

# **ST. BERNARD SCHOOL LONG RANGE PLAN 2007-2012**

*“CHARTING THE COURSE TO EXCELLENCE”*



**ESTABLISHED IN 1891**

*Dedicated to Academic Excellence through Catholic Values*

**UPDATED/REVISED SEPTEMBER 2007**

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## **EXECUTIVE SUMMARY**

The following document outlines the work of many committed individuals who put countless hours into preparing a plan of action that will lead the way to successfully achieve our vision for the future of St. Bernard School. The group of people who worked on this plan includes our pastor, faculty, staff, students, parents, and community members. We have nine working committees within our school and each committee, led by a chairman, has dedicated much time, prayer, and effort into creating an action planning matrix which states their committee's goals and objectives to be achieved within the next three to five years at SBS. The priority list of objectives contained in this document reflects what the long range planning committee voted as top priorities of the school. That priority list of objectives, along with the items most likely to be accomplished and the remaining committee objectives will be reviewed and assessed on an annual basis. This document shall provide direction for all St. Bernard School administration, faculty, staff, families and community members and has been endorsed by the SBS Finance committee.

## **ORGANIZATIONAL DESCRIPTION**

St. Bernard School was established in 1891 by the Sisters of Perpetual Adoration. The school continued to grow and in 1921 became accredited, which allowed students to finish their high school education here. After decades of growth, the number of religious professionals serving the school declined and in 1966 the high school closed. Unfortunately, five years later the elementary school closed.

But the strong history prevailed as dedicated parents aspired for a quality Catholic education for their children and the community. St. Bernard School reopened the school doors in 1982 as a kindergarten through fifth grade school. The school added Pre-kindergarten and grades six through eight over the years to continue to provide a comprehensive education to St. Martin Parish children.

Today, St. Bernard School continues our dedication to offering a faith-based Pre-K through eighth grade education. A list of the school's active committees is included in Appendix C. Students' experiences in and out of the classroom help prepare them for high school and the rest of their future. St. Bernard School *IS* dedicated to academic excellence through Catholic values!

## **BACKGROUND OF PLAN**

In the fall of 2005, the principal and the St. Bernard School Board members began to update the school's then current long range plan. Discussion led to the goal of not only updating, but also expanding on the school's current long range plan. The school had been at a crossroads with new hires in administration, staff, and faculty, but recognized a lot of growth potential. Additionally, the school was in the midst of successfully completing Phase I of a Capital Campaign and had hopes of continuing that progress in working to fulfill the future goals and needs of the school. The updated plan would provide a map to where St. Bernard School would like to be in the future and would assist all associated with SBS.

In September/October 2005, we solicited the help of Dr. Diane Sasser, LSU professor in Family, Child & Consumer Sciences. We next held a planning meeting, where we could meet Dr. Sasser in person and she could better understand St. Bernard School and our goals. At that time we identified nine core areas we wanted to concentrate on. They are:

- Athletics
- Christian Formation
- Curriculum
- Development
- Facilities
- Finance
- Staffing
- Student Services
- Technology

The chairperson of each committee was charged with building/expanding their committees to approximately eight to 10 members comprised of parents, faculty/staff, students, and community members. An informational meeting was held with all the committee chairs and members on January 18, 2006, in the Borel Center, in order for everyone who was a part of this process to come together and get a full explanation of how we got to where we are today and where we hope to be in the future. There were 57 people in attendance at that meeting.

Each committee then spent a time period brainstorming what their own committee's goals and objectives were for the next three to five years. The committee chairs again met on February 16, 2006, to review each committee's goals and objectives and discuss any further committee work that needed to be done. An all-day retreat was held on Saturday, March 18, 2006, to once again review and discuss each action planning matrix and then priorities were voted on.

In the fall of 2006 and then again in the fall of 2007, each committee was again charged with the task of reviewing and updating their action planning matrix. Some committee chairs for the nine core areas had changed due to change in personnel as well as new school board members. The current chairs for the committees are:

Athletics – Dean Blanchard

Christian Formation – Betty Comb  
Curriculum – Mel Champagne/Jamie Monette  
Development – Wendy Huval/Carol McManus  
Facilities – Elliot Trosclair  
Finance – Alana Guidry/Rhonda DeJesus  
Staffing – Glen Breaux/Jamie Monette  
Student Services – Estelle Guidry  
Technology – Paula Guidry/Danielle Caillier

Each committee met individually and then was represented at the retreat by their respective chairs, or designated appointee, to share their updated plans. This year's annual retreat was held on Saturday, September 15, 2007. Those in attendance included: Rev. Paul LaFleur, Glen Breaux, Jamie Monette, Mel Champagne, Danielle Caillier, Rhonda DeJesus, Carol McManus, Liz Simon, Erica Louviere, Crystal Gaubert, Wendy Huval, Paula Guidry, Adam Champagne, Elliot Trosclair, and Stacy Montesano. The retreat was once again facilitated by Dr. Diane Sasser, an LSU professor who specializes in Family, Child, & Consumer Sciences. The group first reviewed and celebrated the objectives that were completed since our last retreat. We then reviewed and discussed each committee's action planning matrix, our strengths and challenges, and our shared vision for the school. We then voted on what we viewed as the top priorities to work towards accomplishing. That vote is reflected in this report.

## **REVIEW AND ASSESSMENT**

This document should be deemed as a continuous work in action. Long range planning involves developing a vision for the future of our school and accomplishing the objectives we have set forth. It also involves constant evaluation and reevaluation as priorities change through the years; it's an ongoing process. The school board shall review and update this document, including objectives, annually. The group to review and assess this should reflect the same make up of the original group including the committee chairs for Athletics, Christian Formation, Curriculum, Development, Facilities, Finance, Staffing, Student Services, and Technology, along with three faculty members, the school's pastor, and additional members as deemed necessary by the current school board and administration.

## **MISSION AND VISION**

### **Mission**

“St. Bernard School, using a progressive curriculum and ever-changing technology, is committed to challenging all to maximize their individual gifts, promoting self-esteem, and embracing the call to be Christ-like.”

### **Vision**

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

## VALUE STATEMENTS

**The following guiding principles are what St. Bernard School values all students to become:**

- Knowledgeable individuals who read with comprehension; write with skill; communicate effectively and responsibly; and demonstrate academic proficiency in mathematics, geography, civics and history, physical and life sciences, health and fitness, technology, and religion;
- Quality producers who successfully apply academic, intellectual, artistic, religious and practical learning to create quality products and performances;
- Successful communicators who apply their communication skills effectively in a variety of ways and settings;
- Effective collaborators who can successfully work with diverse individuals and groups;
- Christian leaders who exemplify Christ and spread His word; and
- Responsible citizens and compassionate stewards who are informed and apply knowledge to improve the quality of their lives and communities.

## FINANCE

The purpose of the St. Bernard School Finance Committee is to assist in planning the annual budget to be submitted to the board for approval, monitor monthly financial statements, and provide the planning resources for financial independence and stability of St. Bernard School. The SBS Finance Committee will continue to review the objectives of the long range plan and advise and support the school in the completion of the objectives.

In addition to the above, the Finance Committee will:

- Publish an annual report showing the financial position of St. Bernard School. This report should also include an outline of the school's goals and objectives.
- Establish and maintain an up-to-date inventory control listing of all physical assets of the school.
- Establish a uniform pay scale for all employees of the school and consider changes in the number of staff positions as recommended by the principal.
- Annually review the tuition schedule, keeping tuition at a reasonable, affordable cost conducive to excellence in education.
- Strive to maintain teacher/staff/administration salaries at a favorable level.
- Assist in seeking non-traditional sources of revenue for the school's budget for board evaluation, such as grants, fund-raising, etc.

## GOALS

### **St. Bernard School will provide:**

1. A sound academic environment for students to learn;
2. A culture of continuous learning for well-trained, qualified, and innovative faculty and staff.
3. A safe learning and work environment, supportive and nurturing of cognitive, social and spiritual development for all.
4. Programs and instructions that meet the individual needs of all students.
5. Ongoing comprehensive assessment of student learning, program results, and faculty and staff performance.
6. Public awareness and promotion of the institution as one of academic excellence.
7. A safe, well-maintained campus conducive for learning and working.
8. A Christian environment and moral foundation for students to encourage Christ-like behavior through servant leadership, community outreach, and religious education.
9. A social environment that encourages a sense of belonging, decision-making skills, networking, and the establishment of relationships that will carry into adulthood.
10. An understanding and respect for human diversity.
11. Programs and services that are developed collaboratively and consistently with the institution's long range plan.
12. Opportunities to strengthen the interaction between the school, families, and communities.
13. Professionally managed integrated technology in all areas of the school.

## OBJECTIVES

The following objectives were voted on as the **top priorities** overall for St. Bernard School by the Long Range Planning Committee on September 15, 2007. The information in parentheses is the committee responsible for this objective. More information including resources, contacts, and timeframes for each objective can be found in each committee's action plan matrix (Appendix D).

