



## St. Joseph School (SJS) Goals - February 2017 thru May 2020

Sustainability	Timeline	Action	Responsibility
<p>To retain and enhance the environment of SJS both in stability and culture, SJS must identify areas of needed growth from a whole-picture perspective. Suggestions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Strengthen and provide continuity of fundraisers</li> <li>Create relationship with CCF to develop long-term giving</li> <li>Create strong message to Pierre/Fort Pierre community of what is happening within our walls</li> <li>Plan strategic asks from corporate sponsors and local businesses</li> <li>Strengthen website as main holder of information</li> <li>Solidify alumni reach out</li> <li>Establish parent mentoring</li> <li>Create clear message on what being part of SJS means for a family</li> <li>Streamline a cohesive message and means of communication between school and parents</li> </ul>	Spring 2017	<p>The St Joseph school will hire a part-time development director who will raise their own salary, direct existing fundraisers, design marketing strategies, and enhance annual fundraising.</p> <p>The Council will set a job description (DEC will provide examples) with advisement and suggestion from Development Team, post the position, and conduct interviews. The new hire should begin duties by late spring 2017.</p> <p>A Development Team will be formed with members from various backgrounds and experiences to help guide the Development Director and overall Strategic Plan. This team will function as champions of the Plan as we share work with the school community and bring additional folks on board. Representatives from staff, School Council, parents, and parishioners will form the team.</p>	The School Council Leadership Team
The specific goals related to the development director will be built into the plan when a hire has been made and the Council and Development Director have designed goals for each area listed above.	Spring or early summer of 2017	Position to be financed for 180 days with excess Home and School funds. Those funds to be replaced as new hire raises enough "new" revenue to cover their own salary and benefits.	School Council Development Director
<p>Generally, the focus and priority for the Development Director will be:</p> <ol style="list-style-type: none"> <li>1. Community and business partnerships, enhancing existing fundraisers</li> <li>2. Work with the Catholic Community Foundation in building the SJS Foundation</li> <li>3. Alumni Data Base and Fundraising-H&amp;S will begin this process and transfer duty to DD when hired</li> <li>4. Developing systematic communication with parents including volunteer responsibilities and Parent Mentorship</li> </ol>	<p>Date of first hire through 18 months for numbers one and two. Number three to begin in 12-18 months</p>	<p>Funding Goals:</p> <ul style="list-style-type: none"> <li>▪ Generate ongoing salary and benefits through business and corporate sponsorships</li> <li>▪ Maintain and enhance existing fundraisers</li> <li>▪ Continue to grow business and corporate sponsors</li> <li>▪ Alumni fundraising</li> </ul> <p>Performance expectations will be determined by School Council working with Leadership Team. Success in the position should take a holistic approach to sustainability: both financial and cultural sustainability is vital to SJS.</p> <p>A successful Development Director will increase funds for SJS, meeting a standard set by the School Council. However, cultural sustainability is important for the long-term strength of the school and these efforts will also be taken into account.</p>	<p>The School Council will determine salary, benefit package possibility, and budget with proposals from Leadership Team. Recommend a performance appraisal every 90 days through year one.</p> <p>H&amp;S-Alumni Data- Transferred to DD</p>



Raise funds for long-term sustainability through alumni, planned giving, and growth of foundation assets	Spring of 2017	SJS, and the Development Director in particular, will work in tandem with a foundation developer. This long-term fundraiser will work with and for SJS, SS Peter and Paul parish, the Pierre deanery, and the Catholic Community Foundation.  As we work in relationship with the CCF, we will identify benchmark goals for SJS, as well as other parties involved.	Catholic Community Foundation, SJS Principal and Development Director, SS Peter and Paul Pastor
<b>Governance</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
The Home and School Association will function through the 17-18 school year and be phased out over that time. Recommend leaving existing officers in place during the transition phase. The new Development Director, School Council Liaisons, parish business officer, and PTO chair will take over those duties. Home and School Association may choose to convert to a simplified Home and School following a PTO type of organization.  A pared down version of a PTO will attend to such things as Teacher Appreciation Week, and needs for parental help within the school. This will also involve a designated Council member.	2017-2018  Completed transition by Spring of 2018	The Home and School Officers will work on the transition with the new Development Director and Council to provide for a smooth transition. This is to ensure all fundraising activities are maintained and enhanced.  Care for funds will be redirected to Parish Business Officer	Home and School Officers School Council Liaisons Principal Development Director
<b>Communication</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
The Development Director along with the Principal will develop a "New Parent" packet with pertinent school information and set up all new parents with a "Parent Mentor" All parents will receive a detailed packet annually describing parent responsibilities and expectations.	2017-2018 School Year	Set up beginning of the year meeting with Home and School and Development Director to share parental expectations and explain the funding and support of SJS.  Development Director will ensure parent follow through and check ins as well as completion of a Volunteer Contract at the start of the year.	Development Director Principal School Council
The Development Director and Principal will also work on communication and marketing SS Peter and Paul pre-school and Pre-Kindergarten programs.	Begin Fall of 2017 Final drafts delivered to the Council for approval Spring of 2018	Marketing reach out of Preschool and Pre-Kindergarten program. Specific goals will be added by Council when Development Director is hired.	Development Director Principal



