



Holy Spirit School 2009-2014 FIVE YEAR PLAN

Executive Committee

GOAL: Holy Spirit School should maintain a Consultative School Board in accordance with the Department of Catholic Schools and the Diocese of Oakland.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
1) Maintain Consultative School Board Model	a. Ensure accordance to By-Laws	Ongoing	Executive Committee	
2) Maintain membership Per By-laws	a. Maintain non-parent membership at a minimum of 30%: - leaders within civic, business and professional communities - parishioners - area educators - alums/parents of alums	Ongoing	Pastor	
	b. Maintain a minimum membership at 18 members	Ongoing	Pastor	

Enhancement and Policy Committee

GOAL: To maintain and upkeep Holy Spirits Schools Consultative Board Bylaws, to assist in the maintenance of an evolving 5-year plan and to create policies as directed by the Consultative School Board.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
1) Maintain Consultative School Board Bylaws	a. Ensure accuracy, and maintenance of By-Laws	Ongoing	Enhancement Committee	
2) Assist in the maintenance of an evolving 5- year plan for the Consultative School Board and its committees	a. Update the 5-year plan b. Organize committee input for 5-year plan c. Consult Parish and correlate with their 5-year plan d. Present plan to the Holy Spirit school board for approval	Annually Annually	Enhancement Committee	
3) Create policies for the Consultative School Board as directed by the School Board	a. Work with parish, faculty and school board to create/write any policies as directed	Ongoing	Enhancement Committee	

Technology Development Committee

GOAL: The Technology Development Committee will endeavor to meet the technology-related needs and expectations of the Holy Spirit School community.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
<p>1) Support funding of an annual technology acquisition budget</p>	<ul style="list-style-type: none"> a. Annually identify budgetary requirements in targeting a three-year refresh cycle on equipment b. Provide Grants & Finance Committees with specifications and bids c. Work with finance committee to assess merits and requirements of technology funding fee plan 	<p>Annually recurring</p>	<p>Technology Committee</p>	
<p>2) Engage in persistent assessment of technology needs, requirements, expectations, and utilization</p>	<ul style="list-style-type: none"> a. Conduct annual survey of teachers and staff to assess technology needs b. Maintain on-going dialog with the school staff c. Conduct technology benchmark survey with comparable schools to ensure "Best Practices" are in effect 	<p>Spring (annually)</p> <p>periodically (quarterly min.)</p> <p>TBD (annually)</p>	<p>Technology Committee</p> <p>Technology Committee</p> <p>Technology Committee</p>	
<p>3) Pursue common technology integration between school and parish</p>	<ul style="list-style-type: none"> a. Assess, recommend, and if possible implement a common calendaring and resource planning system b. Assess options for other TBD resource-sharing opportunities 	<p>Dec 2009</p> <p>Mar 2010</p>	<p>Technology Committee / Parish</p> <p>Technology Committee / Parish</p>	

<p>4) Facilitate use of school website as a robust means of communication to the outside world</p>	<p>a. Continue to work with school technology coordinator to explore costs, options, features, etc., for augmenting the school website (e.g., access to student records, etc.)</p>	<p>June 2010 (continuing)</p>	<p>Technology Committee</p>	
---	--	-----------------------------------	-----------------------------	--

Buildings and Grounds Committee

GOAL: The Building /Grounds (B/G) Committee assists Holy Spirit School in providing safe, comfortable, efficient building facilities that meet the needs of the School. We coordinate with the Parish Grounds Staff to meet mutual goals.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
1) Maintain the binder that provides detailed information necessary to guide the Building/Grounds committee from year to year	a. Review SOPs (Standard Operating Procedures) for the following areas: <ul style="list-style-type: none"> • yearly building safety inspections • other inspections • bidding procedures • annual timetable for actions 	Annually	B/G Committee Chair	
	b. Create a spreadsheet that shows B/G yearly goals with timeline for completion and progress made to goals	Annually	B/G Committee Chair	
2) Coordinate long term goals in concert with the school's 5 year plan that address school's building needs	a. Review current 5-year plans for School and identify building needs. Add those needs to yearly goals for B/G committee	Annually	B/G Committee Chair	
	b. Meet with Principal, Director of Parish Facilities, and Pastor to identify immediate needs and begin the planning process, including an estimate of resource requirements	Annually	B/G Committee Chair	
3) Work closely with Grants Committee to fund projects	a. Appoint Liaison to attend Grants Committee meetings to coordinate grant requests with B/G Committee	Annually	B/G Committee Chair	

