

## **St. Martin de Porres Catholic School**



**Strategic Plan 2019-2024**

## A LETTER FROM OUR PASTOR

In the Fall of 2018, the St. Martin de Porres School Advisory Council, in conjunction with the school administration and pastor, began to assess the current and forecasted needs of St. Martin de Porres Catholic School. St. Martin de Porres Catholic School aspires to great things for the school and its students for the next five years. It defines a vision for how St. Martin de Porres Catholic School will pursue its mission to provide a Catholic education of the highest quality where students are challenged to learn and live their faith through commitment and service in a caring and supportive academic environment. This plan presents a forward-looking vision for the school while it affirms the fundamental principles, assumptions, and values that serve as the foundation of our community.

We are very proud of our school, students, and faculty. We have great confidence that all who are a part of this community share a common vision and goal. Constructive interaction and clear communication among our stakeholders is essential for direction, growth, and on-going evaluation. This is our most comprehensive strategic plan to date in our school's young history. The plan included input from current parents, faculty, administration, parishioners, and School Advisory Council members. The School Advisory Council, in crafting the plan, provided thorough, thoughtful, and realistic recommendations for our school for the next five years based on the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*. On behalf of the St. Martin de Porres School Advisory Council, we are pleased to present our 2019-2024 Strategic Plan.

Sincerely in Christ,

Father Stephen Hauck, Pastor



(Hauck, 2017)

## **Executive Summary**

This plan takes into account the School's Goals, Objectives and Implementation Activities beginning with school year 2019-20 and looks forward to the next three to five years ending with school year 2023-24. The intent is to create achievable timelines within the next three to five years. At the end of every school year there will be an annual review of the Implementation Activities to determine what was accomplished or needs to be re-assessed.

The framework for this plan follows the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*, Loyola University (The Catholic Schools Project, n.d.). This document satisfies the 2017 accreditation process as required by the Texas Catholic Conference of Bishops Education Department.

The Plan has five Domains, these Domains are broken down into more specific Focus Areas. Each of the Focus Areas have identified Goals.

## Table of Contents

<b>Executive Summary</b>	<b>2</b>
<b>Our Patron Saint</b>	<b>4</b>
<b>School Mission</b>	<b>5</b>
<b>School Vision</b>	<b>5</b>
<b>Demographics</b>	<b>6</b>
<b>Accomplishments</b>	<b>7</b>
<i>Enrollment</i>	7
<i>Staff Retention</i>	7
<i>Athletics</i>	8
<i>Scholastic Achievements</i>	9
<i>Other</i>	9
<b>Methodology</b>	<b>10</b>
<b>Domains</b>	<b>11</b>
<i>Domain I – Catholic Identity</i>	11
<i>Focus Area 1: Catholic Identity</i>	11
<i>Focus Area 2: Catholic School Community</i>	11
<i>Domain II – Governance, Administration and Management</i>	12
<i>Focus Area 3: Governance</i>	12
<i>Focus Area 4: Marketing and Development</i>	12
<i>Focus Area 5: Financial Development and Financial Oversight</i>	13
<i>Domain III – Curriculum, Instruction &amp; Assessment</i>	15
<i>Focus Area 6: Develop Strong Learner-Centered Curriculum</i>	15
<i>Focus Area 7: Retention</i>	15
<i>Focus Area 8: Technology</i>	15
<i>Domain IV – Student Services</i>	16
<i>Focus Area 9: Student Services</i>	16
<i>Domain V – Plant &amp; Facilities</i>	17
<i>Focus Area 10: Physical Environment</i>	17
<b>Implementation Charts</b>	<b>19</b>
<b>Closing</b>	<b>29</b>
<b>Acknowledgements</b>	<b>29</b>
<b>Appendix</b>	<b>30</b>
<i>Parent Input Night Report</i>	30
<b>Bibliography</b>	<b>32</b>

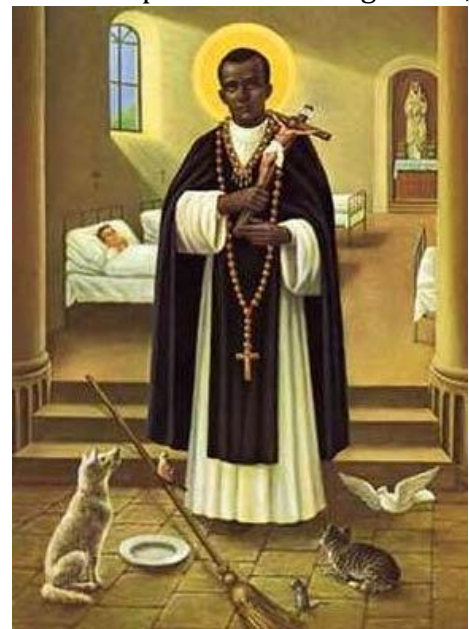
## **St. Martin de Porres Catholic School**

St. Martin de Porres Catholic School in Prosper, Texas, provides opportunities for early education Pre-K programs with hands-on learning based on the knowledge of how and when a child learns and develops. The school focuses not only on religious teachings but social/emotional development, motor, literary and cognitive development through integration of technology. For Kindergarten and beyond, students at St. Martin de Porres will grow academically and physically as well as socially and spiritually through engaging school events, service projects, Mass, and retreats, with an emphasis on strong early reading and math skills.

In addition to a core curriculum, classes such as foreign language, technology, music, art and physical education are offered for all grade levels (st-martin-de-porres-windsong-ranch, 2019).

### **Our Patron Saint**

Known as the “Apostle of Charity,” St. Martin de Porres was of mixed race, faced discrimination, and lived in poverty during his formative years. He ultimately became responsible for the infirmary established by the Dominicans in Lima, Peru and was known for his care of the sick, regardless of their color, race or status. He was also instrumental in founding an orphanage for abandoned children and slaves and raised dowries for poor girls so that they could marry or enter a convent. His life reflected his great love for God and all of God's gifts. He served all people (Gaudium Press, 2015). Amid the population growth in far North Central Texas, St. Martin de Porres Parish built a home. Bishop Michael Olson selected St. Martin de Porres as the patron saint of our Parish because of the diversity of the population in North Texas and for the charity and concern he showed to others. His feast day is November 3rd and is celebrated with a festival at St. Martin de Porres Catholic Church and School.



### **OUR PATRON SAINT** **St. Martin De Porres**

**BORN:** December 9, 1579

**DIED:** November 3, 1639

**CANNONIZED:** Pope John XXIII canonized him in Rome on May 6, 1962

**FEAST DAY:** November 3

**PATRON SAINT OF:** mixed-race, barbers, innkeepers, public health workers and all those seeking racial harmony.

## **History**

In the late 1980's and the early 1990's, the Leadership of Holy Cross Parish began to evaluate the establishment of a Catholic school associated with the Parish. After much study and analysis, it was decided at that time that the Catholic population was not sufficient to support a school. Parish Leadership revisited this concept in 2009. In late 2009, a feasibility study for a Catholic School was conducted by Meitler and Associates on behalf of Holy Cross Parish and the Diocese of Fort Worth. The results of this study indicated that there was a need for a school and that the Catholic population of the Parish would support a school. As a result of that study and further analysis, it was decided that Holy Cross Catholic School would open in August 2012 at 303 King Road, Frisco, Texas. The School opened with Pre-K 3 and Pre-K 4, Kindergarten, and Grades 1 and 2 with a curriculum enhanced with technology and arts. In 2014, Bishop Michael Olson issued a decree forming a new Catholic Parish in Prosper, Texas named St. Martin de Porres (SMdP) and ordered that the School become part of this new Parish effective July 1, 2015. On November 3, 2017, St. Martin de Porres Catholic School moved into a beautiful new campus located at 4000 W. University in Prosper, Texas.



(North Texas Catholic, n.d.)

SMdP serves the surrounding communities in both Denton and Collin Counties, including the cities of Prosper, Frisco, Little Elm, Celina, Aubrey, and McKinney. Students live within the Ft. Worth and Dallas Dioceses.

## **School Mission**

St. Martin de Porres Catholic School is dedicated to the growth of our students in mind, body and spirit. The school community promotes holiness and truth through Catholic Christian discipleship, knowledge of Catholic faith, and a classic academic education, while embracing the spirit of St. Martin de Porres through its diversity and humble commitment to service.

## **School Vision**

St. Martin de Porres Catholic School will be the school of choice for area families with students in grades Pre-K 3 through the 8th Grade. St. Martin de Porres graduates will be well-rounded, strengthened by moral integrity and service to community, while having a strong academic foundation built upon experiences in liberal arts and sciences.

