

# St. Bernard School **LONG RANGE PLAN**

“CHARTING THE COURSE TO EXCELLENCE”



**ESTABLISHED IN 1891**

*Dedicated to Academic Excellence through Catholic Values*

**REVISED JULY 2015**

**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.*

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

# CHRISTIAN FORMATION

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

| <b>Objective</b>   | <b>Action Steps</b>   | <b>Resources</b>  | <b>Contacts</b>   | <b>Time-Frame</b>               |
|--|---|---|---|---------------------------------|
| <i>Establish Jesus By-You</i>  | <i>Contact 2 bands to play—PK-3: Fall Concert, 4-8 Spring Concert</i>   | <i>Melissa Huval<br/>Kim Stelly<br/>Brazus Huval,<br/>Jamie Monette</i>   | <i>Melissa Huval<br/>Kim Stelly<br/>Brazus Huval,<br/>Jamie Monette</i>   | <i>In place by 2015-2016 SY</i> |
| <i>Establish K &amp; 8 and PreK &amp; 7 Retreats</i>   | <i>Establish through Buddy System</i>   | <i>Teachers</i>   | <i>Betty Comb</i>   | <i>In place by 2015-2016 SY</i> |
| <i>Include more opportunities for group prayer in the school which would strengthen the students' faith such as living rosary or way of the cross.</i> | <i>Weekly Stations of the Cross have been held during lent; we will incorporate the living rosary during the month of May</i> | <i>The church is available during Lent on Wednesday mornings; we hope to add Stations of the Cross to the school grounds so individual classes can incorporate this into their weekly schedule if they are unable to attend the scheduled events.</i> | <i>Betty Comb<br/>Linda Theriot</i>   | <i>On-going</i>                 |
| <i>Form a campus ministry group to perform plays/cheers with a message. These plays will correspond with the church's liturgical season.</i>           | <i>A teacher sponsor will need to be secured. This sponsor can also be utilized in the production of the Passion Play.</i>    | <i>Teachers and students</i>  | <i>Students will be encouraged to write their own plays/cheers and perform for the student body during the regularly scheduled religion times</i> | <i>On-going</i>                 |

# CHRISTIAN FORMATION

| Objective  | Action Steps  | Resources   | Contacts  | Time-Frame                                    |
|--|---|---|---|---|
| <p><i>More opportunities for off-campus service projects for all grade levels to illustrate to the students the need for helping others.</i></p> | <p><i>Teachers will be asked for suggestions for service projects as well as parents who can help to transport students to these sites.</i></p>                       | <p><i>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.</i></p> | <p><i>We would need to obtain funding for bus transport for whole class service projects, unless enough parents are available to transport.</i></p> | <p><i>Start 2012 school year.</i></p>         |
| <p><i>Incorporate scripture into students' journaling activities</i></p>   | <p><i>A list of scriptures will be compiled. Each week (day) a new scripture passage will be introduced into the classrooms for discussion, journaling, etc.</i></p>  | <p><i>Our Daily Bread, Bible, Guidepost</i></p>   |   | <p><i>On-going</i></p>                        |
| <p><i>Include more opportunities for reconciliation on campus</i></p> <p><i>Establish 7-8 Sisters &amp; Brothers in Faith Group</i></p>          | <p><i>Discuss with Father how we can implement this, including location and time.</i></p> <p><i>*Develop</i></p> <p><i>*Guidelines</i></p> <p><i>Create Group</i></p> |   | <p><i>Area Priests and Local Priests</i></p> <p><i>Melissa Huval</i></p> <p><i>Crystal Louviere</i></p>   | <p><i>On-going</i></p> <p><i>On-going</i></p> |

# DEVELOPMENT

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

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

# DEVELOPMENT

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

# DEVELOPMENT

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

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|--|-------------------|--|--|--|
|  | <i>coordinate</i> |  |  |  |
|--|-------------------|--|--|--|

