

St. Bernard School **LONG RANGE PLAN**

“CHARTING THE COURSE TO EXCELLENCE”



ESTABLISHED IN 1891

Dedicated to Academic Excellence through Catholic Values

REVISED MAY 2017

Appendix F – Committee Action Planning Matrices

ATHLETICS

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
Customize and modernize in order to better utilize, one of the most used buildings at SBS. Provide much needed storage space, floor space, and office space. .	Addition to and renovation of SBS Gym.	<p>Project includes: Addition to SBS Gym for office space, storage space, stage, classrooms, and concession area (Price of addition / renovation depends on final plan).</p> <ul style="list-style-type: none"> • Construction of storage space in gym area. • Retractable Goals (\$5,000) 	<p>Committee members from facilities and athletics committee. Parents who are in construction (or similar) field. Parents who own or work for businesses in relation to project.</p>	Start August 7, 2012 and have project completed by Summer 2019.

CHRISTIAN FORMATION

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
Baggin on the Bayou	Contact 2 bands to play	Kim Stelly Brazos Huval, Jamie Monette	Kim Stelly Brazos Huval, Director of Student Services	In place by 2015-2016 SY
Establish K & 8 and PreK & 7 Retreats	Establish through Buddy System	Teachers	Religion Coordinator	
Include more opportunities for group prayer in the school which would strengthen the students' faith such as living rosary or way of the cross. Cleaning up the "stepping rosary"	Weekly Stations of the Cross have been held during lent; we will incorporate the living rosary during the month of May; Cheer for Jesus 3-4 times a year	The church is available during Lent on Wednesday mornings; Stations of the Cross on the Bayou.	Religion Coordinator Director of Student Services	On-going
Campus Ministry performs plays/cheers with a message. These plays will correspond with the church's liturgical season.	A teacher sponsor will need to be secured. This sponsor can also be utilized in the production of the Passion Play.	Teachers and students	Students will be encouraged to write their own plays/cheers and perform for the student body during the regularly scheduled religion times Christophe Julliot Marguerite Guilbeaux Director of Student Services	On-going

CHRISTIAN FORMATION

Objective	Action Steps	Resources	Contacts	Time-Frame
More opportunities for off-campus service projects for all grade levels to illustrate to the students the need for helping others.	Teachers will be asked for suggestions for service projects as well as parents who can help to transport students to these sites. A list needs to be compiled and shared that states which grade level does what.	There are a number of parents who would be willing and are reliable, dependable, and safe. These parents would transport small groups of students to and from these projects.	Religion Coordinator	
Incorporate scripture into students' journaling activities	A list of scriptures will be compiled. Each week (day) a new scripture passage will be introduced into the classrooms for discussion, journaling, etc.	Our Daily Bread, Bible, Guidepost 6th,7th,8th have a daily Scripture Journal Daily handwriting activities for 1-5	Asst. Principal Religion Coordinator	On-going
Include more opportunities for reconciliation on campus	Discuss with Father how we can implement this, including location and time.		Area Priests and Local Priests Religion Coordinator	On-going
Add 2nd grade ½ day parent and student retreat for First Communion		Christine Angelle	Religion Coordinator	

DEVELOPMENT

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
Advertising & Marketing	<p>Target opportunities for free advertisement at all levels:</p> <ul style="list-style-type: none"> • Newspapers • TV • Websites (Feature articles regarding student achievement) <p>Solicit donors for paid Advertisement:</p> <ul style="list-style-type: none"> • Advertisement via wearing SBS shirts out in the community. <p>Have Parents go to greatschools.org and add reviews.</p> <p>Church Bulletin</p>	<p>Teche News Acadiana Catholic Daily Advertiser TV Stations Greatschools.org</p>	<p>Teche News-</p> <ul style="list-style-type: none"> • Lisa Breaux • Kristy Guidry 	Ongoing

