

Lourdes Catholic School Strategic Goals and Strategies Check-In Session
Tuesday October 25, 2016
Lourdes Catholic School Library

Attendees:

Jennifer Alongi, Anne Camarena, Dan Ebener, Tyler Edwards, Kevin Greenley, Teresa Heden, Tony Lemek, Lee Morrison, Brian Nikulski, Michael Puthoff, Dave Reilly, Chuck Ripley, Sarah Snyder, Maren Stoflet, Karen Weaver, Cayleah Willits

On Tuesday October 25 a check in session was held to review the progress made since this summer on the strategic initiatives. Dan Ebener led the session and we reviewed all the initiatives that had a deadline of October for completion. Dan congratulated the group for meeting, he noted that 72% of organizations write a strategic plan and never revisit it. Below is a summary of the results of our session.

Dan will be returning in January for another check in session. All members of our community will be invited to attend.

Strategic Goals and Strategies – Chronological Order

This document is being maintained by the Strategic Initiatives Sub-Committee: Mike Puthoff, David Reilly, Sarah Snyder, Lindsey Veit, Cayleah Willits

August 2016

Action	Implementation Strategy	Updates/Progress
2.1.2. Hold a mandatory family orientation at the start of the academic year. 2.1.2.2. Mike Puthoff, Donica Mokosak	Work done with Ms. Alongi to plan this	Successful Curriculum Night on September 12. 98 families attended the event. Check in Session – Met, this will be archived.

October 2016

Action	Implementation Strategy	Updates/Progress
<p>1.2.2. Identify top capital needs. 1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.</p>	<p>Will need to work with Parish to move forward on this.</p>	<p>This is on hold until the Parish organizes a larger assessment of capital needs</p> <p>Check-in Session – Will revisit in January. Fr. Crossen will be responsible for updates on this initiative.</p>
<p>1.2.3. Prioritize our top five capital needs 1.2.3.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.</p>		
<p>1.3.3. Create an ongoing formal budgeting process for the school 1.3.3.2. Karen Moldt, Sheryl Lackey, Greg Adamson.</p>	<p>Work with Sheryl Lackey on setting this up</p>	<p>Business Manager reports on a monthly basis to the FFB. Business Manager will be involved in the budget process for 2017-2018 that will begin in December/January</p> <p>Check-in Session – Will revisit in January. Mike, Karen, and Sheryl will be responsible for following up on this.</p>
<p>2.2.2. Pastoral Council representative on Faith Formation Board, Faith Formation Board representative to report to pastoral council. 2.2.2.2. Sarah Leinart</p>	<p>Mike Puthoff will reach out to Pastoral Council president and set this up.</p>	<p>September - Mike Puthoff had a conversation with Roger Perk. He is transitioning out of the president role of Pastoral Council. Once a new president is selected they will appoint someone to come to FFB meetings. Pastoral Council is also working with Fr. Crossen to redefine/update their role and tasks within the Parish. More info to come later.</p> <p>October – Mike Puthoff followed up with Fr. Crossen about a Pastoral Council rep</p> <p>Check-in Session – We have a rep to Pastoral Council. Mike Puthoff will follow up with Fr. Crossen about the status of when this individual</p>

		should start going to meetings and when there will be a representative to FFB. Will report back in January.
<p>2.2.3. Increase involvement/communication between parish and school. 2.2.3.2. Karen Moldt, Donica Mokosak</p>	<p>Work with getting information into the Church bulletin</p> <p>Promote Parish wide events to all members of the Parish and the school.</p> <p>Work with Religious Education staff on better connections.</p>	<p>Updates in the Church Bulletin about the school.</p> <p>Great participation levels at the Fall Festival including families who have children at the school.</p> <p>Sara Scogland has been visiting with Middle School students at LCS talking about religious programs at the Church.</p> <p>Same religious curriculum between the school and religious education program.</p> <p>Camp Shalom day for middle school students. Religious Education and LCS students invited to attend. Well promoted to both.</p> <p>Check in Session – This initiative has been revised, split into two, see below</p>
<p>2.2.3a Share information about LCS in the OLOL and SJV Parish Bulletin 2.2.3.2. Karen Moldt, Donica Mokosak</p>	<p>Ms. Alongi will continue to send these updates to the Parishes</p> <p>Linda Mosher and Dave Reilly will continue to work with Fr. Vrba to identify the best way to do this.</p>	<p>Check-in session – This is a newly written initiative, will check in during January meeting.</p>
<p>2.2.3b Plan another joint school and Parish activity 2.2.3.2. Sarah Snyder</p>	<p>Plan another trivia night after Starry Night has passed.</p> <p>Can also promote CEW with school families</p>	

