



**SCHLARMAN**  
A C A D E M Y



FAITH IN OUR FUTURE

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## Mission

Schlarman Academy is a faith-based, pre-school-through high school educational community that promotes spiritual, intellectual, physical and moral development in a dynamic climate of academic excellence centered on Christian values and the Catholic tradition.

## Vision

**“Excellence for my Future”**

**Our vision statement for each student is based on our FAITH elements, these five elements will ensure success for every student.**



### FAMILY

**Create a supportive partnership of school, families, parishes and community for our students.**

### ACADEMICS

**Inspire all our students to rise to their fullest potential through high expectations and academic rigor.**

### INVOLVEMENT

**Instill a sense of service in our students & families to the school & community at large.**

### TRADITION

**Respect and value those who came before us and created the legacy that we carry forward.**

### HONOR

**Teach moral and spiritual behavior in order to develop students of honor and integrity.**

## Enrollment Management (Student Recruitment & Retention)

Goal #1: Develop and maintain effective Enrollment Management System to increase enrollment of new students by 5 students in grades K-6 and 5 students in grades 7-12 on an annual basis.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Aesthetically improve facility to project an image of success and welcome	Now	Administration / Enrollment Committee	Implemented with management	Summer 2014 areas painted
Customize Enrollment Intake and Tracking Forms. Forms also need to be bilingual	Dec. 2013	Enrollment team & Language Teachers	Implemented January 2014	Forms developed and currently in used
Develop and prepare informational material/packet for prospective students	Jan. 2013	Admin/Develop	June 2014	Forms developed and currently in used
Develop and manage database of prospective students and community including CCD, PSR, parishes, public, Danville Lutheran, etc.	Ongoing	Enrollment Team/Administration / Development	Implemented with management	Ongoing review and updating of database
Parent Ambassador Program	September 2015	Development/Administration/Parent Leader	January 2015	
Train Parent Ambassador Leader	September 2015	Development/Administration	Implement January 2015	
Train Parent Ambassador Team	October 2015	Parent Ambassador Leader		
Action Item 1 Develop and Implement Referral Incentive Program	March showcase	Enrollment Team/Administration	Implemented March 2014	Program is in place
Action Item 2 Organize and host a realtor luncheon	November 2015	Development/Administration/Parent Leader	Implemented with ongoing management	

Action Item 3 Send Baptismal gift to all newly baptized parish children	October 2015	Development/Administration/Parent Leader	Implemented with ongoing management	
Action Item 4 Organize and host a Business Leader Luncheon	February/March 2016	Development/Administration/Parent Leader	Development/Administration/Parent Leader	
Action Item 5 Reach out to homeschool families through mailers	January 2016	Development/Administration/Parent Leader	Development/Administration/Parent Leader	

**Goal #2: Develop and maintain effective Retention Management System to retain 100% of students annually.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Customize Value Survey Form Exit Survey Form Survey preschool parents not staying on with the Academy to identify key points	October 2013 and Annually April and Annually	Strategic Planning Team Retention Team/Admin	Implemented May 1 Annually	Developed And implemented in 2013
Send out AdvancED Survey	January 2015	Administration	Annually Implemented with management	Implemented in 2015 and annually
Follow up on AdvancED Survey	February 2015	Administration / Retention Team	Annually Implemented with management	Implemented February 2015
Give State of the School Address at Open House and Showcase (open to public)	September/January 2016	Administration	Annually Implemented with management	
New parent information system which gives a more comprehensive communication tool.	September 2015	Administration	Implemented with management	

Develop new Schlarman webpage which integrates with the new parent information data system.	End of September 2015	IT Technician / Administration	Implemented with management	
Post strategic plan with updated information on the webpage.	End of September 2015	IT Technician / Administration	Implemented with management	
Develop new and redevelop current parent and student retention outreach programs, especially for preschool, 6 <sup>th</sup> & 8 <sup>th</sup> grade students	September 2015	Development / Administration	March 2016	
<u>Action Step 1</u> Build personal relationships with preschool families through combined activities such as Christmas program, showcase, etc.	December 2015	Development / Administration	May 2016, continued annually	
<u>Action Step 2</u> Create a Welcome Registration Packet for incoming preschool and kindergarten students containing thank you note from principal and "Future Schlarman Hilltopper, Class of...." T-shirt.	January 2016	Development / Administration / PSA president	March 2016, continued annually	
<u>Action Step 3</u> Redevelop current preschool open house with hands activities for students to complete	March 2016	Development / Administration	March 2016, continued annually	
<u>Action Step 4</u> Update and maintain Schlarman Facebook page	September 2015	Development / Administration	May 2016, updated weekly	
<u>Action Step 5</u> "Do you remember your kindergarten teacher?" letter to 4 year old preschool written by current kindergarten teacher highlighting examples of kindergarten learning	March 2016	Development / Kindergarten Teacher	March 2016, continued annually	



