



# FRASSATI CATHOLIC ACADEMY SCHOOL STRATEGIC PLAN 2017-2023

**(OBJECTIVE 1) Frassati Catholic Academy will expand student support services for students who need additional learning opportunities.**

**(STRATEGY 1) Frassati Catholic Academy will research and plan an implementation model to support students learning.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Identify an interdisciplinary team of faculty to explore current models used by non-public schools to support students in need of additional resources and assistance.	Fall 2017	Administration  Faculty	<i>(2017-18) Administration determined to have the entire faculty be a part of the research and development of ideas for the Learning Lab concept.</i>
<b>(Action Step 2)</b> Research best practices in student support for learning.	Fall 2017	Faculty	<i>(2017-18) Administration visited two local Catholic schools who have already created a student services program at their location. One was a middle school / high school and one was preschool – eighth grade. Administration met with the school leaders responsible for the program to discuss their experiences so that mistakes on implementation could be minimized.</i>
<b>(Action Step 3)</b> Identify a funding model to allow the implementation of the student support services expanded program.	Winter 2017	BOD  SAC  Administration	<i>(2017-18) Father Talbot (moderator and BOD member) had a member of the parish interested in helping Frassati Catholic Academy. Father Talbot reviewed with the parishioner the outline of the learning lab concept I had presented to him in a previous meeting. Administration then sought out a meeting with CSCOE to apply for a matching grant to accelerate the timeline of the project.</i>
<b>(Action Step 4)</b> Allocate adequate permanent space for the student support services program.	Spring 2018	Administration	<i>(2017-18) Administration met with the St. Mary of the Lake parish administrator and the head of maintenance to review the plan for remodeling two spaces on the third floor to be the permanent location for the learning lab. Father Talbot and the parish maintenance committee approved the location and the construction bid in May 2018.</i>

<b>(STRATEGY 2) Frassati Catholic Academy will implement a student learning model that supports academic achievement.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Create a job description outlining the desired qualifications of candidates who will be responsible for the learning lab.	Fall 2018	Administration	<i>(2017-18) Administration researched different job descriptions used in other student support services programs in Catholic schools. The initial draft was created May 29, 2018 ahead of schedule.</i>
<b>(Action Step 2)</b> Develop a broad search for appropriate applicants to fill the new position.	Winter 2018	Administration	<i>(2018-19) Administration published an employment posting in the surrounding community as a well as the Archdiocesan Career page on the Archdiocesan website.</i>
<b>(Action Step 3)</b> Create a hiring committee for the position.	Winter 2018	Administration	<i>(2018-2019) Administration interviewed candidates and narrowed the pool to two finalists. The finalists then met with the school moderator and a finalist was selected.</i>
<b>(Action Step 4)</b> Acquire additional resources identified by research and the teacher responsible for the position.	Spring 2019	BOD Administration	<i>(2018-19) The school administration and the newly hired student services teacher identified curriculum and initial assessment tools that were purchased. Year one relied heavily on NWEA Assessment data and running records for students in grades 2-8. Year one for students in grades K-2 relied on teacher assessment such as running records and Dibels.</i>
<b>(Action Step 5)</b> Evaluate implementation of program using running records, NWEA MAP data, anecdotal teacher and parent input.	Spring 2020	SAC Administration Learning Lab Faculty	<i>(2019-2020) School administration participated in a CSCOE grant process that would allow Frassati Catholic Academy to be a part of the Believe and Read Literacy Partnership with Groves Academy. The teachers in grades PK-3 as well as the learning lab coordinator attended the teacher sessions. Finally, Frassati Catholic Academy was chosen as a Believe and Read partner school. The partnership has built in assessments that will be used systematically by all teachers participating in the program.</i>

**(OBJECTIVE 2) Frassati Catholic Academy will enhance professional development opportunities for faculty to continue growing their knowledge of Math Pedagogy to enrich student learning.**

