

Good disciples are prepared disciples. They watch the signs of the times and await the coming of the Lord, at time's end and in each day's demands. In this way, they are ready to respond effectively to change while remaining faithful to the mandate that Christ gave us "to make disciples of all nations" (Mt 28: 19). Jesus told his disciples:

Therefore, stay awake! For you do not know on which day your Lord will come. Be sure of this: if the master of the house had known the hour of night when the thief was coming, he would have stayed awake and not let his house be broken into. So too, you also must be prepared, for at an hour you do not expect, the Son of Man will come (Mt 24: 42-44).

In the spring of 2015, Bishop John B. Brungardt asked all of the Catholic schools in the Diocese of Dodge City to begin an in-depth strategic planning study. Principal Marlene Clayton assembled a team of talented, dedicated and generous volunteers, drawn from those most active in the life of the school.

The members of the Strategic Planning Committee (SPC) are:

Stephanie Joiner

Charles Joslin, M.D.

Ed Nemnich

Mike Thill

Using a set of national standards and benchmarks for effective Catholic and Secondary schools, provided by the National Catholic Education Association, the committee examined every aspect of Saint Joseph School, organized under four primary areas of concern:

- Mission and Catholic Identity
- Governance and Leadership
- Academic Excellence
- Operational Vitality

In some areas, such as Mission and Catholic Identity, Saint Joseph School was already very strong. In others, Governance and Leadership and Operational Vitality, we had much to learn. Reviewing what we do well and what we have as yet failed to do well has been very productive. The outline of questions and evaluative criteria provided by the NCEA, combined with many hours of labor on the part of the Strategic Planning Committee, have produced an exciting and challenging program of action, one which will involve everyone committed to the vitality of the school: its

administration, faculty and staff, the school council, the parish financial council, and, of course, its parents and alumni.

Watching, praying, and planning have already begun to bear good fruit. It is with great satisfaction and anticipation that this 2016 Strategic Plan of Saint Joseph Catholic School is presented below.

Good and faithful Saint Joseph, pray for us!

Fr. Terrance W. Klein

Pastor and Alumnus

St. Joseph Catholic School
Strategic Plan
July 2016

Mission: Growing in faith and knowledge to serve God and Community.

Value 1: St. Joseph Catholic School is guided by a clearly communicated mission that maintains Catholic identity and supports rigorous programming to support the faith formation of students and adults in and out of the classroom.

Goal A: To maintain Catholic identity and gospel values.

Action Step i: Review the school's mission statement, ensuring representation of Catholic identity and gospel values.

Person Responsible: School Council

Time Frame: Every three years, beginning spring 2018.

Evaluation: Documentation of minutes reviewed by Strategic Planning Committee.

Action Step ii: Complete exit surveys for parents of graduating St. Joseph students and larger parish community.

Person Responsible: Strategic Planning Committee with Administration and Faculty.

Time Frame: Yearly in May

Evaluation: Review results by Strategic Planning Committee before May 31.

Action Step iii: Complete survey for larger community to assess school's identity.

Person Responsible: Strategic Planning Committee with Administration and Faculty.

Time Frame: Every 5 years beginning fall 2020.

Evaluation: Review results by SPC by January 31.

Action Step iv: Seek out testimonials of school alumni.

Person Responsible: Endowment/Living Legacy Committee.

Time Frame: Every 5 years beginning in 2016.

Evaluation: Review databases/results from letters in fall by the Strategic Planning Committee.

Goal B: To clearly communicate mission to stakeholders and greater community.

Action Step i: Include mission statement in all publications for school.

Person Responsible: Administration

Time Frame: On-going

Evaluation: Documented in publications.

Action Step ii: Adhere to and model Catholic values in school activities and outreach within the community.

Person Responsible: Administration and Faculty

Time Frame: On-Going

Evaluation: Evaluated through faculty discussions at the end of each school year beginning in 2017.

Goal C: To support adult faith formation.

Action Step i: Link parents of the school to Parish and Diocesan faith formation opportunities.

Person Responsible: Administration

Time Frame: On-going

Evaluation: Strategic Planning Committee yearly review.

Goal D: To support faith formation outside of the classroom.

Action Step i: Share religion curriculum with parents of each grade.

Person Responsible: Faculty

Time Frame: Every nine weeks, beginning Fall 2016.

Evaluation: Strategic Planning Committee yearly review.

