

September 14, 2010

Enclosed is the Divine Savior Strategic Plan as put together by the committee and approved by the Board of Trustees and Board of Directors.

The strategic plan is a flexible “goals document” that guides us in fulfilling our mission and achieving our vision. The plan is intended to cover a 3 year time frame and may be adjusted as necessary. It establishes goals, strategies and performance measures for the school that can be used as a management and communications tool. The contents of the plan will be taken into consideration during each year’s budget process.

When reviewing the strategic plan, please keep in mind the plan is a living/working document that will be adjusted and changed as necessary.

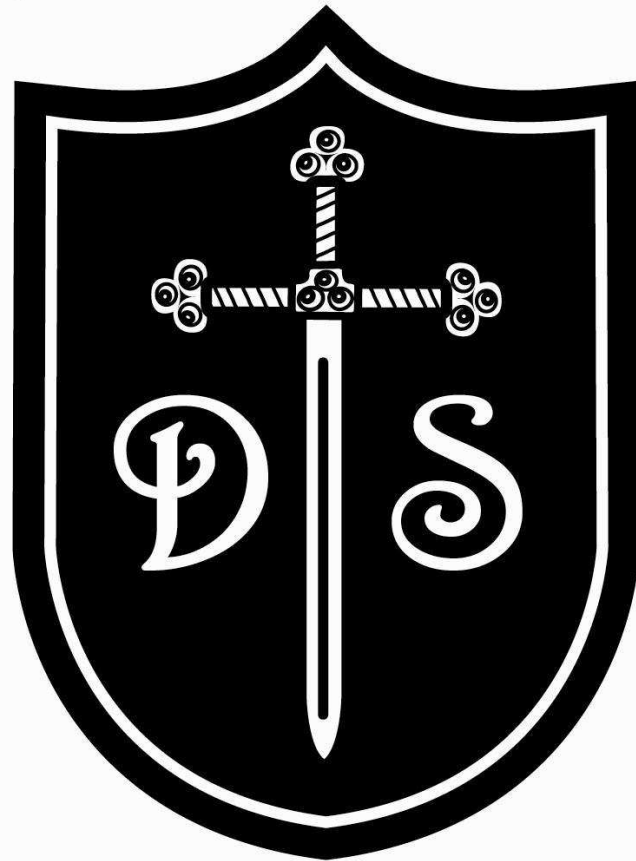
If you are interested in serving on this or any other existing or new committee listed in the plan, please contact the school office or any member of the Strategic Planning Committee.

Sincerely,

Strategic Planning Committee members

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Divine Savior



Catholic School

Three Year Strategic Plan
2010-2013

Table of Contents

Mission Statement	Page 3
Vision Statement	Page 3
Foundational Statements	Page 4
Communication and Community Relationships	Page 5
Environment for Teaching and Learning	Page 7
Leadership and Governance	Page 9
Human, Financial and Physical Resources	Page 11
Learning and Teaching	Page 13
Materials and Resources for Learning	Page 15
Student Services to Support the Learner	Page 17
Program Improvement Plan	Page 19
Catholic Identity	Page 20
Plan Evaluation	Page 21

Mission Statement

The Mission of Divine Savior Catholic Elementary School is to provide a quality Catholic and academic education that fosters a lifelong commitment to living the Word of God.

Vision Statement

The vision of Divine Savior Catholic School is the continued development of Catholic values through prayer, learning and stewardship toward the church and society. Our school community will strive to recognize each student's potential and nurture the spiritual, moral, intellectual, social, emotional and physical development of the whole person. The school will provide students with superior academic preparation for life-long learning, enabling them to serve as leaders in their school and community. Divine Savior Catholic School strives to ensure the financial and physical resources necessary to provide the best quality Catholic education. Our Catholic faith will be evident in our curriculum and activities.

Foundational Statements

Priority/Goal: To annually review Divine Savior's mission and vision statements, to evaluate if the statements are representing our vision for Divine Savior and to change those statements if necessary

Step 1A School will annually review mission and vision statements

Metric: Board of Trustees (BOT) meeting minutes

Human Resources: Strategic Planning Committee and BOT

Financial Resource: None

Timeline: August 2011, to be reviewed annually

Step 1B Change statements if necessary

Metric: BOT meeting minutes

Human Resources: Strategic Planning Committee and BOT

Financial Resource: None

Timeline: August 2011, to be reviewed annually

Communication and Community Relationships

Priority/Goal: Enhance school marketing efforts

Step 1A Expand/Strengthen Marketing Committee to develop and implement a three year marketing plan

Metric: Three year marketing plan

Human Resources: Marketing Committee

Financial Resource: None

Timeline: Start now, completion December 1, 2010

Step 1B Explore the idea of talent sharing with a local Catholic high school or university