<p><u>Action Step 6</u> Develop "step-up" program for preschool and 8<sup>th</sup> grade to shadow the next grade level.</p> <p>Maintain "step-up" program for 5<sup>th</sup> &amp; 6<sup>th</sup> grade students to shadow 7<sup>th</sup> grade.</p>	<p>March 2016 (preschool) before open house</p> <p>January 2016, before showcase</p> <p>January 2016, before showcase</p>	<p>Development / Administration</p>	<p>January / March 2016</p>	
<p><u>Action Step 7</u> Create a "you can't afford not to" section in the winter newsletter outlining the financial advantage to Catholic education</p>	<p>January 2016</p>	<p>Development / Administration</p>	<p>January 2016, continued annually</p>	
<p><u>Action Step 8</u> Summer Enrichment Camp open to the public</p>	<p>June 2016</p>	<p>Development / Administration</p>	<p>June 2016</p>	
<p><u>Action Step 9</u> Revamp registration to include online registration in March, free registration until June (with June 1 non-refundable \$100 fee). Incentive of family name in a raffle for families who register before May 1 of \$500 tuition credit.</p>	<p>March 2016</p>	<p>Development / Administration</p>	<p>May 2016</p>	
<p><u>Action Step 10</u> Provide a First Communion gift of a church prayer book year subscription.</p>	<p>May 2016</p>	<p>Development</p>	<p>May 2016</p>	

**Goal #3: Increase minority enrollment by 5 students with a focus on Hispanic and African American families.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Prepare Bilingual language materials	February 2014	Language Teachers	August 2014	Developed by Eileen
Outreach to Spanish language masses	December 2015	Admin/Enrollment Team/Hoopeston and Holy Family priests	Implemented with ongoing visits	Eileen scheduled visits to

				area churches
Work with priests to create "scholarship" funds for Hispanic students	March 2016	Admin/Enrollment Team/Development/Priests	December 2016	Quarterly meetings with priests to discuss students
Develop marketing material for non-Catholic community	December 2015	Development/Marketing	December 2015	Spanish teachers translated materials
Host a special event for minority students to demonstrate their importance to our school	February 2016	Development / World Language Director	February 2016	
Partner with foreign exchange student company 3W to increase diverse student enrollment	January 2016	World Language Director / Administration / Development / CDOP- Office of Education	January 2016	Parents survey sent to retain exchange host families

## Academic Excellence

"Excellence for my Future" is the vision for all students and staff at Schlarman Academy. We have identified a number of areas in which targeted efforts are needed to achieve this vision. For students, this involves raising student expectations, encouraging personal growth, and fostering social, emotional, spiritual, and physical health through engaged learning, differentiation, technology, and diverse experiences to improve behavior and enhance academic achievement. For staff efforts involve attracting, hiring, developing, and retaining excellent professionals, encouraging staff to explore, share, and implement instructional and assessment strategies which will benefit all learning, promoting continuous professional growth through a variety of methods, and providing adequate levels of tangible resources and supports.

Goal #1: Student achievement in the areas of language arts, math, social science and science will be increased % on the IOWA and climb to 24 as an average on the ACT.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Revamp 8 <sup>th</sup> period – to be used for interventions, ACT and college preparation.	October 2015	Principal, Teachers	Re-evaluate at the end of 15-16 school year.	
Purchase ACT prep testing and train teachers to administer ACT prep.	Administer End of September 2015  Teacher training October 2015	Guidance Office, teachers	Implemented	
Design parent training program for ACT score understanding and college preparedness	October 2015	Guidance Office, teachers	Implemented	
Benchmark Testing grades K-6	Ongoing	Guidance Office, Administration	Implemented with annual management	
Annual Testing for grades 2-8	Ongoing	Administration and Guidance	Implemented	
Schedule annual testing for grades 7 – 11 to be used in conjunction with existing test	Begin Spring 2014	Administration and Guidance	Implemented with annual management	
Review and assess student testing for each grade level with a goal of one year's growth for every student	Aug-April	Data Team	Reviewed annually	Reviewed student assessment data with staff January 2015
Offer AP Exams consistent with AP courses offered at Schlarman. Encourage new teachers to write AP curriculum for course work by encouraging current AP teachers to assist.	May 2015	Administration, Guidance Office	Testing offered annually.	