Mission	Growing in Faith and Knowledge to Serve God and Community							
Value	1. St. Joseph Catholic School is guided by a clearly communicated mission that maintains Catholic identity and supports rigorous programming to support the faith formation of students and adults in and out of the classroom.							
Goals	A. To maintain Catholic identity and Gospel values				B. To clearly communicate mission to stakeholders and greater community		C. To support adult faith formation	D. To support Faith formation outside of classroom
Action Steps	i. Review the School's Mission Statement, ensuring representation of Catholic Identity and Gospel Values.	ii. Complete exit surveys for parents of graduating St. Joseph Students and larger parish community.	iii. Complete survey for larger community every to assess school's identity	iv. Seek out testimonials of school alumni	i. Include mission statement in all publications for school.	ii. Adhere to and model Catholic Values in school activities and outreach within the community	i. Link parents of the school to Parish and Diocesan faith formation opportunities.	i. Share religion curriculum with parents of each grade.
Person responsible	School Council	SPC with Administration and Faculty	SPC with Administration and Faculty	Endowment/Living Legacy Committee	Administration	Administration and Faculty	Administration	Faculty
Timeframe	Every three years beginning spring 2018	Yearly in May	Every 5 years beginning fall 2020	Every 5 years beginning in 2016	On-going	On-going	On-going	Every nine weeks, beginning fall 2016
Evaluation	Documentation of minutes reviewed by SPC	Review of results by SPC before May 31	Review of results by SPC by Jan 31	Review Database/results from letters in fall 2016 by SPC	Documented in publications	Evaluated through faculty discussion at end of each school year beginning 2017	SPC yearly review	SPC yearly review

Value 2: St. Joseph Catholic School's Pastor and Leadership collaborate and support the administration to develop and oversee the school's fidelity to mission, academic excellence, and operational vitality.

Goal A: To focus the identity for the school council as consultative to administration and as leaders of stewardship efforts.

Action Step i: Review by-laws and expectations of school council.

Person Responsible: School Council with Pastor and Administration.

Time Frame: Every three years, beginning summer 2016.

Evaluation: Review of process by the Strategic Planning Committee.

Action Step ii: Hold welcome meeting/retreat for school leadership.

Person Responsible: Pastor, Administration, and Strategic Planning Committee

Time Frame: Yearly in summer

Evaluation: Review of process by Strategic Planning Committee.

Goal B: To foster collaboration between Administration and School Council.

Action Step i: Review history of collaboration.

Person Responsible: School Council with Pastor and Administration.

Time Frame: Yearly at summer retreat.

Evaluation: Documentation in School Council minutes.

Goal C: To assist in the implementation of the school mission.

Action Step i: Review school policies and by-laws, focusing on fidelity to mission.

Person Responsible: School Council with Pastor and Administration.

Time Frame: Yearly as policies are updated.

Evaluation: Documentation in Council minutes.

Mission	Growing in faith and knowledge to serve God and community			
Value	2. St. Joseph Catholic School's Pastor and Leadership collaborate and support the administration to develop and oversee of the school's fidelity to mission, academic excellence, and operational vitality.			
Goals	A. To focus the identity for the school council as consultative to administration and as leaders of stewardship efforts.		B. To foster collaboration between Administration and School Council.	C. To assist in the implementation of the school mission.
Action Steps	i. Review by-laws and expectations of school council.	ii. Hold welcome meeting/retreat for School Leadership.	i. Review history of collaboration.	i. Review school policies and by-laws focusing on fidelity to mission.
Person responsible	School Council with Pastor and Administration	Pastor, Administration, and SPC	School Council with Pastor and Administration	School Council with Pastor and Administration
Timeframe	Every three years, beginning summer 2016	Yearly in Summer	Yearly at Summer retreat	Yearly as policies are updated
Evaluation	Review of process by SPC	Review of process by SPC	Documentation in Council minutes	Documentation in Council minutes

Value 3: St. Joseph Catholic School fosters academic excellence through continuous assessment to ensure a rigorous curriculum focused on 21st century skills and the school's enduring mission.

Goal A: To communicate school's excellence to community at large.

Action Step i: Identify person to act as media coordinator for the School Council.

Person Responsible: School Council

Time Frame: By September 2016

Evaluation: Existence and activity on St. Joseph social media site(s)

Action Step ii: Use social media to promote activities and accomplishments.