## **Philosophy and Goals**

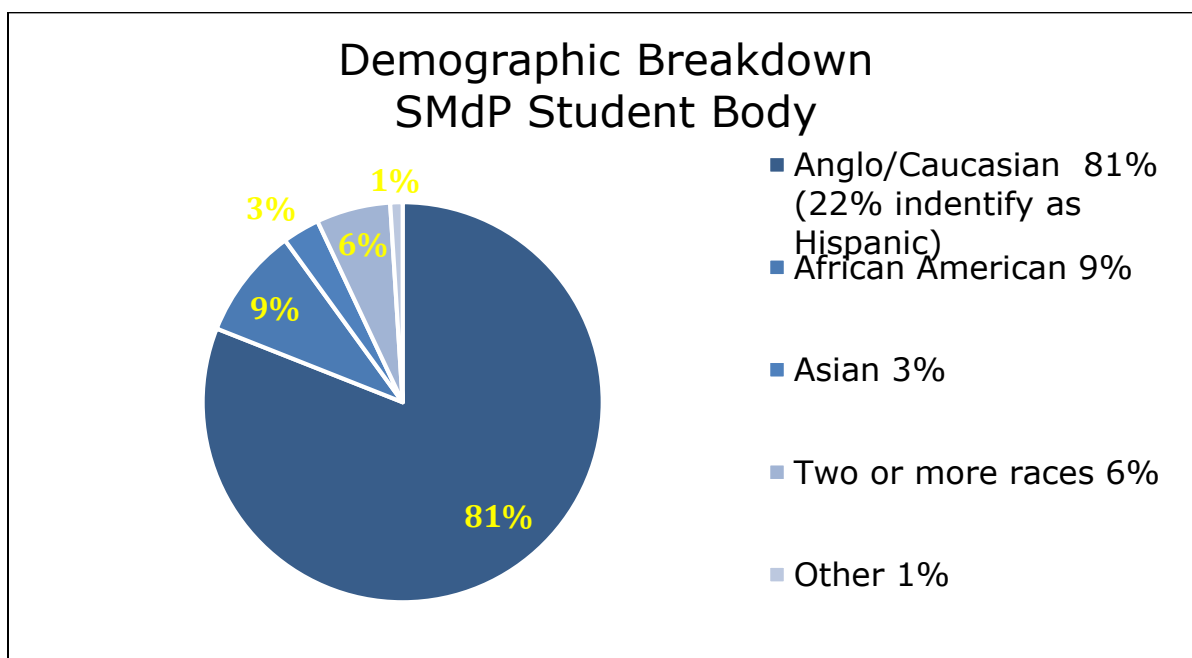
St. Martin de Porres Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Fort Worth. Specifically:

1. *To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.*
2. *To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.*
3. *To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.*
4. *To aid students in evaluation of their own capabilities and vocational possibilities.*

(Saint Martin de Porres Catholic School, n.d.)

## **Demographics**

The demographics of SMdP Catholic School are shown below in Figure A: Demographic Data. The largest sector of our demographics is Anglo/Caucasian at 81%, of which 22% identified as Hispanic.

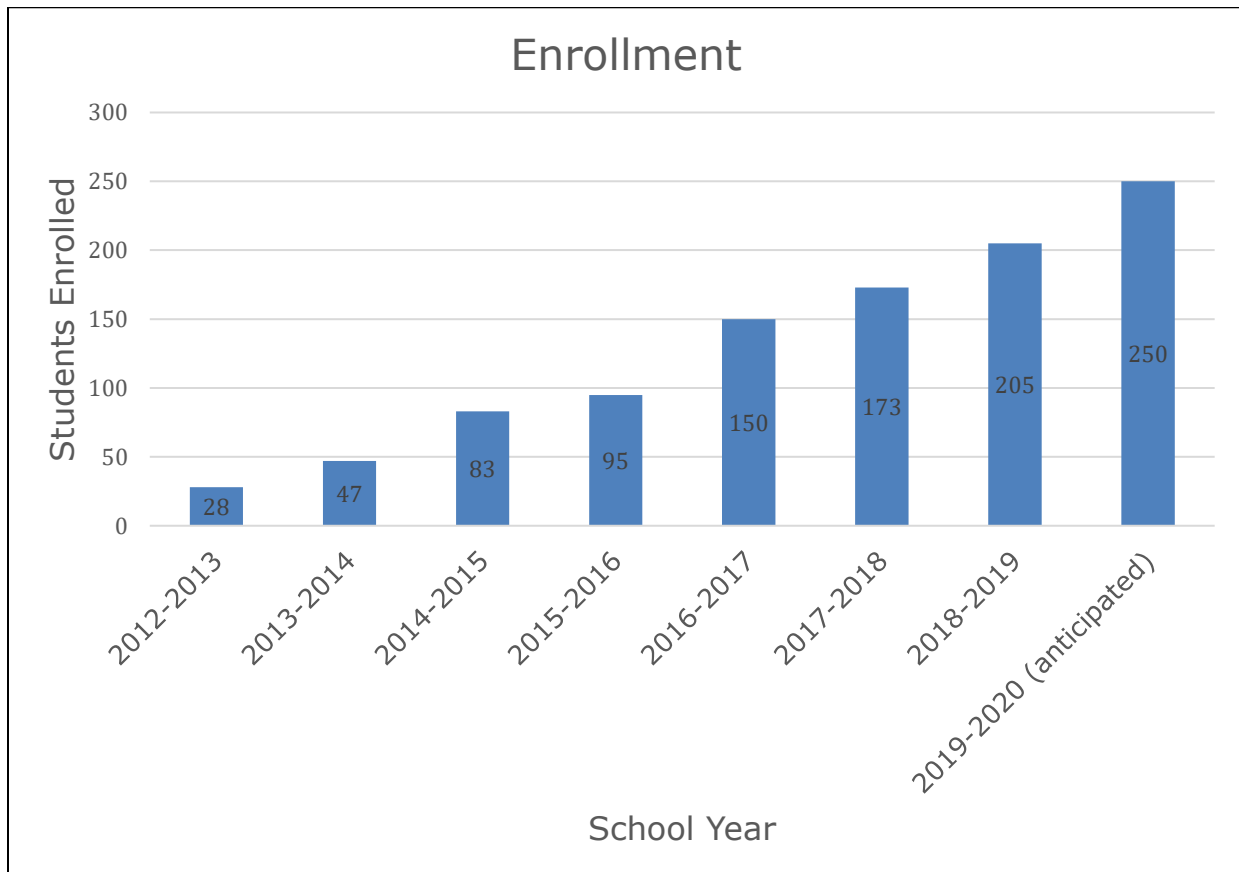


**Figure A: Demographic Data**

## **Accomplishments**

### **Enrollment**

Since the construction of the new SMdP campus in 2017, enrollment has increased by 23-24% from 153 students to 205 as of the 2018-19 school year as shown below in Figure B: Enrollment.



**Figure B: Enrollment**

### **Staff Retention**

For the first time since the school's inception, all current faculty and staff for the 2018-2019 academic year are returning for the 2019-2020 academic year.



## **Athletics**

SMdP Catholic School has created several athletic programs, including: basketball, volleyball, archery, soccer and track. There are approximately 53 students that participate.

- Volleyball (co-ed) - introduced in Fall of 2018 - first season
- Boys Basketball - introduced in Fall of 2018 - first season
- Soccer (co-ed) introduced in Fall of 2017 with one team, in 2018 two teams were fielded and won one game. Hosted first games on new soccer field - second season
- Track - introduced in Spring 2018 - second season
  - Spring Track Tam. At the April 5<sup>th</sup> meet the middle school athletes took home 14 ribbons. The ribbons included three 1<sup>st</sup> place wins, two 2<sup>nd</sup> place wins, and three 3<sup>rd</sup> place wins.

### **Spring Track Meets**

1<sup>st</sup> meet – April 5<sup>th</sup>: 14 ribbons  
3 – 1<sup>st</sup> place  
2 – 2<sup>nd</sup> place  
3 – 3<sup>rd</sup> place

2<sup>nd</sup> meet – April 12<sup>th</sup>; 22 ribbons  
4 – 1<sup>st</sup> Place  
4 – 2<sup>nd</sup> place  
1 – 3<sup>rd</sup> Place



## **Archery**

The most popular athletic program is Archery, in its 3<sup>rd</sup> year, with 41 student participants in Grades 4-8. For the 2018-19 school year archers competed in 8 regular season tournaments. During the month of January, the Archin' Nighthawks qualified both the Elementary and Middle School teams for the NASP State Archery Tournament.

SMdP had 35 students in the Elementary and Middle School Divisions who participated in the NASP State Archery Tournament in Belton, TX March 2019. Both teams qualified on scores to participate in the NASP National Archery Tournament. One 5<sup>th</sup> grade student on the Elementary Team placed 8<sup>th</sup> in the State in the Elementary Girls Division. This automatically qualified her to the NASP National Archery Tournament.

SMdP took 20 students to the NASP National Archery Tournament in Louisville, Kentucky on May 9, 2019. Both the Elementary and Middle School Teams competed as a combined team in the Middle School Division. Additionally, one 5<sup>th</sup> grade girl competed as an individual.

### **Archery** **Going to Nationals!**

The Archery Team qualified for Nationals in Kentucky in May 2019



### **Scholastic Achievements**

Thirty-one students participated in the Private School Interscholastic Association (PSIA) District Meet on March 29, 2019. Eleven students placed in the top ten in eight different events. Of the eleven students, three qualified for the PSIA State Tournament that was held May 4, 2019. Of the placing students, placements included a 1<sup>st</sup> Place in 3<sup>rd</sup> Grade Ready Writing, a 2<sup>nd</sup> Place in 4<sup>th</sup> Grade Mathematics, and a 2<sup>nd</sup> Place in 8<sup>th</sup> Grade Vocabulary. At the State Tournament on May 4, 2019, students placed 2nd Place in 3<sup>rd</sup> Grade Ready Writing and 2nd Place in 8<sup>th</sup> Grade Vocabulary.

#### **Private School** **Interscholastic Association** **District Meet**

11 students placed in Top 10

3 students qualified to participate  
in PSIA State Tournament May  
2019

Diocesan Martin Luther King Essay Contest Winner – an 8<sup>th</sup> Grader was awarded 1<sup>st</sup> Place in the Middle School Division.