DEVELOPMENT

Objective	Action Steps	Resources	Contacts	Time-Frame
<p>Church Marketing</p> <p>Need to “appear” at area churches</p> <ul style="list-style-type: none"> • Cecilia • Henderson • Arnaudville • St. Martinville 	<p>Weekly presence in the St. Bernard Church bulletin.</p> <p>Send master calendar to area churches.</p> <p>Send a personal invitation to local priest and their congregation to attend Live Nativity and Passion Play</p>		<p>Students, teachers, parents and area priests</p> <p>Bulletin editor</p> <p>Jody Dupont</p>	<p>Weekly for bulletin</p> <p>Annually for mailings</p>
<p>Advertising & Marketing Annual Report</p>	<p>This report would reflect the school’s budget, how money was spent and list money donated. Also could list donors.</p> <p>Plan to continue- A format has been established and will be update throughout the year.</p>	<p>Budgeted money</p> <p>Sell ads to pay for copies</p>	<p>Review other school’s Annual Reports for ideas of layout and information to include</p>	<p>Established & Ongoing</p>

DEVELOPMENT

Objective	Action Steps	Resources	Contacts	Time-Frame
<p>Partners in Education Enhance relationships in the community</p>	<p>Resurrect “Blue Ribbon Business” program started by SBS Establish a program of partners in education. List the needs and wants of the school. Ask these partners to share at the school and ask what way we (SBS) can help them. Increase community involvement – Partners in Education</p>	<p>Time Establish a list of what each business or community member could offer</p>	<p>Diocese of Lafayette Other national Catholic Schools Business and community members Need Parent volunteer to head up program</p>	<p>August 2012-ongoing</p>
<p>SBS Alumni 1) Create an alumni database 2) Create and institute a way to track graduates and their progress. 3) Create an Alumni association</p>	<p>Find a volunteer to combine all data that we currently have: names, years graduated, address, and other contact info. into one database. Find a volunteer to create the Alumni Association Find decade representatives to help coordinate</p>	<p>Time Manpower to constantly oversee and update database Alumni event coordinator</p>	<p>Other Development Directors in the Diocese Graduates Volunteers to help with mailings</p>	<p>Continue August 2012-ongoing</p>

DEVELOPMENT

Objective	Action Steps	Resources	Contacts	Time-Frame
<p>Church Marketing SBS students to participate in mass wearing their SBS uniforms</p>	<p>January (Catholic Schools Week)</p> <p>Ministry Fair</p> <p>Christmas Nativity</p>	<p>Permission form Church</p> <p>Students to serve</p> <p>SBS 5th grade choir</p> <p>Students to carry SBS banner</p> <p>Students to read & bring up gifts</p>	<p>Church staff Betty Comb Students Parents (to approve)</p>	<p>Continuing August 2012</p>
<p>Promotion Teche News SBS Page- create a monthly or quarterly page in the newspaper that is only SBS and that is created all by SBS students</p>	<p>Work with Teche News to set schedule</p> <p>Identify students who want to participate to write articles, take pictures and do layout</p> <p>Identify a sponsor or an adult who will coordinate efforts.</p>	<p>Digital camera \$200-\$500</p> <p>Computers for typing stories</p> <p>Computers for layout</p> <p>Story ideas</p> <p>Computer software to work on paper layout</p>	<p>Students Need a parent, volunteer, faculty or staff who has page layout experience.</p> <p>Kristy at Teche News.</p>	<p>2014-2015 school year</p>
<p>Promotion Hold an art/music/French show highlighting SBS students out in the community.</p>	<p>Find out when Chamber is sponsoring community events.</p> <p>Susan Morrogh for approval/help</p> <p>Contact area merchants for hosting the art work</p>	<p>Art Supplies</p> <p>Time</p> <p>Assistance from Art/ French teacher</p> <p>Volunteers to set-up and take down</p>	<p>Susan Morrogh</p> <p>Christophe Juillot</p> <p>Local merchants</p>	<p>2012-2013 school year</p>