1. Assess current & future resources in order to increase salaries of all SBS employees to come within 80% of local public school salaries. (Staffing)
2. Assess current reading curriculum. (Curriculum)
3. Customize and modernize the gym in order to better utilize one of the most used buildings at SBS & to provide more efficient lighting and much needed storage space and office space, etc... (Athletics)
4. Develop and maintain an encompassing web-site that is professionally managed. (Technology)

To provide more opportunities for off-campus service projects for all grade levels to illustrate to the students the need for helping others. (Christian Formation)

5. Employ a Foreign Language Teacher. (Staffing)

Adopt a Pre-K and K curriculum that addresses the intellectual, cognitive, social, emotional, spiritual, and physical development of the average 4-6 year old as well as adopt a screening instrument to accurately assess areas of strengths and weaknesses of each child's development so appropriate interventions can be taken. (Curriculum)

6. Upgrade Middle School and Primary Labs. (Technology)

Enhance advertising and marketing. (Development)

Employ full-time aides in all Pre-K, 1<sup>st</sup>, and 2<sup>nd</sup> grade classrooms as well as employ a floating aide in the 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms. (Staffing)

Employ a full-time or an additional part-time Guidance Counselor.  
(Staffing)

7. Create an Alumni Association with a database and a way to track graduates and their progress.  
(Development)

8. To continue employment of a full-time Curriculum Coordinator. (Staffing)

To adopt AR's 1<sup>st</sup> and 2<sup>nd</sup> grade reading component as well as the company's accelerated math component for K through 8<sup>th</sup> grades. (Curriculum)

Increase integration of technology in the classroom. (Technology)

Employ a music teacher. (Staffing)

Remodel classrooms in grades 1<sup>st</sup> and 2<sup>nd</sup>. (Facilities)

Integrate more visual enhancements in the classroom. (Technology)

Gym expansion. (Facilities)

The following objectives were voted as most likely to be accomplished and needing little or no resources. The information in parentheses is the committee responsible for this objective.

1. Include more opportunities for reconciliation on campus. (Christian Formation)
2. Teche News SBS page created monthly or quarterly in the newspaper that is only SBS and that is created all by SBS students. (Development)

Hold quarterly "grade level" or "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. (Curriculum)

3. Provide more in-depth professional development opportunities. (Curriculum)
4. Increase volume and quality of writing activities and vocabulary usage in all grade levels and subjects. (Curriculum)
5. Evaluate readability levels of all current and future textbooks throughout all subjects of curriculum and grade levels to assure that our students can fully read and comprehend information taught from textbooks. (Curriculum)

Have SBS students to improve their physical fitness, moral, leadership, and team building skills. (Athletics)

Have SBS students participate in weekend mass wearing their SBS uniforms. (Development)

To recognize SBS students for their achievements and displays of moral character. (Student Services)

Hold an Art Walk/Art Show highlighting SBS students out in the community. (Development)

Adopt a new math curriculum. (Curriculum)

Advertise and market through monthly signs on Rees Street brick wall “Wall of Fame”.  
(Development)

The following objectives did not receive votes as a current priority overall but are still recognized as objectives to be reviewed in the future. The information in parentheses is the committee responsible for this objective.

- Construct new costumes & refresh existing ones to be used to bring readings to life for students. (Christian Formation)
- Begin a service club for junior high students in the manner of SIGN (Service in God’s Name). This will help students better identify with those less fortunate or in need. (Christian Formation)
- Form a textbook committee to review alternative religion textbooks to be used to build a strong Christian faith. (Christian Formation)
- Include more opportunities for group prayer in school to strengthen the students’ faith such as a Living Rosary or the Way of the Cross. (Christian Formation)
- Form a Drama Club of upper grade students to perform plays with a message. These plays will correspond with the church’s liturgical season. (Christian Formation)
- Require personal service hours for junior high students. Offer reading/listening programs with nursing home residents where students have a volunteer listener. (Christian Formation)
- Promotion of good Christian movie productions and Christian bands. (Christian Formation)
- Incorporate scripture into students’ journaling activities. (Christian Formation)
- Infuse current events and geography into the social studies curriculum at all grade levels. (Curriculum)
- Make assurances of “Calling Cards’ in curriculum. (Curriculum)
- Enhance grant writing opportunities to address the needs of the school. (Development)
- Church Marketing. (Development)
- Advertising and marketing – Website. (Development)
- Publish a report of the school annually. (Development)
- Partners in Education – enhance relationships in the community. (Development)
- Establish relationships with area pre-schools and pre-pre-K children. (Development)
- Host an annual appreciation coffee or other function for businesses that have contributed to SBS all year round. (Development)
- PR push for statewide exposure/recognition to hopefully lead to more local interest. (Development)
- External relationship building – establish community partnership visionary group. (Development)
- External relationship building – hold who school events. (Development)
- Cafeteria lighting upgrade. (Facilities)
- Junior High remodel. (Facilities)
- Remodel classrooms grades 5 & 6. (Facilities)
- Cafeteria remodel. (Facilities)

- Assess current resources and Title I positions as well as to possible employ an additional reading/language arts resource instructor. (Staffing)
- Have all staff meet SACS accreditation requirements. (Staffing)
- Hire another person to help with additional responsibilities of the Development Office (grant writing). (Staffing)
- Demonstrate to 8<sup>th</sup> grade students what can be accomplished with effort and teamwork. Increase their awareness of PEP function and parental involvement. (Student Services)
- Provide students full-time access to counseling needs and assist with implementation of activities by Student Services. (Student Services)
- Provide students with opportunity to learn about different subject material outside of the class – various clubs. (Student Services)
- Junior high student will gain more opportunities to socialize with one another at school in a fun and safe atmosphere. (Student Services)
- To standardize PC's throughout the school: remove all Macs and upgrade obsoletes and maintain similarities among specifications for all technology components. (Technology)
- Develop cable TV throughout the school. (Technology)
- Create a standard operating procedure for technology; Technology handbook which designates network/user guidelines, policies, and procedures. (Technology)
- Clean up and label current wiring. (Technology)

**Appendix A – Completed Objectives**  
**November 2006 – September 2007**

1. Replaced all windows in the gym & tinted windows in the gym. (**Athletics**)
2. Installed sound system in the gym. (**Athletics**)
3. Puppet ministry for students in lower grades which will enhance religion lesson. (**Christian Formation**)
4. Make Christian music a very important and consistent part of the students' day. (**Christian Formation**)
5. Have a weekly presence in the St. Bernard Church bulletin. (**Development**)
6. Publish an Annual Report of the school. (**Development**)
7. Remodel classrooms grades K and 4<sup>th</sup>. (**Facilities**)
8. Dumpster slab and fence. (**Facilities**)
9. Remodel classroom grade 3. (**Facilities**)
10. Construct a new bus port and covered walk. (**Facilities**)
11. To assess current resource and Title I positions as well as to possibly employ an additional reading/language arts resource instructor. (**Staffing**)
12. To assess and possibly move locations of staff and administrative offices to best utilize efficiency of each position and job duties. (**Staffing**)
13. To employ a part-time or full-time Technology Teacher to instruct a variety of computer classes to students in 5<sup>th</sup> – 8<sup>th</sup> grades. (**Staffing**)
14. To employ a part-time or full-time Curriculum Coordinator or Director. (**Staffing**)
15. To provide students with an opportunity to learn about different subject material outside of the classroom with various clubs. (**Student Services**)
16. To boost the students involvement in the library and to instill in them an appreciation for the role of the library on campus – Library Club. (**Student Services**)

17. Junior high students will gain more opportunities to socialize with one another at school in a fun and safe atmosphere. **(Student Services)**
18. To provide an awareness in students of the dangers of drugs. **(Student Services)**
19. St. Bernard upcoming 7<sup>th</sup> graders to feel welcome when entering junior high. **(Student Services)**
20. To provide new junior high students with a level of comfort in the new surroundings and improve communication among peers. **(Student Services)**
21. Implement a \$50 Technology Fee per child. **(Technology)**
22. License all computers in MS Office. **(Technology)**

### **Appendix B – Completed Objectives March 2006 – November 2006**

- 1 – Replaced gym windows facing Bridge Street **(Facilities)**
- 2 – Removed Open Office software from lab and library and installed MS Office 2003 **(Technology)**
- 3 – Constructed a secure hardware room for servers – server has been installed. **(Technology)**
- 4 – Applied an Internet content filtering for SBS network **(Technology)**
- 5 – Built an Automated Card Catalog System tied to Library Inventory **(Technology)**
- 6 – Developed a mandate that Edline is properly utilized **(Technology)**
- 7 – SBS web site given a “face lift” **(Technology)**
- 8 – A designated area in the St. Bernard Church bulletin will highlight SBS – once a month it will be ½ page the other weeks will be a small corner **(Development)**
- 9 – Funds have been designated in the budget to purchase billboard rental space/we have billboards to go up again in December 2006 & January 2007 **(Development)**
- 10 – 2005-2006 Annual Report was created, printed and mailed (*this will be completed annually*) **(Development)**
- 11 – A Foundation mini-grant was approved to purchase materials for puppet ministry **(Christian Formation)**
- 12 – “Welcome to Junior High” Day held for 6<sup>th</sup> graders to visit the junior high building **(Student Services)**