### **Other**

- Moved into new school building November 2017, enrollment has grown to 205 students in 2019.
- Christmas and Spring Programs have grown in scope and size.
- First 8th Grade class graduation in 2018-2019.
- Fall Book Fair met goal of 1,000 books sold - Principal and Assistant Principal rewarded students and dressed as Fairies.
- School hot lunch program was introduced in November 2018.

## **Methodology**

The School Advisory Committee (SAC) established five committees to assist in the recommendations for the future of the School, and specifically for this Strategic Plan. These committees include the:

- Technology Committee
- Marketing and Development Committee
- Membership Committee
- Finance Committee and the
- Catholic Mission Committee

The SAC decided early in the strategic planning process to solicit input from parents and other sources, in addition to the Committees. Three key activities were completed which led to the development of the Goals, Objectives and Implementation Strategies contained in this Strategic Plan:

- First, suggestions for the School were identified during Parent Input Night;
- This was followed by an analysis of strengths, weaknesses, opportunities and threats, otherwise known as a SWOT Analysis; and
- Members from the Technology, Marketing and Development, Finance, Catholic Mission and Membership Committees were asked to contribute to the Goals, Objectives and Implementation Strategies.

### **Parent Input Night**

As the SAC began the strategic planning process, it was determined that parents should also be included in the planning of the School's future. On January 16, 2019, the SAC hosted a Parent Input Night. The purpose of this meeting was to create an opportunity for parents to share their ideas with the School Administration and the SAC. There were 39 participants from 29 families representing approximately 20% of the School population. Attendees provided ideas on the future of SMdP Catholic School in five main categories by visiting "stations" which addressed:

- Creating a Community with Parents and Educators
- Marketing and Public Relations
- Financial Development and Fundraising
- Physical Environment and Facilities
- Student Services

Please refer to Appendix, Parent Input Summary Report, for detailed input from the meeting.

## **SWOT Analysis**

To aid in the prioritization of suggestions made by the parents and the formulation of Objectives and Implementation Strategies, the SAC studied the strengths, weaknesses, opportunities and threats, otherwise known as a SWOT Analysis.

## **Domains**

The Strategic Plan Domains are established and pre-determined by the Texas Catholic Conference of Bishops Education Department. From these Domains, SMdP Catholic School has identified individual Focus Areas to be implemented within the Plan.

### **Domain I – Catholic Identity**

#### **Focus Area 1: Catholic Identity**

**Goal: Maintain a strong Catholic identity**

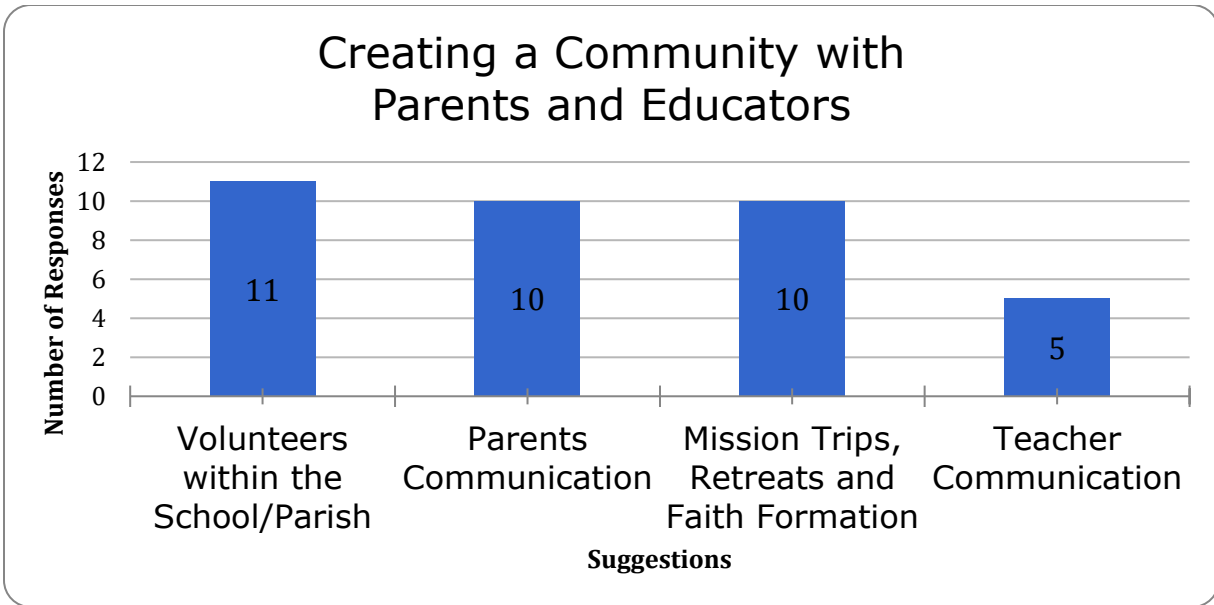
Catholic Identity is the foundation of our school. All decisions and activities consider the catholic identity of the school and the students within it.

#### **Focus Area 2: Catholic School Community**

**Goal: Create a warm, welcoming community for parents and educators**

Figure C: Creating a Community with Parents and Educators, below, shows the number of responses received during Parent Input Night relating to how to create a community at SMdP Catholic School.





**Figure C: Creating a Community with Parents and Educators**

## **Domain II – Governance, Administration and Management**

### **Focus Area 3: Governance**

**Goal: Provide support, leadership, and council to Saint Martin de Porres Catholic School administration**

The School Advisory Council (SAC) is the governance council that collaborates with School leadership. The SAC along with the School administration help implement the Schools' vision and Strategic Plan.

In August 2018, the SMdP Catholic School Principal and SMdP Catholic Church Pastor announced the need to create a Governance Council as mandated per the Fort Worth Diocesan School bylaws established on April 10, 2018. On September 2018, the first SAC meeting was held, and a Chairman, Vice-chairman and Secretary were elected. Bylaws were approved and enacted on April 2018 by the Fort Worth Diocese Superintendent.

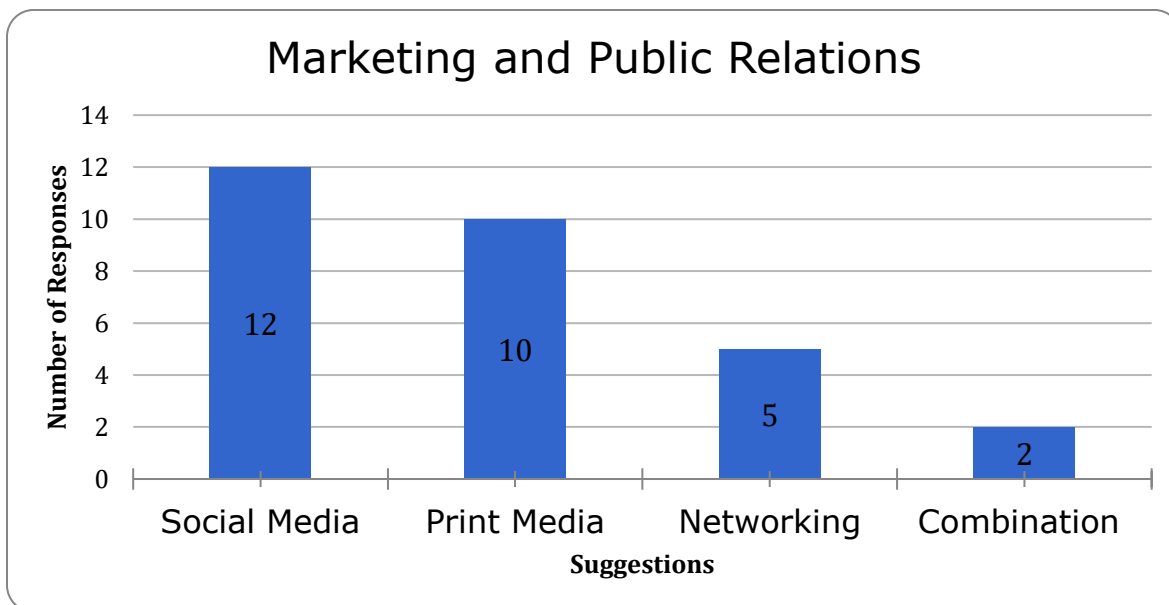
### **Focus Area 4: Marketing and Development**

**Goal: Enhance marketing and public relations efforts to increase enrollment**

As a new school, SMdP is relatively unknown in the Town of Prosper and the surrounding communities. This provides a tremendous opportunity for the school to promote itself as an alternative to public schools and other private educational options. As shown in shown in Figure D: Marketing and Public Relations Parent Input, parents suggested utilizing a

variety of social and print media, as well as increasing the networking within the community. As discussed at Parent Input Night, capitalizing on strong values, new facilities, a prime location, a vibrant growing student population, led by experienced administration and staff, requires an active and effective marketing and public relations effort. Accordingly, this Plan, addresses these opportunities, by the:

- Creation of a marketing organization from existing staff, parent volunteers, and the Marketing and Development (M&D) Committee of the SMdP Advisory Council.
- Creation and implementation of a marketing plan to strengthen awareness of the school within the Parish, other local parishes and surrounding local communities utilizing print media including local newspapers, magazines, parish bulletins, and digital media through the school website and social media.