Restructure math in all grades by adopting new math program with research high levels of achievement	August 2015	Assistant principal, elementary teachers	Implemented with annual management and review	
Continue restructuring of math curriculum by aligning each grade level to Common Core Standards with goal of completion of Pre-Algebra curriculum by end of 7 <sup>th</sup> grade and Algebra I curriculum by end of eighth grade.	June 2015	Assistant principal, elementary teachers	August 2015	
Re-sequence high school Math Courses to include full year of geometry. Proposed sequence will insure necessary skills are covered while allow advanced math student to progress as far as possible.	June 2015 Full year geometry	Principal, guidance, HS Math teacher	Implement new sequence Fall 2014	
Add 4 <sup>th</sup> year math requirement.	June 2016	Principal, guidance, HS Math teacher	August 2016	Flowchart of suggested math course guidelines during high school career related to career paths
Designate grade specific science curriculum throughout Academy, requiring science to be taught at each grade level; provide science kits for use with curriculum	Curriculum and science kits given to teachers Sept. 5 <sup>th</sup> , 2013	Jr High/High school science teachers, Teachers at elementary grade levels	Implemented with annual review	All teachers have sequence of curriculum with emphasis on Next Generation Science Standards
Project Lead the Way Launch Curriculum added to elementary science program.	July 2015 Grades 4/5/6  Possible July 2016 Grades K/1/2/3	PLTW Lead Teacher	Implemented with management	
Gateway to Technology Curriculum (PLTW) added to 7 <sup>th</sup> and 8 <sup>th</sup> grade	Begun 2013-14 school year	Junior high science teacher	Implemented with management	

Encourage all teachers to implement more project-based learning, utilizing technology, web and other resources	Begun at November 2013 in-service	Administration	2015 / 2016	
Schedule "Show Case" night for north and south campuses, with an emphasis on student portfolios and project-based learning	Annually – 1/26 & 1/29 for the 2013-14 school year	Development Office, Administration, Teachers	Implemented March 2014 with annual revisions	
Develop a clear grading protocol which incorporates the developmental shifts that occur as students move from elementary to middle to high school.	2014-15 school year	Grading committee	Grading policy to be implemented Fall 2014	Recommended to Board and new policy adopted, recorded in handbook August, 2014
Minimize open periods (study halls) at high school, encouraging students to take additional classes either on campus or through dual enrollment with the local community college	2013-14 school year	Guidance Office	Fall 2014	

**Goal #2: Students will acquire the necessary skills to enter the global marketplace demonstrated by an increase in the number of students scoring at or above each of the four domains on the ACT.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
World Languages Curriculum added to Grades K through 8 with daily instruction K-2 program with daily instruction in Spanish for 1	Program begun in 2012-13 school year, Refined in 2013-14	World language teachers, Director of World Languages	Implemented with management	

<p>semester and French for 1 semester</p> <p>3-6 program with continuing Spanish/French instruction (3 times per week for 1 semester each)</p> <p>7-8 program with daily instruction in language of choice: French and Spanish (8<sup>th</sup> grade year is first year of foreign language.</p> <p>9-12 Foreign language elective available</p>				
<p>Re-investigate Chinese offering at all grade levels. Will require additional staff</p>	<p>2016-17 School year</p>	<p>Principal, Assistant Principal, Director of World Languages, World language teachers</p>	<p>2017</p>	
<p>Explore option for exchange teachers through other programs, e.g., agreement with Spain, France</p>	<p>Exploration begun Spring 2015</p>	<p>Director of World Languages</p>	<p>Implemented with ongoing revisions</p>	<p>Exploring 2 different companies for Spanish, French exchange teacher</p>
<p>Actively seek foreign exchange students (at least 2 per year) through various exchange student programs.</p>	<p>Annually</p>	<p>Director of World Languages</p>	<p>In process</p>	<p>Change in Director of World Language.</p>
<p>Provide tech support/equipment for individual teacher needs</p>	<p>June 2015</p>	<p>IT technician</p>	<p>Implemented with Progress reviewed monthly</p>	
<p>Provide 2<sup>nd</sup> computer to grade school teachers</p>	<p>End of Fall 2013</p>	<p>Program Committee needs to approve funding, Tech support needs to install software</p>	<p>Implemented November 2013</p>	<p>COMPLETED</p>
<p>Develop five year technology plan which will address hardware, software, and personnel needs</p>	<p>Summer 2016</p>	<p>Principal, Assistant Principal, Technology Committee, IT Personnel, Program Committee</p>	<p>May 2017</p>	
<p>Provide more access to mobile devices such as laptops, personal electronic, or BYOD devices for students to access</p>	<p>May 2016</p>	<p>Program Committee needs to approve funding</p>	<p>Fall 2017</p>	<p>Pilot program started this year with BYOD on a small scale with students</p>

information in a variety of content areas				who take online classes.
Insure that teachers have access to computer resources available to them, particularly those available through the world-wide web. This may require re-visiting the security protocols so that useful web resources are not blocked.	Spring 2015	IT and Administration	Spring 2016	Teachers currently email administration for request to release blocked website. Admin reviews and gives permission for release.