## DEVELOPMENT

| <b>Objective</b>   | <b>Action Steps</b>  | <b>Resources</b>  | <b>Contacts</b>  | <b>Time-Frame</b>             |
|--|--|---|--|-------------------------------|
| <b>Church Marketing</b><br><i>SBS students to participate in mass wearing their SBS uniforms</i>   | <i>January (Catholic Schools Week)</i><br><br><i>Ministry Fair</i><br><br><i>Christmas Nativity</i>  | <i>Permission form Church</i><br><br><i>Students to serve</i><br><br><i>SBS 5<sup>th</sup> grade choir</i><br><br><i>Students to carry SBS banner</i><br><br><i>Students to read &amp; bring up gifts</i> | <i>Church staff</i><br><i>Betty Comb</i><br><i>Students</i><br><i>Parents (to approve)</i>   | <i>Continuing August 2012</i> |
| <b>Promotion</b><br><i>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</i> | <i>Work with Teche News to set schedule</i><br><br><i>Identify students who want to participate to write articles, take pictures and do layout</i><br><br><i>Identify a sponsor or an adult who will coordinate efforts.</i> | <i>Digital camera \$200-\$500</i><br><br><i>Computers for typing stories</i><br><br><i>Computers for layout</i><br><br><i>Story ideas</i><br><br><i>Computer software to work on paper layout</i>         | <i>Students</i><br><i>Need a parent, volunteer, faculty or staff who has page layout experience.</i><br><br><i>Kristy at Teche News.</i> | <i>2014-2015 school year</i>  |



|   |   |  |  |                                     |
|---|---|--|--|-------------------------------------|
| <p><b>Promotion</b><br/> <i>Hold an art/music/French show highlighting SBS students out in the community.</i></p> | <p><i>Find out when Chamber is sponsoring community events.</i></p> <p><i>Susan Morrogh for approval/help</i></p> <p><i>Contact area merchants for hosting the art work</i></p> | <p><i>Art Supplies</i></p> <p><i>Time</i></p> <p><i>Assistance from Art/ French teacher</i></p> <p><i>Volunteers to set-up and take down</i></p> | <p><i>Susan Morrogh</i></p> <p><i>Christophe Juillot</i></p> <p><i>Local merchants</i></p> | <p><i>2012-2013 school year</i></p> |
|---|---|--|--|-------------------------------------|

## DEVELOPMENT

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

# FACILITIES

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

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

**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.*

| <b>Objective</b>   | <b>Action Steps</b>  | <b>Resources</b>  | <b>Contacts</b>  | <b>Time-Frame</b>   |
|--|--|---|--|---|
| <p><b>Salaries</b><br/> <i>To assess current and future resources in order to increase salaries of all SBS employees to come within 80% of local public school salaries.</i></p> | <p><i>(1)Obtain local public school salary schedules.</i></p> <p><i>(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.</i></p> | <p><i>Time</i></p> <p><i>Funds – no estimated cost (?)</i></p> <p><i>Possible Grants to help redirect current funds to “free-up” general funds to be redirected towards salaries.</i></p> | <p><i>Principal</i></p> <p><i>School Accountant</i></p> <p><i>Advisory Council Committee</i></p> | <p><i>Action Step #1 - Fall 2014</i></p> <p><i>Action Step #2 2015-2016 School Year</i></p> |

# STUDENT SERVICES

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

| <b>Objective</b>   | <b>Action Steps</b>  | <b>Resources</b>  | <b>Contacts</b>  | <b>Time-Frame</b>   |
|--|--|---|--|---|
| <i>To use invitations to get our younger students more prepared and enthusiastic for weekly school mass</i>  | <i>Meet with RA to develop a template and process for invites.<br/>Make mailboxes for deliveries</i> | <i>RA, RT, Gabby Guidry</i>   | <i>RA, RT, HT, Students</i>  | <i>Weekly, ongoing</i>  |
| <b>Clubs</b><br><i>To provide students with an opportunity to learn about different subject material outside of the classroom with various clubs</i> | <i>To seek sponsors for these clubs from within the school faculty and staff</i>                     | <i>Facilities at St. Bernard School campus would be used for meetings</i><br><br><i>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.</i> | <i>People who work in the fields such as artists for the art club.</i><br><br><i>Sponsors of similar clubs at other schools.</i> | <i>Always ongoing and changing. When there are faculty changes, new interests may be available.</i> |