**Figure D: Marketing and Public Relations Parent Input**

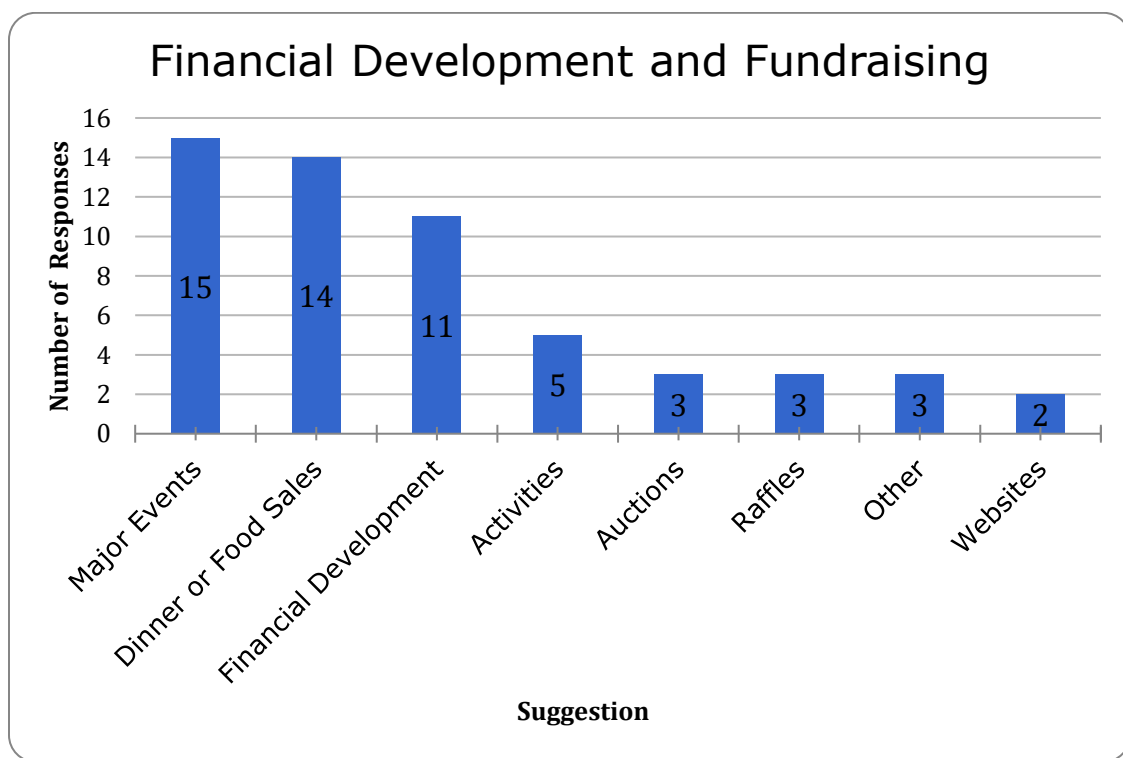
**Focus Area 5: Financial Development and Financial Oversight**

**Goal: To strengthen the financial foundation of the School**

Currently SMdP operates with the financial support of St. Martin de Porres Parish and the Diocese of Fort Worth. The most important financial goal is for the School to achieve financial independence and develop an ability to operate without the financial support of the Parish or the Diocese. This can be achieved by increasing revenues and reducing costs.

Revenues can be increased through increased student enrollment and effective fundraising programs. Increases in student enrollment are attained through high levels of student retention and new student enrollment through effective marketing and public relations programs. SMdP School currently experiences high levels of student retention. As marketing and public relations programs take hold, increases can be achieved in increasing new student enrollment.

Parents identified several suggestions for financial development and fundraising, as summarized in Figure E: Financial Development and Fundraising Parent Input. These suggestions have been adopted in the Annual Fundraising Plan and long-term planning tasks identified in this Strategic Plan.



**Figure E: Financial Development and Fundraising Parent Input**

### **Fundraising and Development**

Fundraising goals can be broken into two general categories: short-term and long-term activities.

Short-term events and programs that are designed to augment and bridge the financial shortfalls of current operations. These include:

- Traditional fundraising events,

- Creation of an Annual Fund fundraising program, and the
- Creation of targeted fundraising to fund a new Scholarship Fund.

Long-term activities include the:

- Creation of a strategic program which focuses on the sequencing, structure and relationships of an endowment fund, annual fund, planned giving, and like mechanisms for the long-term financial needs of the School.

### **Financial Oversight**

The Finance Committee of the SAC provides oversight and recommendations for improvement in financial results. These are achieved through monthly reviews, review of the annual operating budget, support for cost reduction efforts and financial advice to the School's administration. The staff and Finance Committee of the SAC meet monthly to address financial issues and seek opportunities to reduce costs of the School's operations.

## **Domain III – Curriculum, Instruction & Assessment**

### **Focus Area 6: Develop Strong Learner-Centered Curriculum**

**Goal: Develop a rigorous curriculum aligned to relevant standards, 21<sup>st</sup> century skills, and Gospel values, implemented through effective instruction**

### **Focus Area 7: Retention**

**Goal: Hire and retain highly qualified, dedicated staff members**

### **Focus Area 8: Technology**

**Goal: Support the development of a strong learner-centered curriculum through use of technology**

Because the School is only starting its second full school year in its current location, the School is operating with the hardware, software, initial setup/installation, and digital operating environment as designed.





**Domain IV – Student Services**

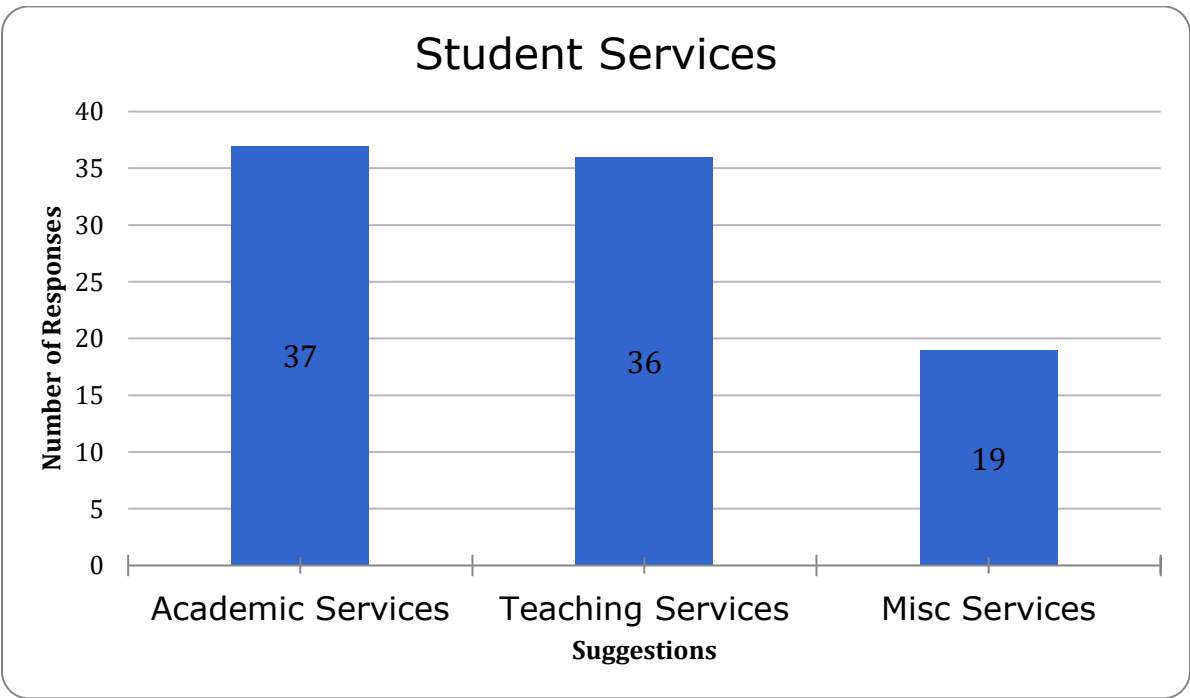
**Focus Area 9: Student Services**

**Goal: Provide new programs designed to meet student academic, socio-emotional, and extra-curricular needs**

Provide services that enhance student life which are centered around how parents can help students succeed, and finding balance between academic needs and service learning along with family obligations. Parents want teachers to have the tools they need to perform. Likewise, parents want the resources they need to help their students succeed.

Many of the comments in Figure F: Student Services Parent Input fall within three categories:

- Academic services that include: arts, music, sciences and technology such as computer programming, STEM curriculum, and foreign languages.
- Teaching services which include: field trips, mentoring, service learning, religious education and career/ cultural days.
- Miscellaneous, including: expand existing services such as lunches and the library, increased computer usage, and more activities for community comradery between parents, students and teachers.



**Figure F: Student Services Parent Input**

## **Domain V – Plant & Facilities**

### **Focus Area 10: Physical Environment**

#### **Goal: Effective utilization and maintenance of physical environment**

The physical environment and facilities for the School should be adequate, safe and well-designed for instruction and learning. The physical environment is not limited to “brick and mortar” but rather the environment that is conducive to learning, taking into consideration all groups served: early childhood, elementary, middle school and before/after care programs.