<p>4) Replace carpet with tile</p>	<p>a. Meet with Principal at the end of the 2009 – 2010 School year and revisit status of carpet after one year’s use</p> <p>b. Replace carpet with tile in classrooms for grades K – 3. This will be done over two years</p>	<p>June 1, 2010</p> <p>August 15, 2010</p>	<p>B/G Committee Chair</p> <p>B/G Committee Chair</p>	
<p>5) Enlarge school office and push out front of school</p>	<p>a. Work on getting plans drawn up for office expansion</p> <p>b. Provide support for funding</p> <p>c. Get bids for work</p>	<p>2012</p>	<p>B/G Committee Chair</p>	
<p>6) Green Initiatives</p>	<p>a. Conduct PG&E free energy audit</p> <p>b. Reduce trash output by composting, recycling, etc...</p> <p>c. Renewable energy projects</p> <p>d. Institute environmental best practices for construction project</p>	<p>2010</p> <p>2010</p> <p>2011</p> <p>2010</p>	<p>B/G Committee Chair</p>	

Finance

GOAL: Holy Spirit School will provide a financial plan designed to maintain financial stability through the year 2013.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
1) Maintain a 5 year financial plan for the school	a. Develop a 5 year Forecast spreadsheet with annual updates. a. Determine a final annual operating budget. -including enrollment, tuition, fundraising, etc. assumptions b. Determine funding in support of: 1. capital improvement plan 2. maintenance plan 3. staffing plan 4. operating budget c. Manage fundraising activities 1. Minimize # of Fundraisers	Annually Annually by June 15th Annually Annually	Finance Committee Finance Committee/ Administration Finance Committee/ Administration Parent Club	
2) Maintain a process which ensured a regular review of the financial plan	a. Determine financial review package b. Submit monthly financial reporting to Board	Annually Monthly	Finance Committee Administration	
3) Tuition Management	a. Determine tuition for each school year using: - enrollment projections - cost per student - scholarships - non-tuition revenue (fundraising, parish subsidy,	Annually January	Finance Committee/ Administration/ Parent Club/ Grants Committee	

<p>4) Maximize external funding</p>	<p>grants, other) -diocese averages</p> <p>a. Increase Grant funding by 20% year over year</p> <p>b. Explore development of estate planning/giving program</p> <p>c. Increase financial stewardship contributions by 10% or more annually - Parent Donations - Parishioner Donations</p>	<p>Annually May</p> <p>2010</p> <p>Annually May</p>	<p>Grant Committee</p> <p>Grant Committee</p> <p>Finance Committee/ Administration</p>	
<p>5) Increase financial cushion</p>	<p>a. Increase endowment fund contributions by 10% or more annually</p> <p>b. Increase savings by 5% annually</p>	<p>Annually May</p> <p>Annually May</p>	<p>Grant Committee</p> <p>Finance Committee/ Administration</p>	

Development & Public Relations Committee Lead

GOAL: Improve the Communication between the School, Parents and Parish Community.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
<p>1) HSS strengths and accomplishments must be promoted to the greater school and parish communities (WASC)</p>	<p>a. Work with the principal & printing company to deliver a newsletter which communicates highlights about the school year to the school and Parish (development newsletter twice a year)</p> <p>b. Add sponsors, future events & high level financial report to the newsletter</p> <p>c. Add a donation section and envelop to the newsletter</p>	<p>October & in April (twice a year)</p>	<p>PR Committee, Teachers & Principal</p>	
<p>2) Relay the progress towards the goals of the SLE's (Student Learning Expectations) to the parent community</p>	<p>a. Goals will be maintained in the school website</p>	<p>Ongoing (as needed)</p>	<p>PR Committee, Teachers & Principals</p>	
<p>3) Promote/demonstrate student accomplishments</p>	<p>a. Publish Student accomplishments (honor roll, CYO records, event accomplishments) in Weekly Update</p>	<p>Ongoing</p>	<p>PR Lead</p>	
<p>4) Communicate all Parent Board/School Communication via HSS website, school</p>	<p>a. Maintain a parent board webpage which will communicate all approved meeting agenda, meeting minutes, committee goals & objectives, school board information & school board contact</p>	<p>April & On-Going</p>	<p>PR Committee Lead, Technical Committee, School Board</p>	

<p>envelope and/or school binder</p>	<p>information (email link)</p> <p>b. The webpage will link to the parent board webpage which contains event calendar, meeting minutes, other...</p> <p>c. The webpage will link to the administrative webpage which will contain homework, newsletters, teachers communication(s), other...</p> <p>d. The webpage will link to parish webpage</p> <p>e. The school board webpage will provide the same look and feel</p> <p>f. Have a webmaster that will maintain all this data</p>		<p>Secretary, Parish/School Webpage Masters</p>	
<p>5) Help in recruiting in committees and events.</p>	<p>a. Continue to post school board information in the office for those who do not have web access</p>	<p>2008</p>	<p>PR Team & Principal</p>	
	<p>b. School and board updates in the Sunday's parish bulletin</p>	<p>2009</p>		
<p>6) Alumni database</p>	<p>a. Create a parent talent database (stewardship database)</p>	<p>2010</p>	<p>PR Team</p>	
<p>7) Alumni communications</p>	<p>a. Create an alumni database</p> <p>b. Create Electronic File Format (EFF) version of the bi-annual newsletter for distribution to parish/parent/alumni community</p>	<p>2011</p>		