- 13 – Established a Welcome Committee of upcoming 8<sup>th</sup> graders for the beginning of school (**Student Services**)
- 14 – Organized a library club that involves students with an interest in the library between grades of 4<sup>th</sup> – 8<sup>th</sup> (**Student Services**)
- 15 – Brought the DARE program back to the school (**Student Services**)
- 16 – Researched what other area schools are using for math curriculum (**Curriculum**)
- 17 – Adopted AR’s readability leveling test (STAR) in order to identify student’s individual reading level and to set a point value at their own reading comprehension level. (**Curriculum**)
- 18 – Began Partners in Education with both the Advertiser and Advocate Newspapers (**Development**)
- 19 – Purchased a number of subscriptions this year in a variety of grade levels (**Development**)
- 20 - Employed a full-time Director of Religious Education (**Staffing**)

## Appendix C – St. Bernard School Active Committees

### School Board

- Athletics
  - Maintain the athletic handbook with annual updates and changes. Evaluate existing and future athletic activities. Evaluate and process budgetary needs within and outside of the budget. Assist the Athletic Director however needed in the organization of each sport participated in by St. Bernard School.
- Capital Campaign
  - Oversee the issues related to the Capital Campaign. Monitor financial resources to execute the mission of the committee and school. Research potential donors to the campaign. Coordinate construction of new capital improvements at the school.
- Development
  - Assist staff personnel in public relations, recruitments and marketing of the school. Ensure that a long range plan is developed and maintained. Provide support for annual fund drives. Act as a liaison between the alumni, parents, community and school staff.
- Facilities
  - Facilitate inspections of the facility for safety and assessment of needed improvements or repairs. Assist in compiling and developing a plan of action for minor repairs and improvements needed throughout the school year. Coordinate major repairs and improvements of school facilities and equipment.
- Finance
  - Ensure an annual budget is prepared and submitted to the full board. Provide monthly financial statements. Review the budgets of all organizations raising monies in the name of the school. Establish a uniform pay scale for all employees of the school. Enforce tuition policy and ensure the collection of debts and of all fees.
- Technology
  - Assess and evaluate the technology needs of the school. Monitor and keep an inventory of all technology hardware and software. Ensure that the technology department is meeting all state and diocesan requirements.

### Parent Educator Partnership (PEP)

All parents of St. Bernard School students are invited to attend monthly PEP meetings and encouraged to volunteer with the various PEP committees. Members of PEP include parents, pastors of those church parishes with students attending St. Bernard School, the members of the faculty and professional staff of St. Bernard School, and other interested parties appointed.

- Executive Committee
  - Comprised of President, Vice President, Treasurer, and Secretary
- Co-Curricular Committee
  - Create special events that will enhance the instructional programs at St. Bernard School, while creating greater visibility through the community and news media. Promote a sense of community through events that complement the instructional program at St. Bernard School.
    - Science Symposium/Symposium of Learning

## **Appendix C – St. Bernard School Active Committees (cont.)**

### **Parent Educator Partnership (PEP)**

- Extra Curricular Committee
  - Provide and create wholesome and enriching activities for students outside of school hours at St. Bernard School.
- Fundraising Committee
  - Determine and implement events necessary to accomplish the financial goals established by St. Bernard School Board. Promote a sense of community through social events in a fundraising capacity.
- Parent Education Committee
  - Enhance the parenting skills of the parents of St. Bernard School. Assist and familiarize the new parents of St. Bernard School community.
- Volunteerism Committee
  - Enhance the spirit of volunteerism among students, parents, grandparents, faculty, administration, and other community members. Provide direction, coordination, and consultation for all volunteer service programs within St. Bernard School. Assist in planning, developing and implementing volunteer services for effective utilization of volunteer resources and achievement of the committee's objectives in harmony with the PEP board's goal and mission.

### **St. Bernard School Foundation**

Established in 1983 to ensure a Catholic education for the children of St. Martin Parish. The SBS Foundation continues to be a strong supporter of the school by overseeing the investments of the Foundation and returns a portion of the interest to the school through grants and program support. The more monies the Foundation holds, the greater the percentage returned to the school.

- Executive Committee
  - Comprised of President, Treasurer, Secretary, and President-Elect
- Finance Committee
  - Oversee the investments, memorials and trust funds in the name of St. Bernard School Foundation.
- Golf Tournament
  - Plan and organize an annual golf tournament with proceeds to be donated to St. Bernard School. Each year proceeds need to be designated to an account at the school (i.e. technology).

# 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
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
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. Provide more efficient lighting, etc.	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). Project also includes:</p> <ul style="list-style-type: none"> <li>* Replacement of lighting in gym with more durable and more efficient lighting (\$14,000)</li> <li>* Retractable goals (5,000)</li> <li>* Install cages for protection of speakers in gym.</li> <li>* Re-paint bleachers in gym</li> <li>* Purchasing of canvass tarp to be used for protection of gym floor(\$1,000)</li> <li>* Construction of storage space in gym area.</li> </ul>	<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> <ul style="list-style-type: none"> <li>• Bell’s Sporting Goods</li> <li>• Al’s Electric Company</li> </ul>	Start June 1, 2008 and have project completed by December 2008.

SBS Students to improve their physical fitness, moral, leadership, and team building skills.	Hire two full-time Jr. High teachers/coaches.	\$\$ resources include cost of coach's pay only. Intent would be to replace a teacher with a teacher/coach.	Principal and Assistant Principal	As teachers leave or, are re-assigned to another grade level. Replace them with teachers who are also willing and able to coach Jr. High sports.
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Notes to include:

- Objectives are goals broken down into meaningful parts.
- An objective describes an intended outcome
- Objectives serve as an evaluation tool
- Outcomes observed by eye and ear and outcomes that have to be demonstrated are both acceptable.
- An objective describes the important conditions, if any, for the outcome to occur.
- Three ways to describe how well the objective is to be achieved: speed, accuracy, quality.
- Action verbs useful for clarity:
 

To demonstration	to write	to identify
To fund	to build	to construct
To solve	to compare	to contrast
To differentiate	to sort	to compete
To state	to list	to prepare
To apply	to develop	to smile

# 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
<b>Christian Formation Objective 1</b>	Construct new costumes & refresh existing supply which will be used to bring the readings to life for the students	Send out parental volunteer forms	Fabric will be donated/need sewers to construct/repair existing costumes; volunteer forms will be used as a base for those who sew	Fabric will be donated by the DRE/PEP volunteer forms will be reviewed to establish a list of parents who can sew/ grandparents' volunteer form will include this.	Start immediately
					Fabric is in hand. We will search for volunteer sewers to begin the construction of costumes.
	Objective	Action Steps	Resources	Contacts	Time-Frame
<b>Christian Formation Objective 2</b>	Begin a service club for junior high students in the manner of SIGN (Service in God's Name). This will help students to better identify with those less fortunate or in need of assistance.	Research with area schools to find out how these clubs operate & the extent of the service projects they require. Customize our club for this school and obtain a teacher or parent sponsor to coordinate.	Area schools that incorporate this type of club in their schools. There should be no cost involved unless the entire club is taken off campus for their project. Parents could be enlisted to help transport students.	Diocese of Lafayette can be contacted as well as area schools.	School year 2006 – 2007 as a start date. This would be an ongoing project, possibly beginning with 8 <sup>th</sup> grade and including the 7 <sup>th</sup> grade in the next year. (We are still researching area schools for information.)

	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
<b>Christian Formation Objective 3</b>	<b>Form a textbook committee to review alternative religion textbooks which would be used to build a strong Christian faith.</b>	<b>Form a committee of teachers to review available religion textbooks which are approved by the Diocese.</b>	<b>The Diocese has forwarded a list of approved textbooks. SBS already has budgeted funds for textbook purchase</b>	<b>Each company will be contacted to forward samples of their texts &amp; manuals for review.</b>	<b>School year 2007—it is too late to begin a textbook review for the upcoming school year. Textbook companies have been contacted and we are awaiting shipment of samples for distribution.</b>
					<b>Textbook samples have been ordered, but not yet received. As soon as they are on hand, a committee will be formed for review.</b>

<b>Christian Formation Objective 4</b>	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
	Include more opportunities for group prayer in the school which would strengthen the students' faith such as living rosary or way of the cross.	Weekly Stations of the Cross have been held during lent; we will incorporate the living rosary during the month of May	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.	Possible donations to the school could fund this project. Daily and/or weekly scripture will be incorporated into the lessons; grants have been written for bibles for classrooms.	To begin immediately  <b>A first Friday rosary has been scheduled throughout the year. A compilation of scripture is in the process of being completed.</b>
<b>Christian Formation Objective 5</b>	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
	Form a drama club of upper grade students to perform plays 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.	A sponsor has been named and the drama club will begin meeting in the next month or so. Students will be encouraged to write skits relative to their religion lessons and present them to the lower grade levels.	Students will be encouraged to write their own plays and perform for the student body during the regularly scheduled religion times	Start—school year 2006  <b>A drama club was formed during the 2006-07 school year, however it was not as active as hoped. We will again institute the drama club after student council elections have been completed.</b>

