

St. Joseph Regional Catholic School

Strategic Plan

2020 - 2025

St. Joseph Regional Catholic School seeks to carry out its mission to “reach the mind, touch the hearts, and shape the souls of its students while teaching them to know, love, and serve God”.

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Catholic Identity

Objective	Action Steps to be Taken	Anticipated Outcome and Completion Date	Action Taken	Status (Ongoing, In Progress, Yearly)
Effectively communicate a schedule of school and liturgical events to the school community	Create a consolidated calendar	Campus calendar created monthly	Monthly calendar created and distributed with school community	Ongoing
	Inform regional parishes with school updates	Contact churches weekly with bulletin updates		Ongoing
	Distribute calendar and notices to school community	Contact school community through Remind, website, newsletters, and social media platforms	Weekly updates to school community is sent out through various media	Ongoing
Coordinate with the regional parishes to ensure communication of sacramental preparation	Establish relations with regional Directors of Religious Education (DREs)	Facilitate registration of sacramental preparation and religious education with regional parishes	Communication has been established between the regional parishes	In Progress
Full staff complete Formation Toward Christian Ministry (FTCM) certification	Develop plans for those staff who need to complete FTCM	Create deficiency plans for all staff until completion	Deficiency plans have been created	Ongoing
Provide opportunities for students to participate in liturgical ministries	Ensure training for all students 3rd - 8th grade who are able and wish to fully participate in the mass	Have all students trained and scheduled for masses	Hired new religious sister that trains students from 3rd - 8th for liturgical ministries	Yearly

Governance, Administration, and Management

Objective	Action Steps to be Taken	Anticipated Outcome and Completion Date	Action Taken	Status (Ongoing, In Progress, Yearly)
Coordinate with regional parishes to increase enrollment	Determine target markets	Improved awareness of SJRCS to surrounding parishes	Establish a schedule of monthly, rotational mass scheduling between the regional parishes	Ongoing
	Improve distribution of information	Regional parishioners are informed of school activities	Weekly parish bulletin inserts and electronic reminders and/or newsletters	Ongoing
	Increase online presence	Establish presence on regional parish websites December 31, 2019	Ensure the SJRCS website is linked to the regional parish websites	In progress
		School events and activities are publicized	Maintain social media pages regularly	Ongoing
Hire additional personnel for the administration team	Hire a bookkeeper	Fall 2021	Dependent on enrollment	In progress
	Hire development/marketing personnel	Fall 2021	Dependent on enrollment	In progress
	Hire an assistant principal	Fall 2021	Dependent on enrollment	In progress

Curriculum, Instruction, and Assessment

Objective	Action Steps to be Taken	Anticipated Outcome and Completion Date	Action Taken	Status (Ongoing, In Progress, Yearly)
Provide school-wide technological resources	Determine necessary technology and quantity that furthers the mission of the school	Updated mobile laptops/tablets (classroom set) Completion Date: Fall 2020	Grant applications	In progress
Improve research methods and materials	Provide online subscriptions to encyclopedias, educational periodicals, applications, and databases	Spring 2020	Researched best applications and resources for the student population	Subscriptions pending Ongoing
Increase library circulation to improve literacy skills	Schedule regular class library visits	Establish rotating schedule for all classes Spring 2020	Implement Accelerated Reader program	Ongoing
	Streamline check out process to expedite circulation of books	Increase book circulation Spring 2020	Implemented the Alexandria library database and check-out system	Ongoing

Student Services and Activities

Objective	Action Steps to be Taken	Anticipated Outcome and Completion Date	Action Taken	Status (Ongoing, In Progress, Yearly)
Provide a developed Fine Arts program	Hire Fine Arts staff	Develop Fine Arts elective (Band, Choir, Drama, Art) program for students Fall 2022	Dependent on enrollment	In progress
Have an on-campus counselor	Hire appropriate personnel	Fall 2021	Dependent on enrollment	In progress
Have an on-campus nurse	Hire appropriate personnel	Fall 2021	Dependent on enrollment	In progress

Plant and Facilities

Objective	Action Steps to be Taken	Anticipated Outcome and Completion Date	Action Taken	Status (Ongoing, In Progress, Yearly)
Improve energy efficiency and protect main building from water damage.	Replace windows in stages with double pane windows that meet current building codes.	Complete full building replacement of windows Completed Summer 2022	Several projects completed in stages as finances are available.	Bid received for multi stage project Ongoing
	Waterseal building where caulking and flashing has deteriorated on building sides and roof caps	Complete full building Completed Summer 2022	Several projects completed in stages as finances are available.	Bid received for multi stage project Ongoing
Improve security of students and teachers on campus grounds and traveling between buildings	Enclose campus with fencing and gates	Visitor access to campus grounds only through main office. Completed Jan 2021		In progress
	Visitor ID check-in database software	August 2020	Researched systems and implemented preliminary systems	In progress
Install a new playground	Form committee to develop plans	Summer 2021	Attend meetings and receive estimate on equipment and regulations	In progress
	Fundraise	Summer 2021	Allocate fundraisers towards the playground	Ongoing
Reduce risk of injury to personnel involved with inspection and maintenance of roof and HVAC units	Replace current ladders that do not meet code and are unsafe	Reduced maintenance cost of roof and HVAC units in addition to risk reduction. October 2019	Engineering firm contracted to develop design.	In progress

Improve lighting in building and classrooms and reduce energy consumption	Replace fluorescent and incandescent lights with LED lights	Replace when bulbs require relamping and ballasts fail Separate project for gym lights	Began in 2019 and projected to continue through 2022.	Developing project cost outlook Ongoing
Improve classroom security	Upgrade classroom doors to meet new fire codes and lockdown requirements	All doors, exits, and locks meet fire code and security requirements	Review conducted in 2018	In progress
Provide locker room facilities for athletic program	Reactivate hot and cold water system supply to boys and girls locker rooms Update bathroom facilities in the locker rooms	Full working showers and restrooms Fall 2021	Review conducted in 2018	In progress

Strategic Planning Committee Members

Deborah Francis	Principal
Sally Osbon	Teacher
Thomas Martir	Teacher
Bridgette Fontenot	Board Member
Frank Lundy	Board Member
Monica Davidson	Parent
Edith De Leon	Parent
Ryan Garces	Parent
Maria Morfin	Parent