DEVELOPMENT

Objective	Action Steps	Resources	Contacts	Time-Frame
Advertising & Marketing PR Push for statewide exposure & recognition to hopefully lead to more local interest	8th Grade LA history – Louisiana Office of Tourism – photography/art contest Wetlands Poster Contest Work with state’s media firm – commercials and posters	Send a proposal what it can do for LA, esp. to keep victims of the hurricane home Time for students involved Time A sponsor to work with students on this to coordinate	LA Dept. of Tourism Science Club	August 2013-ongoing

FACILITIES

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
Upgrade Classrooms Grades 1-6 with storage and handicap accessibility	Consult with teachers for recommendations. Hire Contractor to coordinate subs.	Building & Improvement Fund 15K	Facilities Committee	Complete Summer 2017
Gym Expansion	Retain architect to design and bid project	Capital Campaign – 225K	Angelle Architects	Summer of 2017
Remove rocks from play areas	Bid tire shreds	Playground Equipment \$10,000	Facilities Committee	Summer of 2017
Replace all doors to school	Receive Bids	Building and Maintenance	Facilities Committee	Summer 2019
Remove old heaters	Receive Bids	Building and Maintenance	Facilities Committee	Summer 2019

Notes: Classroom remodel will vary by grade level – basic renovations include: professional painting of all walls and trim, cabinets to include cubby and hanging area for each student, storage cabinet for teacher, window blinds and misc. boards and supplies.

Gym Expansion to include: converting existing locker & restroom area to 1 classroom, public restrooms and concession area with main entrance to gym. Extend bleachers into existing concession area. Add additional locker rooms and storage area to side of gym towards walkway.

STAFFING

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
<p>Salaries To assess current and future resources in order to increase salaries of all SBS employees to come within 80% of local public school salaries.</p>	<p>(1)Obtain local public school salary schedules. (2)Create a committee to study the present and long term school financial budgets and create a plan to redirect funds for salary increases without hindering the direct quality of student related services as well as protecting the future of SBS funds.</p>	<p>Time Funds – no estimated cost (?) Possible Grants to help redirect current funds to “free-up” general funds to be redirected towards salaries.</p>	<p>Principal School Accountant Advisory Council Committee</p>	<p>Action Step #1 - Fall 2014 Action Step #2 2015-2016 School Year</p>

STUDENT SERVICES

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
To use invitations to get our younger students more prepared and enthusiastic for weekly school mass	Meet with RA to develop a template and process for invites. Make mailboxes for deliveries	RA, RT, Gabby Guidry	RA, RT, HT, Students	Weekly, ongoing
Clubs To provide students with an opportunity to learn about different subject material outside of the classroom with various clubs	To seek sponsors for these clubs from within the school faculty and staff	Facilities at St. Bernard School campus would be used for meetings Funding for clubs and materials would be by dues from club members and fund raisers by club members for such events as conventions , Scrabble, Fine Arts Club, Paddling, Campus Ministry, Science Club, Pay It Forward Club, etc.	People who work in the fields such as artists for the art club. Sponsors of similar clubs at other schools.	Always ongoing and changing. When there are faculty changes, new interests may be available.

STUDENT SERVICES

Objective	Action Steps	Resources	Contacts	Time-Frame
<p>Junior high students will gain more opportunities to socialize with one another at school in a fun and safe atmosphere.</p>	<p>Plan the social activity (with student input.)</p> <p>Collect funds and chaperones for activity.</p> <p>Advertise when and where the activity will take place.</p> <p>Carry out the social activity.</p> <p>Survey junior high students afterwards in order to determine the strengths and weaknesses of activity and whether or not goals were met.</p>	<p>School facilities, materials for games (ex. volleyballs, footballs, etc.), snacks and beverages (may require small amount of funding or donations), chaperones</p> <p>Examples: Athletic Retreat, Back to School Dance, etc.</p>	<p>SBS faculty and staff</p> <p>SBS parents</p>	<p>Desired time for activity would be in late April and will be determined by administration.</p>

