

St. James Catholic School Strategic Plan

2015 - 2020

MISSION STATEMENT

“KEEPING GOD IN EVERYTHING WE DO!”

VISION

The vision of St. James Catholic School is to nourish the spiritual, intellectual, social, cultural, and physical needs of the whole child within a strong, Catholic, family-oriented environment. Our goal is to produce compassionate life-long learners, faithful stewards, and influential leaders for a diverse and changing world.

PHILOSOPHY

The philosophy of St. James Catholic School is to provide a God-centered environment in which the dignity of every person is respected, children learn and grow to be responsible members of the Christian community, and they become more Christ-like in their daily actions. Working in partnership with parents, the primary educators of their children, St. James Catholic School strives to meet the spiritual, intellectual, social, cultural, and physical needs of individual students and to prepare them to assume their roles as Christian stewards of the world today and in the future.

GOALS

To develop our students into intellectual communicators who are self-motivated, critical thinkers, and lifelong learners.

To develop our students into productive citizens who will give service to their community, show strength of character, and serve as Christian role models.

To develop students who respect all life, take pride in their appearance, and who recognize that our bodies are temples of the Holy Spirit.

To develop students who will be teachable and who will model Gospel values in their day-to-day interactions with others.

EXECUTIVE SUMMARY

St. James Catholic School Advisory Council updated its Strategic Plan in Spring 2015 and extended it from a three year plan to a five year plan. It was again updated in Spring 2016, and the result is the St. James Catholic School Strategic Plan 2015-2020. There are eleven critical areas that align with both the St. James Catholic School mission statement and the vision of the Archdiocese of San Antonio Catholic

Schools. The intention of the School Council is not to focus on all strengths or weaknesses, but to focus on the critical areas and to establish our yearly goals to address the needs of the school. The ten critical areas are as follows: Spiritual Life; Alumni/Parish Relations; Family Life; Curriculum and Instruction; Faculty and Staff; Leadership Development; Facilities; Development/Marketing and Recruitment/Enrollment; Finance; and Technology. It is our sincere hope that this plan will provide guidelines for shaping the future of St. James Catholic School (herein referred to as SJS). It is intended that the Strategic Plan will be updated each year by reviewing the past year's accomplishments and by reestablishing goals and action steps for the Strategic Plan.

Below is a description of each of the established critical decision areas and the overarching goals of each area.

Spiritual Life

This area affirms the essential Catholic nature of SJS. By encouraging the school's stakeholders to live and practice their faith, the school will be visibly Catholic and not just Catholic in name.

Alumni/Parish Relations

It is crucial that SJS maintain and continue to build a good and cooperative relationship with the parish and with alumni who have attended SJS.

Family Life

Parents and guardians are the primary teachers of their children. The school must work in conjunction with the family to provide the best educational experience for all children of SJS.

Curriculum, Instruction, and Programs

Curriculum of the school is the core of the educational process. Special attention is appropriate to maintain a curriculum that is current yet continues to embody the Catholic values that are unique to our school. Additionally, co-curricular and extracurricular programs enhance the educational experience of the children and provide for their overall development: spiritual, academic, physical, social, and emotional. An ongoing process of self-evaluation is critical to maintaining excellence.

Faculty and Staff

In order for students to receive an excellent overall education, it is necessary to find the best faculty and staff and to provide them with ongoing professional development and fair and just wages and benefits. The faculty is the heart of the school and the most important factor in each child's education at SJS.

Leadership Development

A specific focus of the Strategic Plan is to communicate strategies will establish and strengthen a unified leadership among the School Council, school administration, and parish administration so that a consistent message and direction can be communicated and achieved. Secondly, SJS will develop

leadership qualities among its students so that they will have opportunities to practice good citizenship and governance.

Facilities

SJS facilities are in a continuous process of transition to accommodate student and faculty needs. Safety and security are a constant concern as well as the aesthetic value of the school. The facilities will be evaluated on a biannual basis or as needed.

Development/Marketing and Recruitment/Enrollment

The main focus of Development/Marketing and Recruitment/Enrollment strategic activities is to continue the evolution from simple fund raising to a complete development program. This will be accomplished by providing greater attention to marketing, public relations, fund raising, enrollment/retention, and building relationships with donors.

Finance

The area of finances is a challenge for any school system. Several strategies are outlined to ensure the long term survival of the school.