	Host pancake breakfast or some kind of meet & greet for alumni to share school direction and strengthen community roots			
--	---	--	--	--

Grants Committee

GOAL: The Grants Committee will research, write and obtain grants for various projects as developed and prioritized by other School Board committees in order to support school needs.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
<p>1) Obtain list of projects requiring funding for current and/or future school year</p>	<p>a. Coordinate and meet with other committees in order to identify and prioritize projects requiring grant funds</p>	<p>Semi-annually, Fall and Spring</p>	<p>Committee Chair</p>	
	<p>b. Distribute responsibilities to committee members</p>	<p>Ongoing</p>	<p>Committee Chair</p>	
	<p>c. Maintain momentum with monthly/bi-monthly meetings</p>	<p>Monthly</p>	<p>Committee Chair</p>	
<p>2) Create and maintain a process to determine which grants are written</p>	<p>a. Research and write grants based on identified/prioritized projects</p>	<p>Ongoing</p>	<p>Grants Committee</p>	
	<p>b. Increase number of grant proposals written by 10-20% on an annual basis</p>	<p>Annually, Fall</p>	<p>Grants Committee</p>	
	<p>c. Write grants to obtain funding for priority projects that may include: staff professional growth opportunities; capital and building projects; technology; curriculum and special programs and projects. Feasibility studies will be completed as needed</p>	<p>Ongoing</p>	<p>Grants Committee</p>	

<p>3) Maintain a timeline journal for all grants submitted</p>	<p>a. Create a log of grants submitted, including dates and whether grant was received or rejected, and any follow up activity or correspondence</p> <p>b. Review all grants that have been applied for and determine if committee should apply in the future</p> <p>c. Analyze the grant writing productivity and success rate with resources used</p>	<p>Ongoing</p> <p>Annually, Fall</p> <p>Annually, Winter</p>	<p>Grants Committee</p> <p>Grants Committee</p> <p>Grants Committee</p>	
<p>4) Maximize external funding</p>	<p>a. Increase grant funding by 10-20% year over year</p> <p>b. Explore development of estate planning/giving program</p> <p>c. Secure fund development staff support from HSS staff</p>	<p>Annually, May</p> <p>2009-10</p> <p>2012</p>	<p>Grants Committee</p> <p>Grants Committee</p> <p>HSS</p>	
<p>5) Increase financial cushion</p>	<p>Increase Endowment Fund contributions by 20% annually</p>	<p>Annually, May</p>	<p>Principal;Grants Committee</p>	

SAFETY

GOAL: The safety committee will help to monitor areas of school safety and make specific recommendations and reports them to the administration.

OBJECTIVES	ACTION PLANS	TIMELINE	RESPONSIBILITY	RESULTS
1) Monitor traffic flow monitor parent compliance of safety rules	a. Monitor traffic flow to see if current rules are working smoothly, recommend any changes or adaptations needed	Ongoing	Safety Committee	Current pattern meeting needs
	b. Issue safety violation reminders through principal as needed	Ongoing	Safety monitor	
	c. Find new safety monitor and traffic directors at beginning of 09-10 school year	Ongoing	Safety Committee School Board Chair Parent Club President	A listing of Safety 'related jobs' presented to the Board and Parent Club on 9/09
2) Maintain emergency supply bins	a. Conduct annual inventory of supply bins, note any replacement items needed	Annually/Oct 09	Safety Committee	Supplies currently up to date.
	b. Purchase or seek donations of items needed to keep supplies updated	Annually/Oct 09	Safety Committee	
	c. Update emergency travel backpacks for use during field trips	Annually/Jan 10	Safety Committee	
3) Conduct annual emergency drills	a. Determine drill scenario and schedule date with principal	Annually	Safety Committee	
	b. Conduct safety drill, give evaluation to principal after for growth and development	Annually	Safety Committee	

<p>4) Annual assessment campus security</p>	<p>c. Update emergency preparedness manual</p> <p>a. To be conducted with parish facilities manager</p> <p>b. Create an action plan to address any campus/school 'vulnerabilities with recommendations and costs</p> <p>c. To communicate to Finance Committee Chair any financial needs based on the recommendations</p>	<p>Annually</p> <p>Annually</p>	<p>Safety Committee</p> <p>Safety Committee Parish Facilities Mgr Finance Committee chair Fremont Police Dept.</p>	
--	---	------------------------------------	---	--