Person Responsible: Media Coordinator for School Council

Time Frame: Continuously and on-going

Evaluation: Reviewed by School Council

Action Step iii: Pair social media messages with local media and chambers of commerce.

Person Responsible: Media Coordinator

Time Frame: Continuously and on-going.

Evaluation: Articles and advertisements appear in local publications.

Action Step iv: Install St. Joseph School Sign with message bar

Person Responsible: Strategic Planning Committee

Time Frame: Proposal by September 2016

Evaluation: Presentation to School and Parish Councils.

Goal B: To assess and complete continuous review of curriculum.

Action Step i: Regularly evaluate and update curriculum.

Person Responsible: Administration and Faculty

Time Frame: Yearly per subject rotation.

Evaluation: Documentation in School Council Minutes.

Goal C: To ensure affective, relational instruction.

Action Step i: Create and implement parental feedback forms based on communication and classroom management.

Person Responsible: Administration and Faculty

Time Frame: Each spring beginning in 2017.

Evaluation: Review of survey results by Administration and Pastor.

Action Step ii: Integrate parental feedback forms into faculty in-service.

Person Responsible: Pastor and Administration.

Time Frame: Yearly beginning in 2017.

Evaluation: Documentation in Faculty in-service agenda.

Goal D: To ensure rigorous, 21st Century curriculum.

Action Step i: Provide technology training for instructors.

Person Responsible: Administration

Time Frame: Yearly beginning in 2017.

Evaluation: Documentation in faculty re-licensure document (MLP).

Action Step ii: Regularly evaluate technology equipment and hardware.

Person Responsible: Administration and Faculty

Time Frame: Yearly beginning January 2017.

Evaluation: Faculty meeting agenda Council Minutes

Action Step iii: Update technology based curriculum.

Person Responsible: Administration and Faculty.

Time Frame: Yearly

Evaluation: Documentation in Faculty agenda and Council minutes.

Mission	Growing in faith and knowledge to serve God and community										
Value	3. St. Joseph Catholic School fosters academic excellence through continuous assessment to ensure a rigorous curriculum focused on 21st century skills and the school's enduring mission.										
Goals	A. To communicate school's excellence to community at large				B. To assess and complete continuous review of curriculum		C. To ensure affective, relational instruction		D. To ensure rigorous, 21st Century curriculum		
Action Steps	i. Identify person to act as media coordinator for School Council	ii. Use social media to promote activities and accomplishments	iii. Pair social media messages with local media and chambers of commerce	iv. Install St. Joseph School Sign with message bar	i. Regularly evaluate and update curriculum	i. Create and implement parental feedback forms based on communication and classroom management.	ii. Integrate parental feedback forms into faculty in-service	i. Provide technology training for instructors	ii. Regularly evaluate technology equipment and hardware	iii. Update technology based curriculum.	
Person responsible	School Council	Media Coordinator for School Council	Media Coordinator	SPC	Administration and Faculty	Administration and Faculty	Pastor and Administration	Administration	Administration and Faculty	Administration and Faculty	
Timeframe	By September 2016	Continuously and Ongoing	Continuously and ongoing	Proposal by September 2016	Yearly per subject rotation	Each Spring beginning in 2017	Yearly beginning in 2017	Yearly beginning in 2017	Yearly in January, beginning in 2017	Yearly, beginning January 2017	
Evaluation	Existence and activity on St. Joseph social media site(s)	Reviewed by School Council	Articles/advertisements appear in local publications	Presentation to School and Parish Councils	Documentation in School Council Minutes	Review of Survey Results Administration and Pastor	Documentation in Faculty In-Service agenda	Documentation in faculty relicensure Document (MLP)	Faculty Meeting agenda and Council minutes	Documentation in Faculty agenda and Council minutes	

Value 4: St. Joseph Catholic School recognizes that long term operational vitality is dependent upon sound, forward-thinking plans regarding finances, communications, marketing, and human resources that emphasize collaboration, faithful stewardship, and are in support of the school's educational mission.

Goal A: To maintain a 3-5 year financial plan that includes plans for facilities, equipment, and technology management.

Action Step i: Complete a facilities and equipment audit.

Person Responsible: Administration, faculty, staff, and School Council.

Time Frame: Bi-Annually: Faculty in December/April, Council in January/May

Evaluation: Documentation of minutes reviewed by Strategic Planning Committee.

Action Step ii: Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment.

Person Responsible: Administration, faculty, staff, and School Council.