**Goal #3: Activities which foster social and emotional health will be implemented at all grade levels to ensure student confidence and increase test scores.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Develop response to intervention protocols for identifying students with academic, social, emotional, or spiritual needs.	Winter 2013	Principal, Assistant Principal, Director of Guidance	Implementation of protocol by Fall 2014	Elementary teachers get a quarterly assessment of growth of students. Academic programs have been implemented to address those needs. On-site social worker is available to meet social and emotional needs.
Provide counseling services for students with identified counseling needs	Ongoing	Clergy, counselor	Implementation with management	On-site social worker is available to meet social and emotional needs. Referrals are available on a case by case basis.
Establish a cadre of outside referral sources for students when need	Ongoing	Guidance Office	Implementation with management	Referral on a case by case basis

exceeds the capacity of in-house staff				
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Goal #4: Activities which foster physical health will be implemented at all grade levels to increase participation of students in all activities.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Provide daily physical activity to all students in grades K-6 through a combination of unstructured physical activity (recess) and structured physical activity (physical education).	Ongoing	Physical education teacher, classroom teachers	Implemented	Students receive structured and non-structured physical activities.
Provide daily physical activity for students in grades 7-8 by requiring active participation in sports or structured daily physical activity (physical education)	Aug 2016	Guidance office, physical education teacher, coaches, Dean	Effective Fall 2016	Currently working with schedules for next year.
Provide daily physical activity for students in grades 9-12 by requiring active participation in sports or structured daily physical activity (physical education)	May 2016	Guidance office, physical education teacher, coaches	Effective Fall 2016	
Identify steps needed to maintain and expand extracurricular activities, particularly as relates to team and individual sports.	Ongoing	Administration, physical education, coaches, athletic director	Fall 2016	

Goal #5: Administration will develop a comprehensive yearly plan for professional development which includes a minimum of 75% of in-service and school improvement days dedicated to professional growth or data collection and review to increase test scores reflective in goal 1.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Identify key professional development seminars	Fall 2013	Administration	Fall 2014	Continue to utilize PD360



which address identified areas of need for faculty and staff to attend				for another year.
Identify speakers/topics for in-house professional development seminars making sure to include topics relevant to subgroups of faculty and staff members	Fall 2013 and ongoing	Administration with suggestions from teachers	Implemented with management	Curriculum Coordinator directed PD trainings. Public Library presentation on many opportunities for free learning.
Identify local area resources and provide the opportunity for collegial observation and training at least once a year	Fall 2014	Administration with suggestions from teachers	Implemented with management	Library presentation on many opportunities for free learning.
Provide funding for administration, staff, and board members to attend professional development seminars	Fall 2013	Board, Administration	Implemented with management	\$7,200 Budget Professional Development, \$3,400 Title II Funds
Develop and implement a comprehensive plan of staff recognition both internally and externally.	Ongoing	Administration	Implemented with Annual management	Internally recognized teachers with tokens and announcements
Schedule teaching periods so there is adequate time for individual planning and collaboration with teachers in terms of content area, grade-level, school-level, and diocesan level	Dependent on ability to increase Staffing	Administration	Dependent on ability to increase Staffing	Training has been provided to staff on Professional Learning Communities. Time has been provided during professional development days.
Develop teacher in-service schedule for year which includes providing ongoing technology training to Faculty and staff.	Ongoing – begun November 2013 in-service	Tech support, Principal, Assistant Principal, Guidance Office	Implemented with management	Limited Professional Development provided up to this date.

**Goal #6: The administration will monitor the school climate on an on-going basis to ensure that student, staff, and faculty morale is optimal, with an increase over base-line data of 5% annually.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
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Send out AdvancED Survey	January 2015	Administration	Annually Implemented with management	Implemented in 2015 and annually
Analyze survey results to identify areas of strength and needed improvement.	Annually – began Spring 2014	Administration	Implemented with Annual management	As a result of surveys, sent out first quarterly newsletter, revamped phone system, investigating new webpage
Share results of survey with appropriate constituent groups including parents, staff, relevant workgroups, and board.	Annually – not yet begun	Administration	Implemented with Annual management	Survey results being analyzed and will be shared in quarterly newsletter

## Marketing

<b>Goal #1: Develop and Implement Annual Marketing plan with budget</b>				
Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Work with Professional Marketing Consultant provided by the Diocese	Spring / Summer 2015	Administration	Winter 2015	
<u>Action Step 1</u> Create a Value Proposition	Mid October 2015	Administration	Winter 2015	
<u>Action Step 2</u> Select Target Audience	Mid October 2015	Administration	Winter 2015	