Technology

With the ever increasing role that technological advancements play in everyday life, SJS has given special attention to this area. SJS will strive to support the advancement of technology in the education of our students, and the School Council will include technology as a separate and focused area of the strategic planning process.

St. James Catholic School Five-Year Action Plan

2015 - 2020

2015 - 2016 (All Action Steps in red for 2015-2016 were accomplished.)

Spiritual Life

- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8th grade, 2nd graders celebrating their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent

Alumni/Parish Relations

- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

Family Life

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night

- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library
- Continue to subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website www.sjcstx.org every day, 365 days a year
- Update the "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

Curriculum, Instruction, and Programs

- Continue to investigate a school-wide writing program, such as *Power Writing* or *6 Traits*
- Replace grade 6 social studies textbooks to align with Archdiocesan standards and TEKS
- Replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Field test the Nancy Larson Science Program in grade 5
- If funds are available, adopt new literature textbooks for grades 6-8 (adopted 2014-2105)
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program *A – Z* for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Finish writing the Self Study and make sure all documents are in place for our Accreditation Visit this spring

- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Investigate standards for a drama curriculum
- Implement a six-man tackle football program
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- Improve PSIA Academic and CAAC competition preparation and organization

Faculty and Staff

- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Arrange an aide (paid for with Special Education funds through Seguin ISD) for a student with special needs
- Arrange for a knowledgeable volunteer parent to conduct a workshop in August for teachers about using *Learning Ally* with qualifying students

Leadership Development

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

Facilities

- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Paint the classrooms and offices in PK building
- Repair the roof leak over the kindergarten classroom
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school

Development/Marketing and Recruitment/Enrollment

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other “family friendly” money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website
- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station

- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school

Finance

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Begin an annual giving campaign if warranted

Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and **renew all technology subscriptions**
- Establish a photo gallery of SJS photos and events on the school website
- **Secure donations or investigate purchase of iPads for classroom use**
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist
- **(new and accomplished) Arranged for iPads for all teachers using Title IIA professional development funds**

2016 - 2017

Spiritual Life

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- **Investigate class participation at an Our Lady of Guadalupe week day Mass at least once a month (accomplished 3 times this year)**
- Investigate the possibility of our students attending a Spanish Mass at Our Lady of Guadalupe

- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8th grade, 2nd graders celebrating their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent

Alumni/Parish Relations

- Volunteer to help Our Lady of Guadalupe at their Fall Festival
- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer (Homecoming)
- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

Family Life

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library

- Continue to subscribe to the Parent Institute’s School Success Web Content Service, which automatically delivers parent involvement ideas to our school’s website www.sjcstx.org every day, 365 days a year
- Update the “Parents’ Corner” section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

Curriculum, Instruction, and Programs

- Investigate the interest in a student photography/journalism group that are interested in these areas and can take pictures at extracurricular events
- Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
- Replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program *A – Z* for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials---adopted Frogstreet curriculum for PK 3 and PK 4
- Implement standards for a drama curriculum
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- Improve PSIA Academic and CAAC competition preparation and organization

- (new and accomplished) Purchased and implemented Renaissance STAR Reading, Math, and Early Literacy programs to pinpoint student strengths and weaknesses 3-4 times a year
- (new and accomplished) Adopted Saxon Phonics for PK - Grade 3

Faculty and Staff

- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Arrange for a knowledgeable volunteer parent to conduct a workshop in August for teachers about using *Learning Ally* with qualifying students
- (new and accomplished) Hired a part-time school counselor (LPC) for 20 hours a week
- (new and accomplished) Offered 50% tuition discount for children of full-time faculty and staff and 25% discount for part-time employees---no other discounts apply

Leadership Development

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

Facilities

- Obtain a grant to paint the outside of the PK building

- Replace or repair outside water fountains so that they look and work better
- Purchase a new intercom system for the school
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school
- (new and accomplished) Arranged with parish to install church's old sound system in gym
- Paint half the elementary classrooms

Development/Marketing and Recruitment/Enrollment

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Continue to enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other “family friendly” money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website
- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station

- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- (new and accomplished) Increased enrollment by 18%---from 161 to 185 starting day enrollment
- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school
- (new and accomplished) Hired CGI Marketing to promote a video for the school that appeared on Seguin Chamber of Commerce website, movie theaters, and school website
- (new and accomplished) Hired NEXT Marketing to enhance school presence with reviews and updates on Google website and other websites and social media