Time Frame: By May 2017, review yearly in May

Evaluation: Documentation of minutes reviewed by Strategic Planning Committee.

Action Step iii: Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.

Person Responsible: Administration, faculty, staff, and School Council

Time Frame: By May 2017, review yearly in May.

Evaluation: Documentation of minutes reviewed by Strategic Planning Committee.

Goal B: To maintain annually current and projected budgets.

Action Step i: Identify/Solicit person(s) to work with school financial plans and budget.

Person Responsible: Pastor and Finance Committee

Time Frame: By October 2016.

Evaluation: Report to the Strategic Planning Committee by Father

Action Step ii: Create current and projected budget (one year in advance).

Person Responsible: Finance Volunteer and Pastor

Time Frame: By July 1, 2017

Evaluation: Review by Finance and School Councils, and Strategic Planning Committee.

Action Step iii: Monitor and communicate adherence to the current budget.

Person Responsible: Finance Volunteer, Council, and Pastor

Time Frame: On-going

Evaluation: Annual publication with income and expenses.

Goal C: To maintain job descriptions for faculty, staff, and volunteers that identify responsibilities, expectations, and accountability plans.

Action Step i: Create job descriptions for school personnel, volunteers, and School Council members.

Person Responsible: Strategic Planning Committee

Time Frame: By July 2016 and annually thereafter

Evaluation: Documentation of descriptions and presentation at council retreat and faculty in-service.

Goal D: To maintain communications and marketing plans that address enrollment and development needs.

Action Step i: Develop communications and marketing plan to support enrollment and institutional advancement.

Person Responsible: Strategic Planning Committee and Social Media Coordinator.

Time Frame: By May 2017

Evaluation: Documentation of plans.

Mission	Growing in faith and knowledge to serve God and community								
Value	4. St. Joseph Catholic School recognizes that long term operational vitality is dependent upon sound, forward-thinking plans regarding finances, communications, marketing, and human resources that emphasize collaboration, faithful stewardship, and are in support of the school's educational mission.								
Goals	A. To maintain a 3-5 year financial plan that includes plans for facilities, equipment, and technology management.			B. To maintain annual current and projected budgets			C. To maintain job descriptions for faculty, staff, and volunteers that identify responsibilities, expectations, and accountability plans.		D. To maintain communications and marketing plans that address enrollment and development needs.
Action Steps	i. Complete a facilities and equipment audit.	ii. Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment	iii. Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.	i. Identify/Solicit person(s) to work with School financial plans and budget	ii. Create current and projected budget (one year in advance)	iii. Monitor and communicate adherence to the current budget.	i. Create job descriptions for school personnel, volunteers, and council.		i. Develop communications and marketing plan to support enrollment and institutional advancement.
Person responsible	Administration, Faculty, Staff, and School Council	Admin, Faculty, Staff, and School Council	Admin, Faculty, Staff, and School Council	Pastor and finance committee	Finance Volunteer and Pastor	Finance Volunteer and Council and Pastor	SPC		SPC and Social Media Coordinator
Timeframe	Bi-Annually: Faculty - Dec/Apr, Council - Jan/May	By May 2017, review yearly in May	By May 2017, review yearly in May	By October 2016	By July 1, 2017	On-going	By July 2016 and annually thereafter		By May 2017
Evaluation	Documentation of minutes reviewed by SPC	Documentation of minutes reviewed by SPC	Documentation of minutes reviewed by SPC	Report to SPC from Father	Review by Finance and School Councils, and SPC	Annual publication with income and expenses	documentation of descriptions and presentation at council retreat and faculty in-service		Documentation of plans