Metric: Employment record

Human Resources: Administrator and Marketing Committee

Financial Resource: None

Timeline: Start now, completion December 1, 2010

Step 1C Secure a marketing intern

Metric: Written agreement with school

Human Resources: Administrator and Marketing Committee

Financial Resource: None

Timeline: Start December 2010, completion May 2011

Step 1D Hire a marketing specialist or marketing firm

Metric: Employment record

Human Resources: Administrator and Marketing Committee

Financial Resource: \$10,000 - \$15,000

Timeline: 2011/2012 school year

Priority/Goal: Increase service to community by Divine Savior students

Step 2A Implement student community service program

Metric: Written program guidelines

Human Resources: Lead Teachers and Administrator

Financial Resource: None

Timeline: September 2010, ongoing

Priority/Goal: Increase use of technology for communication

Step 3A Establish method of delivering the weekly communication envelope electronically

Metric: 80% of families select electronic delivery of weekly communication

Human Resources: School secretaries and Administrator

Financial Resource: None

Timeline: September 2010 to May 2011

Step 3B Establish email directory

Metric: Completed directory

Human Resources: School secretaries and Administrator

Financial Resource: None

Timeline: October 2010

Step 3C Purchase and implement electronic parent/teacher communication system (e.g., Skyward, WebGrader, PeopleSoft)

Metric: Implementation of system

Human Resources: Technology Committee and Administrator

Financial Resource: \$2,500

Timeline: August 2011

Priority/Goal: Understand perceived strengths/weaknesses of school

Step 4A Establish exit interview process

Metric: Exit interview document

Human Resources: Administrator

Financial Resource: None

Timeline: September 2010, ongoing

Environment for Teaching and Learning

Priority/Goal: Achieve and maintain WRISA accreditation

Step 1A Complete the accreditation recommendations

Metric: Accreditation

Human Resources: BOT, staff, parents and students

Financial Resource: None

Timeline: As necessary according to recommendations

Priority/Goal: Provide an atmosphere that provides for the safe wellbeing of students through the use of security cameras and limited access to the school when students are present

Step 2A Form a Safety Committee

Metric: Functioning committee

Human Resources: Parents, staff, BOT and parishioners

Financial Resources: None

Timeline: Start January 2011, completion February 2011

Step 2B Install security cameras at all campus entry doors

Metric: Cameras

Human Resources: Safety Committee

Financial Resource: \$2,500 per campus

Timeline: Start June 2011, completion August 2011

Step 2C Install intercom and buzzer system for the doors

Metric: Intercom and buzzer system

Human Resources: Safety Committee

Financial Resource: \$5,000 per campus

Timeline: Start June 2011, completion August 2011

Priority/Goal: Improve communication between campuses/classrooms

Step 3A Install a phone network in all Divine Savior classrooms to enable communication between campuses

Metric: Phone system in place

Human Resources: Buildings and Grounds and Technology Committee

Financial Resource: \$20,000 per campus

Timeline: Start January 2011, completion August 2011

Priority/Goal: Expand extra-curricular/assembly programs

Step 4A Offer additional educational opportunities (field trips, assemblies, etc.), evaluate current programs for quality

Metric: Annual plan/calendar

Human Resources: Administrator and teachers

Financial Resource: As currently budgeted

Timeline: September 2010, ongoing

Leadership and Governance

Priority/Goal: Annually review policies & bylaws

Step 1A Meet with BOT to review policies and revise as appropriate, communicate approved changes to staff

Metric: Meeting minutes

Human Resources: BOT and staff

Financial Resource: None

Timeline: July 2010 – May 2011, annually

Step 1B Meet with BOT to review bylaws and revise as appropriate, communicate approved changes to staff

Metric: Meeting minutes

Human Resources: BOT and staff

Financial Resource: None

Timeline: June 2011, annually

Priority/Goal: Develop a performance appraisal process for administrator

Step 2A Hold a Meeting between BOT and teachers to evaluate the year

Metric: Meeting held

Human Resources: BOT, Priest, Parish Director and teachers

Financial Resource: None

Timeline: February 2011, annually

Step 2B Complete performance evaluation of Administrator

Metric: Complete evaluation

Human Resources: Priest and Parish Director

Financial Resource: None

Timeline: 2011, annually prior to issuing contract

Priority/Goal: Create/implement mentoring program for success of Lead Teachers

Step 3A Develop and implement orientation/mentoring process for Lead Teachers

Metric: Orientation plan

Human Resources: Administrator, Parish Director and Priest

Financial Resource: None

Timeline: August 2010 – November 2010

Step 3B Evaluate Lead Teachers

Metric: Written evaluation

Human Resources: Administrator

Financial Resource: None

Timeline: January 2011 and May 2011

Human, Financial and Physical Resources

Priority/Goal: Determine whether school should continue to operate with two campuses or go to one campus