	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
<b>Christian Formation Objective 6</b>	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.	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.	We would need to obtain funding for bus transport for whole class service projects, unless enough parents are available to transport.	Start 2006 school year.  <b>Grades 3 and higher have been definitely scheduled a service project. We are working out pre-K through 2<sup>nd</sup> grade.</b>
	<b>Objective</b> Required personal service hours for junior high students. Offer reading/listening programs with nursing home residents whereby students have a volunteer listener.	<b>Action Steps</b> Neighboring schools will be visited to learn what is required of junior high students.	<b>Resources</b> Area Schools, internet	<b>Contacts</b> DRE's from neighboring schools	<b>Time-Frame</b> School year 2006-07 as start-up  <b>This will be implemented once the Leadership program has begun.</b>
<b>Christian Formation Objective 7</b>					

<b>Christian Formation Objective 8</b>	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
		Acadiana Catholic & newsletters by the Diocese will be scanned for upcoming productions. These will be forwarded to Development for publication in the Current Crusades	Acadiana Catholic, Diocese of Lafayette, regional Religion Administrator's meetings	Development, DRE's, Acadiana Catholic & Diocese of Lafayette	2006-2007 School year.  <b>We are searching the Acadiana Catholic for publicity. We will ask parents to keep us informed if they learn of any productions in the area.</b>
<b>Christian Formation Objective 9</b>	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
	Incorporate scripture into students' journaling activities	A list of scriptures will be compiled. Each day (or each week) a new scripture passage will be introduced into the classrooms for discussion, journaling, etc.	Our Daily Bread, Bible		Immediate.  <b>Teachers will receive a list of scriptures to incorporate into their journaling assignments.</b>
	<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
<b>Christian Formation Objective 10</b>	Include more opportunities for reconciliation on campus	We will discuss with Father how we can implement this, including location & times		Father Paul, Father Breaux & area priests	Immediate

# 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
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
<p><b>Curriculum Sub - Group #1 Objective #1</b></p> <p>To assess current reading curriculum.</p>	<p>1. Form a committee to review current reading basal series as well as staff implementation of series to assure students are meeting Grade Level Expectations (GLE's) as well as to incorporate more updated materials for each classroom.</p> <p>2. Research what other area schools are using.</p> <p>3. Follow through with committees recommendations (additional professional development, new series, implement new strategies such as Literacy Circles, etc.)</p>	<p>1. Time for committee to meet, make phone calls, and report findings and recommendations.</p> <p>2. Funds for additional reading materials, textbooks, teacher training, etc. (depends on need)</p>	<p>1. SBS Reading Teachers</p> <p>2. Administration</p> <p>3. Curriculum Coordinator</p> <p>4. School Board Finance Committee</p> <p>5. School Bookkeeper</p>	<p>1. Actually Began Process in Fall 2006 – Made calls, held Literacy Circles Workshop, Teachers attended Open Court re-training with the Diocese)</p> <p>2. Winter 2006 – Establish Committee</p> <p>3. 2007 – 2008 is the Official Reading Textbook Adoption Year</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Curriculum Sub - Group #1 Objective #2</b></p> <p>To increase volume and quality of writing activities and vocabulary usage in all grade levels and subjects.</p>	<ol style="list-style-type: none"> <li>1. Re-establish Writing Portfolios throughout each grade level.</li> <li>2. Form a committee to research a new writing and vocabulary development text or program.</li> <li>3. Form a committee to develop a resource guide to use with practical, everyday writing and vocabulary activities that can be incorporated across the curriculum in day-to-day lessons.</li> </ol>	<ol style="list-style-type: none"> <li>1. Time to establish Writing Portfolios</li> <li>2. Time to research and time for development of resource guide.</li> <li>3. Funds for writing and vocabulary resource book, materials, etc. (\$1000 = \$100 per grade level)</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Language Arts / Reading Teachers</li> <li>3. Local LEA Language and/or Reading Specialists.</li> <li>4. School Board Finance Committee</li> <li>5. SBS Bookkeeper</li> </ol>	<ol style="list-style-type: none"> <li>1. Writing Portfolios: Begin Fall 2007</li> <li>2. Committee Formation: 2007 – 2008 School Year</li> </ol>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 434 326"><b>Curriculum Sub - Group #1 Objective #3</b></p> <p data-bbox="191 370 422 769">To adopt AR's 1<sup>st</sup> and 2<sup>nd</sup> Grade Reading Component as well as the Company's Accelerated Math Component for Kindergarten through 8<sup>th</sup> Grades.</p>	<ol data-bbox="459 66 661 792" style="list-style-type: none"> <li>1. Research information on program components and requirements.</li> <li>2. Purchase programs.</li> <li>3. In-service Faculty on new components.</li> <li>4. Align AR requirements for students according to program guidelines.</li> </ol>	<ol data-bbox="695 66 808 167" style="list-style-type: none"> <li>1. Funds</li> <li>2. Time</li> </ol>	<ol data-bbox="1146 66 1497 277" style="list-style-type: none"> <li>1. Librarian</li> <li>2. Library Assistant</li> <li>3. Administration</li> <li>4. Technology Coordinator</li> <li>5. Curriculum Coordinator</li> <li>6. Classroom Teachers</li> </ol>	<ol data-bbox="1551 66 1860 277" style="list-style-type: none"> <li>1. Purchase when research completed and funds are readily available. Aiming for 2008 – 2009 School Year.</li> </ol>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 434 326"><b>Curriculum Sub - Group #1 Objective #4</b></p> <p data-bbox="191 370 434 873">To evaluate readability levels of all current and future textbooks throughout all subjects of curriculum and grade levels to assure that our students can fully read and comprehend information taught from textbooks.</p>	<p data-bbox="459 66 657 824">1. Find someone to volunteer to administer readability test on all current and future textbooks and have that person report findings to appropriate curriculum committee and administration so that appropriate decisions can be made when adopting new series.</p>	<p data-bbox="695 66 1123 207">1. Time to administer test.</p> <p data-bbox="695 139 1123 207">2. Sample textbooks from every grade level and subject</p>	<p data-bbox="1148 66 1528 240">1. Administration</p> <p data-bbox="1148 139 1528 240">2. Erica Louviere (Teacher who is experienced in administering this test)</p>	<p data-bbox="1554 66 1860 240">1. Immediately – begin with subject areas that are in process of possibly adopting a new text.</p> <p data-bbox="1554 285 1860 318">2.. Ongoing Process</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="184 66 438 326"><b>Curriculum Sub - Group #2 Objective #1</b></p> <p data-bbox="184 367 432 1239">To adopt a Pre-K and Kindergarten Curriculum that addresses the intellectual, cognitive, social, emotional, spiritual, and physical development of the average 4-6 year old as well as to adopt a screening instrument to accurately assess areas of strengths and weaknesses of each individual child's development so that appropriate interventions can be taken.</p>	<p data-bbox="455 66 674 862">1. Form a committee to identify strengths and weaknesses of current program and then to construct a list of "needs" in a curriculum. This committee will research curriculum options as well as a screening instrument to be administered to all Pre-K and K students prior to beginning of each school year.</p> <p data-bbox="455 902 674 1081">2. Purchase recommended curriculums and screening instruments.</p> <p data-bbox="455 1122 674 1195">3. Professional Development</p>	<p data-bbox="690 66 1127 204">1. Time for committee to meet, discuss, research, and select curriculum and screening instruments.</p> <p data-bbox="690 245 1127 350">2. Funds to purchase both. (estimated cost for both would be about \$2,000)</p> <p data-bbox="690 391 1127 464">3. Funds for professional development.</p>	<p data-bbox="1144 66 1530 610">1. Administration</p> <p data-bbox="1144 139 1530 172">2. Pre-K and K Teachers</p> <p data-bbox="1144 212 1530 318">3. Early Childhood Education Supervisor for local LEA (Angela McFaul)</p> <p data-bbox="1144 358 1530 431">4. Local ECE Specialists from local LEA</p> <p data-bbox="1144 472 1530 545">5. School Board Finance Committee</p> <p data-bbox="1144 586 1530 618">6. School Bookkeeper</p>	<p data-bbox="1549 66 1862 204">1. May 2006 – Purchased new screening instrument (DIAL-3)</p> <p data-bbox="1549 245 1862 350">2. Complete by end of 2007 – 2008 school year.</p>
<p data-bbox="802 704 1749 837"><b>This particular objective has almost been completed; however, we felt that it needed to stay a high priority because it will need more time for full-implementation.</b></p>				