Timeline of Action Steps

Value/Goal	Action Steps	Person responsible	Timeframe	Evaluation
3.A	ii. Pair social media messages with local media and chambers of commerce	Media Coordinator	Continuously and ongoing	Articles/advertisements appear in local publications
3.A	ii. Use social media to promote activities and accomplishments	Media Coordinator for School Council	Continuously and Ongoing	Reviewed by School Council
1.B	i. Include mission statement in all publications for school.	Administration	On-going	Documented in publications
1.D	i. Link parents of the school to Parish and Diocesan faith formation opportunities.	Administration	On-going	SCP yearly review
1.B	ii. Adhere to and model Catholic Values in school activities and outreach within the community	Administration and Faculty	On-going	Evaluated through faculty discussion at end of each school year beginning 2017
4.B	iii. Monitor and communicate adherence to the current budget.	Finance Volunteer and Council and Pastor	On-going	Annual publication with income and expenses
3.B	i. Regularly evaluate and update curriculum	Administration and Faculty	Yearly per subject rotation	Documentation in School Council Minutes
3.F	iii. Update technology based curriculum.	Administration and Faculty	Yearly	Documentation in Faculty agenda and Council minutes
2.C	i. Review school policies and by-laws focusing on fidelity to mission.	School Council with Pastor and Administration	Yearly as policies are updated	Documentation in Council minutes
2.B	i. Review history of collaboration.	School Council with Pastor and Administration	Yearly at Summer retreat	Documentation in Council minutes
1.A	iv. Seek out testimonials of school alumni	Endowment/Living Legacy Committee	Every 5 years beginning in 2016	Review Database/results from letters in fall 2016 by SCP

Value/Goal	Action Steps	Person responsible	Timeframe	Evaluation
4.C	i. Create job descriptions for school personnel, volunteers, and council.	Strategic Planning Committee	By July 2016 and annually thereafter	Documentation of descriptions and presentation at council retreat and faculty in-service
2.A	ii. Hold welcome meeting/retreat for School Leadership.	Pastor, Administration, and SPC	Yearly in Summer	Review of process by SPC
2.A	i. Review by-laws and expectations of school council.	School Council with Pastor and Administration	Every three years in Summer beginning 2016	Review of process by SPC
1.E	i. Share religion curriculum with parents of each grade.	Faculty	Every nine weeks, beginning fall 2016	SCP yearly review
3.A	i. Identify person to act as social media coordinator and/or media for School Council	School Council	By September 2016	Existence and activity on St. Joseph social media site(s)
3.A	iii. Install St. Joseph School Sign with message bar	Strategic Planning Committee	Proposal by September 2016	Presentation to School and Parish Councils
4.B	i. Identify/Solicit person(s) to work with School financial plans and budget	Pastor and finance committee	By October 2016	Report to SPC from Father
4.A	i. Complete a facilities and equipment audit.	Administration, Faculty, Staff, and School Council	Bi-Annually: Faculty - Dec/Apr, Council - Jan/May	Documentation of minutes reviewed by SPC
3.F	i. Provide technology training for instructors	Administration	Yearly beginning in 2017	Documentation in faculty relicensure Document (MLP)
3.D	ii. Integrate parental feedback forms into faculty in-service	Pastor and Administration	Yearly beginning in 2017	Documentation in Faculty In-Service agenda
3.F	ii. Regularly evaluate technology equipment and hardware	Administration and Faculty	Yearly in January, beginning in 2017	Faculty Meeting agenda and Council minutes

Value/Goal	Action Steps	Person responsible	Timeframe	Evaluation
3.D	i. Create and implement parental feedback forms based on communication and classroom management.	Administration and Faculty	Each Spring beginning in 2017	Review of Survey Results Administration and Pastor
1.A	ii. Complete exit surveys for parents of graduating St. Joseph Students and larger parish community.	SCP with Admin & Faculty	Yearly in May	Review of results by SCP before May 31
4.D	i. Develop communications and marketing plan to support enrollment and institutional advancement	SPC and Media Coordinator	By May 2017	Documentation of plans
4.A	ii. Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment	Admin, Faculty, Staff, and School Council	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
4.A	iii. Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.	Admin, Faculty, Staff, and School Council	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
4.B	ii. Create current and projected budget (one year in advance)	Finance Volunteer and Pastor	By July 1, 2017	Review by Finance and School Councils, and SPC
1.A	i. Review the School's Mission Statement, ensuring representation of Catholic Identity and Gospel Values.	School Council	Every three years in Spring beginning 2018	Documentation of minutes reviewed by SPC
1.A	iii. Complete survey for larger community every to assess School's identity	SCP with Admin & Faculty	Every 5 years beginning fall 2020	Review of results by SCP by Jan 31

