

**OBJECTIVE 1 Promote and Build St. Bernard’s as a viable educational option on the basis of Catholic faith and building communities of faith, knowledge and service.**

**(STRATEGY 1) St. Bernard’s will work to develop and maintain alumni relationships for purposes of communication, encouraging involvement, and revenue.**

	Timeline	Responsibility	Progress Report
<b>Action Step 1</b> An alumni committee chairperson and committee will be selected.	Fall 2016	School Advisory Council/Administration	
<b>Action Step 2</b> Contact/update the current alumni database.	2017	School Advisory Council/Administration/Alumni Committee	
<b>Action Step 3</b> Create and maintain a dedicated alumni Facebook page linked to the parish/school website.	2017	Alumni Committee/Administration	
<b>Action Step 4</b> Alumni will be mailed quarterly newsletters.	2017-2018	Alumni Committee	
<b>Action Step 5</b> The school Facebook and Twitter accounts will be linked and made public to encourage alumni and community involvement/interaction.	2016-2017	Administration	

**(STRATEGY 2) St. Bernard’s will work to promote their brand to the community through participation, advertising, and promotion.**

	Timeline	Responsibility	Progress Report
<b>Action Step 1</b> Provide a “Welcome Package” to newly baptized babies which includes a welcome letter, brochure, tuition voucher, and bib/shirt.	2016-2017	Administration/Parish	
<b>Action Step 2</b> Begin a “mentor” family program to help new families transition and get involved at St. Bernard’s.	2016-2017	School Advisory Council/Administration	

<b>Action Step 3</b> Communicate school events to OND, TRF Times, KTRF, Chamber of Commerce and other media outlets.	2016-2023	Administration/Staff/Parish	
<b>Action Step 4</b> Work with the Knights of Columbus to get a parish/school billboard advertisement to further promotion.	2017-2018	Administration/Staff/Parish	
<b>(STRATEGY 3) St. Bernard's will develop a plan for curriculum implementation/alignment, professional development, and data analysis to ensure alignment with Minnesota Department of Education standards.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1</b> Staff time will be scheduled for NWEA evaluation of results/analysis after Fall and Spring testing sessions.	Fall and Spring 2016-2018	Administration/Staff	
<b>Action Step 2</b> Staff days will be committed to reviewing, mapping, and selection of current and new curriculum.	Spring 2016-2018	Administration/Staff	
<b>Action Step 3</b> Staff will be provided with in-house professional development opportunities related to curriculum, re-licensure requirements and assessment.	2016-2023	Administration/Staff	
<b>Action Step 5</b> Staff will be provided professional development opportunities outside of school.	2016-2023	Administration/Staff	
<b>Action Step 6</b> Staff attending workshops will be provided with time to present to staff on subject/topic.	2016-2023	Staff/Administration	
<b>Action Step 7</b> Curriculums will be aligned and evaluated with standards/benchmarks of MDE.	2016-2023	Staff/Administration	

**OBJECTIVE 2 Improve the safety, functionality and appearance of St. Bernard's School.**

**(STRATEGY 1) St. Bernard's will develop a plan to implement safety features within the building to ensure that our students, staff, and employees are secure.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1</b> Room numbers will be installed for each room throughout the building.	Summer 2016	Administration/Buildings and Grounds	
<b>Action Step 2</b> A camera will be installed in the 1 <sup>st</sup> and 2 <sup>nd</sup> floor hallways.	2017-2018	Administration/Buildings and Grounds	
<b>Action Step 3</b> Deadbolts will be installed for the teacher workroom, paper supply room, and library doors.	2017-2018	Administration/Buildings and Grounds	
<b>Action Step 4</b> A door locking system will be installed to secure the school building from the Church side of the building during the school day.	2018	Administration/Buildings and Grounds	
<b>Action Step 5</b> All daily traffic will be filtered through main school entrance during the school day.	2016-2017	Administration/Staff	
<b>Action Step 6</b> Fundraisers/accounts will be established to help with the cost of large projects that are approved by the school/parish.	2016-2023	Administration/Staff/School Advisory Council/Buildings and Grounds/Finance Council	

**(STRATEGY 2) St. Bernard's will develop a plan to improve the appearance/upkeep of the school facility to ensure that the public perception of the facility is positive.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1</b> Stairwells will be freshened up with new paint.	Summer/Fall 2016	Administrator/Pastor/Buildings and Grounds	
<b>Action Step 2</b> New Carpeting will be installed in the computer lab and library.	2017-2018	Administrator/Pastor/Buildings and Grounds	