**(STRATEGY 1) Frassati Catholic Academy will develop and implement a new school-wide professional development plan to enhance the learning opportunities of the students.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Identify experts in math instruction and plan a series of teacher workshops and coaching.	Fall 2021	Administration	
<b>(Action Step 2)</b> Complete a pre-assessment to identify areas of growth in relation to current practice in the classroom.	Fall 2021	Math Coach Administration	
<b>(Action Step 3)</b> Implement new instructional practices to enrich student learning.	Fall 2021 and Winter 2022	Teachers	
<b>(Action Step 4)</b> Communicate professional development with stakeholders	Spring 2022	Administration Marketing Team	
<b>(Action Step 6)</b> Determine a funding model for the development of a sustainable professional development plan for all subject areas	Fall 2022	BOD SAC	

**(STRATEGY 2) Frassati Catholic Academy will design an annual evaluation process that incorporates best practices and STREAM.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Establish a faculty committee to evaluate best practices in formative and summative evaluations.	Fall 2020	Faculty	<i>(2019-2020) School administration opened a dialogue with Dr. Thomas with the St. Thomas School of engineering to assist in developing a plan for faculty evaluation related to STREAM and then move to the program evaluation and professional development stated in Objective 2, Strategy 1. The timing for fall did not work so the project was stalled. Covid-19 led to delaying this project to the new dates listed in Green</i>

<b>(Action Step 2)</b> Present multiple models of professional evaluation to the entire faculty.	Winter <b>2020</b>	Faculty	<i>School Administration has placed this project on hold to focus on the highlighted priorities</i>
<b>(Action Step 3)</b> Develop or create a formative and summative model that meets the needs of faculty and administration.	Spring <b>2020</b>	Faculty Administration	<i>School Administration has placed this project on hold to focus on the highlighted priorities</i>

<b>(OBJECTIVE 3) Frassati Catholic Academy will revise the school-wide discipline policy in the current handbook to meet the current needs of the school community.</b>			
<b>(STRATEGY 1) Frassati Catholic Academy will evaluate the current school-wide discipline policy in the current handbook.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> The School Advisory Council will establish a policies and procedures committee up of faculty, SAC, FCA parents, administration or designee.	Fall 2019	SAC	<i>(2018-2019) The strategic planning committee had completed their work with the revisions to the Frassati Catholic Academy Wellness Policy in January 2019. The committee chose begin work on the school wide discipline policy in the Family Handbook. The committee chose to focus on the social and emotional aspects of the students' daily life at school. In June 2019, they proposed a three year SEL plan to the School Advisory Council and it was recommended to the BOD for approval at the June Meeting.</i>
<b>(Action Step 2)</b> The committee will review the current policy in the handbook and identify strengths and weaknesses.	Fall 2019	Policies and Procedures Committee	<i>(2019-2020) In September the school advisory council strategic planning committee assembled a group of parents with school administrative experience and faculty to meet and review the student code of conduct in the 2019-2020 handbook.</i>
<b>(Action Step 3)</b> The committee will develop a mechanism for collecting input from faculty and parents regarding their analysis.	Winter 2019	Policies and Procedures Committee	<i>(2019-2020) The strategic planning committee worked with school administration to develop two surveys. The first survey was a parent satisfaction survey that included questions about school safety and policies. The second survey was sent to faculty requesting information regarding social emotional learning and school discipline. The data collected led to a faculty book study in January. The text chosen was <i>The Power of Words</i> by Paula Denton.</i>
<b>(Action Step 4)</b> Communicate findings with the entire Frassati community.	Spring 2020	SAC Administration	<i>(2019-2020) The new Frassati Code of Conduct Flowchart was presented to the school advisory council on June 2, 2020 at the</i>

			<i>virtual meeting. The approved document will be included in the 2020-2021 family handbook and highlighted in on the changes and updates document that is sent to inform families.</i>
<b>(STRATEGY 2) Frassati Catholic Academy will revise the current school-wide discipline policy.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> The committee will research current school-wide programs that promote a safe and productive learning environment.	Fall 2021	Policies and Procedures Committee	<i>School Advisory Council met with school administration on October 5, 2021 to initiate a new timeline for the revision work on the school-wide discipline plan. The new dates highlighted will guide the work.</i>
<b>(Action Step 2)</b> The committee will draft a proposal for a revised or new school-wide safe and productive learning environment program.	Fall 2021	Policies and Procedures Committee	
<b>(Action Step 3)</b> The faculty and School Advisory Council will review the proposal and make edits.	Winter 2022	SAC Faculty	
<b>(Action Step 4)</b> The School Advisory Council will approve and make a recommendation to the Board of Directors.	Spring 2022	SAC	
<b>(Action Step 5)</b> Publish and communicate the approved program with the Frassati community.	Summer 2022	Administration	