Action Steps for Administration

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Administration	1.B	i. Include mission statement in all publications for school.	On-going	Documented in publications
Administration	1.D	i. Link parents of the school to Parish and Diocesan faith formation opportunities.	On-going	SCP yearly review
Administration and Faculty	1.B	ii. Adhere to and model Catholic Values in school activities and outreach within the community	On-going	Evaluated through faculty discussion at end of each school year beginning 2017
School Council with Pastor and Administration	2.C	i. Review school policies and by-laws focusing on fidelity to mission.	Yearly as policies are updated	Documentation in Council minutes
School Council with Pastor and Administration	2.A	i. Review by-laws and expectations of school council.	Every three years in Summer beginning 2016	Review of process by SPC
Pastor, Administration, and SPC	2.A	ii. Hold welcome meeting/retreat for School Leadership.	Yearly in Summer	Review of process by SPC
School Council with Pastor and Administration	2.B	i. Review history of collaboration.	Yearly at Summer retreat	Documentation in Council minutes
Administration, Faculty, Staff, and School Council	4.A	i. Complete a facilities and equipment audit.	Bi-Annually: Faculty - Dec/Apr, Council - Jan/May	Documentation of minutes reviewed by SPC
Administration and Faculty	3.F	iii. Update technology based curriculum.	Yearly, beginning January 2017	Documentation in Faculty agenda and Council minutes
Administration and Faculty	3.F	ii. Regularly evaluate technology equipment and hardware	Yearly, beginning January 2017	Faculty Meeting agenda and Council minutes
Administration	3.F	i. Provide technology training for instructors	Yearly beginning in 2017	Domumentation in faculty relicensure Document (MLP)

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Administration and Faculty	3.D	i. Create and implement parental feedback forms based on communication and classroom management.	Each Spring beginning in 2017	Review of Survey Results Administration and Pastor
Admin, Faculty, Staff, and School Council	4.A	ii. Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
Admin, Faculty, Staff, and School Council	4.A	iii. Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
SCP with Admin & Faculty	1.A	ii. Complete exit surveys for parents of graduating St. Joseph Students and larger parish community.	Yearly in May	Review of results by SCP before May 31
Pastor and Administration	3.D	ii. Integrate parental feedback forms into faculty in-service	Yearly beginning in 2017	Documentation in Faculty In-Service agenda
Administration and Faculty	3.B	i. Regularly evaluate and update curriculum	Yearly per subject rotation	Documentation in School Council Minutes
SCP with Admin & Faculty	1.A	iii. Complete survey for larger community every to assess School's identity	Every 5 years beginning fall 2020	Review of results by SCP by Jan 31

Action Steps for Faculty

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Administration and Faculty	1.B	ii. Adhere to and model Catholic Values in school activities and outreach within the community	On-going	Evaluated through faculty discussion at end of each school year beginning 2017
Faculty	1.E	i. Share religion curriculum with parents of each grade.	Every nine weeks, beginning fall 2016	SCP yearly review
Administration, Faculty, Staff, and School Council	4.A	i. Complete a facilities and equipment audit.	Bi-Annually: Faculty - Dec/Apr, Council - Jan/May	Documentation of minutes reviewed by SPC
Administration and Faculty	3.F	iii. Update technology based curriculum.	Yearly, beginning January 2017	Documentation in Faculty agenda and Council minutes
Administration and Faculty	3.F	ii. Regularly evaluate technology equipment and hardware	Yearly, beginning January 2017	Faculty Meeting agenda and Council minutes
Administration and Faculty	3.D	i. Create and implement parental feedback forms based on communication and classroom management.	Each Spring beginning in 2017	Review of Survey Results Administration and Pastor
Admin, Faculty, Staff, and School Council	4.A	ii. Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
Admin, Faculty, Staff, and School Council	4.A	iii. Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
SCP with Admin & Faculty	1.A	ii. Complete exit surveys for parents of graduating St. Joseph Students and larger parish community.	Yearly in May	Review of results by SCP before May 31
Administration and Faculty	3.B	i. Regularly evaluate and update curriculum	Yearly per subject rotation	Documentation in School Council Minutes

