

**Summary of Strategic Planning Session Check-In Session**  
**Tuesday January 24, 2017 – 6:30 PM – 7:30 PM**  
**Lourdes Catholic School Library**

Attendees:

- Jennifer Alongi
- Emily Andes
- Dan Ebener
- Tyler Edwards
- David Kaney
- Sheryl Lackey
- Karen Moldt
- Lee Morrison
- Mike Puthoff
- Dave Reilly
- Sarah Snyder
- Lindsey Veit
- Cayleah Willits

On January 24, 2017 the Lourdes Catholic School Strategic Initiatives were reviewed and updated. The attached document summarizes the updates. Another check-in session will be planned for the summer.

# 2016-2017 Lourdes Catholic School Strategic Initiatives

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*Updated on February 4, 2017*

Below are the initiatives that were written during the Summer of 2016 for Lourdes Catholic School. An update has been provided for each initiative. Check-in sessions were held on October 25, 2016 and January 24, 2017 to review our progress with Dan Ebener.

## **1. Finances and Budgeting**

1.1. Lourdes Catholic School will create a funding plan to sustain and grow our school.

1.1.1. Bring in a fundraising professional to help develop a capital campaign

1.1.1.1. Complete by December 2016

1.1.1.2. Fr. Crossen

*UPDATE – On hold until Church goes through Strategic Planning. This is scheduled in March*

~~1.1.2. Review and consider special events to address fundraising.~~

REVISED – Increase family involvement during all fundraising activities.

1.1.2.1. Complete by December 2016

1.1.2.2. Home and School (Nikki Johnson) and Faith Formation Board (Mike Puthoff)

*UPDATE – Fundraising is a constant goal of H&S. Efforts on underway to continue to promote Starry Night and SCRIP purchases. All families were asked to purchase/sell a certain amount of raffle tickets for Starry Night.*

1.1.3. Increase our efforts to obtain grants for the school

1.1.3.1. Complete by December 2016

1.1.3.2. Faith Formation Board, Kristyn Tjaden

*UPDATE – The Faith Formation Board Grants Committee continue to work on new grants. SCRA grant obtained for Science Lab. Have applied to other grants this year. The Church and School will look into sending a team of volunteers to a Grant Writing Workshop to strengthen our ability to gain grants. Dan Ebener suggested looking into grants with the Bush Family Foundation and Alcoa.*

1.2. Lourdes Catholic School and Our Lady of Lourdes will create a facilities improvement plan.

1.2.1. See 1.1.1

1.2.2. Identify top capital needs.

1.2.2.1. Complete by October 2016

1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.

*UPDATE – On hold until after Church Strategic Planning*

1.2.3. Prioritize our top five capital needs

1.2.3.1. Complete by October 2016

1.2.3.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.

*UPDATE – On hold until after Church Strategic Planning*

- 1.3. Create a financial planning system to make the funding of the school clear to constituents
  - 1.3.1. Sharing of quarterly financial statements to parishioners and school families.
    - 1.3.1.1. Complete by December 2016
    - 1.3.1.2. Sheryl Lackey, Mike Puthoff  
*UPDATE – This was done last quarter. Plan to continue to do this. More detailed report given to FFB by Business Manager than in previous years.*
  - 1.3.2. Revise and clarify the class size policy
    - 1.3.2.1. Complete by December 2016
    - 1.3.2.2. Mike Puthoff, Maren Stoflet  
*UPDATE – This is being worked on by the FFB Policies and Procedures Committee. The policies will include recommendations for teachers and teachers' aide.*
  - 1.3.3. Create an ongoing formal budgeting process for the school
    - 1.3.3.1. Complete by October 2016
    - 1.3.3.2. Karen Moldt, Sheryl Lackey, Greg Adamson.  
*UPDATE – This is being done by the FFB Finance Committee*

## **2. Community and Communications**

- 2.1. Set clear expectations on involvement at school and parish.
  - 2.1.1. Create family service hours plan that will start in 2017-2018 and communicate the plan to families.
    - 2.1.1.1. Complete by December 2016
    - 2.1.1.2. Emily Andes, Anne Camarena  
*UPDATE – A Service Plan is being developed and the final proposal will be presented to H&S and FFB in February. The decision would be to keep this more as an expectation than a requirement.*
  - 2.1.2. Hold a mandatory family orientation at the start of the academic year.
    - 2.1.2.1. Hold first event in August 2016
    - 2.1.2.2. Mike Puthoff, Donica Mokosak  
*UPDATE – Done, archive and will report next year.*
  - 2.1.3. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events.
    - 2.1.3.1. Complete by December 2016
    - 2.1.3.2. Cayleah Willits, Sarah Snyder  
*UPDATE – Research into what is being done at other public and Catholic Schools has been done. This has to be worked on how the expectation is delivered. If we*

*expect teachers to come to graduation and it is required, must put in their contracts. Father Crossen schedules visits, then another event comes up and he has to cancel. These things can't be planned for always. May need to write up a list of expectations and ideals for all these individuals and not make it required. Would still need to figure out where to publish or list these.*

2.2. Improved connection and collaboration with Our Lady of Lourdes and St. John Vianney to promote parish unity for Catholic Education.