Action Step 3 Create a compelling message for target students	Spring / Summer 2015	Administration	Winter 2015	
Action Step 4 Establish a budget and finalize plan	Winter 2015	Administration	Winter 2015	
Create Vinyl banners to hang at each campus corner focused on marketing message theme.	Winter 2015	Administration	Winter 2015	
Create long banner to display internally with focus on marketing message theme.	Winter 2015	Administration	Winter 2015	
Maintain Schlarman Facebook page	December 2013	Administration / Development	Implemented with Management	Academy using Facebook, Alumni Page needs more frequently updates
Organize/Plan Showcase Nights - science fair, cultural fair, open classrooms with student portfolios	2014: February grade 6-12 Jan 29 <sup>th</sup> pre-k-5	Entire faculty and staff	Implemented March 2014 with ongoing yearly fall semester implementation	Conducted Cultural Fair open to the public, South Campus Open House, pre-school/kindergarten open house
Schedule/give public presentations by Gail and students to area groups (AMBUCS, Rotary, Lions Club, DACC, Golden "K" Kiwanis) w/ handouts	Ongoing	Development / Administration	Implemented with ongoing management	Less focus on presentations this year as oppose to last year. Greater focus for next year.
Updates: Weekly bulletin announcements, newsletters, teacher ease emails and electronic sign	August 2013	Development, Administration	Implemented with management	Weekly bulletins and electronic sign kept up to date. Quarterly newsletter started.
News releases, feature stories, alumni spotlight stories, View from the Hill, testimonials	Ongoing	Development	Implemented with ongoing revisions	
Develop video to use in Marketing Folders	Spring / Summer 2014	Administration and Development	Fall 2015	
Continue development of "The Story of Catholic Education"	Fall 2013	Development Staff	Implemented with ongoing improvements	Created but not yet distributed

Alumni Program Development with Facebook, Webpage, Social Gathering, Alumni Info Updates, Flyer & Postcard	Winter 2015	Alumni Association Chair & Development	Fall 2016	
Create Schlarman Academy Teacher Recruitment Brochure	Spring 2015	Development	Fall 2015	
Develop strong media relations while training staff on media protocols	School year 2015 / 2016	Administration / Development	Ongoing Management	
Beginning of School Year Picnic	Summer 2014	Administration / Development / Kitchen Staff	August 2014 and annually	

**Goal #2: Create a comprehensive monthly calendar for all Academy events, i.e. Implementation of Strategic Plan Progress, Projects and Daily Activities.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Develop electronically shared Staff Calendar	Summer 2015	Administration and IT Personnel	Fall 2015	IT Job position posted
Continual update and sharing of calendar with Parents and Schlarman Community	School year 2013 / 2014	Administration / Webmaster	Implemented with management	When calendar is updated, an email is sent to parents regarding changes.
Post strategic plan with updated information on the webpage.	End of September 2015	IT Technician / Administration	Implemented with management	

<u>Action Step 5</u> Develop Marketing Calendar	Winter 2015	Development / Administration	Implemented with management	
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## Facilities

Goal #1: Ensure a safe, healthy and effective learning environment that is flexible in order to accommodate changing programs, populations and needs.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Study enrollment patterns annually to project future use of current and new facilities	Spring, Annually	Admin team/ finance committee	Ongoing	
Improve security at both campuses with new door locks and steel panels	Fall 2013	Building and Grounds committee, Scott Osborn	Completed	

Improve security and parent access to south campus from the parking lot and after school hours by installing access system	Summer 2015	Administration /	Fall 2016 Summer 2016	
Move weight room to make room for STEM lab for 7 <sup>th</sup> and 8 <sup>th</sup> grade Project Lead the Way curriculum	Summer 2013 / Complete	Custodial Staff / Administration	Completed	
Operationalize and implement ongoing, prioritized building security enhancements	Fall 2013	Administration and Staff	Complete and Ongoing	

**Goal #2: Assess and improve our school facilities and their operations continually while being fiscally and environmentally responsible.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Parking lot improvements	Summer 2013	Contracted Services	Completed	
North Campus grounds improvement projects	Summer 2013	Administration / volunteers	Ongoing	
Drummy field improvements	Summer 2013	Administration / Saints Football Organization	Completed	
Explore the desire to maintain safe and operationally sound facilities through budget and grants	Fall 2015	Admin, Finance committee, Building and grounds committee	Spring 2016	
Develop an annual & long range financial plan to address facility and campus egress/access needs	Summer 2014	Business Manager / Administration / Finance Committee	Summer 2015	
Develop B&G Budget to appropriate funds that address priority needs of the facilities.	Summer 2014	Administration / Business Management	Ongoing Reviewed monthly	
Steam Pipe/Sleeve Leak – North Campus – Cafeteria	No later than Summer, 2014	Administration / Contracted Company	No later than 8/1/14	Original part fixed, but second leak has occurred. Estimates and grants have been written

