



St. Matthew Catholic School Strategic Plan

D=Developing I=Implementing M=Maintaining

Mission Goal: Provide Tangible experiences for students and families to live out our mission.							
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Responsible Person(s)	COST
1. Foster the faith development of students and their parents							
1-1 Promote parent awareness regarding Catholic teachings and tradition.	D	I	M	M	M	Principal, staff, Parent Club	\$0
1-2 Participate in yearly teaching Mass for students and families.	D	I	M	M	M	Teachers, Missionaries	\$0
1-3 Encourage parent/student participation in parish ministries that promote faith development.	D	I	M	M	M	Principal, Parents, Missionaries	\$0
1-4 Implement Family Night events to bring the faith community together.	D	D	I	M	M	Parents, Staff	\$250 yearly
2. Maintain a Christian school-wide behavior standard that upholds respect for and acceptance of every student.							
2-1 Provide training and resources for teachers and parents to proactively address inappropriate behaviors among students.	D	D	I	M	M	Principal, staff, Parents	\$1,000
2-2 Conduct parent information/education events to support parents in addressing student positive behaviors.	D	D	I	M	M	Principal, Parent Club	\$500 yearly
3. Provide opportunities for student, parent, and parishioner involvement and service within the parish community and greater community.							
3-1 Expand age-appropriate service projects to the community beyond the parish and include	D	D	I	M	M	Admin/staff/parents	

parent involvement.								
3-2 Invite and encourage parishioner involvement in school activities as an extension of parish ministry.		D	D	I	M	M	Administratio n	
3-3 Re-establish a mentor family program to welcome and involve new students and parents.		D	I	M	M	M	Parent Club, Principal	
3-4 Establish a Spanish speaking arm of the parent-club to welcome and involve Spanish speaking families to the school community.		D	D	I	M	M	Parent Club, Principal	
4. Promote the presence of the Missionaries of the Holy Spirit on campus.								
4-1 Invite and encourage the Missionaries' participation in school sponsored activities including school wide service projects.		I	M	M	M	M	Staff, Missionaries	
4-2 Invite Missionaries into the classrooms weekly for student instruction in the faith.		M	M	M	M	M	Teachers, Missionaries	
Academic Goal: Design and implement a comprehensive and challenging curriculum, which encourages active student engagement and integrates technology resulting in high levels of academic achievement for all students.								
1. Implement project-based learning to increase student achievement across the curriculum.								
1-1 Professional Development for teachers to gain an understanding of project-based learning.		D	D	I	M	M	Admin/staff	
1-2 Teachers will employ purchased educational materials to further develop strategies and instructional methods to incorporate project based learning into the curriculum.		D	D	I	M	M	Teachers	
1-3 Teachers will educate students on the meaning and value of project-based learning.		D	D	I	M	M	Teachers	
1-4 Teachers will educate students on how to design/choose a project.		D	D	I	M	M	Teachers	

2. Integrate technology into the curriculum to engage students and to increase student achievement across the curriculum.							
2-1 Continue teacher professional growth toward 1:1 technology use in the classroom.	D	D	I	M	M	Administration/ Teachers	
2-2 Teacher professional development for usage of a variety of technology applications in a 21st century classroom.	D	I	I	M	M	Administration/ Teachers	
2-3 Planned grade level meetings to share and design plans for the integration of technology in the classroom.	D	I	I	M	M	Administration/ Teachers	
2-4 Research and implement Archdiocesan K-8 technology curriculum	D	D	I	M	M	Administration/ Teachers	
3. Increase student achievement in expository writing across all grade levels.							
3-1 Research and develop diagnostic tools to assess, analyze, identify, and improve student achievement in expository writing.	D	I	I	M	M	Admin/teachers	
3-2 Research and acquire resources and materials to teach writing K-8.	D	I	I	M	M	Admin/teachers	
3-3 Schedule time with faculty to examine and score writing samples by grade-level.	D	I	I	M	M	Administration	
3-4 Research and implement standardized assessment for writing.	D	D	I	M	M	Admin/teachers	
3-5 Develop structured classroom protocols for self-assessment and peer assessment of writing.	D	I	M	M	M	Teachers	