Finance

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign
- (new and accomplished) Offered 50% tuition discount for children of full-time faculty and staff and 25% discount for part-time employees---no other discounts apply

Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use---
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist
- (new and accomplished) Purchased and installed two interactive displays in grades 5K and 1st
- (new and accomplished) Purchased eight Mimios and installed three in grades 2nd, 3rd, and 5th

2017 - 2018

Spiritual Life

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- Arrange class participation at an Our Lady of Guadalupe week day Mass at least once a month
- Arrange for our students to attend a Spanish Mass at Our Lady of Guadalupe
- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8th grade, 2nd graders celebrating their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Continue to improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families

Alumni/Parish Relations

- Volunteer to help Our Lady of Guadalupe at their Fall Festival
- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer
- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

Family Life

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website

- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library
- Continue to subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website www.sjcstx.org every day, 365 days a year
- Update the "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

Curriculum, Instruction, and Programs

- Develop a chess club and invite other schools to tournaments
- Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
- Investigate adopting new middle school science books when science adoption comes about
- Adopt *Reasoning Minds* in grades 3-4 to improve student math reasoning and adapt scheduling/teacher to allow for this program
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results and using STAR Reading, Math, Early Literacy for help in these endeavors
- Continue to implement platform and interactive technological instruction
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Implement standards for a drama curriculum

- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- **Improve PSIA Academic and CAAC competition preparation and organization**
- Investigate enrollment in Title I programs
- Update school bullying prevention policy
- Start St. James cross country as extracurricular athletic program
- Continue to use Saxon Phonics PreK4-Grade 3
- Continue to use Frogstreet curriculum for PreK2 and Frogstreet bilingual for PreK3-PreK4
- Continue to use STAR reading and math and early literacy
- Continue to use dyslexic intervention program and Recipe for Reading
- Continue to use “Math Madness Math Facts” program grade K-8th
- Continue to increase guidance throughout all curriculum and all grades

Faculty and Staff

- Hire a part time Development Director if budget allows
- Hire a part time nurse if budget allows
- **Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council**
- **Increased staff wages by 2%**
- **Hire teachers and aides as needed to fill any vacancies**
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- **Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed**
- **Encourage all non-religion teachers to finish their 25 hour Basic Catechist Training**
- Continue to provide professional development for faculty and staff using Title IIA funds
- **Provide professional development for faculty for newly adopted programs**

Leadership Development

- **Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations***
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- **Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events**
- **Continue to hold monthly PTC meetings to inform and involve parents in school happenings**
- **Continue to recruit members for School Council and PTC**
- **Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community**

- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

Facilities

- Erect additional storage for drama and other necessary items
- Evaluate the feasibility of "roughing up" slick sidewalks
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school
- Investigate repair/replacement of elementary annex roof
- Finish painting elementary classrooms if possible
- Work with parish to find funds to replace aging HVAC units

Development/Marketing and Recruitment/Enrollment

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other "family friendly" money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook* and *SJS Strategic Plan* on SJS website

- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship--- established the annual Franz Family Scholarship for tuition scholarships
- Established the Harris Franz donation to drama
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school

Finance

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign

Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- (New and accomplished) New Mimio and Interactive Boards installed in classrooms
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist

2018 - 2019

Spiritual Life

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- Arrange class participation at an Our Lady of Guadalupe week day Mass at least once a month
- Arrange for our students to attend a Spanish Mass at Our Lady of Guadalupe[
- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8th grade, 2nd graders celebrating their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Continue to improve communication about retreats
- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families

Alumni/Parish Relations

- Volunteer to help Our Lady of Guadalupe at their Fall Festival
- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer
- Update SJS Database
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact

Family Life

- Establish 'buddy families' for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website

- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents' ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Update and supplement the resources in the Parents' Corner section in the library
- Continue to subscribe to the Parent Institute's School Success Web Content Service, which automatically delivers parent involvement ideas to our school's website www.sjcstx.org every day, 365 days a year
- Update the "Parents' Corner" section under the *Parents* menu tab on the school website and list good sources for parenting and involvement in school
- Continue to explore a Spanish translation for the school website
- Expand communication flow from the school to homeroom parents
- Utilize social media to promote school information and accomplishments