<b>(OBJECTIVE 4) Frassati Catholic Academy will develop a school-wide assessment plan that will be used to monitor student learning and the school's ability to inspire a love of learning.</b>			
<b>(STRATEGY 1) Frassati Catholic Academy will research best practices to use NWEA MAP assessment data to improve student achievement in reading, math and science.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Identify an interdisciplinary team of faculty from grades K-8 to who will work together to evaluate research.	Fall 2022	Administration Faculty	<i>School Advisory Council met with school administration on October 5, 2021 to initiate a new timeline for the revision work on the school-wide discipline plan. The new dates highlighted will guide the work.</i>
<b>(Action Step 2)</b> Research best practices in assessing reading and create a plan to measure	Fall 2022	Faculty	

effectiveness of current practice and the curriculum.			
<b>(Action Step 3)</b> Research best practices in assessing math and create a plan to measure effectiveness of current practice and the curriculum.	Winter 2023	Faculty	
<b>(Action Step 4)</b> Research best practices in assessing science and create a plan to measure effectiveness of current practice and the curriculum.	Spring 2023	Faculty	
<b>(Action Step 5)</b> Communicate plans for measuring effectiveness of current practice and curriculum with stakeholders.	Fall 2023	Administration Faculty	
<b>(STRATEGY 2) Frassati Catholic Academy will evaluate its current assessment philosophy to determine if its effectiveness meets the most recent research and best practices criteria.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Identify an interdisciplinary team of faculty and School Advisory Council members who will work together to evaluate assessment research.	Fall 2022	Administration Faculty	<i>When and what happened?</i>
<b>(Action Step 2)</b> Research best practices in student assessment.	Fall 2022	Faculty	
<b>(Action Step 3)</b> Review and edit current school assessment philosophy so that it is consistent with current research.	Winter 2023	Faculty	
<b>(Action Step 4)</b> Communicate revised assessment philosophy with faculty and stakeholders.	Spring 2023	Faculty Administration	

**(OBJECTIVE 5) Frassati Catholic Academy will attract and retain students.**

**(STRATEGY 1) Frassati Catholic Academy will develop a program that assists parents as they transition their families into our school community.**

	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Establish a School Advisory Council leadership position to chair a committee responsible for mentoring new families to our school.	Fall 2019	BOD  SAC Chairperson	<i>(2019-2020) This strategy was not worked on this year. A development project that had been on hold was initiated instead. This strategy will be evaluated by school administration to see if it is still a priority with the 2020-2021 school advisory council.</i>  <i>(2020-2021)</i> <i>Two SAC members were assigned to the retention. These two members worked directly with the administrative assistant at the admissions specialist throughout the year.</i>
<b>(Action Step 2)</b> Recruit members of the Frassati community to serve as committee members of the family mentoring program.	Fall 2019	SAC Administration	<i>(2020-2021)</i> <i>Two SAC members were assigned to the retention. These two members worked directly with the administrative assistant at the admissions specialist throughout the year due to COVID-19 meeting restrictions no other members were involved.</i>
<b>(Action Step 3)</b> Develop a survey to collect data from new to three year families to explore what is most needed as new families enter our school.	Winter 2019	SAC	<i>(2020-2021)</i> <i>The SAC retention members and enrollment specialist called 53 new families in late fall to check-in on the transition for the students and the families. Suggestions were collected and shared with committee members as well as SAC.</i>
<b>(Action Step 4)</b> Collect and analyze data from our stakeholders.	Winter 2019	SAC	<i>(2020-2021)</i> <i>The SAC retention members and enrollment specialist called 53 new families in late fall to check-in on the transition for the students and the families. Suggestions were collected and shared with committee members as well as SAC.</i>
<b>(Action Step 5)</b> Create a new family mentoring program.	Spring 2020	SAC Administration	<i>(2020-2021)</i> <i>The SAC retention members and enrollment specialist created the formal program outline and communicated the mentor family program to the</i>