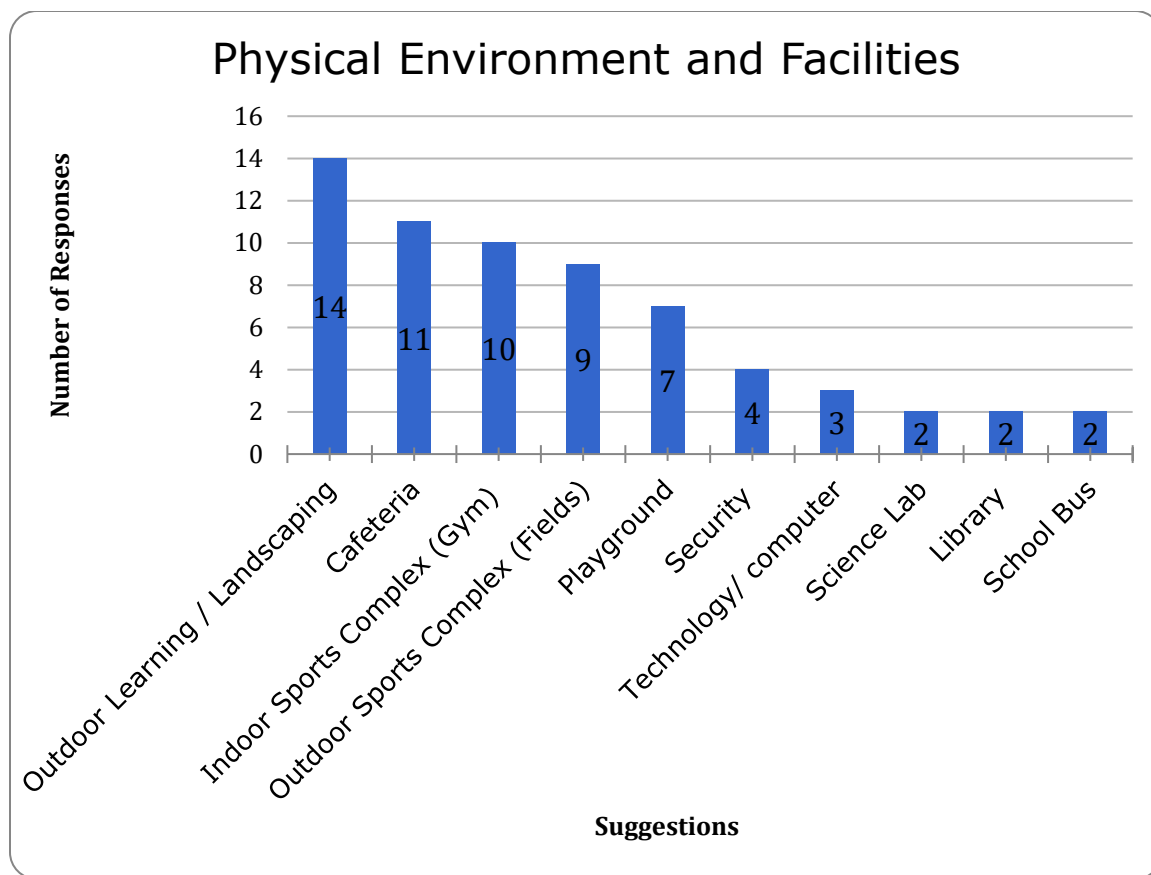
Figure G: Physical Environment and Facilities, summarizes parent’s ideas generated during Parent Input Night. These ideas focused on two basic points of view:

- a. Enhance or support the existing school facilities and
- b. Expand the campus to add new facilities.

Combining all 14 landscape upgrades and ideas (vegetable gardens, spiritual gardens, outdoor education classrooms and low water use planting) makes landscape improvements a high priority. Improving landscaping of the school satisfies multiple short- and long-term goals.

Expanding the campus was prioritized based on support of existing athletic activities (archery/ basketball) and the need for an indoor gym facility to support those sports. In the long term, as the school grows a larger variety of sports will be offered along with facilities and equipment to accommodate those sports.

The Strategic Plan implementation tasks identify other concerns about the student's physical environment including security, learning tools and transportation needs.



**Figure G: Physical Environment and Facilities Parent Input**

## Implementation Charts

**Domain: Catholic Identity**  
**Focus Area: Catholic Identity**  
**Goal: Maintain a Strong Catholic Identity**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Community outreach	Utilize local and global opportunities to promote our Catholic values	Administration, Catholic Identity Committee	Student visit to local nursing home, supporting mission trip to Peru, contribute to Rice Bowl effort	X	OG	OG	OG	OG
Cross-curriculum integration with religion	Religion teachers to work with other faculty to integrate religion into course plans	Religion Teachers, Catholic Identity Committee	To be put into place in the 2019-2020 school year	H	OG	OG	OG	OG
Facilitate student exposure to and participation in Catholic traditions	Stations of the Cross, Adoration, Mass and praying the Rosary once a month	Administration, Catholic Identity Committee	Implemented monthly Adoration, Mass, praying the Rosary and Stations of the Cross during Lent	X	OG	OG	OG	OG
Facilitate student exposure to, and participation in, Catholic traditions	Special children's mass on Sundays. Time to be determined by Pastor and Principal	Administration, Catholic Identity Committee	Plan one or two SMDP school Sunday Masses per year	H	OG	OG	OG	OG
Maintain a physical Catholic presence throughout the School facility	Catholic artifacts, prayer tables, crucifixes in the School environment	Administration, Catholic Identity Committee	Addition of new crucifixes in all classrooms	X	OG	OG	OG	OG
Consider Catholic High School Options	Create a Task Force to explore whether there is enough interest and attendance in a Catholic High school for our parish and surrounding parishes	Administration, Catholic Identity Committee	Identify interested parents with unique skills (financial, construction, planning) to participate on a Catholic High School Task Force	M	H	H	H	H
Determine feasibility of obtaining IT resources for religious education	Determine if additional IT resources are required and if so, their cost	Administration, Catholic Identity Committee	Cost analysis required	L	L	M	H	H
Evaluate school transportation needs	Determine the number of activities that require bus transportation	Administration, Finance Committee	Determine most cost effective transportation to meet needs whether lease, purchase or contract	L	M	M	H	H
Nurture Catholic identity and value within own Parish and other local Catholic Parishes.	Establish Monthly Religion Theme	Administration, Catholic Identity Committee	Identify themes before school starts each year	H	OG	OG	OG	OG
Nurture Catholic identity and value within own Parish and other local Catholic Parishes.	Visit Catholic Charities with Immaculate Conception; conduct a Homeless Simulation; continue the Vocations Awareness Day	Administration, Catholic Identity Committee	Visit to Catholic Charities Fort Worth April 2019, Catholic Charities Homeless Situation April 2019, Vocations Awareness Day April 2019	X	OG	OG	OG	OG
Strengthen Welcoming Committee	Identify partnerships with Welcoming Committee and existing Committees	Administration, Catholic Identity Committee	Designate welcoming committee liaisons annually each September to attend and report to committee meetings	H	H	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

**Domain: Catholic Identity**  
**Focus Area: School Community**  
**Goal: Create a warm, welcoming community for parents and educators**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Strengthen Welcome Committee	Identify partnerships with Welcome Committee and existing committees	Administration, Catholic Identity Committee/ Welcome Committee/ Membership Committee	Designate Welcome Committee liaisons annually each September to assist with communicating volunteer opportunities to parents	H	OG	OG	OG	OG
Create warm welcoming community between parents and educators	Host a welcome event	Administration/ Teachers, Welcome Committee	Host event in conjunction with Open House or Back to School night	H	OG	OG	OG	OG
Create programs to welcome new families	Establish a new family welcome program that partners new families with established families	Administration, Membership Committee/ Welcome Committee	Create new family partnerships annually in September	H	OG	OG	OG	OG
Ensure all volunteers are Safe Environment trained	Offer incentives such as volunteer hours for Safe Environment training attendees	Administration, Parish Office	Offer Safe Environment training on a variety of days and times throughout the school year	X	OG	OG	OG	OG
Provide opportunities for parent involvement	Provide a parent volunteer sign-up sheet with all volunteer activities in the welcome packet at the beginning of the year	Administration, Welcome Committee	Anticipated increase in parental participation by 15%	H	OG	OG	OG	OG
Establish a volunteer hour yearly quota per family	Create volunteer hour tracking system	Administration, Office Staff	Parents are able to log volunteer hours via a monthly tracking mechanism (manually and/or electronically)	X	OG	OG	OG	OG
Determine best way to communicate with parents	Survey parents on how they wish to receive school communications: e-mail, text, social media, website, robo-calls, U.S. mail	Administration, Teachers/ Support Staff	Complete survey by end of September 2019	H	OG	OG	OG	OG
Increase parent communications	Host the State of School address	Administration, Pastor	Principal and Pastor to address parent population at least once a year on the state of the School	H	OG	OG	OG	OG
	Create a notebook with all important paperwork so parents can refer back to documents throughout the school year	Front Desk, Welcome Committee	Notebooks should be distributed to each family before the beginning of school	M	H	OG	OG	OG
	Host Parent Input Night	Administration, School Advisory Council	Parent Input Night hosted annually	X	OG	OG	OG	OG
Create effective communications between teachers and parents	Identify reoccurring events that can be standardized: Coffee with Principal, A/B Honor Roll, Virtue Awards, etc.	Administration, Teachers	Schedule reoccurring events on the same day of the month, for example first Friday is Coffee with Principal	M	H	OG	OG	OG
	Teachers shall communicate via newsletters and include ways to contact them	Administration, Teachers	Newsletters from teachers are sent at least weekly in all grade levels	H	OG	OG	OG	OG
Create effective communications between School and Parish	Expand School report in weekly Parish bulletin	Administration, Support staff, Parish office staff	Highlight School activities and fundraising opportunities so parishioners can view the School as a valuable asset to the Parish	H	OG	OG	OG	OG
Expand Membership Committee	Membership Committee will be liaisons for volunteer opportunities on committees	Administration, Membership Committee	Membership Committee will assist with soliciting volunteers for committee vacancies	H	OG	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

# Domain: Governance, Administration and Management

## Focus Area: Governance

Goal: Provide support, leadership, and council to Saint Martin de Porres Catholic School administration