<b>Action Step 3</b> A cleaning plan will be developed and evaluated by administration.	2016-2017	Administration/Pastor	
<b>Action Step 4</b> Hallways and classrooms will be painted on an approved schedule.	2016-2023	Administration/Pastor/Buildings and Grounds	
<b>Action Step 5</b> Evaluation will take place biannually of custodial and kitchen performance/cleanliness.	2016-2018	Administration/Pastor	
<b>(STRATEGY 3) St. Bernard's will initiate planning and completion for upgrading the current playground.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>Action Step 1</b> Playground assessment and evaluation will be conducted on our current facility.	2016	Administration/City Parks and Recreation	
<b>Action Step 2</b> Companies will be contacted and quotes will be requested based on needs identified.	2016	Administration	
<b>Action Step 3</b> A company will be chosen to build the project.	2016	Administration/School Advisory Council	
<b>Action Step 4</b> Fundraisers will be established/implemented to raise funds for the project.	2016-2017	Administration/School Advisory Council	
<b>Action Step 5</b> Donation requests will be mentioned in weekly parish bulletin.	2016-2017	Administration	
<b>Action Step 6</b> Advertisements will be sent to the community to generate interest/support.	Spring 2016	Administration/Vendor	
<b>Action Step 7</b> Playground will be resurfaced, new equipment will be added, and necessary safety concerns will be corrected.	Summer/Fall 2016-2017	Administration/Staff/Volunteers	

**OBJECTIVE 3 St. Bernard's will work towards increasing salaries/compensation to employees to be comparable to the public school district.**

**(STRATEGY 1) Compare salary schedules yearly with the public school district.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Obtain the updated salary schedule from the public school district	Spring 2016-2023	Administration	
<b>(Action Step 2)</b> Compare St. Bernard's salary schedule with other schools within the Diocese and public school district.	Spring 2016-2023	Administration/School Advisory Council/Finance Council	
<b>(Action Step 3)</b> Analyze budget each spring to determine the % increase for the following school year.	2016-2023	Administration/School Advisory Council/Finance Council	
<b>(Action Step 4)</b> Develop a plan to increase non-monetary compensation to staff to stay competitive in the market for new staff.	2016-2017	Administration/School Advisory Council	
<b>(Action Step 5)</b> Increase staff salary compensation from 63% to 70% of public school to stay competitive in the market for new staff.	2016-2023	Administration/School Advisory Council/Finance Council	

**(STRATEGY 2) Collect full tuition payments amounts to keep the overall school budget on track.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Encourage families to pay tuition in full at beginning of year by offering monetary/discount incentive.	Fall 2016-2019	Administration/School Advisory Council	
<b>(Action Step 2)</b> Families not paid in full are required to register with SmartTuition to establish a payment plan.	Fall of each school year	Administration	

<b>(Action Step 3)</b> Previous year's tuition balances must be paid in full prior to re-enrolling for the following year.	Spring-Fall 2016-2019	Administration	
<b>(Action Step 4)</b> Tuition statements sent quarterly to all families not paid in full to keep accounts current.	Quarterly during each school year	Administration	
<b>(Action Step 5)</b> Tuition collection emails, letters, phone calls made on outstanding accounts when payments have been missed.	2016-2018	Administration	
<b>(STRATEGY 3) Collect and maintain financial security in the hot lunch program.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Check with the public school district on lunch prices in Fall and Spring to ensure that prices are comparable.	Fall, Spring 2016-2023	Administration/Hot Lunch Program	
<b>(Action Step 2)</b> Send weekly notices home with students when accounts are \$5 or less.	2016-2019	Administration	
<b>(Action Step 3)</b> Require that lunch account balances be paid current prior to receiving report cards each quarter.	Quarterly 2016-2023	Administration	
<b>(Action Step 4)</b> Pay off outstanding debt in hot lunch program to get account balanced.	2019	Administration/Hot Lunch Program	

**(OBJECTIVE 4) Develop and Maintain a School/Building wide behavior philosophy.**

**(STRATEGY 1) Work with Safe Environment coordinator to incorporate “Circle of Grace” program to students/staff.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Present “Circle of Grace” program at the start of the school year.	Fall 2016-2017	Administration/Staff/RE Coordinator	
<b>(Action Step 2)</b> Incorporate “Circle of Grace” language/program into classroom through signage, language, and problem solving.	2016-2018	Staff/Administration	
<b>(Action Step 3)</b> Hold “Circle of Grace” workshops/lessons for the student body throughout the school year.	2016-2018	Administration/Staff/RE Coordinator	
<b>(Action Step 4)</b> Share “Circle of Grace” teachings with stakeholders/parents to incorporate in the home.	2016-2018	Staff/Administration/Stakeholders	

**(STRATEGY 2) Review the mission and philosophy of St. Bernard’s annually.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Review the mission/philosophy at the staff level and SAC level.	2016-2023	Administration/Staff/School Advisory Council	
<b>(Action Step 2)</b> Make revisions to mission as needed.	2016-2023	Administration/Staff/School Advisory Council/Stakeholders	
<b>(Action Step 3)</b> Communicate changes to all stakeholders, and community.	2016-2023	Administration/School Advisory Council/Parish	
<b>(Action Step 4)</b> Incorporate the mission and philosophy into daily lessons, service projects and other activities.	2016-2023	Administration/Staff	