

## Component Two:

### Communicating Strategic Plan Progress

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School and City: **St. Helena Catholic School**

#### A) Communication Process and Venues

##### ***How did you communicate the School Strategic Plan with stakeholders?***

On this template, provide an informative written description of the processes and venues of how the School Strategic Plan (SSP) and its defined improvement initiatives (Objectives, Strategies and Action Steps) were communicated to a variety of stakeholders.

*Due to my hip surgery last June, Sarah Mueller was gracious enough to give me an extension on St. Helena's Annual Report. The report was submitted on September 20, 2017. Because of this I did not begin the year reviewing the strategic plan with new teachers or with the entire staff during workshop week as I usually do.*

*Instead I shared the updated plan with the School Advisory Council the next week at our first SAC meeting of the year. They made comments and agreed that progress had been accurately depicted to reflect the improvements made. They also agreed that I had included their comments in the plan that I had garnered the spring before. As soon as they had given their approval, the revised plan was added to St. Helena's website.*

*Before the first faculty meeting in October, I sent out the plan for all to review. They were asked to formulate any questions or comments that they may have. Returning teachers were asked to check the plan for accuracy. Since we had a sizable turnover last year, saving the plan for October was prudent as it turned out. Many of them needed to see the school year in action for a month to even grasp their new roles and get accustomed to the St. Helena community. It built excitement for the new teachers to see where we were headed and all that we had accomplished. We did revisit the plan twice more during the year. Teachers were invited to give input before I began to add additions for this year.*

*I have three main venues to update the stakeholders that are used throughout the year. Our Facebook Page is updated regularly by me and highlights all major events, accomplishments, and daily learnings of our students. The monthly "Crusader" contains the Principal's Corner which is my major way of articulating our improvement initiatives. The publication also included articles written by the students who are great at communicating what improvements have been best for them. Weekly in the "School News" section of the St. Helena Church Bulletin, St. Helena initiatives are also recorded.*

*This year our effort to improve St. Helena reached an even broader community. Our growing band program was featured in the Southside Pride which is a south Minneapolis community paper. I received many calls and positive comments from this. The work completed by the WorldLegacy CN166 Leadership Team was highlighted in many areas and even made the news on KSTP. Between the team asking for*

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*donations and all of the community members who worked on the project, this great accomplishment was shared across the world as four of the team members are from foreign countries. We continue to reap the benefits of their work today.*

*The work on the gymnasium is going out as a press release next week. I have attached that as well. We did well this year gaining the spotlight beyond our immediate community.*

*The stat of the School report is included. Again it does not contain financial data only commentary due to the advice of the lawyers to keep financial reports confidential until the Archdiocesan Bankruptcy Case is completed. I have attached the short budget for the parish and school to give you a financial picture as well. Hopefully, that is all behind us as the case has been settled.*

## **B) Documentation of SSP Communication**

***Provide evidence to support the above written description of communication of the SSP progress with stakeholders.***

Attach 3-5 relevant and varied documents that clearly demonstrate communication of the SSP to stakeholders and the school's progress toward achieving defined improvement initiatives. Highlight the document and **label** with **Objective, Strategy** and **Action Step** #s as appropriate to direct the reviewer's attention.

Schools are encouraged to include your annual **State-of-the-School** report to stakeholders as one evidentiary document. **Find the following sample documents attached:**

1. "WorldLegacy NC166 Leadership Project 8am-New Playground KSTP - TV" from WorldLegacy on Vimeo. <https://vimeo.com/265918529> You should be able to copy and paste the address into a browser and see the news clip. Objective # 2, Strategy #2, Action Steps # 1,2,3
2. Southside Pride article in the November 2017 edition about our growing band program.
3. State-of-the-School Report "Crusader" January 2018
4. School Advisory Agenda and Principal Report May 2018
5. The News Release on the Gymnasium Painting Project

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