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Identify more opportunities for parents to participate in the School Advisory Council, committees, and subcommittees	Correspond with parents regarding which committees and subcommittees are available for participation and coordinate with existing Welcome committee	Administration, Welcome Committee/ Membership Committee	Parent participation increases on committees and subcommittees by 20% beginning 2019-20 school year	H	OG	OG	OG	OG
Strengthen Welcome Committee	Identify partnerships with Welcome Committee and existing committees	Administration, Welcome Committee/ Membership Committee	Designate Welcome/Membership Committee liaisons each September to assist with communicating volunteer opportunities to parents	M	M	M	OG	OG
Perform reviews SMdP School Strategic Plan	Reviews shall be performed at the beginning and end of each school year: at the beginning of the year to determine which items to accomplish within the school year and at the end of the year to check off all items accomplished	Administration, School Advisory Council	Review plan annually and check off accomplishments	L	OG	OG	OG	OG
Properly notice School Advisory Council Meetings	Public noticing of Advisory Council meetings, as required by the Bylaws set forth by the Diocese of Fort Worth	Administration, School Advisory Council Secretary	Post meeting dates, times and locations on the School's website	H	OG	OG	OG	OG
Provide opportunities for parents to provide ideas	Host Parent Input Night and other informational events	Administration, Membership Committee	Host Parent Input Night annually	X	OG	OG	OG	OG
Continual Focus on Integration of Technology into the Curriculum and in the School	Develop upgrade path for hardware to leverage initial implementation and provide for future development	Administration, Technology Committee	Hardware upgrade path is defined, documented, approved, and implemented.	H	X	OG	OG	OG
	Optimize use of cloud based solutions and applications		Migrate software applications where possible to cloud based platforms	X	OG	OG	OG	OG
	Develop and implement comprehensive technology policies and procedures to address application selection, data storage, retention and backup, upgrade path for hardware, and local and remote access to the network.		Hardware upgrade path is defined, documented, approved, and implemented.	X	OG	OG	OG	OG
	Develop targeted classroom and extracurricular technology programs and capabilities, including technology clubs and electives such as robotics, coding, etc.		New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	X	OG	OG	OG	OG
Enhance programs designed to enhance the learning experience as requested by parent. Differentiate SMdPCS from its competition.	New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	Administration, Advisory Council	New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	X	OG	OG	OG	OG
Efficient utilization and maintenance of physical environment	Review and revise as necessary the current site plan in anticipation of future growth needs.	Administration, Advisory Council	Current site plan is reviewed and adjustments made in anticipation of the school's future growth	X	OG	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

**Domain: Governance, Administration and Management**  
**Focus Area: Marketing and Public Relations**  
**Goal: Enhance marketing and public relations efforts to increase enrollment**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Promote the School	Develop a marketing organization	Advancement Director, Marketing Subcommittee of the M&D Committee	A marketing organization created by the end of 2019, with staff, volunteers and their special skills identified, to be updated annually	X	OG	OG	OG	OG
	Create a Marketing Plan and associated public relations campaign(s)	Advancement Director, Marketing Subcommittee of the M&D Committee	A Marketing Plan which includes goals, priorities, needs, resources, and a means in which to determine results; to be reviewed by the School Advisory Council in Fall 2019, and be updated annually	H	OG	OG	OG	OG
	Maintain and update website/social media as a major portal for information	Advancement Director, Marketing Subcommittee of the M&D Committee	Improved search engine optimization to increase the number of followers by 10% monthly	M	H	OG	OG	OG
	Outreach to the community	Advancement Director, Marketing Subcommittee of the M&D Committee	Publish articles in local newspapers, magazines, blogs, surrounding parish bulletins, and social media in addition to participating in community activities and events to be incorporated into the Marketing Plan and public relations campaign(s)	M	H	OG	OG	OG
Develop key policies and procedures	Define, document, approve and publish key policies and standard operating procedures	Administration, Marketing Subcommittee of the M&D Committee	Draft policy for School Advisory Council review	H	OG	OG	OG	OG
Enhance the School's brand to distinguish the School from its' competition	Differentiate SM&P School from current and future competition and integrate into the Marketing Plan and public relations campaign(s)	Advancement Director, Marketing Subcommittee of the M&D Committee	SWOT analysis is completed and differentiators added to the Marketing Plan and materials created promoting the School	X	OG	OG	OG	X
Maintain and enhance the Donor Database	Maintain and enhance the Donor Database by expanding donor categories and identifying important donors	Advancement Director, Marketing Subcommittee of the M&D Committee	Database is actively being managed	X	OG	OG	OG	OG
Create a warm, welcoming community family of parents and educators	Schedule a community wide event in conjunction with Catholic Schools Week	Advancement Director, Marketing Subcommittee of the M&D Committee	A community wide event is held during Catholic Schools Week	X	OG	OG	OG	OG
Create effective communications	Host planning session of all groups to identify all calendar events for the upcoming school year	Administration, Advancement Director	Calendared events from SAC, Welcome Committee, home-room moms, fundraising events, athletic events and other marketing or volunteer activities (parents will likely volunteer more if they know in advance)	H	OG	OG	OG	OG
Identify marketing strategy	Develop print materials	Advancement Director, Marketing Subcommittee of the M&D Committee	Develop and distribute print materials before enrollment in the spring, update annually as necessary	H	OG	OG	OG	OG
	Develop social media campaign	Advancement Director, Marketing Subcommittee of the M&D Committee	Increase social media presence by 10% monthly	M	H	OG	OG	OG
	Develop program for purchasing media (billboards, print ads)	Advancement Director, Marketing Subcommittee of the M&D Committee	Develop a budget for paid media, to include a cost benefit analysis, to be updated annually	M	H	OG	OG	OG
	In-kind media	Advancement Director, Marketing Subcommittee of the M&D Committee	Begin tracking in-kind media	M	M	H	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

**Domain: Governance, Administration and Management**

**Focus Area: Financial Development**

**Goal: To strengthen the financial foundation of the School**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Promote the School	Design and staff a marketing organization using staff and volunteers	Advancement Director, Marketing Subcommittee of the M&D Committee	Marketing organization has been designed, staffed and is functioning	X	OG	OG	OG	OG
	Design, document, approve and implement a marketing plan and public relations campaign(s)	Advancement Director, Marketing Subcommittee of the M&D Committee	Marketing plan is written, approved and implemented	X	OG	OG	OG	OG
Enhance the School's brand to distinguish the School from its' competition.	Differentiate SMDP School from local current and future competition and integrate into marketing plan and public relations campaign(s)	Advancement Director, Marketing Subcommittee of the M&D Committee	SWOT analysis is completed and differentiators added to the marketing plan and materials	X	OG	OG	OG	OG
Establish and maintain a Donor database	Establish and maintain a donor database	Advancement Director, Marketing Subcommittee of the M&D Committee	Database is completed and is actively being managed	H	OG	OG	OG	OG
Create a warm, welcoming community family of parents and educators	Schedule a community wide event in conjunction with Catholic Schools Week	Advancement Director, Marketing Subcommittee of the M&D Committee	A community wide event is planned for Catholic Schools Week	X	OG	OG	OG	OG
Develop key policies and procedures	Define, document, approve and publish key policies and standard operating procedures	Administration, Marketing Subcommittee of the M&D Committee	Written policy and procedures are defined, documented, approved and published	H	OG	OG	OG	OG
Standardize how fundraising events are planned and executed	Create an Annual Fundraising Plan which includes expected net financial results	Advancement Director, Fundraising Subcommittee of the M&D Committee	Develop and approve an Annual Fundraising Plan, which includes chairpersons and co-chairpersons, and projected net revenues	H	OG	OG	OG	OG
Provide for short term financial needs of the school	Implement planned, budgeted fundraising events and activities	Advancement Director, Fundraising Subcommittee of the M&D Committee	Execute the Annual Fundraising Plan, and use the actual results to project net revenues for the following school year; use proceeds for the short-term operating needs of the School	H	OG	OG	OG	OG
	Create an Annual Fund as a major source of fundraising for the School for the year	Advancement Director, Fundraising Subcommittee of the M&D Committee	Plan for, and execute an Annual Fund, proceeds of which will be used for short-term operating needs of the School	L	L	M	M	H
Provide scholarship funds to aid those that need tuition assistance	Establish a Tuition Angels program (Scholarship Fund)	Advancement Director, Fundraising Subcommittee of the M&D Committee	Tuition Angels program is established, with donors solicited from both internal and external sources	M	H	OG	OG	OG
Long-term viability of the school	Develop a strategic plan which focuses on the sequencing, structure and relationships of an endowment fund, annual fund, planned giving, and like mechanisms for the long-term financial needs of the School	Advancement Director, Fundraising Subcommittee of the M&D Committee	Consult with the Diocese Advancement Foundation, Mission Advancement and/or other entities to develop a strategic plan which focuses on the sequencing, structure and relationships of an endowment fund, annual fund, planned giving, and like activities. Once such a strategic plan has been developed, work toward the implementation of such a plan	L	M	H	OG	OG
	Develop a Partners in Education Program (corporate sponsorship program)	Advancement Director, Fundraising Subcommittee of the M&D Committee	Consult with the Diocese Advancement Foundation, Mission Advancement and/or other entities to develop a Partners in Education program. Once such a program has been developed, solicit donors	L	M	H	OG	OG
Establish a grant writing program	Seek, explore and submit grant opportunities	Advancement Director, Fundraising Subcommittee of the M&D Committee	Grant opportunities are identified and applications submitted, submit at least two grants per school year	X	OG	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**