Curriculum, Instruction, and Programs

- Develop a chess club and invite other schools to tournaments
- Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
- Continue to replace social studies textbooks for grades K-8 as budget allows to correspond to the Archdiocesan textbook adoption plan
- Investigate adopting new middle school science books when science adoption comes about
- Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
- Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
- Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
- Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
- Continue plans for remediating and enriching students below and above average as denoted on ITBS results
- Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
- Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
- Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
- Continue to administer the supplemental reading program *A – Z* for the PK and elementary level
- Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access

- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
- Continue to update the PK program and materials
- Implement standards for a drama curriculum
- Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
- Improve PSIA Academic and CAAC competition preparation and organization
- Continue to use Saxon Phonics PreK4-Grade 3
- Continue to use Frogstreet curriculum for PreK2 and Frogstreet bilingual for PreK3-PreK4
- Continue to use STAR reading and math and early literacy
- Continue to use dyslexic intervention program and Recipe for Reading
- Continue to use “Math Madness Math Facts” program grade K-8th
- Continue to increase guidance throughout all curriculum and all grades

Faculty and Staff

- Hire a part time Development Director if budget allows
- Hire a part time nurse if budget allows
- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Arrange for a pull-out or push-in program for students that need help (possibly Title I)

Leadership Development

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community

- Help develop students' talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

Facilities

- Investigate adding a faculty restroom in the elementary area & add new water fountain
- Add a stage with lighting and a sound board
- Erect additional storage for drama and other necessary items
- Evaluate the feasibility of "roughing up" slick sidewalks
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school

Development/Marketing and Recruitment/Enrollment

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff
- Recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other "family friendly" money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website
- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship

- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Send parent letters to newly baptized to 2 ½ years
- Continue to seek ways to retain students from elementary to middle school

Finance

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign

Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Purchase robotic equipment for STEM projects.
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use
- Investigate professional development opportunities, i.e. attending TCEA Convention, for the technology specialist

2019- 2020

Alumni/Parish Relations

- Volunteer to help Our Lady of Guadalupe at their Fall Festival

- Promote alumni accomplishments through social media
- Organize an alumni Mass at Christmas or during the summer
- Update SJS alumni/parish Database and migrate to Google drive.
- Continue monthly Stewardship weekend Masses
- Continue student participation at the Fall Festival & parish organizations
- Continue to submit school news to the parish bulletin each week
- Continue to have different classes students meet with their parish buddy groups on a regular basis
- Develop a means of communication to notify alumni of all major school events with the goal of quarterly contact
- Organize a quarterly school wide Mass at OLG

Family Life

- Continue to establish ‘buddy families’ for new families
- Continue homeroom parents for each homeroom
- Continue to publish all school information on the school website
- Publish the revised *SJS Parent/Student Handbook and SJS Strategic Plan* on the school website
- Continue the Back to School Spirit Night
- Continue to host a school-wide Christmas Pageant and One Act Play performance
- Continue to increase parent communication through the use of RenWeb (e-mail, mass communication, parents’ ability to view grades, homework, and daily class plans)
- Continue to host *Great Expectations* (Open House) for Upper and Lower School parents the last two weeks in August
- Continue to promote and celebrate “Week of the Young Child” (PreK-2nd)
- Class performance at each PTC Meeting
- Invitation/welcome to newly baptized members to the parish.
- Establish “Sunday school class, education, and family & faith formation buddies”

Spiritual Life

- Have students invite the pastors and ministers from their churches to an Ecumenical Breakfast after one of the Friday Masses
- Arrange class participation at an Our Lady of Guadalupe week day Mass at least once a month
- Arrange for our students to attend a Spanish Mass at Our Lady of Guadalupe[
- Continue to look for ways to incorporate the parish into school life (continue monthly Stewardship Masses; include and encourage all parish ministries to participate in school events; work with Knights and Catholic Daughters on sponsoring various activities for SJS students)
- Continue to provide service opportunities for students, faculty, staff, and families
- Continue teaching Safe Environment for children in all classes
- Continue retreat days for faculty, 8th grade, 2nd graders celebrating their first sacraments, and 4th-8th graders. Parents are invited and encouraged to attend all student retreats.
- Continue to improve communication about retreats