Step 1A Perform independent analysis of two campuses and determine whether one campus option is viable to accommodate and support current opportunities (child care, art, Spanish, band, etc.), make recommendation as to which campus could best accommodate a one campus school if appropriate

Metric: Completed analysis

Human Resources: BOT, Administrator, teachers, Diocesan resources

Financial Resource: None

Timeline: Start September 2010, Completion January 2011

Step 1B Act on recommendation of Step 1A

Metric: BOT, Board of Directors (BOD), Parish Council minutes

Human Resources: BOT, BOD, Parish Council and Diocese

Financial Resource: None

Timeline: February 2011 – May 2011

Step 1C Implementation of one campus if so determined in Step 1A & 1B

Metric: Single campus school

Human Resources: Transition team

Financial Resources: As determined by assessment

Timeline: June 2012 – August 2012

Priority/Goal: To have a site that will accommodate a child care program as well as grades pre-K – 8 to include music, science, art, Spanish, technology, library, band, auditorium, teacher space, chapel, gym and lunch room

Step 2A Form a committee and perform a feasibility study of new school building

Metric: Written feasibility study

Human Resources: BOT and committee

Financial Resource: \$1,000

Timeline: 2013

Priority/Goal: To establish an annual giving campaign from families and friends of Divine Savior (former Holy Rosary and SS Peter and Paul Schools)

Step 3A Establish a Divine Savior giving campaign committee

Metric: Sign up list

Human Resources: The committee

Financial Resource: None

Timeline: October – November 2010

Step 3B Develop and implement campaign plan

Metric: Plan

Human Resources: The committee

Financial Resource: \$750

Timeline: February 2011

Priority/Goal: To establish an effective grant writing program

Step 4A Maintain a committee to write grants

Metric: List of committee members

Human Resources: Marketing Committee

Financial Resource: None

Timeline: Now

Step 4B Write grants

Metric: Completed grant applications

Human Resources: The committee

Financial Resource: \$50 (Mailing)

Timeline: Ongoing as grants become available

Learning and Teaching

Priority/Goal: All teachers have advanced religion certification

Step 1A Teachers attend religious certification classes to achieve their advanced religious certification

Metric: Certificate

Human Resources: Teachers

Financial Resource: \$700/year (Cost of courses)

Timeline: Start now, completion 2012

Priority/Goal: To have members of the staff trained as teacher mentors

Step 2A Train staff members as teacher mentors

Metric: Certificate of completion

Human Resources: Teachers and Administrator

Financial Resource: \$1,000 (Cost of course and sub pay)

Timeline: Ongoing

Priority/Goal: To have professional in-service developed to support and enhance creative teaching

Step 3A Research different in-service opportunities

Metric: List of different in-service possibilities

Human Resources: Administrator and teachers

Financial Resource: None

Timeline: Start November 2010, ongoing

Step 3B Schedule regular in-service days

Metric: In-service

Human Resources: Presenter

Financial Resource: \$1,000 (Cost of presenter)

Timeline: Ongoing

Priority/Goal: To begin exploring *Curriculum 4 Schools* and *Concept Based Learning* for all teachers as promoted by the Green Bay Diocese

Step 4A Teachers attend Diocesan provided in-services

Metric: Completion of in-service

Human Resources: Administrator and teachers

Financial Resource: \$500

Timeline: Start September 2010, ongoing

Step 4B Trained teachers in-service staff

Metric: In-service

Human Resources: Teachers and Administrator

Financial Resource: None

Timeline: November 2010, ongoing

Materials and Resources for Learning

Priority/Goal: To enhance technology opportunities

Step 1A Expand Technology Committee

Metric: Active committee members and scheduled meetings

Human Resources: Current committee members and interested parties

Financial Resource: None

Timeline: Start of 2010/2011 school year

Step 1B Create a technology plan

Metric: Plan

Human Resources: Committee, Administrator and teachers

Financial Resource: None

Timeline: November 2010

Step 1C Link campus servers through VPN

Metric: Linked servers

Human Resources: Technology Committee

Financial Resource: \$1,400 (of which \$200 is annually recurring)

Timeline: December 2010

Step 1D Update technology hardware and software, computer lab and servers, acquire ELMO projectors for use in classrooms

Metric: An established timeline for replacements

Human Resources: The Technology Committee

Financial Resource: \$10,000 for yearly lease/purchases

Timeline: Start January 2011

Step 1E Update/provide adequate electrical services throughout buildings

Metric: Obtain estimates and then prioritize

Human Resources: Active Building and Grounds Committees

Financial Resource: \$3,000

Timeline: Spring 2011

Priority/Goal: To integrate greater human and technological resources within the reading curriculum