Principal and Preschool teacher will work together strengthening the curriculum of the program	Aug-Dec 2017 Started in basic form Fall of 2017	Advertisement Description of “enhanced program” Reach out effort to specific potential parents	Development Director Principal Preschool staff
<b>School Uniforms</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
St. Joseph School will consider uniforms as a possibility for the future. A thoughtful discussion of a uniform plan begins with a discussion and consideration of uniforms in 3 stages: proposal, research and distribution of research, and parental survey.  1) Proposal: 3 differing options of uniform	November 2017	Three proposals with specific options, estimated price listings, visual images, and stores to purchase uniforms.	Home and School Officers Two Council members Principal
2) Feedback from similar schools with uniform policies in place (Huron, Mitchell, Dell Rapids)	Nov 1, 2017	Feedback gathered from other schools using uniforms and. Distribute pertinent information to parents	Principal School Council Liaisons
3) Survey parents of students Preschool/Pre-Kindergarten to 3rd grade to gauge their interest in transitioning to school uniforms to begin at the start of the 2018-2019 school year. DEC will provide the use of their “Survey Monkey” subscription to conduct the survey.	December 2017 Chosen options made available to parents Spring 2018	The Principal will work with the Home and School Officers and two Council members to draft questions for the parent survey.  DEC will insert questions into survey monkey and send the link to the Principal. Once the survey closes DEC will send the results back to the Principal.	Principal DEC
Based on survey results, the Council will decide on how to move forward.	Spring 2018 Fall 2018 implementation	Council will decide on Uniforms and share publicly with community	School Council
<b>Sustainability</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
Council will assess sustainability: Development Director Achievement of \$ benchmark Marketing responsibilities laid out in job description Achievement of x business partnerships Achievement of fundraiser enhancements Beginning of planned giving	Spring 2018	Assessment of Development Director’s achievement of goals, set goals for year end 2019	School Council Development Director
Council will assess relationship with Long-Term Fundraiser and Catholic Community Foundation through achievement of \$ benchmark and number of persons committed to giving.		Assessment of relationship with CCF and achievement of goals, set goals for year end 2019	School Council Development Director Parish Pastor CCF
<b>Parent Mentorships</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>

Parent contacts made by Development Director	Spring 2018 Repeat-Spring 2019	Interview parents to receive feedback on mentorship effectiveness; adjust as needed	Development Director Parent Contacts School Council
<b>Sustainability</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
Council will assess sustainability: Development Director <ul style="list-style-type: none"> <li>Achievement of \$ benchmark</li> <li>Increase in marketing responsibilities set as goals at the year-end 2018</li> <li>Achievement of x business partnerships set as goals at the year-end 2018</li> <li>Achievement of fundraiser enhancements set as goals at the year-end 2018</li> <li>Long term funding set as goals at the year-end 2018</li> </ul>	Spring 2019 Repeat-Spring 2020	Assessment of Development Director's achievement of goals, set goals for year end 2020	School Council Development Director
<b>School Uniforms</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
Implement Uniform Exchange Program; If Uniforms are agreed upon by Council	Spring of 2020	Design a Uniform Exchange Program	PTA Liaison will work with Admin and Development Director
<b>Council Member Liaisons</b>	<b>Timeline</b>	<b>Action</b>	<b>Responsibility</b>
Fulfillment of duties in Constitution: Fundraising, PTO, and Long Term Funding	Annually	Assess success of the reach out of Liaisons to each division, adjust with Liaisons for new school year accordingly	Principal Development Director
Revisit Constitution, PTO bylaws, and Strategic Plan	Every spring	Review previous years' action plan goals and revise upcoming year action plan and goals	School Council Principal Development Director PTO
Set new targets and goals for 2020-2025	Spring-Summer 2020	Five Year Goal Setting	School Council Principal Development Director PTO