Action Steps for School Council

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Media Coordinator for School Council	3.A	ii. Use social media to promote activities and accomplishments	Continuously and Ongoing	Reviewed by School Council
Finance Volunteer and Council and Pastor	4.B	iii. Monitor and communicate adherence to the current budget.	On-going	Annual publication with income and expenses
School Council with Pastor and Administration	2.A	i. Review by-laws and expectations of school council.	Every three years in Summer beginning 2016	Review of process by SPC
School Council with Pastor and Administration	2.B	i. Review history of collaboration.	Yearly at Summer retreat	Documentation in Council minutes
School Council	3.A	i. Identify person to act as media coordinator and/or media for School Council	By September 2016	Existence and activity on St. Joseph social media site(s)
Administration, Faculty, Staff, and School Council	4.A	i. Complete a facilities and equipment audit.	Bi-Annually: Faculty - Dec/Apr, Council - Jan/May	Documentation of minutes reviewed by SPC
Admin, Faculty, Staff, and School Council	4.A	ii. Create a 3-5 year financial plan, in consideration of equipment audit, to maintain school facilities and equipment	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
Admin, Faculty, Staff, and School Council	4.A	iii. Create a 3-5 year financial plan, in consideration of technology audit, to maintain school technology needs.	By May 2017, review yearly in May	Documentation of minutes reviewed by SPC
SPC and Social Media Coordinator	4.D	i. Develop communications and marketing plan that support enrollment and financial development	By May 2017	Documentation of plans
School Council with Pastor and Administration	2.C	i. Review school policies and by-laws focusing on fidelity to mission.	Yearly as policies are updated	Documentation in Council minutes
School Council	1.A	i. Review the School's Mission Statement, ensuring representation of Catholic Identity and Gospel Values.	Every three years in Spring beginning 2018	Documentation of minutes reviewed by SPC

Action Steps for Endowment/Living Legacy Committee

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Endowment/Living Legacy Committee	1.A	iv. Seek out testimonials of school alumni	Every 5 years beginning in 2016	Review Database/results from letters in fall 2016 by SCP

Action Steps for Finance Volunteer

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Finance Volunteer and Council and Pastor	4.B	iii. Monitor and communicate adherence to the current budget.	On-going	Annual publication with income and expenses
Finance Volunteer and Council and Pastor	4.B	iii. Monitor and communicate adherence to the current budget.	On-going	Annual publication with income and expenses
Finance Volunteer and Pastor	4.B	ii. Create current and projected budget (one year in advance)	By July 1, 2017	Review by Finance and School Councils, and SPC

Action Steps for Pastor

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Finance Volunteer and Council and Pastor	4.B	iii. Monitor and communicate adherence to the current budget.	On-going	Annual publication with income and expenses
Pastor, Administration, and SPC	2.A	ii. Hold welcome meeting/retreat for School Leadership.	Yearly in Summer	Review of process by SPC
School Council with Pastor and Administration	2.B	i. Review history of collaboration.	Yearly at Summer retreat	Documentation in Council minutes
School Council with Pastor and Administration	2.A	i. Review by-laws and expectations of school council.	Every three years in Summer beginning 2016	Review of process by SPC
Pastor and finance committee	4.B	i. Identify/Solicit person(s) to work with School financial plans and budget	By October 2016	Report to SPC from Father
Finance Volunteer and Pastor	4.B	ii. Create current and projected budget (one year in advance)	By July 1, 2017	Review by Finance and School Councils, and SPC
Pastor and Administration	3.D	ii. Integrate parental feedback forms into faculty in-service	Yearly beginning in 2017	Documentation in Faculty In-Service agenda
School Council with Pastor and Administration	2.C	i. Review school policies and by-laws focusing on fidelity to mission.	Yearly as policies are updated	Documentation in Council minutes

Action Steps for Finance Council

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
Pastor and finance committee	4.B	i. Identify/Solicit person(s) to work with School financial plans and budget	By October 2016	Report to SPC from Father

Action Steps for Strategic Planning Committee

Person responsible	Value/Goal	Action Steps	Timeframe	Evaluation
SCP with Admin & Faculty	1.A	ii. Complete exit surveys for parents of graduating St. Joseph Students and larger parish community.	Yearly in May	Review of results by SCP before May 31
Pastor, Administration, and SPC	2.A	ii. Hold welcome meeting/retreat for School Leadership.	Yearly in Summer	Review of process by SPC
Strategic Planning Committee	4.C	i. Create job descriptions for school personnel, volunteers, and council.	By July 2016 and annually thereafter	Documentation of descriptions and presentation at council retreat and faculty in-service
Strategic Planning Committee	3.A	iii. Install St. Joseph School Sign with message bar	Proposal by September 2016	Presentation to School and Parish Councils
SPC and Media Coordinator	4.D	i. Develop communications and marketing plan to support enrollment and institutional advancement.	By May 2017	Documentation of plans
SCP with Admin & Faculty	1.A	iii. Complete survey for larger community every to assess School's identity	Every 5 years beginning fall 2020	Review of results by SCP by Jan 31