Interior Painting – North campus	Summer, 2014	Admin/Dev	8/1/14	Painted the cafeteria, renovated girls lockers room, painting has begun on front and back entrances of gym
Kitchen – North Campus - upgrade equipment, replace tables (20) and chairs(130), install hood over dishwasher, purchase new stove	Summer, 2015	Admin/Dev	Unknown	Donation of new stove received. Investigating rental/purchase of new dishwasher.
Create a separate facilities long-term strategic plan using current assessment of building.	Summer, 2015	Admin/Dev	Unknown	
Retaining Walls – North Campus – Mansion and Main Building	Summer, 2015	Admin/Dev	Unknown	Start date must be postponed due to lack of funds Anticipated start date Summer 2016
Full Wall-to-Wall Asbestos Survey at North Campus	2016	Admin/Dev	Unknown	Start date must be postponed due to lack of funds
Mansion Foundation - Replace and shore up mansion foundation	Summer, 2017	Admin/Dev	8/1/17	Start date must be postponed due to lack of funds
Investigate and Build Alternative Multi-purpose facility	Summer, 2019	Admin/Dev	Unknown	
Mansion structural repair - Retaining walls, tuck pointing, soffit and fascia replacement, gutter replacement	Summer, 2019	Admin/Dev	Unknown	
Replace Old Windows at North Campus and old doors at North Campus gym	Summer, 2018	Admin/Dev	Unknown	
Tuck-pointing – North campus – Main Bldg and Gym	Summer, 2019	Admin/Dev	8/1/19	

## Finances

**Goal #1: Support educational excellence while remaining good stewards of our resources by building appropriate annual budget for the Academy.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Maintain balance budget for the academy annually	January 2014	Administration/Financial Committee/Business Manager	Implemented with management	
Provide regular financial and operational reports to the board, pastors board and community	October 2013	Administration/Financial Committee/Business Manager	Implemented with ongoing management	Inconsistent reporting has been provided this year due to personnel changes and new coding procedures
Integrate community resources and establish partnerships in each school building that support the	September 2013	Administration / Development	Implemented with ongoing management	Currently partnerships established with Saints Football and Basketball, Shooting Stars.



vision and mission for student success: Saints Football, language lessons, Gateway to Tech offered to public, sports camps, religious retreats				Coaches camps this summer. Ave Maria Retreat center for student retreats.
Develop fiscally responsible protocols	October 2013	Administration/Business Manager	Implemented with ongoing management	Some protocols are in place.
Utilize Catholic compact with priest signature to indicate Catholic In Good Standing discount	February 2015	Administration/Business Manager	Implemented with ongoing management	<b>Only 38% of stated Catholic students returned a signed compact.</b>
Itemize discounts within parent software and financial software for tracking purposes	February 2015	Administration/Business Manager	Implemented with ongoing management	
Continue to analyze spending to evaluate appropriate use of income and resources	October 2013	Administration/Business Manager	Implemented with ongoing management	
Budget and finance reporting will use an accrual bases	October 2013	Administration/Business Manager	Implemented with ongoing management	Complete Reporting aligned with Parish Soft
Develop tuition spreadsheet which shows all variables in tuition rates	February 2014	Administration/Business Manager	Implemented	Complete
Integrate Development Accounting into total school financial operations as directed by the Office of Finances of the Diocese	January 2014	Administration/Business Manager / Development	End of 2013 /2014 school year	Will be completed when Parish Soft is finalized in July 2015
Review good standing catholic tuition with priests every three months.	August 2015	Administration/Business Manager/Pastors	August 2015	

Communicate to parishes how their support maintains Schlarman Academy.	August 2015	Administration/Pastors	May 2015	
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**Goal #2: Grow capital reserves through proper fiscal management in order to ensure academy's future**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Investigate innovating ways to contain cost	Spring 2016	Administration/Business Manager / Development	Implemented with ongoing management	Investigate reserving annually portion of Foundation Farm Money to grow Reserves
Explore investment opportunities of liquid funds	Summer 2014	Administration/Business Manager / Development	Fall 2014	Postponed until after the audited financial numbers are available

**Goal #3: Achieve per pupil expenditure costs that stay within Diocese averages**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Review enrollment data annually & make classroom and staffing adjustments	August 2013	Administration/Finance Committee/Business Manager	Implemented with management	Continue to explore out of the box ideas while staffing the classrooms
Use diocese protocol for candidate screening, interviewing and hiring	August 2013	Administration	Implemented with management	
Phase out Annual and bi-annual discount for pre-paid tuition	June 2014	Administration/Finance Committee/Business Manager	2018	Phase out will be completed in 2019

Continue to close the gap between cost to educate a student and tuition	August 2013	Administration/Finance Committee/Business Manager	Implementation in progress	
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**Goal #4: Conduct a Capital Campaign Focused on Facilities upgrade**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Study viability of successful Capital campaign	2017	Administration / Pastors Board/ Board of Trustees / Development / Diocese of Peoria	2018	