Technology Goal: To provide St. Matthew teachers and students with the knowledge and skills to creatively employ technology to become information seekers, problem solvers, and decision makers who apply this knowledge to become responsible Christ-filled contributing

members of society.							
1. Professional development for teachers to gain proficiency necessary to integrate technology into a 21st century classroom to improve student engagement and achievement.							
1-1 Budget for professional development including conferences, webinars, and teacher shadows.	I/D	I	M	M	M	Administration/SAC	
1-2 Plan specific time for PLCs (Professional Learning Communities) to share technology usage ideas within the school.	D	I	M	M	M	Admin	
1-3 Utilize professionals in the community to collaborate with teachers in technology.	D	D	I	M	M	Admin/Staff/SAC	
2. Improve the visibility of technology use in the school to parents and the community.							
2-1 Expand the use of Renweb, including billing, donate on line, etc.	D	I	I	M	M	Admin/staff/Business Office	
2-2 Parent night/open house to display technology, explain the technology, and educate parents on the use of Renweb.	D	D	I	M	M	Staff/Parent Club	
2-3 Make student growth in technology visible to the community through technology teams (Lego robotics, Maker movement) or through a technology fair.	D/I	I	M	M	M	Admin/staff/PC/Marketing	
3. Implement 21st century technology integrated classrooms							
3-1 Continue to work towards a 1:1 environment through budgeting.	D	D	I	M	M	Admin/Business/SAC	
3-2 Research and implement digital textbooks where applicable to student accessibility and achievement.	D	D	I	M	M	Staff	

3-3 Ensure that students have exposure to a variety of high tech components to apply the right tools for the right applications.		D	D	I	I	M	Teachers	
4. Continuous refresh and replacement of computers, wireless, bandwidth, and all high tech components.								
4-1 Establish a technology refresh plan that is executed and updated yearly.		D	I	M	M	M	Admin/Tech Comm	
4-2 Continually monitor and increase bandwidth.		M	M	M	M	M	Tech Comm	
4-3 Enable families to find resources to get access to computers and internet outside of school.		D	D	I	I	M	Admin/PC/Staff	
Personnel Goal: Attract and retain the highest quality faculty and staff.								
1. Increase the potential pool of applicants.								
1-1 Attend the Oregon Education Fair.		D	I	M	M	M	Admin/SAC	
1-2 Create and maintain partnerships with universities who have high-level teacher education programs.		D	D	I	M	M	Admin	
1-3 Bring in student teachers from the programs where partnerships have been developed.		D	D	I	M	M	Admin/SAC	
2. Create a competitive compensation and benefits program for staff and teachers.								
2-1 Add a Masters plus 24 hours column to the salary scale.		D	I	M	M	M	Admin/SAC/Bus	
2-2 Reach salary levels that are copetitive with the teacher salary schedules of the Archdiocesan Greater Portland Area.		D	I	M	M	M	Admin/SAC/Bus	
2-3 Review requirements for parent volunteer hours of teacher school parents		D	I	M	M	M	Admin/Pastor	