2.2.1. Faith Formation Board will adjust membership policy to include a voting member from St. John Vianney leadership

2.2.1.1. Complete by December 2016

2.2.1.2. Dave Reilly

*UPDATE – This is on the to do list for the FFB Policies and Procedures Committee.*

2.2.2. Pastoral Council representative on Faith Formation Board, Faith Formation Board representative to report to pastoral council.

2.2.2.1. Complete by October 2016

2.2.2.2. Sarah Leinart

*UPDATE – Done. Parish Council is also working on a restructuring of how all the leaders at the Parish interact and share.*

~~2.2.3. Increase involvement/communication between parish and school.~~

~~2.2.3.1. Complete by October 2016~~

~~2.2.3.2. Karen Moldt, Donica Mokosak~~

*UPDATE – This has revised into the below two new initiatives*

2.2.3a - Share information about LCS in the OLOL and SJV Parish Bulletin

2.2.3.1 – complete by January 2017

2.2.3.2 – Dave Reilly, Linda Mosher, Ms. Alongi

*UPDATE - Ms. Alongi continues to send these updates to the Parishes. Linda Mosher and Dave Reilly will continue to work with Fr. Vrba to identify the best way to do this. Catholic Schools Week information is being actively shared. This is one that is needs to be moved the list of regular activities, not an initiative anymore.*

2.2.3b - Plan another joint school and Parish activity

2.2.3.1 – Complete by May 2017

2.2.3.2 – Sarah Snyder

*UPDATE – Another Trivia Night is in the planning phases. CEW is being promoted across school families and throughout the Parish.*

### 2.3. Improve communication regarding discipline and conflict management

#### 2.3.1. Review and consider revision of our current discipline policy.

2.3.1.1. Completed in July 2017

2.3.1.2. Lindsey Veit, Dave Reilly

*UPDATE – Discipline management process at LCS was highlighted at Curriculum Night and during Principal communications with families in beginning of year.*

#### 2.3.2. Communicate discipline policy at family orientation

2.3.2.1. Complete by August 2016

2.3.2.2. Jennifer Alongi, Mike Puthoff.

*UPDATE – Done*

#### 2.3.3. Establish a parent and staff training session regarding discipline and conflict management. Work in conjunction with the AEA.

2.3.3.1. Complete by February 2017

2.3.3.2. Dave Reilly

*UPDATE – Ms. Willits has worked with Mrs. Johnson, School Counselor, to discuss options. Mrs. Johnson has a process in place to share information. She also has ideas to better get resources out to families. She will work to implement some of these ideas in conjunction with the Building Leadership Team (BLT) of the school. There have been low attendance as some of these events in the past.*

## 3. Marketing and Enrollment

### 3.1. Communicate unique value of Catholic education.

#### 3.1.1. Develop and deploy signage and advertising to promote LCS

3.1.1.1. Complete by October 2016

3.1.1.2. Nikki Gartner, Maren Stoflet

*UPDATE – Done*

#### 3.1.2. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV.

3.1.2.1. Complete by October 2016

3.1.2.2. Kris Derscha, Susan Smith

*UPDATE – Still working towards this.*

3.1.3. Increase social media campaign and sharing of school updates.

3.1.3.1. Complete by October 2016

3.1.3.2. Andy Burman, Chuck Ripley.

*UPDATE – Done, archive and continue working on this.*

3.2. Promote stronger internal communication to retain current students.

~~3.2.1. Create and promote the top three stories of the week~~

~~3.2.1.1. Complete by October 2016~~

~~3.2.1.2. Andy Burman, Chuck Ripley, Karen Moldt~~

*UPDATE – This initiative was archived because we are promoting a multitude of items each week, not just three.*

3.2.2. Strengthen the current ambassador program for new families.

3.2.2.1. Complete by March 2017.

3.2.2.2. Jenny Grobstich, Nicki Gartner

*UPDATE – Met per H&S Representatives.*

3.2.3. Create an ambassador program for 4<sup>th</sup>-5<sup>th</sup> grade families to showcase our middle school and Assumption High School

3.2.3.1. Complete by March 2017

3.2.3.2. Kris Derscha

*UPDATE – Not met, still working toward assessing. Dr. Morrison brought up the efforts at the Regina in Iowa City and their ambassador program. This might be something to look into.*

3.3. Strengthen engagement of OLOL Parish and school.

3.3.1. Grow membership and activity of the Catholic Identity Committee.

3.3.1.1. Complete by March 2017

3.3.1.2. Tony Lemek

*UPDATE – Met*

3.3.2. Regular (quarterly to monthly) meal and tours of school after mass

3.3.2.1. Complete by October 2016

3.3.2.2. Amanda Little

*UPDATE – One such event was planned earlier this year. Had to be cancelled due to water damage in library. Another one is planned for Catholic Schools Week.*

3.3.3. Increase school/parish wide events ~~such as Trunk or Treat~~

3.3.3.1. Complete by October 2016

3.3.3.2. Nikki Gartner

*UPDATE – Trunk or Treat was a success. Will continue to look into doing other activities.*

3.3.4. Strengthen youth group/religious education connection with school.

3.3.4.1. Complete by July 2017

3.3.4.2. Emily Andes, Sara Scogland, Jennifer Alongi

*UPDATE – Some action on this through sharing of activities and events. This is one that could use more focus and efforts in the coming months.*