- Continue to develop and implement a religious based yearly theme for SJS
- Continue student led morning prayers, afternoon recitation of traditional prayers, yearly Holy Thursday services, school-wide rosary, Stations of the Cross, Chaplet of Divine Mercy, and Nursing Home Masses/visits twice a month
- Continue to pray the Angelus school-wide at 11:00 AM once a week
- Coordinate with the priests the students' celebration of the Sacrament of Reconciliation during Advent and Lent
- Consider presenting a student Passion Play or "Living Stations of the Cross" during Lent
- Continue to provide service opportunities for students, faculty, staff, and families
- Adopt new resources for the Archdiocesan New Guidance Program
- Check with parish about adopting new books for a Sacramental prep program

Curriculum, Instruction, and Programs

- Develop a chess club and invite other schools to tournaments
 - Implement a school-wide writing program, such as *Power Writing* or *6 Traits*
 - Investigate adopting new middle school science books when science adoption comes about
 - Continue to display student artwork in the Family Center hallways and in local, state, and national competitions
 - Continue to update school library through the purchase of new books using Scholastic Book Fair profits and donations and acquire books and other necessary materials for the library
 - Continue implementation of Archdiocesan Standards Based Curriculum and continue to expand scope of year long and weekly lesson plans
 - Continue alignment of curriculum and instruction based on Archdiocesan Standards and ITBS results
 - Continue plans for remediating and enriching students below and above average as denoted on ITBS results
 - Continue to implement platform and interactive technological instruction as digital projectors are acquired in classrooms and computer lab
 - Continue to offer *Accelerated Reader* as a motivational tool for reading comprehension
 - Continue to subscribe to *Learning Ally* for students who need oral reading of textbooks and other materials
 - Continue to administer the supplemental reading program A – Z for the PK and elementary level
 - Continue to post weekly student grades, homework, and class plans using RenWeb so that parents and students may access
-
- Continue to ensure that the two-year-old program and the summer program are in compliance with state regulations
 - Continue to update the PK program and materials
 - Implement standards for a drama curriculum
 - Plan at least two educational field trips (i.e. the Alamo, Missions, theatrical productions, etc.) for grades 1-8
 - Improve PSIA Academic and CAAC competition preparation and organization
 - Continue to use Saxon Phonics PreK4-Grade 3

- Continue to use Frogstreet curriculum for PreK2 and Frogstreet bilingual for PreK3-PreK4
- Continue to use STAR reading and math and early literacy
- Start St. James baseball as extracurricular athletic program
- Continue to use dyslexic intervention program and Recipe for Reading
- Continue to use “Math Madness Math Facts” program grade K-8th
- Continue to increase guidance throughout all curriculum and all grades

Faculty and Staff

- Hire a full time Development Director if budget allows
- Hire a part time nurse if budget allows
- Continue to increase faculty salaries to keep all faculty members on scale based on their number of years of teaching experience and degrees/certifications held as outlined on the SJS Salary Scale adopted by the 2013-2014 School Council
- Increase staff wages by 3-5%
- Hire teachers and aides as needed to fill any vacancies
- Encourage faculty to serve on curriculum and Archdiocesan planning committees
- Ensure that teachers pursuing their Catechist certification understand the online enrollment and courses needed
- Continue to provide professional development for faculty and staff using Title IIA funds
- Provide professional development for faculty for newly adopted textbooks
- Work toward NAEYC (National Association for the Education of Young Children) Accredited Early Childhood Program
- Continue to encourage and require religion certification for all staff
- Find the funds to hire a full time counselor, who in addition to counseling duties, can teach the Guidance Program.
- Hire assistant coaches to continue the development of the athletic program

Leadership Development

- Have each SJS organization (PTC, School Council, etc.) represented and distributing information for involvement at Meet the Teacher/Info Night in August and also at *Great Expectations*
- Update and distribute resource list of talents and services within SJS and SJCC community (PTC)
- Continue to support and publicize volunteer opportunities outside the SJS/SJCC community
- Continue to hold monthly School Council meetings throughout the school year to plan more easily for budget, Strategic Plan updates, and SJS policies and events
- Continue to hold monthly PTC meetings to inform and involve parents in school happenings
- Continue to recruit members for School Council and PTC
- Seek opportunities for School Council representatives from outside the immediate school community, perhaps from the parish or local community
- Help develop students’ talents for leadership by continuing to sponsor PSIA, One Act Play, Student Council, National Junior Honor Society, and National Elementary Honor Society
- Continue participation in academic and athletic competitions and interactions among students at the local, state, and national levels