			<i>school community through school newsletter. They also solicited volunteers to become mentor families. The committee secured 14 mentor families to assist one to two new families as we begin school in the fall of 2021.</i>
<b>(Action Step 6)</b> Implement the adopted new family mentoring program.	Fall 2020	BOD SAC	<i>(2020-2021) School administration held a Google Meeting on May 26, 2021 to initiate the program and ensure that the mentor families had important information and how to proceed if questions arise.</i>
<b>(STRATEGY 2) Frassati Catholic Academy will develop a program that assists students as they transition into our school community.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Establish a leadership team to be responsible for creating a plan to mentor new students to our school.	Fall 2021	Administration SAC	<i>School Advisory Council met with school administration on October 5, 2021 to initiate a new timeline for the revision work on the school-wide discipline plan. The new dates highlighted will guide the work.</i>
<b>(Action Step 2)</b> Develop a survey to collect data from new to three year families and students to explore what is most needed as new students enter our school.	Fall 2021	SAC Administration	
<b>(Action Step 3)</b> Collect and analyze data from our stakeholders.	Winter 2022	SAC	
<b>(Action Step 4)</b> Create a new student mentoring program.	Spring 2022	Faculty Committee SAC	
<b>(Action Step 5)</b> Implement the adopted new student mentoring program.	Fall 2022	Faculty Committee Administration	



**(OBJECTIVE 6) Frassati Catholic Academy will develop and implement a wellness policy that meets the criteria for the State of Minnesota.**

**(STRATEGY 1) Frassati Catholic Academy will evaluate current legal requirements of the wellness policy.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Establish a wellness committee made up of faculty, parents and students.	Fall 2017	SAC  Wellness Committee	<i>(2017-18) Due to the legal requirement school administration developed an initial Frassati Catholic Academy Wellness Policy as first shared with the MNSAA Director and the MNSAA Board of Directors on August 23, 2017 as a part of our required reporting. <u>This action step will be executed in the fall of 2018.</u></i>
<b>(Action Step 2)</b> Research the current legal requirements of the State of Minnesota for a wellness policy.	Fall / Winter 2017	Wellness Committee  SAC	<i>Due to the legal requirement school administration developed an initial Frassati Catholic Academy Wellness Policy as first shared with the MNSAA Director and the MNSAA Board of Directors on August 23, 2017 as a part of our required reporting.</i>
<b>(Action Step 3)</b> Communicate the wellness committee findings to the school community and stakeholders	Spring 2018	Administration	<i>(2017-18) The Frassati Catholic Academy Wellness Policy was shared with the greater community via the school website. The policy is located under the Family Resources tab. It will also be included in all future versions of the family handbook.</i>

**(STRATEGY 2) Frassati Catholic Academy will develop a wellness policy.**

	Timeline	Responsibility	Progress Report
<b>(Action Step 1)</b> Gather data on needs and expectations by surveying the Frassati Catholic Academy community.	Fall 2018	Wellness Committee	<i>(2017-18) The timeline for strategy 2 has been extended by administration to allow for more community involvement in the revision stage.</i>
<b>(Action Step 2)</b> Analyze the feedback data from the greater committee to identify needs.	Winter 2018	Wellness Committee	<i>(2018-2019) The Wellness committee met multiple times in the fall of 2018 and the winter of 2018 to evaluate the current FCA Wellness Plan as well as sample plans that meet the state statute requirements. A draft of the updated Wellness Plan was presented to the SAC at the March 5, 2019 meeting. The plan was adopted at the April meeting.</i>
<b>(Action Step 3)</b> Develop a wellness policy that meets the legal requirements as well as the needs of the community.	Spring 2019	Wellness Committee  SAC	<i>(2018-2019) A draft of the updated Wellness Plan was presented to the SAC at the March 5, 2019 meeting. The plan was adopted at the April 2, 2019 meeting.</i>