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Curriculum Sub - Group #2 Objective #2</b></p> <p>To provide more in-depth professional development opportunities.</p>	<p>1. Research areas in curriculum that teachers and staff need additional professional development (internally and externally).</p> <p>2. Assess policy concerning training costs and reimbursements (SBS currently does not pay for mileage or meals).</p>	<p>1. Funds – Currently budgeted \$5,000 yearly; however, this includes payments to professional organizations (policy currently states that we will reimburse half of dues). Reimbursement funds should be in addition to professional development funds.</p> <p>2. Time to research professional development opportunities externally as well as to plan and implement internal trainings.</p>	<p>1. Administration</p> <p>2. Curriculum Coordinator and/or Administrative Assistant</p> <p>3. Teachers</p> <p>4. Local LEA (St. Martin Parish School Board)</p> <p>5. Diocese</p> <p>6. State Department of Education</p> <p>7. Textbook Publishing Companies</p> <p>8. Local Curriculum Specialists</p> <p>9. School Board Finance Committee</p> <p>10. School Bookkeeper</p> <p>11. School SACS Committee</p>	<p>1. Have begun implementing and will constantly be an ongoing process.</p>
<p>This particular objective has been completed; however, we felt that it needed to stay a high priority because it a constant ongoing objective that the committee feels very strongly about.</p>				

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Curriculum Sub - Group #2 Objective #3</b></p> <p>To adopt a new math curriculum.</p>	<ol style="list-style-type: none"> <li>1. Form a committee to adopt a new problem solving and procedure-based math program based on the NCTM standards and also meet Grade Level Expectations (GLE's) for all grade levels as well as to incorporate more hands-on manipulative and updated materials for each classroom.</li> <li>2. Research what other area schools are using.</li> <li>3. Call publishing companies for samples.</li> <li>4. Select a text.</li> <li>5. Contract trainers for new series and also provide p.d. opportunities for teachers on supplementing with materials &amp; manipulatives.</li> </ol>	<ol style="list-style-type: none"> <li>1. Time for committee to meet, make phone calls, and examine sample texts, make selection, and train.</li> <li>2. Funds for textbooks, teacher training, and supplemental manipulatives and materials. (estimate - \$2700 per grade level to purchase every grade level new series, \$1000 to purchase every grade level identified materials/manipulatives [\$100 per grade level] as well as \$500 - \$1000 for continued professional development.</li> </ol>	<ol style="list-style-type: none"> <li>1. SBS Math Teachers</li> <li>2. Administration</li> <li>3. Publishing Company Reps</li> <li>4. Curriculum Coordinators or math teachers from other local schools</li> <li>5. Math Supervisor from local LEA (St. Martin Parish School Board – Eddie Cormier)</li> <li>6. Middle School Math Specialist from local LEA (Shawn Taylor)</li> <li>7. Primary/Elementary Level Math Specialist from local LEA (Margaret Sweeney)</li> <li>8. School Board Finance Committee</li> <li>9. School Bookkeeper</li> </ol>	<ol style="list-style-type: none"> <li>1. Actually Began Process in Fall 2005 – Made calls, received some sample texts, made selection of possible new text)</li> <li>2. Spring 2006 – Purchased 4 new levels of text (Grades 6 – 8 and Algebra)</li> <li>3. Spring 2007 – Purchased 5 new levels of text (Grades 1 – 5).</li> <li>4. Summer 2006 – begin professional development.</li> <li>5. Purchase Kindergarten – Ideally in the Spring 2008.</li> </ol>
<p><b>This particular objective has almost been completed; however, we felt that it needed to stay a high priority because it will need more time for full-implementation as well as still has the Kindergarten to purchase for.</b></p>				

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 434 326"><b>Curriculum Sub - Group #2 Objective #4</b></p> <p data-bbox="191 370 434 797">To hold quarterly “grade-level” OR “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.</p>	<p data-bbox="459 66 674 423">1. Set concrete dates on the staff calendar for official cross-grade meetings. These could possibly be held after school quarterly.</p>	<p data-bbox="695 66 800 90">1. Time</p>	<p data-bbox="1148 66 1465 164">1. Administration 2. Grade Level Teachers</p>	<p data-bbox="1554 66 1822 131">1. Began in the Fall 2007 and is ongoing.</p>

This particular objective has almost been completed; however, we felt that it needed to stay a high priority because it will need more time for full-implementation.

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Curriculum Sub - Group #2 Objective #5</b></p> <p>To infuse current events and geography into the social studies curriculum at all grade levels.</p>	<ol style="list-style-type: none"> <li>1. Purchase updated maps and globes for each classroom.</li> <li>2. Set up Partners in Education with local newspapers (i.e. The Daily Advertiser, The Advocate, and The Teche News).</li> <li>3. Purchase subscriptions to Weekly Reader, Time, Newsweek, and Scholastic magazines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Funds - \$7,000 to purchase 24 new maps and 2 new globes. (Maps = 14 World, 9 US, and 1 Louisiana) Approx. \$300 (+/-) per map</li> <li>2. Time to make phone contacts with area papers.</li> <li>3. Funds for magazine subscriptions (\$500 yearly).</li> <li>4. Grants – possibly to purchase maps, globes, and subscriptions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Mr. Steve (to hang maps)</li> <li>3. Judy Broussard – The Daily Advertiser</li> <li>4. Dean Blanchard – The Advocate</li> <li>5. Teche News Representative</li> <li>6. Local business owners or parents to sponsor yearly subscriptions.</li> <li>7. Development Office (Grants)</li> <li>8. School Board Finance Committee</li> <li>9. School Bookkeeper</li> </ol>	<ol style="list-style-type: none"> <li>1. Established Partners in Education Program with both the Daily Advertiser and the Advocate - Spring 2006</li> <li>2. Began to establish subscriptions to educational magazines in many grade levels.</li> <li>3. Purchases – as funds become available</li> </ol>
<p>This particular objective has almost been completed; however, we felt that it needed to stay a high priority because it will need more time for full-implementation.</p>				

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Curriculum Sub - Group #2 Objective #6</b></p> <p>To make assurances of “Calling Cards in Curriculum”</p> <p>Examples...</p> <p>5<sup>th</sup> Grade – Houston Trip  6<sup>th</sup> Grade – Challenger Mission  7<sup>th</sup> Grade – Human Sexuality and SciPort Space Center  8<sup>th</sup> Grade – Leadership, Canoe Trip, and Youth Legislature  5<sup>th</sup> &amp; 6<sup>th</sup> Graders – Williamsburg Field Study  7<sup>th</sup> &amp; 8<sup>th</sup> Graders - Washington DC Field Study</p>	<p>1. Place events on school calendar yearly.</p>	<p>1. Time to implement programs</p> <p>2. Funds to assure school sponsored activities:</p> <ul style="list-style-type: none"> <li>a. Human Sexuality</li> <li>b. Leadership (About \$800 per year for monthly activities)</li> <li>c. Youth Legislature (Registration is \$30 per 8<sup>th</sup> grade student)</li> </ul> <p>3. Time and Funds to train any new teacher who may be in charge of any one of these activities or events (only as needed – not necessarily yearly).</p>	<p>1. Administrative Assistant</p> <p>2. Principal</p> <p>3. Teachers</p> <p>4. SBS Finance Committee</p> <p>5. SBS Bookkeeper</p>	<p>1. Ongoing</p>
<p><b>This particular objective has almost been completed; however, we felt that it needed to stay a high priority because we needed a constant reminder of our priorities!</b></p>				

# DEVELOPMENT

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#1	<b>Advertising/Marketing</b>	<ul style="list-style-type: none"> <li>• Target opportunities for free advertisement at all levels: Newspapers, TV, websites (Feature articles regarding student achievement)</li> <li>• Solicit donors for paid Advertisement: -Will happen Nov 07 in conjunction with symposium</li> <li>• Parent Advertisement via wearing SBS shirts out in the community.</li> <li>• Have Parents go to <a href="http://greatschools.org">greatschools.org</a> and add reviews.</li> <li>• Church Bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Teche News</li> <li>• Acadiana Catholic</li> <li>• Daily Advertiser</li> <li>• TV Stations</li> <li>• <a href="http://Greatschools.org">Greatschools.org</a></li> </ul>	Teche news- Lisa Breaux Kristy Guidry  (Need to establish contacts at Acadiana Catholic, Daily Advertiser, Klfy, Katc, etc.)	Ongoing

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#2	<p><b>Grant Writing</b>            Enhance Grant Writing Opportunities to address the needs of the school.  <i>(As per our meetings with Ms. Patterson we are on the right track. We need to have a binder to document specific information required for grant writing. We need to encourage teachers to seek grants through the foundation and any other viable source)</i></p> <p><i>Grant writing on a bigger scale would require an employee to work full time on seeking and applying for opportunities.</i></p>	<ul style="list-style-type: none"> <li>• Met with Grant writing expert to determine what will be available to us.</li> <li>• Have parents check with employers for any grants or monies available through their employers.  <i>(Include a note in January Current Crusader to remind parents)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Large corporations</li> <li>• Internet web sites</li> <li>• Any and all grant opportunities that apply to SBS goals</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Patterson, Grant writing expert</li> <li>• ULL</li> <li>• Diocese</li> <li>• Other national Catholic Schools</li> <li>• LA State Grant Mgmt. –Pam Wall</li> <li>• Georgie Blanchard</li> </ul> <p>Parents:</p> <ul style="list-style-type: none"> <li>• Adria Theriot Johnson</li> <li>• Angela McFaul</li> </ul>	March, 2006 and ongoing