- Help develop students' leadership by encouraging girls to join Junior Catholic Daughters
- Encourage involvement in CAAC

Facilities

- Investigate adding a faculty restroom in the elementary area
- Add a stage with lighting and a sound board
- Erect additional storage for drama and other necessary items
- Evaluate the feasibility of "roughing up" slick sidewalks
- Continue to work with parish on repairs and maintenance of the school facility
- Video record and update the list of school facility contents for insurance and inventory purposes
- Investigate purchasing a new intercom system for the school
- Invest in new playground equipment
- Plan for early childhood center
- Purchase materials for potted plants around campus and have Garden Club plant and maintain them to increase the curb appeal of the school
- Repair the roof leak over the kindergarten, third and second, technology and family center restroom classroom

Development/Marketing and Recruitment/Enrollment

- Develop a long-term marketing plan
- Utilize Facebook and social media to promote the school
- Hold a single-topic brainstorming meeting at the start of each year to be attended by School Council, PTC officers, Father Dennis, and principal to gather information for all these entities to help individual efforts to be more effective: Topics 1) who do we know (new and current families, etc. and what do they do for a living/Can they help with specific area based on skills and preferences; 2) Development ideas, location of alumni, plan fundraising for year and dates; 3) Potential sources of donations
- Continue to send tax donation form and handwritten thank you letters to all those who donate to the school
- Enlist the aid of PTC to write thank you/tax letters to all who donated and purchased items for Casino Night and to all corporate sponsors
- Continue to maintain a monthly list of Development and Marketing activities based on appropriateness and timeliness of activities
- Have PTC continue to recognize corporate sponsors with an ad in local newspapers and on Spirit t-shirts for all students, faculty, and staff and gift Casino Night Tickets
- Continue to recognize all Casino Night and corporate sponsors on the school website
- Include SJS Mission Statement on all school related materials, brochures, and publications
- Use development staff/volunteer member to contact corporate givers in our community
- Use a Resource List to look for long-term giving
- Continue to promote Box Tops for Education, Coke Rewards program, ink/toner cartridge recycling programs, and other "family friendly" money/school supplies programs for SJS
- Update the *SJS Strategic Plan*
- Continue to publish *SJS Parent/Student Handbook and SJS Strategic Plan* on SJS website

- Investigate avenues to acquire money for Endowment Fund and Special Projects
- Seek sustained annual contributions to the Endowment Fund and tuition scholarship
- Track the achievements of SJS graduates to assess the overall experience at SJS
- Continue to update enrollment template and distribute monthly to School Council, Finance Committee, and Diocese
- Continue to advertise and write articles featuring SJS in the two local newspapers and *Today's Catholic*
- Continue to advertise and promote SJS on the local radio station
- Continue to actively inform school community and public about the availability and process regarding tuition scholarships
- Continue a strengthened visibility of SJS in the Seguin community through such events as the local parades and Chamber of Commerce functions
- Plan to increase enrollment for the subsequent school year
- Send parent letters to newly baptized infants up to 5 years of age
- Continue to seek ways to retain students from elementary to middle school
- Contact local newspaper to post and highlight St James athletics on a regular basis

Finance

- Continue to work towards a balanced budget, with the hope of saving fund raising monies for future projects (rather than current year), and cost-based tuition, need-based aid (per the Diocese)
- Continue to implement the SJS salary scale for teachers
- Continue to build the tuition scholarship fund
- Investigate an annual giving campaign
- Investigate establishing an Endowment fund with "seed" money from the smaller of the school CD's
- Put 10% of each fundraiser into the Endowment fund

Technology

- Secure donations of computers and printers and laptops to supplement and provide additional parts for computers on campus and replace teacher laptops as needed
- Continue to inservice the faculty on technology procedures and technology integration in the classroom
- Update Five-Year Technology Plan and renew all technology subscriptions
- Establish a photo gallery of SJS photos and events on the school website
- Secure donations or investigate purchase of iPads for classroom use
- Investigate professional development opportunities, i.e. attending TCEA Convention, RenWeb Admin training, etc for the technology specialist
- Establish a technology fund for the maintenance/addition of smartboards, computers, iPads and up to date technology
- Recable the school to improve networking stability
- Secure donations for document cameras for classroom
- Increase wireless canopy coverage across campus