**Catholic Identity**

**Goal #1: Share our Catholic Faith and Christian identity to educate and develop the whole child with a focus on increasing ACRE scores in 5<sup>th</sup> and 8<sup>th</sup> grades by 5% of the average score over the next three years with a focus on the lowest two domains.**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Using current NCEA ACRE test analysis teachers will align diocesan curriculum and national bishops curriculum to supplement instruction	2014 / 2015	Religion Staff	January of each year	Implemented
Send weekly emails to parents with a focus on relevant for the Catholic community at the time.	September 2015	Jennifer Martindill	Implemented with ongoing management	
Supplement our religion curriculum with Theology of the Body in junior high and high school.	January 2016	Religion Teachers	May 2016, ongoing	

Staff development on tools to help increase identified areas on the ACRE for improvement.	October 2015	Mrs. Prall	August 2016	
Send two preschool teachers to observe schools using Catechesis of the Good Shepherd. Same two teachers will attend training next summer.	October 2015	Administration	August 2016	
Develop a budget for the Religion Department to better plan for spiritual development and to foster greater communication between Chaplain and Administration	Yearly	Chaplain Administration	Prior to the beginning of school each year	
Weekly Mass both campuses Holy Days of Obligation	All year	Chaplain Administration	Implemented with Ongoing Management	Days of Obligation are met with All Academy Masses. SC Masses are weekly. NC Masses are offered two days a week by visiting Priests on a class rotation schedule.
Adoration and Benediction of the Eucharist (To instill a greater reverence of the Blessed Sacrament)	All year	Pastors	Implemented Weekly at both Campuses	
Praying of the Rosary, Stations of the Cross, Chaplet of Divine mercy, traditional prayers studied and memorized, study of Archbishop Sheen (To help students understand Catholic tradition)	All year	North Campus Religion Staff  South Campus Faculty	Implemented with Ongoing Management Decade a day at North Campus October/May - South Campus weekly Rosary	
Morning prayer service/Opening school prayer/opening prayer before religion	All year	Religion Staff	Implemented	

classes/Reconciliation/Confirmation prep and review for 6 weeks in fall				
Weekly Virtues Sharing with families via the parent system or email examples shown by students living the virtues	All year	Administration	Fall 2014 with ongoing management	SC recognized the weekly virtue through newsletters and announcements.
Service Week Parish/Community volunteer work Direct connection between works of mercy and service project should be evident	All year	Coordinator of Religious Ed Service Hours advisors Pastors	Fall 2015. Fall and Spring of each academic school year	
Senior Partner Project Build a stronger relationship between the school and parishes	Quarterly	Kindergarten teachers Classroom teachers	Begin 2014-15 school year	
Sacrament of Reconciliation	All year	Pastors	Implemented with Ongoing Management - Monthly During Advent and Lenten seasons	
Sacramental Life (Confirmation Preparation Class)	Eight weeks prior to date of Confirmation	Parishes	Date of Confirmation	

**Goal #2: Foster social, emotional, spiritual and physical health in every student to improve student behavior and increase academic growth**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Complete a study of the costs of implementing new before school, after school & tutoring programs especially to help those students	May 2014	Administration	August 2014	\$18.50 per hour. Title funds were used this year (\$1776)

needing additional services				
Retreats and special guest speakers	Throughout year	Chaplain Administration Religion teachers	Implemented with Management	
Pro-life March with Diocesan group Local March by both campuses	January	Chaplain Administration All-Academy	Fall 2014 on Annual basis	
School wide writing assignment on topic of Saints (part of student portfolios)	Completed in the Fall of each year	Faculty and staff Administration	End of Fall Annually	Implemented
Attendance by faculty and staff at Diocesan institutes as well as special teacher workshops	Throughout year	Administration Faculty and staff	Implemented annually with ongoing management	
Good Sportsmanship Actions by all should reflect our school and Catholic Identity and beliefs	All year	Coaches Players Parents	Implemented with Management	
Respect the Faith -No athletic events planned during Holy Triduum -Promote that Students attend Mass when teams travel over the weekend on out-of-town trips Prayer at each extra-curricular event	All year	Athletic Director Coaches	Implemented with Management	Per Diocesan policy, no overnight trips permitted. Re-write action step
Develop a measurement instrument to align with Diocesan curriculum/ National Bishops' curriculum	June 2015	Religion Staff	May of each year	
Provide a refocus environment to target student handbook violations.	Fall 2014	Staff	Implemented with continued management	

## Development

Goal #1: The Development Office will review annually 5-7 identified categories of donors with a focus on increase donor support by 1%.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Top of the Hill Alumni Campaign Donors	July-June	Development	Summer of each year	
Schlarman Foundation/Estate Gifts	July-June	Development	Ongoing	
Annual Appeal Donors	July-June	Development	Ongoing	
Motsett Society Donors	July-June	Development	Ongoing	
Capital Campaign Donors	2012	Development	2016	Final push to Donors still contributing to the Campaign.
New Donors	July-June	Development	On-going	

Goal #2: For each of these identified categories of donors, the Development Office will implement a targeted campaign.