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#3	<b>Church Marketing</b> Need to “appear” at area churches (Cecilia, Henderson, Arnaudville, St. Martinville)	<ul style="list-style-type: none"> <li>✓ Have a weekly presences in the St. Bernard Church bulletin</li> <li>• Send a family directory to area churches so that Pastors can accesses family info. and have a copy of our master calendar.</li> <li>• Send a personnel invitation to local priest and their congregation to attend Live Nativity and Passion Play</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> </ul>	<ul style="list-style-type: none"> <li>• Students, teachers, parents and area priests,</li> <li>• Fr. Paul</li> <li>• Bulletin editor</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly for bulletin</li> <li>• Annually for mailings</li> </ul>
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#4	<ul style="list-style-type: none"> <li>• Advertising/Marketing Monthly signs on Rees St. brick wall – “Wall of Fame”</li> </ul>	<ul style="list-style-type: none"> <li>• Contact various student clubs and organizations to ask them to make the sign</li> <li>• Make a list by month of what student group will be responsible</li> <li>• Make a list of topics for the signs for each month and then give to appropriate group.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Council</li> <li>• 4-H Groups</li> <li>• Junior Beta</li> <li>• PEP</li> <li>• Athletic Teams</li> <li>• Drama Club (?) <ul style="list-style-type: none"> <li>○ Cost – approx. \$20 for materials (poster board and markers)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Faculty/Support staff who are the sponsor for each of these groups.</li> </ul>	<p style="color: red;">Immediate-need to contact student services for update on this project</p>

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#5	<b>Advertising/Marketing</b> Website	✓ Form a group consisting of Development & Technology to discuss options	<ul style="list-style-type: none"> <li>Look at other school Web sites for ideas.</li> <li>Development office to keep up their assigned sections</li> </ul>	<ul style="list-style-type: none"> <li>Any and all computer gurus</li> <li>Sharon Moore</li> <li>Danielle Callier</li> </ul>	Began August 07' Ongoing
✓ #6	<b>Advertising/Marketing</b> Annual Report	<ul style="list-style-type: none"> <li>This report would reflect the school's budget, how money was spent and list money donated. Also could list donors.</li> <li>This is a diocese policy to have an Annual Report from each school</li> <li>Plan to continue- A format has been established and will be update throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>Budgeted money</li> <li>Sell ads to pay for copies</li> </ul>	<ul style="list-style-type: none"> <li>Review other school's Annual Reports for ideas of layout and information to include</li> </ul>	Established & Ongoing
#7	<b>Partners in Education</b> Enhance relationships in the community	<ul style="list-style-type: none"> <li>Resurrect "Blue Ribbon Business" program started by SBS</li> <li>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.</li> <li>Increase community involvement –</li> </ul>	<ul style="list-style-type: none"> <li>Time</li> <li>Establish a list of what each business/community member could offer</li> </ul>	<ul style="list-style-type: none"> <li>Diocese</li> <li>Other national Catholic Schools</li> <li>Business/community members</li> <li>Need Parent volunteer to head up program</li> </ul>	

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#8	<b>External Relationship Building</b> Establish relationships with area pre-schools and pre, Pre-K children	<ul style="list-style-type: none"> <li>• Research and start a program similar to the Bear Program that would establish a relationship with newly baptized members of the church parish and buddy them</li> <li>• with a current 4<sup>th</sup> grader at SBS and contact them annually.</li> <li>• <b>Parish Buddies</b></li> </ul>	<ul style="list-style-type: none"> <li>• Need to find some to develop and establish guidelines for this program.</li> </ul>	<ul style="list-style-type: none"> <li>• Church Database for newly baptized parishioner contact info.</li> <li>• Local mom's groups</li> <li>• Stay-at-home moms to bring kids for an outing</li> <li>• St. Martin Parish pre-schools</li> </ul>	December 07
#9	<b>SBS Alum</b> 1) Create an alumni database  2) Create and institute a way to track graduates and their progress.  3) Create an Alumni association	<ul style="list-style-type: none"> <li>• Find a volunteer to combine all data that we currently have: names, years graduated, address, and other contact info. into one database.</li> <li>• Find a volunteer to create the Alumni association</li> <li>• Find decade representatives to help coordinate this effort</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Manpower to constantly oversee and update database</li> <li>• Alumni event coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Other Development Directors in the Diocese</li> <li>• Grads</li> <li>• Volunteers to help with mailings</li> </ul>	Started March 07'- ongoing (Michelle LeBlanc & Dr. Marelle)

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#10	<b>Maintaining External Relationships</b> Host an annual appreciation coffee of other function for business communities that have contributed to SBS all year round.	<ul style="list-style-type: none"> <li>• Maybe have a special area for this group to show appreciation and then offer any campus tours by having them on campus allows them to see happy &amp; loving kids/staff.)</li> </ul>	<ul style="list-style-type: none"> <li>• BBCC</li> <li>• Addresses</li> </ul>		Spring 2008
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#11	<b>Church Marketing</b> SBS students to participate in mass wearing their SBS uniforms	<ul style="list-style-type: none"> <li>• January (Catholic Schools Week)</li> <li>• The Sunday before symposium</li> <li>• Find out more about participating in monthly coffee.</li> </ul>	<ul style="list-style-type: none"> <li>• Permission form Church</li> <li>• Students to serve</li> <li>• SBS 5<sup>th</sup> grade choir</li> <li>• Students to carry SBS banner</li> <li>• Students to read &amp; bring up gifts</li> </ul>	<ul style="list-style-type: none"> <li>• Church staff</li> <li>• Betty Comb</li> <li>• Students</li> <li>• Parents (to approve)</li> </ul>	Beginning Nov. 2007
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#12	<b>Promotion</b> Teche News SBS Page- create a monthly or quarterly page in the newspaper that is only SBS and that is <u>created all by SBS students</u>	<ul style="list-style-type: none"> <li>• Work with Teche News to set schedule</li> <li>• Identify students who want to participate to write articles, take pictures and do layout</li> </ul> <p>Identify a sponsor or an adult who will coordinate efforts.</p>	<ul style="list-style-type: none"> <li>• Digital camera <ul style="list-style-type: none"> <li>○ \$200-\$500</li> </ul> </li> <li>• Computers for typing stories</li> <li>• Computers for layout</li> <li>• Story ideas</li> <li>• Computer software to work on paper layout</li> </ul>	Students Need a parent, volunteer, faculty or staff who has page layout experience. Rachel at Teche News.	2007 – 2008 school year

Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#13	<b>Promotion</b> Hold an art walk/ art show highlighting SBS students out in the community.	<ul style="list-style-type: none"> <li>• Find out when Chamber is sponsoring community events.</li> <li>• Get with Susan Morrrough for approval/help</li> <li>• Contact area Merchants for hosting the art work</li> </ul>	<ul style="list-style-type: none"> <li>• Art Supplies</li> <li>• Time</li> <li>• Assistance from Art teacher</li> <li>• Volunteers to set-up and take down</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Morrrough</li> <li>• Local merchants</li> </ul>	Spring 2008
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#14	<b>Advertising/Marketing PR Push for statewide exposure/recognition to hopefully lead to more local interest</b>	<ul style="list-style-type: none"> <li>• 8th Grade LA history – Louisiana Office of Tourism – photography/art contest</li> <li>• Work with state’s media firm – commercials/posters</li> </ul>	<ul style="list-style-type: none"> <li>• Send a proposal what it can do for LA, esp. to keep victims of the hurricane home</li> <li>• Time for students involved</li> <li>• Time</li> <li>• A sponsor to work with students on this to coordinate</li> </ul>	<ul style="list-style-type: none"> <li>• LA Dept. of Tourism</li> <li>• Carol McManus</li> </ul>	August 2008
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#15	<b>External Relationship Building</b> <b>Establish community partnership visionary group</b>	<ul style="list-style-type: none"> <li>• Identify key people to ask to be a part of group.</li> <li>• Set up quarterly or semi-annual meetings to discuss ideas, needs or the school and community and how we can work</li> </ul>	<ul style="list-style-type: none"> <li>• Public officials</li> <li>• Businessmen/women</li> <li>• Chamber reps</li> <li>• School reps</li> </ul>	<ul style="list-style-type: none"> <li>• City Hall</li> <li>• Mayor</li> <li>• Sheriff</li> <li>• Parish representatives</li> <li>• SBS Principal</li> </ul>	August 2008

		together.			
Priority	Objective	Action Steps	Resources	Contacts	Time-Frame
#16	<b>External Relationship Building</b> <b>Hold whole school events</b>	<ul style="list-style-type: none"> <li>• Create a theme for the event/day, i.e. Mid-Evil Day, Frolic in France Day</li> <li>• Invite media</li> <li>• Invite other schools</li> <li>• Send press release to area media for the day</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Other schools to get ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Aides</li> </ul>	August 2008

# 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>
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
<b>Objective – 1</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Cafeteria lighting upgrade	Send out bids for electrician	Building & Maintenance Fund 5k	Facilities Committee David Guidry	Summer 2008
<b>Objective – 2</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Jr. High Remodel	Hire Contractor to coordinate subs.	Building & Maintenance Fund \$2,500	Facilities Committee	Summer 2008
<b>Objective – 3</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Remodel Classrooms Grades 1 & 2	Consult with teachers for recommendations. Hire Contractor to coordinate subs.	Building & Improvement Fund 15K	Facilities Committee	Summer of 2008
<b>Objective – 4</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Remodel Classrooms Grades 5 & 6	Consult with teachers for recommendations. Hire Contractor to coordinate subs.	Building & Improvement Fund 15k	Facilities Committee	Summer of 2009
<b>Objective – 5</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Cafeteria Remodel	Hire Contractor to coordinate subs.	Building & Improvement Fund 12k	Facilities Committee	Summer of 5 <sup>th</sup> year

Objective – 6	Action Steps	Resources	Contacts	Time-Frame
Gym Expansion	Retain architect to design and bid project	Capital Campaign – 225k	Angelle Architects	Summer of 6 <sup>th</sup> year

**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.

Jr. High Remodel to include: new suspended ceiling tile, complete storage units in each classroom, lighting upgrade.