	Dave Reilly will help come up with a planning calendar that will would OLOL, LCS, and SJV joint events. This will help to not plan conflicting events.	
3.1.1. Develop and deploy signage and advertising to promote LCS 3.1.1.2. Nikki Gartner, Maren Stoflet	Marketing Committee with take this on. Build upon the preschool success	This has been the work of the Marketing Committee <ul style="list-style-type: none"> • Three signs have been purchased to promote the school. • Looking into more advertisement opportunities. • Increase Facebook promotion <p>Lindsey Veit is going to check about donating a commercial from an advertisement package she bought for her business.</p> <p>Check-in Session – This has been partially met. Will continue to work to deploy signage to at SJV.</p>
3.1.2. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV. 3.1.2.2. Kris Derscha, Susan Smith	Work being done by Catholic Identity Committee	List of events pulled together by the Catholic Identity Committee. Has been shared with school staff. May want to format in a way that can be shared with families.
3.1.3. Increase social media campaign and sharing of school updates. 3.1.3.2. Andy Burman, Chuck Ripley.	Marketing Committee – Kris Girkis, Miranda Lawrence	Dave Reilly is going to be checking in about what the intention of this was. May be able to be combined with 3.3.2 in creating a showcase of the school after mass.
		Check-In Session – Will review this in January.
		Very successful in this area. Multiple Facebook posts per week, highlighting a range of school and parish events.

		<p>Work being done with filming a commercial through WQAD.</p> <p>Check-In Session – Met, will archive.</p>
<p>3.2.1. Create and promote the top three stories of the week 3.2.1.2. Andy Burman, Chuck Ripley, Karen Moldt</p>	<p>Top Three Stories of the week – Pull from the weekly newsletter from teachers. Marketing to work on this. LCS posting of journals or writings.</p>	<p>Rate of Facebook postings and activities in the school is increasing. While there aren't three top stories, the posts hit a range of topics.</p> <p>Posting of middle school children art or writing projects on website is another idea to promote and consider. Could be put on the website.</p> <p>Need to think about our website more, integration of videos within the page. Get rid of old information.</p> <p>Check-In Session – Delete this one, don't need to address in this way.</p>
<p>3.2.1b Review the website to remove old information and update with relevant information</p>	<p>Home and School and the Faith Formation Board will work on a process to do this.</p>	
<p>3.3.2. Regular (quarterly to monthly) meal and tours of school after mass 3.3.2.2. Amanda Little</p>	<p>Dave Reilly is checking in on this</p>	<p>No progress or updates on this. Ties into 3.1.2</p> <p>Check-In Session – Delete this one, revised below</p>
<p>3.3.2. Plan tours of the school during the Knights of Columbus breakfast in November and donut Sunday in December 3.3.2.2. Teresa Heden, Anne Camarena</p>	<p>Teresa and Anne will work to organize tours of the school during these events.</p> <p>Ms. Alongi will help identify teachers or staff who might be able to give tours.</p>	<p>Check-In Session – Will review in January.</p>

<p>3.3.3. Increase school/parish wide events such as Trunk or Treat 3.3.3.2. Nikki Gartner</p>	<p>Good communication and sharing of information between Church and school</p>	<p>Successful Trivia Night and Fall Festival Camp Shalom Day for middle school kids coming up on October 15. Trunk or Treat being promoted across the Church and school. Check-In Session – Some of this is met. Will work on specific measures of this.</p>
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