# STUDENT SERVICES

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

# TECHNOLOGY

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

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

# TECHNOLOGY

| <b>Objective</b>  | <b>Action Steps</b>   | <b>Resources</b>  | <b>Contacts</b>   | <b>Time-Frame</b> |
|---|---|---|---|-------------------|
| <i>Fiber wiring from Main Building to other buildings</i> | <i>Evaluate and replace wiring on a regular basis</i>                 | <i>Budget</i>   | <i>Contractors</i>  | <i>Ongoing</i>    |
| <i>Continue subscriptions of instructional websites</i>   | <i>Secure funds to purchase subscriptions and implement programs.</i> | <i>Budget</i><br><i>Technology Fee</i><br><i>Grants</i> | <i>Vendors</i> <ul style="list-style-type: none"> <li>• <i>Discovery Education</i></li> <li>• <i>Enchanted Learning</i></li> <li>• <i>Brain Pop</i></li> <li>• <i>ABC Teach</i></li> <li>• <i>WORLD BOOK</i></li> </ul> | <i>Ongoing</i>    |

# CURRICULUM

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

| <b>Objective</b>   | <b>Action Steps</b>  | <b>Resources</b>  | <b>Contacts</b>   | <b>Time-Frame</b>            |
|--|--|---|---|------------------------------|
| <i>To increase volume and quality of writing activities and vocabulary usage in all grade levels and subjects.</i>   | <i>Monitor the writing process by the teaching of 4-Square Modified and TapF</i>   | <i>Training of the teachers in 4-Square and Teach Me Writing process.</i>   | <i>Administration<br/><br/>Language Arts / Reading Teachers</i>   | <i>Ongoing</i>               |
| <i>To hold quarterly cross-grade level meetings so that teachers can keep attuned of the skills grade levels below and above them are addressing in all areas of curriculum.</i> | <i>Set concrete dates on the staff calendar for official cross-grade meetings. These could possibly be held after school for 1 hour quarterly.</i>   | <i>Time-Quarterly</i>   | <i>Administration<br/><br/>Grade Level Teachers<br/><br/>Curriculum Coordinator to place dates on the calendar.</i> | <i>Fall 2013<br/>Ongoing</i> |
| <i>To make assurances of "Calling Cards in Curriculum."</i>  | <p><i>EXAMPLES:</i></p> <p><i>7<sup>th</sup> Grade</i></p> <ul style="list-style-type: none"> <li>• <i>Human Sexuality</i></li> <li>• <i>SciPort Space Center</i></li> </ul> <p><i>8<sup>th</sup> Grade</i></p> <ul style="list-style-type: none"> <li>• <i>Canoe Trip</i></li> <li>• <i>Youth Legislature</i></li> </ul> <p><i>5<sup>th</sup> /6<sup>th</sup> Grade</i></p> <ul style="list-style-type: none"> <li>• <i>Williamsburg Field Study</i></li> </ul> <p><i>7<sup>th</sup> /8<sup>th</sup> Grade</i></p> <ul style="list-style-type: none"> <li>• <i>Washington DC Field Study</i></li> </ul> | <p><i>Time to implement programs</i></p> <p><i>Funds to assure school sponsored activities</i></p> <p><i>Training of teachers</i></p> | <p><i>Director of Student Services</i></p> <p><i>Principal</i></p> <p><i>Teachers</i></p>                           | <i>Ongoing</i>               |



| <b>Objective</b>                                     | <b>Action Steps</b>  | <b>Resources</b>  | <b>Contacts</b>                        | <b>Time-Frame</b>                   |
|--|--|---|--|-------------------------------------|
| <i>To Implement ACT Aspire across the Curriculum</i> | <ul style="list-style-type: none"> <li>• <i>Weekly testing items</i></li> <li>• <i>Bell Ringers</i></li> <li>• <i>Fresh Read Strategies</i></li> </ul> | <i>Bell ringers located on server</i><br><i>Fresh Read materials- Pearson</i> | <i>GL Teachers</i><br><i>Principal</i> | <i>Ongoing, daily, 2014-2015 SY</i> |