Cafeteria Remodel to include: professional painting of all walls and trim in dining room, window blinds and lighting upgrade.

Gym Expansion to include: converting existing locker & restroom area to 1 classroom, public restrooms and concession area with main entrance to gym. Bleachers to be extended into existing concession area. Additional locker rooms and storage area to be added to side of gym opposite bayou side.

# 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
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
<p><b>Staffing Objective #1</b></p> <p>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.</p> <p>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>1. Time</p> <p>2. Funds – no estimated cost (?)</p> <p>3. Possible Grants to help redirect current funds to “free-up” general funds to be redirected towards salaries.</p>	<p>1. Principal</p> <p>2. School Accountant</p> <p>3. School Board Finance Committee</p>	<p>1. Action Step #1 - Fall 2007</p> <p>2. Action Step #2 – 2007 - 2008 School Year</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 409 235"><b>Staffing Objective #2</b></p> <p data-bbox="191 277 409 670">To employ full-time aides in all Pre-K, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade classrooms as well as employ a floating aide in the 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms.</p>	<p data-bbox="434 66 703 459">1. Hire each Pre-K, Kindergarten, and 1<sup>st</sup> Grade teacher a full-time aide in order to increase student-teacher ratio. This could begin in the grade level with the most need at time of funds availability.</p> <p data-bbox="434 505 703 711">2. Hire a floating aide for the 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms in order to assist teachers in these classrooms.</p> <p data-bbox="434 756 703 963">3. Study feasibility of increasing tuition in Pre-K through 1<sup>st</sup> grades only to cover the cost of additional aides.</p>	<p data-bbox="728 66 1096 496">1. Total Funds - \$ 120,000 This is full-time aides with benefits for PreK (3), K (2), 1<sup>st</sup> (2), 2<sup>nd</sup> (2) and 3<sup>rd</sup> / 4<sup>th</sup> (1). Presently we employ 6 part-time and 2 full-time aides (PreK has 2 part-time and 1 full-time, K has 1 part-time and 1 full-time, 1<sup>st</sup> has 1 floating part-time, 2<sup>nd</sup> has 2 part-time, and 3<sup>rd</sup> / 4<sup>th</sup> has none).</p> <p data-bbox="728 542 1014 570">2. Student Enrollment</p> <p data-bbox="728 615 999 678">3. Time – to conduct feasibility study.</p>	<p data-bbox="1121 66 1272 94">1. Principal</p> <p data-bbox="1121 139 1440 203">2. School Board Finance Committee</p> <p data-bbox="1121 248 1402 276">3. School Accountant</p>	<p data-bbox="1526 66 1797 126">1. Enrollment would mandate need.</p> <p data-bbox="1526 172 1818 349">2. Increased 1 K part-time aide to full-time prior to the start of the 2007 – 2008 school year.</p> <p data-bbox="1526 394 1814 457">3. Ideally 2007 - 2008 school year</p> <p data-bbox="1526 503 1822 566">3. Realistically – when funds are available.</p> <p data-bbox="1526 612 1814 899">**Note – increase in tuition for these grade levels would not go into affect until adequate feasibility is established and ample notice is given to parents.</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Staffing Objective #3</b></p> <p>To employ a Foreign Language Teacher.</p>	<p>1. Hire a teacher with expertise in Foreign Language Education on a part-time or full-time basis.</p>	<p>1. Funds - \$30,700 for full-time</p> <p>2. Funds - \$19,800 for part-time with benefits.</p> <p>3. Funds - \$12,200 for part-time without benefits.</p> <p>4. Possible Grants to help with funding</p> <p>5. Classroom Space</p>	<p>1. Principal</p> <p>2. Development Director's Office (to assist with grants)</p> <p>3. School Accountant</p>	<p>1. Ideally 2007 – 2008 school year</p> <p>2. Realistically – when funds are available.</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 409 233"><b>Staffing Objective #4</b></p> <p data-bbox="191 277 386 451">To employ a full-time or an additional part-time Guidance Counselor.</p>	<p data-bbox="434 66 699 1409">1. Recognize this as a SACS requirement. The current part-time Counselor is in charge of coordinating SAT testing, conducting group and individual counseling, facilitating SBLC meetings, addressing student academic concerns, consulting with staff, parents, and community members on student problems, and attend professional growth activities. We need a school counseling program that is comprehensive, developmental, and reaches <u>every</u> student as recommended by the Louisiana Comprehensive Guidance and Counseling Model and an additional person or hours would allow this.</p>	<p data-bbox="728 66 1096 532">1. Additional funds to move current employee from part-time to full-time status - \$11,600. We are presently paying benefits already.</p> <p data-bbox="728 282 1037 418">2. Funds - \$17,700 This would be for an additional part-time counselor with benefits.</p> <p data-bbox="728 467 1073 532">3. Office Space for second part-time employee.</p>	<p data-bbox="1121 66 1440 386">1. Principal</p> <p data-bbox="1121 136 1383 201">2. Current Guidance Counselor</p> <p data-bbox="1121 245 1440 310">3. School Board Finance Committee</p> <p data-bbox="1121 354 1398 386">4. School Accountant</p>	<p data-bbox="1526 66 1818 240">1. Ideally 2007 – 2008 school year</p> <p data-bbox="1526 175 1829 240">2. Realistically – When funds are available.</p> <p data-bbox="1526 321 1829 423">**Note – This is SACS accreditation requirement</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Staffing Objective #5</b></p> <p>To continue employment of a full-time Curriculum Coordinator.</p>	<p>1. Begin to look at budget of school to make sure that funds are secure to continue full-time funding of this position which is currently funded with grant funds for the 2007 – 2008 and 2008 – 2009 school years.</p>	<p>1. Funds - \$ 19,850 Part-time salary (20 hours per week). This includes benefits.</p> <p>2. Funds - \$ 33,700 Full-time salary (teacher’s salary plus extra to equal 10 month employee).</p>	<p>1. Principal</p> <p>2. School Board Finance Committee</p> <p>3. School Accountant</p>	<p>1. Begin planning during the 2007 – 2008 school year.</p>
Objective	Action Steps	Resources	Contacts	Time-Frame
<p><b>Staffing Objective #6</b></p> <p>To employ a Music Teacher.</p>	<p>1. Hire a teacher with expertise in Music Education on a part-time or full-time basis.</p>	<p>1. Funds - \$30,700 for full-time</p> <p>2. Funds - \$19,800 for part-time with benefits.</p> <p>3. Funds - \$12,200 for part-time without benefits.</p> <p>4. Possible Grants to help with funding</p> <p>5. Classroom Space</p>	<p>1. Principal</p> <p>2. Development Director’s Office (to assist with grants)</p> <p>3. School Accountant</p> <p>4. School Board Finance Committee</p>	<p>1. Ideally 2007 – 2008 school year</p> <p>2. Realistically – when funds are available.</p>

Objective	Action Steps	Resources	Contacts	Time-Frame
<p data-bbox="191 66 409 232"><b>Staffing Objective #7</b></p> <p data-bbox="191 277 409 597">To assess current resource and Title I positions as well as to possibly employ an additional reading/language arts resource instructor.</p>	<p data-bbox="434 66 703 350">1. Study effectiveness and best utilization of current resource and Title I funded positions in the school. <b>(COMPLETED)</b></p> <p data-bbox="434 391 703 532">2. Hire an additional Reading/Language arts resource instructor.</p> <p data-bbox="434 573 703 1044">3. Continuously assure that these positions are being used to their fullest potential and are adequately addressing the needs of our students in order to increase SAT scores as well as to have all students master GLE's.</p>	<p data-bbox="728 66 1096 131">1. Time - to evaluate current positions</p> <p data-bbox="728 172 842 204">2. Funds</p> <p data-bbox="728 245 1085 350">3. Possible Grants to help fund an additional resource position.</p>	<p data-bbox="1121 66 1272 99">1. Principal</p> <p data-bbox="1121 139 1465 172">2. Curriculum Coordinator</p> <p data-bbox="1121 212 1493 318">3. Title I Representative from the local LEA (St. Martin Parish School Board)</p> <p data-bbox="1121 358 1440 423">4. School Board Finance Committee</p> <p data-bbox="1121 464 1398 496">5. School Accountant</p> <p data-bbox="1121 537 1486 602">6. Development Director's Office (to assist with grants)</p>	<p data-bbox="1526 66 1824 172">1. Action Step #1 – COMPLETED prior to the Fall 2007</p> <p data-bbox="1526 212 1791 318">2. Action Step #2 – When funds become available.</p> <p data-bbox="1526 358 1776 423">3. Action Step #3 – ongoing.</p> <p data-bbox="1526 464 1824 675">**Note – Title I funds are restricted by law so it is imperative that we use these funds with those guidelines in mind.</p>

