included to help meet the vision of St. Felix.</i>
<b>(Action Step 2)</b> Research marketing best practices in enrollment trends.	Fall 2013	Marketing Committee Parish Secretary	<i>2013-2014 In researching best practices at a November 2013 meeting, it was determined to look at the baptismal records and use them as a resource to contact potential families. A spreadsheet was created.</i> <i>2014-2015 We are currently distributing baptismal gift bags with St. Felix School information to all children who are baptized within our parishes.</i>
<b>(Action Step 3)</b> Create a plan for future initiatives.	School Year 2014-2015	Marketing Committee	<i>2014-2015 A stakeholder is in the process of making a promotional flyer for interested families. It will be distributed to surrounding parishes. Website development, community events, social media, and local news sources are being used and continually updated to enhance the school's visibility and sustainability within the community.</i>
<b>(Action Step 4)</b> Implement and evaluate the plan.	School Year 2015-2016	Marketing Committee	<i>2015-2016 Promotional materials including flyers, postcards, social media, and posters have and will continue to be distributed to promote various events and happenings around the school. Teachers were given access to social media accounts and use these accounts accordingly.</i>

**(STRATEGY 2) Develop a plan to retain students.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Develop guidelines for addressing dropped enrollment from St. Felix.	Spring 2015	School Administration School Advisory Board	<i>2014-2015 Administration and School Advisory Board addressed the need of an exit process when families leave St. Felix School in order to better serve our families. A process will be developed for contacting families and gathering information.</i>

	<b>(Action Step 2)</b> Establish roles and responsibilities.	Spring 2015	School Administration School Advisory Board	<i>2014-2015 The School Board assigned roles to its members and developed a list of questions in addressing families feedback.</i>
	<b>(Action Step 3)</b> Implement plan.	Spring 2015	School Administration School Advisory Board	<i>2014-2015 Based on the plan the School Board made phone calls in the fall and spring to St. Felix families following a pre-determined questionnaire. Reports were presented at the school board meeting. Any necessary action was addressed.</i>
	<b>(Action Step 4)</b> Evaluate procedures.	Fall 2015	School Administration School Advisory Board	<i>2015-2016 During a School Board meeting, it was decided that a different approach would be more beneficial. It was decided that school board members would conduct a fall call and a spring survey to gain feedback on school concerns.</i>

**(STRATEGY 3) Strengthen community relations and support.**

		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>(Action Step 1)</b> Reflect on current involvement of alumni, parishioners and community members.	School Year 2016-2017	St. Felix Stakeholders	
	<b>(Action Step 2)</b> Determine ways to invest alumni in student education.	School Year 2016-2017	St. Felix Stakeholders	
	<b>(Action Step 3)</b> Develop Alumni Relations Committee.	Fall 2017	School Advisory Board	
	<b>(Action Step 4)</b> Continue to build upon programs that foster community connections.	School Years 2017-2020	St. Felix Stakeholders	



**(OBJECTIVE 4) Enhance teacher performance and best practices while staying current with MNSAA.**

**(STRATEGY 1) Strengthen the teacher evaluation process.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Develop policy in evaluating teacher performance.	School Year 2014-2015	School Administration	<i>2014-2015 Administration researched policies in evaluating teacher performance that support student learning and lead to effective teachers and teaching practices. Information was shared with the Pastor and the School Advisory Board.</i>
<b>(Action Step 2)</b> Develop tools for informal and formal evaluation practices.	School Year 2015-2016	School Administration	<i>2015-2016 Diocesan principals discussed having a uniform, formal evaluation process for staff members. Further investigation will continue amongst diocesan administration.</i>
<b>(Action Step 3)</b> Share tools with stakeholders explaining and obtaining feedback.	Fall 2017	Principal	
<b>(Action Step 4)</b> Implement and monitor effectiveness of tools.	School Year 2017-2018	Principal	

**(STRATEGY 2) Provide professional development opportunities.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Strengthen relationships with areas schools in sharing the responsibilities of educating staff.	Fall 2014	Principal	<i>2013-2014 The Principal contacted the W-K Superintendent in the summer of 2013 to discuss sharing resources. It was agreed that it would be beneficial for both schools to do so. The relationship will continue to grow in the future.</i>  <i>2014-2015 St. Felix has developed a relationship with the Lake City Public Schools in utilizing professional development opportunities.</i>  <i>2015-2016 St. Felix has developed a relationship with WACS (Winona Area Catholic Schools) in utilizing staff professional development opportunities.</i>
<b>(Action Step 2)</b> Utilize Title IIA funds for professional development workshops.	School Years 2013-2015	Principal	<i>2013-2014 A Visual Phonics Workshop was brought to St. Felix in March. Wabasha-Kellogg School District was invited to attend. Remaining funds for the current school year will be dispersed to</i>

				<p><i>attendees of a curriculum writing workshop. St. Felix staff has not utilized Title IIA funds in the past for professional development.</i></p> <p><i>2014-2015 Title IIA funds were markedly cut for the current school year limiting funds for professional development. Further examination of equitable disbursement of funds was investigated.</i></p>
	<b>(Action Step 3)</b> Utilize supporters in providing on/off-site professional development opportunities.	Fall 2017	Principal	
<b>(STRATEGY 3) Remain current on MNSAA's quality standards.</b>				
		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
	<b>(Action Step 1)</b> Attend annual MNSAA conference and report back to staff	Fall 2013	Principal	<p><i>2013-2014 The Principal attended the MNSAA annual conference. Information was shared with faculty, staff, and board members regarding our SSP, Annual Reports, and additional information regarding the future development of our accreditation status.</i></p> <p><i>2014-2015 The Principal and 1<sup>st</sup> grade teacher attended the annual meeting in November 2014. Reports were shared with the School Advisory Board and the school staff.</i></p> <p><i>2015-2016 The Principal and 1<sup>st</sup> grade teacher attended the annual meeting in November 2015. Reports were shared with the School Advisory Board and the school staff.</i></p>
	<b>(Action Step 2)</b> Review and discuss MNSAA requirements.	Fall-Spring 2013-2015	Principal	<p><i>2013-2014 The Principal included MNSAA updates and check-ins on a regular basis throughout the school year at staff meetings.</i></p> <p><i>2014-2015 The Principal continued to review requirements, responsibilities and the vision with the staff. Time at staff meetings was given to reflecting on our vision and the suggested timelines.</i></p> <p><i>2015-2016 The Principal continued to review requirements, responsibilities, and the vision with the staff.</i></p>
	<b>(Action Step 3)</b> Save and file all pertinent information regarding MNSAA standards.	Spring 2015	School Staff	<p><i>2014-2015 At the end-of-the-year workshop, staff took time to gather evidence to file under the correct MNSAA standards.</i></p> <p><i>2015-2016 Staff continued to keep the evidence files updated.</i></p>
	<b>(Action Step 4)</b> Remain current on all requirements regarding accreditation under MNSAA.	Accreditation 2020	Principal School Staff	<p><i>2015-2016 Staff meets throughout the year to review, discuss, and make changes to MNSAA requirements.</i></p>