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Progress / Outcome
Work with Development / Alumni advisory sub-committee to increase alumni support	Fall 2015	Development/ alumni committee	On-going	

<p>Top of the Hill Alumni Campaign:                  Schedule a minimum of 6 contacts a year                  Increase alumni giving by 2% yearly                  Target LYBUNTS/SYBUNTS at least twice a year                  Alumni committee for Top of the Hill campaign will increase 10% of existing donors donation levels</p>	<p>Fall 2015</p>	<p>Development/Top of the Hill alumni committee</p>	<p>On-going</p>	<p>New Development Director in place.</p>
<p>Schlarman Foundation/Estate Gifts: Increase visibility through targeted mailings, letters to lawyers and financial advisors, bulletin announcements, webpage postings, View from the Hill articles, identify 3-4 prospects yearly to solicit for life gifts</p>	<p>All year</p>	<p>Development/Foundation Board</p>	<p>Ongoing</p>	<p>Created brochure Summer 2015 for mailing opportunities. Donation of farm to the Foundation to support High School scholarships and needs. Foundation received several memorial gifts this year.</p>
<p>Annual Appeal: Target: Non-Alumni Giving, Memorials, Honor Gifts, Business Campaign, Faculty/Staff, Parents, Past Parents, Pig Collections, Grants, and Scholarships etc. Establish annual appeal campaign committee</p>	<p>All year</p>	<p>Development/Annual appeal committee</p>	<p>Ongoing</p>	
<p>Motsett Society – Identify 5 new prospects yearly for membership Maintain 35-40 Motsett Society donors annually</p>	<p>All year</p>	<p>Development</p>	<p>Ongoing</p>	<p>11 donors for Year 2013/2014 and 9 for year 2014/2015</p>
<p>Capital Campaign- Collect 90% of pledges over length of campaign Communicate Capital Campaign</p>	<p>2012</p>	<p>Development</p>	<p>Implemented with management through December 2016</p>	<p>Current collection as of May 2015 is at 89%</p>



progress/ projects at least twice yearly Translate 10% of new capital donors into annual donors				
New Donors-Target: Graduating seniors Alumni who have never given Parishioners Businesses Maintain 75% of new donors	All year	Development	Ongoing	New graduating seniors have not been targeted before.

**Goal #3: The Development Office and Administration will create a yearly calendar, protocols and priorities for all Academy fundraising events**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Outcome / Progress
Maintain Spring Raffle Ticket sales	Spring	Admin team, faculty/staff, parents and Development staff	Spring 2015	1% Gradual decline of ticket sales yearly.  Estimated cost has increased to \$5,500 due to increased incentives
Golf Outing-Increase sponsorship by 2%	Fall	Development, alumni co-chairs	Fall 2014	
Race for Education-Reschedule to alleviate conflict with raffle in spring	Fall	Administration	Fall 2016	Implementation will take place in Fall 2016
Academy School Club and Class Fundraisers under \$10,000.00- Develop yearly schedule and establish limits	All year	Development/Admin team	Summer 2014	

**Goal #4: The Development Office and Marketing Committee will create an alumni association for promotion of the school and its annual appeal**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Outcome / Progress
Develop yearly alumni event (i.e. All-comers Reunion) to encourage participation in the school	Fall 2016	Development / Marketing	Fall 2017	
Increase outreach through social media to alumni, gather addresses and personal information	All year	Development, alumni co-chairs marketing committee	ongoing	
Create list of accomplished alumni for marketing purposes	Spring 2016	Development/ Marketing sub-committee	Fall 2017	
Foster alumni participation in the Academy through yearly events and publications such as Alumni Hall of Fame Inductions/Family Legacy Award/Athletic Wall of Fame/Homecoming Events/Class reunions/ View from the Hill newsletter	Winter 2016	Development/ Administration	Ongoing Set calendar of events for school in spring and Summer of each year  Wall of Fame, January 2016	

**Goal #5: The Development Office will support the Administration, the Faculty/Staff and the students with Internal and External Public relations**

Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Outcome / Progress
Oversee and schedule STAND group (student ambassador group) to promote SA in community, parishes and SA.	All year	Development	Implemented with management	Students are scheduled to meet request form community
Help with student focused events such as retreats, special presentations, Senior Honors, Community	All year	Development, Administration	Implemented with management	

Service Day, College Campus visits, Homecoming, Grade school nights, Catholic schools week, Graduation, Showcase events, etc.				
Provide support for strategic planning process and help facilitate yearly progress towards goals. Report progress internally and externally.	2013-2016	Development/Admin team	Implemented	
Provide scholarship/tuition assistance information to potential and current students. Review applications and determine awards yearly	Early spring	Development/Admin team	Implemented with ongoing management March / April of each year	