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
<p><b>Staffing Objective #8</b></p> <p>To have all staff meet SACS accreditation requirements.</p>	<ol style="list-style-type: none"> <li>1. Any new hires will meet SACS standard.</li> <li>2. All existing staff members will continue to work towards SACS standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. School budget (funds) for hiring and retaining certified teachers.</li> <li>2. Continue to provide school funds to reimburse teachers as incentive to continue working towards SACS standards (i.e. tuition reimbursements)</li> </ol>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Teachers and Staff</li> <li>3. School Board</li> <li>4. School Accountant</li> <li>5. School SACS Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. To begin immediately and will constantly be an ongoing process.</li> <li>2. Goal set to be completely accredited by the year 2010.</li> </ol>
<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
<p><b>Staffing Objective #9</b></p> <p>To hire another person to help with additional responsibilities of the Development Office (grant writing).</p>	<ol style="list-style-type: none"> <li>1. Need to create clear and defined job descriptions for everyone in Development – list all responsibilities held by Development</li> <li>2. Budget money for an additional hire – set salary</li> <li>3. Advertise job</li> <li>4. Identify volunteers to handle non-sensitive events/issues, ½ time to handle private matters.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consider asking the Foundation for funds for this position</li> <li>2. Look to parents to see if anyone here has qualifications.</li> <li>3. Need money if the position will be advertised.</li> </ol>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. School Board Finance Committee</li> <li>3. Foundation Board</li> <li>4. Other Development offices in the Diocese to see how they are broken down and how their responsibilities are split up.</li> <li>5. School Accountant</li> </ol>	<ol style="list-style-type: none"> <li>1. Summer 2006 – Create clear and defined job descriptions in Development Office. (DONE)</li> <li>2. Realistically – when funds are available.</li> </ol>

# Student Services

## PRIORITY #1

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

### STUDENT SERVICES – “CRUSADER BUCKS” PROGRAM – IN PLANNING STAGES

Objective	Action Steps	Resources	Contacts	Time-Frame
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
SBS students to receive recognition for achievements and display of moral character	Institute a reward system which allows students to purchase gifts or special privileges i.e. free dress day.	<p>** Crusader of the week was established for School Year 2006-07 which gave every student an opportunity to be recognized.</p> <p>Material to print rewards - “Crusader Bucks”. Items for students to purchase with “Crusader Bucks”</p>	<p>A committee to be formed consisting of faculty and administration to determine acts that will be rewarded and scale for amount of reward to be given – needs to be consistent at all grade levels.</p> <p>Businesses to donate other gift items for purchase. Library to provide books from book fair for purchase.</p>	Start at beginning of each school year and last for the school year.

PRIORITY # 2

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

**STUDENT SERVICES – 8<sup>th</sup> GRADE CLASS PARTICIPATION IN PEP FUND RAISER (REVISED)**

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
To demonstrate to the 8 <sup>th</sup> grade class what can be accomplished with effort and teamwork. To increase awareness among the students of the function of PEP and the need for parental involvement in PEP activities.	Identify a feasible fund raising activity sponsored by PEP that 8 <sup>th</sup> grade students would be able to assist with.	Since this would be a PEP activity, these arrangements would be made by PEP. PEP may find an area that these students would be able to help.	8 <sup>th</sup> grade Student Council Class Representatives would be a way to keep the class informed of the plans. They could be invited to the planning meetings so that they could see what goes on behind the scenes of these types of activities.	Planning should begin as soon as an activity has been identified that the 8 <sup>th</sup> grade class would be able to assist with.

PRIORITY # 3

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

**STUDENT SERVICES – FULL TIME GUIDANCE COUNSELOR -**

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
To provide SB students with full time access to assistance with counseling needs and assist the faculty, staff and parents with implementation of activities discussed by the student services program. (May be a requirement of SACS)	Increase present guidance counselor to a full time position	Additional salary of \$12,000 to \$15,000 and plus benefits	Present Guidance Counselor	As determined by SACS accreditation process.

PRIORITY # 4

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

**STUDENT SERVICES – STUDENT CLUBS – ACCOMPLISHED BUT ONGOING**

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time-Frame</b>
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
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	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.

PRIORITY # 5

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

**STUDENT SERVICES – SOCIAL ACTIVITIES – ACCOMPLISHED SCHOOL YEAR 06-07 – ALWAYS ONGOING**

Objective	Action Steps	Resources	Contacts	Time-Frame
Component parts of a goal. Ideally both measurable and achievable	Strategies to accomplish objectives	Funds, facilities, materials, etc.	People who can help; allies, connections, collaborators	Estimated start and finish dates, length of project
Junior high students will gain more opportunities to socialize with one another at school in a fun and safe atmosphere.	Plan the social activity (with student input.) Collect funds and chaperones for activity. Advertise when and where the activity will take place. Carry out the social activity. Survey junior high students afterwards in order to determine the strengths and weaknesses of activity and whether or not goals were met.	School facilities, materials for games (ex. volleyballs, footballs, etc.), snacks and beverages (may require small amount of funding or donations), chaperones	SBS faculty and staff and SBS parents	Desired time for activity would be in late April and will be determined by administration.

# 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>Component parts of a goal. Ideally both measurable and achievable</i>	<i>Strategies to accomplish objectives</i>	<i>Funds, facilities, materials, etc.</i>	<i>People who can help; allies, connections, collaborators</i>	<i>Estimated start and finish dates, length of project</i>
<b>To place an SBS owned computer in every teacher classroom dedicated strictly for teacher use. (\$30,000) WILL BE COMPLETE – (FALL 2007)</b>	1 – Research and identify a computer system/model as well as necessary peripherals 2 – Order 3 – Install/Setup	- SBS budget - Fundraisers (can't come from state or federal grant money)	- Tech coordinator - Vendors	Fall 2007
<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time Frame</b>
To develop and maintain an encompassing web-site that is professionally managed (2,000 for development and \$50/month hosting)	1-Plan site 2-Establish designers and host 3-Create site 4-Test for accuracy 5-Upload and Promote	- Request amendment on 06-07 operating budget - Designate future yearly funds for maintenance	- Vendors - Tech Coordinator - Administration - Development	Ongoing
<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time Frame</b>
To standardize PC's throughout the school; remove all Macs and upgrade obsolete pcs and maintain similarities among specifications for all technology components (\$48,000) REVISED	1 – Prepare road map 2-Secure funds to replace <del>old</del> <del>epu</del> technology components 2-Order replacement <del>epu</del> technology components 3-Remove old <del>epu</del> technology components 4-Install new <del>epu</del> technology components	- Possible Grants - Possible E-Rate funding - Budget	- Vendors - Tech Coordinator	Ongoing
<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time Frame</b>
To increase integration of technology in the classroom (\$0)	1-Provide time for research 2-Collaborate with teachers 3-Create Lesson Plans 4-Instruct Teachers 5-Cont. Prof. Development	- Tech Coordinator - Web Research - Teachers	- Vendors - Teachers - Tech Coordinator	Ongoing

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Contacts</b>	<b>Time Frame</b>
To Integrate more visual enhancements in the classroom (\$15,000) Student Requested Objective	1-Secure funds for projectors and screens/TV converts/ <b>Active Boards</b> 2-Order projectors and screens/TV converters/ <b>Active Boards</b> 3-Install	- Possible Grants - <b>Technology Fee</b>	- Vendors - Teachers - Tech Coordinator	Ongoing
To develop Cable TV throughout the school (\$2000 setup with ?? monthly)	1-Resarch cost 2-Contact Cox for bid 3-Secure funds 4-Purchase necessary TVs 5-Install	- Tech Budget for 07-08	- Vendor - Contractor for wiring - Tech Coordinator	By <b>08-09</b> school year
To create a standard operation procedure for technology; Technology Handbook which designates network/user guidelines, policies and procedures. (\$0)	1-Create materials over time 2-Organize materials	- Ongoing project - Volunteers for data collection	- Tech Coordinator	Ongoing
Clean up and label current wiring (\$400?)	1 – Evaluate and replace wiring on a regular basis	-- Budget	- contractors	Ongoing
Upgrade Middle School and Primary Labs (\$45,000)	1. Upgrade wiring in Primary Lab 2. Secure funds for new computers for Middle School Lab 3. Order computers for Middle School Lab 4. Assess current Primary Lab computers and move/remove 5. Move Current Middle School Lab computers to Primary Lab 6. Install Primary Lab and Middle School Lab computers	- Technology Fee	- Vendors - Tech Teacher/Coordinator	Summer 2009