3. Add personnel to support teacher effectiveness in meeting the learning needs of all students.								
3-1 Hire a certified instructional coach to assist faculty and staff in meeting specific student learning needs.	D	I	M	M	M	Admin/Budget		
3-2 Where numbers prove necessary, hire additional instructional assistants.	I	M	M	M	M	Admin/SAC/Bus		
4. Provide professional growth opportunities for faculty and staff.								
4-1 Provide more frequent teacher observations (both formal and informal) with written feedback and/or conferencing.	I	M	M	M	M	Admin		
4-3 Maintain ongoing staff development throughout each year.	M	M	M	M	M	Admin/Staff		
5. Create a systematic schedule approach to improve utilization of personnel and resources.								
5-1 Align schedules to provide opportunities for mentoring and adjacent grade level meetings.	D	D	I	M	M	Admin/Teachers		
5-2 Align schedules to create subject blocks to best utilize support staff in K-5.	D	D	I	M	M	Admin		
Enrollment and Marketing Goal: Reach and sustain capacity enrollment, which reflects the diversity of the parish.								
1. St. Matthew School will reach out to potential families and retain currently enrolled families.								
1-1 Create an out-reach data base to reach children from RE, Baptismal participants, First Communion candidates, R.C.I.C., and Neighboring parishes without schools.	D	I	M	M	M	Marketing		

1. Upgrade the electrical systems locally in the classrooms to support continued technology modernization.								
1-1 Determine the targeted number of outlets required.	D	I	M	M	M	Teachers/SAC		
1-2 Develop potential strategies for installing more outlets.	D	I	M	M	M	School Admin		
1-3 Allocate funds to pursue strategies.	D	I	M	M	M	SAC		
1-4 Award contract as required, installation completed	D	I	M	M	M	Admin Council		
2. Re-roof the gymnasium.								
2-1 Perform temporary repairs as required until replacement can be funded.	I	M	M	M	M	Admin Council		
2-2 Obtain/confirm replacement details and estimated cost to replace.	D	D	I	M	M	Admin Council		
2-3 Award contract for roof replacement; construction completed.	D	D	I	M	M	Admin Council		
3. Address remaining ADA compliance issues in the school to enhance function as well as marketability.	D	I	M	M	M			
3-1 Determine where ADA updates would be most useful in terms of both function and marketing advantages.						AC/School Admin		
3-2 Research available grants for ADA upgrades in schools.						AC/School Admin		
3-3 Develop a plan of action for ADA upgrades in concert with facility upgrades.						AC/School Admin/Building Committee		
4. Develop a facilities management and maintenance plan.	D	I	M	M	M			
4-1 Create a facilities and maintenance committee.						St.Matt Administration		

4-2 Develop a three to five year facilities and maintenance plan.							St.Matt Admin/SAC	
4-3 Address current concerns including campus security, locker rooms, CYO storage, gym floor resurfacing, car gates, and a turf field.							St.Matt Admin/SAC	
Funding Goal: Provide the financial resources required to deliver exceptional academic programs while continuing to allow the school to serve students from diverse backgrounds.								
1. Maximize the benefit of our fundraising opportunities and resources.		D	I	M	M	M	Devel/School Admin	
1-1 Develop and implement a holistic fundraising plan for the school.							Devel/School Admin	
1-2 Identify all existing funding sources for the school and opportunities to improve existing fundraising efforts including a cost/benefit assessment of the major fundraising programs.							Devel/School Admin	
1-3 Identify at least two ways to innovate on existing fundraising efforts.							SAC/PC/Admin	
1-4 Try five new fundraising ideas over the next five years.								
2. Increase endowment principle to \$1M by 2020		D	I	M	M	M		
2-1 Complete endowment analysis to determine needed funding and withdrawal required to reach targeted principle balance.							Finance Committee	
2-2 Identify 1 fundraising program which portions of the proceeds are targeted towards increasing the endowment.							Admin/SAC/Past or	
3. Increase revenue through a) a 100% increase in grant revenue over the next five years compared to the last five years and b) average a 5% growth in K-8 students each year until capacity enrollment is reached.		D	I	M	M	M	Marketing/Admi n/SAC/ Community	
3-1 Target marketing of St. Matthew School to							Marketing/Admi	

potential families.						n	
3-2 Develop annual marketing plans that can be replicated in future years with less effort.						Marketing/Admi n	
3-3 Identify additional grant opportunities and apply if odds of success look reasonable.						Marketing/Admi n	