<b>(STRATEGY 3) Frassati Catholic Academy will implement a wellness policy.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Communicate the wellness policy with the Frassati Catholic Academy.	Fall 2019	Administration	<i>(2019-2020) The Wellness Plan was included in the 2019-2020 family handbook and posted on our Family Resources page on our website.</i>
<b>(Action Step 2)</b> Educate students, faculty, staff and stakeholders about any procedural and policy changes that need to be made to follow the wellness policy.	Winter 2019	Wellness Committee SAC	<i>(2019-2020) The school nurse continues to work with faculty and families to reduce the tendency to bring in food items for birthday treats. Instead she recommends class books, or other non-food ideas. The physical education teacher purchased heart monitors to educate the students on how exercise affects their body and helps keep them healthy.</i>
<b>(Action Step 3)</b> Assess the degree to which the wellness policy is implemented following year one of its existence through the use of a survey of faculty, students and families.	Spring 2020	Wellness Committee SAC Administration	<i>(2019-2020) This action step did not occur due to the Covid-19 pandemic.</i>

<b>(OBJECTIVE 7) Frassati Catholic Academy will expand preschool options for families and increase enrollment.</b>			
<b>(STRATEGY 1) Frassati Catholic Academy will engage young families to learn their preschool needs.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Meet with the CSCOE Enrollment specialist to review the current preschool classes offered by Frassati and explore what other Catholic schools are offering their communities	Fall 2019	Administration	<i>(2019-2020) School administration met with Annemarie Vegas, CSCOE Enrollment Specialist, to evaluate the current FCA preschool offerings. We also discussed other preschool programs in the surrounding community.</i>
<b>(Action Step 2)</b> Develop a survey to collect data from current school families and our sponsoring parishes of St. Pius X and St. Mary of the Lake	Fall 2019	Admissions and Recruitment Administration	<i>(2019-2020) School administration and recruitment / retention specialist designed a preschool survey to share with the school and parish communities. In addition, Frassati families were encouraged to share the link with others in the greater community. The survey was sent out in November 2019.</i>
<b>(Action Step 3)</b> Host a preschool and kindergarten open house and activity night.	Fall 2019	Recruitment and Admissions	<i>(2019-2020) Frassati hosted an open house. The first preschool and kindergarten open house was held on November 14, 2019 from 4:30-6:00pm. Students had an opportunity to decorate</i>

			<i>Thanksgiving themed cookies and explore activities in the classroom.</i>
<b>(Action Step 4)</b> Design new preschool class offerings and fee structure based on needs identified.	Winter 2019	Administration	<i>(2019-2020) Data collected from the survey was analyzed and shared with the school advisory council. School administration worked with preschool faculty to add a new three year old all-day option for Tuesday and Thursday beginning with the 2020-2021 school year.</i>
<b>(STRATEGY 2) Frassati Catholic Academy will increase preschool enrollment by 20% by developing new content for placement on social media and our surrounding community.</b>			
	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
<b>(Action Step 1)</b> Increase White Bear Press submissions and purchase ad space for special events.	Fall 2019	Recruitment and Admissions	<i>(2019-2020) Recruitment specialist increased our marketing reach by adding a new publications contract with the White Bear Press and Hugo Citizen. There were 2 print ads per month, one online ad per month, and two special ¼ page ads for special events like open houses.</i>
<b>(Action Step 2)</b> Identify potential vendors to create a school video that highlights our preschool.	Fall 2019	Administration Recruitment and Admissions	<i>(2019-2020) School administration and recruitment specialist collaborated with CSCOE to identify videographers who specialize in school promotional videos. A videographer was identified and hired to make a three part video highlighting Frassati Catholic Academy.</i>
<b>(Action Step 3)</b> Create a video concept and film video.	Winter 2020	Administration Recruitment and Admissions	<i>(2019-2020) The recruitment specialist and videographer developed a script to highlight three segments of our school community, PK-2, Gr.3-5, and MS. The three segments flow to make a complete video to promote the school. In addition, the three segments can be used on social media to promote grade specific marketing.</i>
<b>(Action Step 4)</b> Design and purchase yard signs to be distributed throughout community.	Winter 2020	Recruitment and Admissions	<i>(2019-2020) Action step 4 was altered due to COVID-19 to ensure that our 8<sup>th</sup> grade class was honored. Class of 2020 yard signs were designed and then delivered to each of the students houses in May by teachers.</i>