**Domain: Governance, Administration and Management**  
**Focus Area: Financial Oversight**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Develop an annual financial budget	Develop and publish an annual financial budget, including the expected results from all fundraising activities	Administration, Finance Committee	Monthly reviews	X	OG	OG	OG	OG
Monitor monthly financial performance	Monthly reviews	Administration, Finance Committee	Financial reviews are being held monthly	X	OG	OG	OG	OG
Establish a School Advisory Council & Its Committees	Establish and staff a School Advisory Council & Its Committees	Administration, Membership Committee	New members to the Advisory Council are solicited, discerned, and added to the Advisory Council	OG	OG	OG	OG	OG
Continual Focus on Integration of Technology into the Curriculum and in the School	Develop upgrade path for hardware to leverage initial implementation and provide for future development	Administration, Technology Committee	Hardware upgrade path is defined, documented, approved, and implemented.	H	X	OG	OG	OG
	Optimize use of cloud based solutions and applications		Migrate software applications where possible to cloud based platforms	X	OG	OG	OG	OG
	Develop and implement comprehensive technology policies and procedures to address application selection, data storage, retention and backup, upgrade path for hardware, and local and remote access to the network.		Hardware upgrade path is defined, documented, approved, and implemented.	X	OG	OG	OG	OG
	Develop targeted classroom and extracurricular technology programs and capabilities, including technology clubs and electives such as robotics, coding, etc.		New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	X	OG	OG	OG	OG
Enhance programs designed to enhance the learning experience as requested by parent. Differentiate SMdPCS from its competition.	New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	Administration, Advisory Council	New programs are added based on parent input, consistent with sufficient volunteers and financial resources.	X	OG	OG	OG	OG
Efficient utilization and maintenance of physical environment	Review and revise as necessary the current site plan in anticipation of future growth needs.	Administration, Advisory Council	Current site plan is reviewed and adjustments made in anticipation of the school's future growth	X	OG	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

## Domain: Curriculum, Instruction and Assessment

### Focus Area: Develop strong learner-centered curriculum

**Goal: Develop a rigorous curriculum aligned to relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Curriculum is aligned to state and national standards	Continue implementation of Texas Resource System to plan lessons in all core subject areas	Administration, Teachers	Weekly lesson plans reviewed by Principal	H	OG	OG	OG	OG
	Use Texas TEKS, national standards, and diocesan religion curriculum to plan engaging lessons	Administration, Teachers	Weekly lesson plans reviewed by Principal	X	OG	OG	OG	OG
	Evaluate existing textbooks/materials; adopt new textbooks/materials	Administration, Teachers	Resources match standards/TEKS and meet needs	H	OG	OG	OG	OG
Plan instruction that develops the whole child - mind, body and spirit	Continue implementation of classical education model focusing on creative, reflective, literate, critical, and moral thinking and problem solving	Administration, Teachers	Classical education model integrated into lessons	X	OG	OG	OG	OG
	Provide teachers with professional development opportunities in Classical Education.	Administration, Teachers	Teachers implement professional development information	H	H	OG	OG	OG
Prepare students to become expert users of technology	Add more devices so the middle school is 1:1; add software programs like Lexia Core 5; provide students with keyboarding program; integrate age appropriate technology skills into subject lessons	Administration, Teachers	Students demonstrate proficiency in keyboarding, utilizing word processing, multimedia, spreadsheets, etc.	M	H	OG	OG	OG
Address diverse needs of learners and accommodate students with special needs	Add resource teacher; offer SEE class (Sequential English Education)	Administration, Teachers	urce teacher; create resource	H	OG	OG	OG	OG
	Offer professional development opportunities on differentiation in regular classroom and how to meet needs of gifted learners	Administration, Teachers	Teachers implement professional development information	H	H	OG	OG	OG
Use school-wide assessment to document student learning and review curriculum and instructional practices	Use data from school-wide test in Fall (IOWA Assessment) to monitor, review, and evaluate curriculum and programs	Administration, Teachers	Teachers and administration set curricula goals based upon test data; review each quarter	X	OG	OG	OG	OG
	Use grade-level benchmarks to monitor student growth/achievement	Administration, Teachers	Teachers and administration set curricula goals based upon test data; review each quarter	H	H	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

## Domain: Curriculum, Instruction and Assessment

### Focus Area: Technology

**Goal: Support development of a strong learner-centered curriculum through use of technology**

Objectives	Implementation Activities	Responsible	Measured Results	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Develop a data collection and storage plan to facilitate operation and cost efficient storage, backup and retention of all digital data created by and with the School	Analyze and develop a data storage plan	Administration, Technology Committee	A data storage plan is documented, approved and published		H	OG	OG	OG	OG
Document the IT infrastructure to ensure it supports staff and student access, use of software and applications, and security of all software and user data in a cost and operationally effective and efficient manner	Document the IT infrastructure	Administration, Technology Committee	The current IT infrastructure is documented in written form for current use and future development		X	OG	OG	OG	OG
Provide an upgrade path for hardware to leverage the initial implementation and provide a path for future development of the hardware platform	Develop upgrade path for hardware to leverage initial implementation and provide for future development	Administration, Technology Committee	Hardware upgrade path is defined, documented, approved, and implemented	L	H	OG	OG	OG	OG
In selecting use of software applications, where possible avoid applications requiring local maintenance and support	Optimize use of cloud-based solutions and applications	Administration, Technology Committee	Migrate software applications where possible to cloud based platforms	L	H	OG	OG	OG	OG
Develop comprehensive policy and procedures related to the integration of technology in the student learning experience	Develop and implement comprehensive technology policies and procedures to address application selection, data storage, retention and backup, upgrade path for hardware, security and local and remote access to the network	Administration, Technology Committee	Comprehensive policy and procedures are defined, documented, approved, and implemented	L	H	OG	OG	OG	OG
Collaborate with the Catholic Identity Committee to obtain resources for religious education	Determine scheduling for use of school computers and/or obtain additional computers	Administration, Catholic Identity Committee/ Technology Committee	Cost analysis required		M	H	OG	OG	OG

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

## Domain: Student Services and Activities

### Focus Area: Student Services

**Goal: Provide new programs designed to meet student academic, socio-emotional, and extra curricular needs**

Objectives	Implementation Activities	Responsible	Measured Results	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Provide students with more opportunities to participate in Catholic traditions and mores	Provide opportunities to have a School-wide Rosary	School Administration in conjunction with Church Administration, Religion Teachers	Implementation of weekly or monthly School-wide Rosary (at least during the month of May)	H	H	H	H	H
Provide students with more opportunities to participate in Catholic traditions and mores	Student-led Sunday Masses (students are ushers, Eucharistic Ministers, Lecturers, Children's Choir)	Church Administration and Faith Formation Coordinator, School Administration and Religion teachers	Expansion from school day Mass participation toward a monthly Sunday opportunity	L	L	M	M	H
Provide additional opportunities for students to participate in organized after-school music lessons	Provide piano/guitar music lessons after school, in hope of developing musicians for the music ministry	School Administration in conjunction with Church Administration, Volunteer parents or teachers in conjunction with the Music teacher	Student participation in the music ensemble at weekly Masses during school and/or on Sundays	M	M	H	H	H
Provide opportunities for students to participate in organized after-school computer clubs	STEM Club; Robotics Club; Coding and/or programming club	School Administration, Computer teachers and/or volunteer parents	Active participation in Diocesan or public computer related competitions	M	M	M	H	H
Provide opportunities for students to participate in organized after-school clubs or organizations	Chess club ; Language club; Scouting organizations; Debate club; Environmental Science/Horticulture club; Expand athletic teams and programs	School Administration, Volunteer parents and/or volunteer teachers	Development of a variety of after school clubs. Develop a scouting program or the participation in an already established neighboring program	M	M	M	H	H
Provide more opportunities for "communal" activities for students and parents	Provide more: Field trips correlated to specific study topics ; Career Day - have parents volunteer time to describe job duties; Cultural days - have students share personal mores and traditions of their culture; Community services - offer the students experiences which can empower others	School Administration, School counselor or Subject area teachers	Creation of an annual Career Day Event. Established Cultural Day Events to coincide with specific cultures (i.e. Cinco de Mayo, St Patrick's Day)	L	L	M	M	H
	Incorporate a "Buddy System" - i.e. pair 8th Grade students with 2nd Grade students to teach the younger students their prayers for First Communion and Reconciliation	School Administration, Religion teachers and Faith Formation Coordinator	Teachers explore opportunities to provide student-to-student religious education	M	H	H	H	H
	"Donuts/Muffins with Dad/Mom" days - parents attend school Mass with their respective students and then share breakfast together afterwards	School Administration in conjunction with Church Administration, Religion teachers and Faith Formation Coordinator	Establish regular annual opportunities for Mother/Father and child activities	L	L	L	M	M
	"Parent Night Out" - provide time for parents to learn skills to help their students become better prepared for Sacraments (i.e. ways to teach students prayers, or how to help students choose Confirmation Saints)	School Administration in conjunction with Church Administration, Religion teachers and Faith Formation Coordinator	Use this time as an opportunity for students to learn about sacraments in a retreat style format.	L	L	M	M	H
Provide opportunities for students to develop public speaking skills	Student lecturers at Mass; Debate classes/club; Performing arts opportunities	School Administration and/or Church Administration, Volunteer parents, parishioners or other professionals (i.e. Toastmasters)	Currently available in religion classes and can be expanded to allow older students to mentor younger	X	OG	OG	OG	OG
Provide students with a variety of "life skills"	Landscaping/gardening skills; Financial management skills; Time management skills; Study skills; Cooking/baking skills	School Administration, Parish landscape architect, volunteer parents/parishioners, and/or local bakers	Students with proficient life skills are prepared to be leaders in society	M	M	M	H	H
Develop an anti-bullying program	Guidance lessons ;Religion lessons; Social Science lessons	School Administration, School Counselor, Religion Teachers, or a variety of teachers	Student participation in a well-developed "Student Empowerment" organization	L	L	M	M	M
Efficient utilization and maintenance of physical environment	Review and revise as necessary the current site plan in anticipation of landscape as a teaching tool	School Administration, Landscape Contractors, Teachers, parents	Current site plan is reviewed and adjustments made in anticipation of the school's future growth	L	L	M	M	M