TECHNOLOGY

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
To place an SBS owned computer in every teacher classroom dedicated strictly for teacher use. Replace computers on a 5 year cycle (5 computers a year)	Research and identify a computer system/model as well as necessary peripherals Order Install/Setup	SBS budget Fundraisers (can't come from state or federal grant money)	Technology Coordinator School Tech	Fall 2013-ongoing
To create a Technology Handbook which designates network/user guidelines, policies and procedures. (\$0)	Create materials over time Organize materials	Ongoing project	Technology Coordinator	Ongoing
Weekly Jr. High Computer Class for Keyboarding	Scheduling	Free, on-line curriculum	Technology Teacher	2015-2016 SY

TECHNOLOGY

Objective	Action Steps	Resources	Contacts	Time-Frame
Upgrade phone system	Get updated price quote from Cox and outside vendor	SBS Budget	Technology Coordinator	
Continue subscriptions of instructional websites	Secure funds to purchase subscriptions and implement programs.	Budget Technology Fee Grants	Vendors <ul style="list-style-type: none"> ● Discovery Education ● Enchanted Learning ● Brain Pop ● ABC Teach ● Flocabulary 	Ongoing

CURRICULUM

Goal: St. Bernard School will be the foundation for children to become successful, productive citizens who exemplify Christ.

Objective	Action Steps	Resources	Contacts	Time-Frame
To increase volume and quality of writing activities and vocabulary usage in all grade levels and subjects.	Monitor the writing process by the teaching of 4-Square Modified and TapF Not sure how we want to word this Develop a common writing process and instructional cycle. Monitoring of this process through observations and portfolios.	Training of the teachers in 4-Square and Teach Me Writing process.	Administration Language Arts / Reading Teachers	Ongoing
Create writing portfolios for students with at least one/(3) writing(s) per month	Give guidelines for requirements	ELA Teachers	Administration	2017-2018 SY
To make assurances of “Calling Cards in Curriculum.”	EXAMPLES: 7 th Grade <ul style="list-style-type: none"> ● Human Sexuality ● Science related Field Trip 8 th Grade <ul style="list-style-type: none"> ● Canoe Trip ● Youth Legislature 5 th /6 th Grade <ul style="list-style-type: none"> ● Williamsburg Field Study 7 th /8 th Grade <ul style="list-style-type: none"> ● Washington DC Field Study 	Time to implement programs Funds to assure school sponsored activities Training of teachers	Director of Student Services Principal Teachers	Ongoing

CURRICULUM

Objective	Action Steps	Resources	Contacts	Time-Frame
To Implement ACT Aspire across the Curriculum	<ul style="list-style-type: none"> ● Weekly testing items ● Bell Ringers ● Fresh Read Strategies ● Implement in all subject areas daily <ul style="list-style-type: none"> ○ Examples: test format, timing, test items ○ Create science activities to include more graphs and charts similar to ACT 	Bell ringers located on server Fresh Read materials- Pearson	Teachers Principal	Ongoing, daily, 2014-2015 SY
To increase volume and quality of writing activities and vocabulary usage in all grade levels and subjects.	Monitor the writing process by the teaching of 4-Square Modified and TapF Not sure how we want to word this Develop a common writing process and instructional cycle. Monitoring of this process through observations and portfolios.	Training of the teachers in 4-Square and Teach Me Writing process.	Administration Language Arts / Reading Teachers	Ongoing
Develop Lesson Cycle for ELA and Math	Create lesson cycle for all grade levels	Curriculum Committee	Administration Curriculum Committee	2017-2018 SY

CURRICULUM

Objective	Action Steps	Resources	Contacts	Time-Frame
Implement Accelerated Reading	Create guidelines for all grade levels	A/R Testing STAR Testing	Administration Librarian	2017-2018 SY
To increase student performance in all subject areas.	Create pacing guides following the new standards in all subjects. Include standards on weekly lesson plans.	Consultants Text books State Web site	Administration	2017-2018