Step 2A Expand *Accelerated Reader* materials (books)

Metric: Books and tests, especially middle school
Human Resources: Librarian, paid coordinator or volunteer
Financial Resource: \$700 per year (cost of books)
Timeline: Start August 2010, ongoing

Step 2B Fully integrate the guided reading program

Metric: Establishing weekly guided reading schedule and supplies
Human Resources: Students and staff
Financial Resource: Startup \$4,825; maintenance \$1,000 per year
Timeline: Ongoing

Priority/Goal: To develop a comprehensive plan that includes the acquisition of new items, review of current collection and disposal of outdated media materials

Step 3A Establish retention guidelines for media resources

Metric: Written guidelines
Human Resources: Administrator
Financial Resource: None
Timeline: August 2010

Step 3B Inventory and categorize current media resources based on retention guidelines in classrooms, library, computer lab, etc.

Metric: Inventory list
Human Resources: Volunteers and teachers (classroom)
Financial Resource: None
Timeline: September 2010 – May 2011

Step 3C Develop acquisition plan for new media resources

Metric: Plan
Human Resources: Administrator
Financial Resource: None
Timeline: June 2011

Student Services to Support the Learner

Priority/Goal: To have physical education, music, Spanish, technology, art and band teachers as well as a librarian on staff

Step 1A To have physical education teacher, music teacher, Spanish teacher, technology teacher, art teacher, band instructor and an on-staff librarian

Metric: Signed contract with physical education teacher, music teacher, Spanish teacher, technology teacher, art teacher, band instructor and on-staff librarian

Human Resources: Administrator, BOT

Financial Resource: \$60,000/year (full & part-time salaries, etc. for physical education teacher, music teacher, Spanish teacher, technology teacher, band instructor and librarian)

Timeline: 2011/2012 school year

Priority/Goal: To have guidance counseling available for the mental and /or emotional needs of all students

Step 2A Research the utilization of counseling services currently available through the public school system

Metric: List of available services and applicable costs

Human Resources: Administrator and BOT

Financial Resource: None

Timeline: December 2010

Step 2B Contact schools about sharing a guidance counselor if public school options are not sufficient

Metric: Contacted schools

Human Resources: Administrator

Financial Resource: None

Timeline: January 2011

Step 2C Hire a guidance counselor if public school options are not sufficient

Metric: Contract

Human Resources: Administrator and BOT

Financial Resource: \$10,000/year (Divine Savior part time \$5,000/year salary shared with other school)

Timeline: August 2011

Priority/Goal: To provide opportunities for all students to interact with each other

Step 3A Plan inter-campus group activities

Metric: Planned activities

Human Resources: Teachers and Administrator

Financial Resource: \$300

Timeline: Ongoing

Priority/Goal: To provide opportunity for Supportive Consultant training through the Green Bay Diocese to enhance learning for special needs students

Step 4A Coordinate and participate in training through Diocese

Metric: Completion of training

Human Resources: Diocese, teachers & Administrator

Financial Resource: \$300

Timeline: 2010/2011 school year

Program Improvement Plan

Priority/Goal: To annually review the Strategic Plan updating the goals

Step 1A Review Strategic Plan

Metric: Minutes of meeting

Human Resources: BOT, Administrator, Pastor and Parish Director

Financial Resource: None

Timeline: Annually

Step 1B Evaluate and update goals

Metric: Updated Strategic Plan

Human Resources: BOT, Administrator, Pastor and Parish Director

Financial Resource: None

Timeline: Annually

Catholic Identity

Priority/Goal: To integrate the Catholic faith into every aspect of the school

Step 1A Seek out spiritually based education materials

Metric: Educational materials

Human Resources: Teachers and Administrator

Financial Resource: As currently budgeted

Timeline: Ongoing

Step 1B Expand opportunity for creative reflective prayer

Metric: Lesson plan

Human Resources: Teachers

Financial Resource: None

Timeline: Ongoing

Step 1C Choose themes based on liturgical seasons to demonstrate that God's grace is active in our lives

Metric: Themes, activities, discussions, projects and prayer services

Human Resources: Teachers and Administrator

Financial Resource: \$200

Timeline: Ongoing

Plan Evaluation

Who will do it: Strategic Planning Committee and BOT

What will they do: Ongoing review of Strategic Plan noting progress on each standard, and use document as an aid in planning school budget

When will they do it: Monthly throughout the calendar year

How will it be done: Assess progress and report to BOT

BOT approvals complete 7/27/10
BOD approved 8/31/10