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

**Domain: Plant and Facilities**  
**Focus Area: Physical Environment**  
**Goal: Efficient Utilization and Maintenance of Physical Environment**

Objectives	Implementation Activities	Responsible	Measured Results	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Review and revise the current Master Plan in anticipation of future growth needs	Current Master Plan to be reviewed and adjustments made in anticipation of the School's future growth	Administration, School Advisory Council	Master Plan update submittal to Town of Prosper in 2020-2021 school year	L	M	M	H	H	OG
Develop long-range plan for construction of athletic facilities	Create Athletic Building Committee to begin planning for gym and athletic facilities to include a capital campaign	Athletic Director, Third party contractor	Establish Athletic Building Committee in spring 2020		L	L	M	M	H
Evaluate and determine the most viable athletic facilities for future growth	Prioritize sports based on participation, season, equipment costs and other operational costs: archery, basketball, volleyball, track, and soccer	Athletic Director, School Advisory Council/ Finance Committee	Evaluate which facilities will have the greatest rate of return once constructed		L	L	M	M	H
Create a capital campaign to fund the cost of athletic facilities	Establish an Athletic Booster Club to lead the fundraising for athletic facilities, in coordination with other Fundraising Committees	Athletic Director, Administration, Athletic Booster Club, M&D committee	Establish Athletic Booster Club in Fall 2021		L	L	M	M	H
Consider expansion of school building(s) for future growth	Determine the number and size of classrooms for expansion	Administration, School Advisory Council	Classroom expansion should be included in Master Plan Amendment		L	L	M	M	H
Require Safe Environment Training for all volunteers	Coordinate with Church office to provide Virtus Training for all parents and volunteers	Administration, Church Offices	Virtus Training is required by the Fort Worth Diocese to be held several times throughout the year		H	H	H	H	H
Organize Community Watch	Identify community partners: parents, parishioners, local fire, police and emergency management authorities	Administration, Dads group	Create partnerships that are joint ventures lead by dedicated Dads to monitor and report suspicious activity		H	H	H	H	H
Improve the landscaping of the School and Church	Work with landscape architects to improve the landscaping so that it requires low water use, an educational teaching tool and can be used for spiritual reflection	Administration / Facilities Manager, Support staff and teaching staff	Landscape improvements may be part of master plan amendment		H	H	H	H	H
	Request donations for low water use plants and landscape materials from local businesses and nurseries	Administration / Facilities Manager, Parishioners, parents, and staff	Request volunteer labor from parents, students and parishioners to plant landscaping in conjunction with the spring Earth Day event 2020		M	H	OG	OG	OG
	Begin planning for outdoor classroom and teaching gardens	Administration/ Teachers, Teachers and support staff	Apply for grants to fund outdoor classroom		H	H	X	X	X
	Coordinate with landscaping company for ways to reduce water use	Administration, Church Offices	Landscape company to perform irrigation audit and provide results to school and parish administration		H	OG	OG	OG	OG
Evaluate School transportation needs	Determine the number of activities that require bus transportation	Administration, Finance Committee	Determine most cost effective transportation to meet needs whether lease, purchase or contract		L	L	L	M	M
Playground expansion	Plan ahead for playground growth as school population grows and provide some shade for both students and adults on the playground	Administration, Building Committee	Determine playground needs and timeline		L	L	L	L	L
Plan ahead for maintenance issues	Emergency planning for maintenance issues such as leaks and other expenses	Administration, Finance Committee	Identify possible emergency maintenance issues in order to plan ahead		M	H	OG	OG	OG
Improve campus signage	Purchase signage visible along the 380 traffic corridor	Administration, Maintenance Support Staff	Install signage prior to end of the 2020-21 school year		H	X	X	X	X

**Legend L= Low Priority M= Medium Priority H=High Priority OG=Ongoing X=Scheduled to Complete in the Indicated School Year**

## **Closing**

With the implementation of the 2019-2024 Strategic Plan, the future of St. Martin de Porres Catholic School presents plenty of opportunities for growth. We have challenged ourselves with achievable tasks of a very high standard over the next three to five years. Annual status reviews performed by the SMdP school pastor, administration and SAC will ensure achievable results.

As our school achieves our goals outlined in this plan, our children benefit academically, physically as well as socially and spiritually. They carry on the legacy of a Catholic School graduate whose education includes the mind, body, and spirit.

## **Acknowledgements**

This Plan could not be possible without a dedicated group of people who provided their time and skills to contribute, provide feedback, and write the first St. Martin de Porres Catholic School Strategic Plan.

A many great thanks go out to all those who helped:

- Father Stephen Hauck, Pastor
- Mrs. Susan Flanagan, School Principal
- Mrs. Courtney DeMakas, Assistant Principal
- School Advisory Council (SAC) members
  - o Laurie Trevizo, Chair
  - o George Siller, Vice Chair
  - o Kim Sine, Secretary
  - o JP Bobe Ajim
  - o Julie Cavanaugh
  - o Adelina Christensen
  - o Stefan Matura
  - o Kathleen Neuwirth
  - o Betty Schearf
- Committee members, and
- Parents that gave their input during Parent Input Night.

## **Appendix**

### **Parent Input Night Report**

#### **Executive Summary**

On Wednesday January 16, St. Martin de Porres (SMdP) Catholic School hosted a Parent Input Night. The purpose of this meeting was to create an opportunity for parents to share their ideas with the School Administration and the School Advisory Council. There were 39 participants from 29 families representing approximately 20% of the school population. Attendees provided ideas on the future of SMdP Catholic School in five main categories by visiting "stations" which addressed:

- Creating a Community with Parents and Educators
- Marketing and Public Relations
- Financial Development and Fundraising
- Physical Environment and Facilities
- Student Services

#### **Summary**

Specific ideas were consolidated into common themes for purposes of this summary. The top suggestions at each station included:

- Creating a Community with Parents and Educators
  - Enhancing teacher communication by providing more communication opportunities with parents
  - Improving communications between school parents
  - Providing additional opportunities to volunteer with the school and parish
  - Creating opportunities to participate in mission trips, retreats, and faith formation activities
- Marketing and Public Relations
  - Use of social and print media to create excitement and increase awareness of the school
  - Provide ongoing networking opportunities within the community
  - Parents, with unique skill sets, volunteered to assist and develop marketing and public relations initiatives
- Financial Development and Fundraising
  - Eleven (11) suggestions related to financial development designed to provide for the long-term financial viability of the school
  - Forty-two (42) suggestions related to major fundraising events and activities that are suitable for inclusion in a major event, such as dinners/breakfast/food sales, raffles and auctions
- Physical Environment and Facilities
  - Suggestions included expanding the existing campus facilities such as playground additions, library, chemistry/science labs and adding security measures
  - Suggestions included to create new campus facilities to complement current activities such as archery and facilities for new activities such as sports fields, cafeteria, and larger gym facilities

- Student Services
  - Several computer-related activities were suggested varying from basic skills and coding to robotics
  - Several academic activities recommended including financial management, music, and other languages
  - Other suggested activities included a buddy/tutoring/mentoring program, volunteering or service hours, field trips, career days and cultural days

## **Closing**

The School Advisory Council appreciates parent's input and time to attend this meeting. Overall, the suggestions were very creative. Some ideas are low cost and short-term, which can be implemented in the near future, whereas others require significant capital funds and a longer timeline to accomplish.

These ideas will be incorporated into the Strategic Plan. The Strategic Plan is considered a "living document" that will be reviewed annually and updated every three to five years. Suggestions and ideas are always welcome and can be brought to the attention of the School Advisory Council and the School Administration at any time.



## **Bibliography**

- (n.d.). Retrieved from North Texas Catholic: <https://www.northtexascatholic.org/>  
*Gaudium Press*. (2015, November 3). Retrieved from  
<https://en.gaudiumpress.org/content/74207-St--Martin-de-Porres--the-last-monk-in-the-monastery>
- Hauck, F. S. (2017, 11 9). Retrieved from North Texas Catholic.org:  
[https://www.northtexascatholic.org/local-news-article?r=S74NLBYNJA&send\\_to=%2Fsearch-news%3Fquery%3Dstephen%2Bhauck%26x%3D0%26y%3D0](https://www.northtexascatholic.org/local-news-article?r=S74NLBYNJA&send_to=%2Fsearch-news%3Fquery%3Dstephen%2Bhauck%26x%3D0%26y%3D0)
- Saint Martin de Porres Catholic School*. (n.d.). Retrieved from <https://smdpcatholic.org/st-martin-de-porress-windsong-ranch>. (2019, Mary 14). Retrieved from Windsong Ranch:  
<https://windsongranchliving.com/st-martin-de-porres-windsong-ranch/>)
- The Catholic Schools Project*. (n.d.). Retrieved from  
<https://www.catholicschoolstandards.org/>