



# St. Vincent de Paul Parish School

## St. Vincent de Paul School

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Five Year Plan  
2011





### Planning for the Future

*“Let the children come to me....” Matthew 19:14*

“Jesus is the reason this Catholic school exists. We are His reflections.” As His reflections, there is no greater treasure for us than our children, and this Five Year Plan is really about planning for their future. As Catholic school educators, we work in partnership with parents and the parish in the formation and education of the whole child who reflects the love of Jesus. Together, we strive to promote our school mission and the mission of Church.

We are pleased that this plan was developed from input from our school and parish community. It provides the structure necessary to accomplish the school’s mission to promote academic excellence, Catholic values and traditions, and a commitment to service. It also supports the school’s ongoing improvement plan and our commitment to offering an affordable Catholic education that is accessible to parish families.

The strength of this Five Year Plan depends on our shared commitment to our vision and Catholic education. It’s an honor and privilege to serve St. Vincent’s and our children!

Wanda Stewart, Principal

### Note from Fr. Bill

There is a proverb from the Bible that states: “Where there is no vision, the people perish.” Put in the positive, “where there is a vision, the people thrive.” The vision that leads us to an abundance of life is Jesus. In what he said and what he did, he showed us we are incredibly loved and capable of God-like action. In what we say and do, we invite others to embrace this vision Jesus offers. Our parish school is an important tool to help our children thrive. This is a dynamic responsibility that calls for ongoing evaluation, discernment and planning. This five year plan looks at what we need to do to help all of us embrace and live out the vision Jesus offers us. It will take work. It will take sacrifice and generosity. But it will be an exciting adventure that leads to the fullness of life.



Fr. Bill McKee  
Pastor

### Note from School Commission

The St. Vincent de Paul School Commission is proud to present the 2011 Five Year Plan. This plan is the result of many months of hard work, but it wasn't done in a vacuum. We solicited input from parish staff, school faculty, and parents. Our objective was to create a plan that identifies goals important to the entire community. We think we have captured a great set of goals, but our work is not done. This is a living document, and will change as the needs and priorities of the school change. Thank you for taking the time to study our plan, and we welcome your input.

*October 2011*

#### School Commission Members:

- Mike Hemmer, President
- Tom Rossetto, Vice-President
- Joe Bernal, Secretary
- Scott Baukol
- Jennifer Johnson
- Judy Little
- Tony Novack
- George Siracuse
- Wanda Stewart, Principal
- Fr. Bill McKee, Pastor



Goal 3: The school will continue to encourage families to participate in parish stewardship in the areas of time, talent and treasure.

Goal 4: St. Vincent de Paul School will continue to develop a successful grant writing program.

- Grant Writing Committee will meet monthly to set goals, explore grant options, and finalize grants.
- Support committee members in attending grant-writing workshops to enhance grant-writing skills and networking options.



## Financial Planning

The schools in the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the Church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all. *Mission of Catholic Schools, Archdiocese of Seattle*

We recognize that this statement calls us to embrace all parish families seeking a Catholic education. To accomplish this St. Vincent De Paul School recognizes the need to maintain full enrollment, to effectively manage resources and expenditures, and to develop a sustainable plan for financial aid.

Goal 1: St. Vincent de Paul School will continue to be financially sustainable.

- Maintain a healthy balance of revenue resources including tuition, fundraising, development, tuition assistance, parish support and stewardship.
  - Working with the parish, build a reserve fund for operations with a goal of maintaining a minimum of 10% of the budget in reserves.
- Develop a marketing plan for recruiting new students to our school in order to maintain and increase enrollment.

Goal 2: St. Vincent de Paul School will continue to be financially accessible.

- Increase parents' awareness of the actual cost of educating each child.
- The school will explore other tuition structures.
- Maintain and enhance the needs-based tuition assistance program available to families.
- Consider alternative sources for financial aid.
- Continue with plan to increase the Endowment and Annual Fund.

**"Catholic schools** reflect the light of Christ in a powerful way -- They place a candle in children's hands, and then God lights it with his Son. Catholic schools guard the light because we know it is only by His light that children will learn the truth. We must never forget: Jesus Christ is the reason there are Catholic Schools. He is our Light, the Light of the World. We are His reflections. Catholic schools are uniquely poised and uniquely capable of ensuring that the faith is handed on in its entirety and as an integral whole. There is no substitute for an educational environment infused with the presence of Christ."

Archbishop Peter Sartain, Archbishop of Seattle

## St. Vincent de Paul School Mission

We are a faith-centered Catholic school that promotes academic achievement and spiritual development for our students and families. This is reflected through worship, learning, support of each other, and service to the community.

## St. Vincent de Paul School Philosophy Statement

We are a faith-centered Catholic school forming our students to be active members of the Church and society.

The focus of instruction is to help students, to the best of their individual abilities, achieve high academic standards. As facilitators of learning, teachers motivate, guide, and support students by utilizing a variety of teaching techniques.

In partnership with parents, we establish a foundation that encourages student to make responsible choices and to become life long learners in our global community.

## St. Vincent de Paul School Vision Statement

The vision of St. Vincent de Paul School is to be an excellent Catholic school, offering a great learning environment with an engaging, challenging curriculum taught by quality faculty who implement sound teaching practices so that our students will be life long learners and positive influences in the Church and society.

## Statement of Purpose

### Goal:

The Five Year Plan should provide the direction needed to fulfill the mission of the St. Vincent de Paul School and continue to educate children for leadership roles in the Catholic church of tomorrow. The goal of the Five Year Plan is to provide a formalized plan which gives direction to St. Vincent de Paul School keeping in mind a historical perspective for that direction. The plan should be reviewed and updated annually by the School Commission who, along with the faculty and staff, bring their expertise and vision to the targeted areas.

Plans for the following areas have been included in this plan:

- Curriculum and Instruction
- Development
- Facilities
- Faculty and Staff
- Family and Spiritual Life
- Financial Planning

### Significant Events and Challenges:

There are several significant events and challenges that will need to be considered.

- Decreasing enrollment over the past three years.
- Increasing focus on the area of development/endowment requires consideration of a development person.
- Providing a high quality Catholic education that is affordable for parish families.
- Increasing professional staff salaries in order to offer a just and living wage.
- Responding to increasing requests for assistance requires consideration of providing additional local tuition assistance on a yearly basis.
- Increasing costs for technology maintenance, upgrades, and training are projected.

Goal 3: The school will encourage students and parents to participate in parish faith formation and family spiritually offerings.

- Promote faith formation opportunities in weekly communications.
- Encourage the school parent community to take advantage of opportunities for adult faith formation.
- Lead students and parents to actively participate in parish sacramental programs.

Goal 4: The school will encourage families to participate in the parish youth ministry programs.

- Encourage parent and student involvement in the parish CYO program and recognize accomplishments.



Goal 5: The school will form a New Family Welcoming Committee.

- Buddy current families with new families.
- Contact new families prior to the opening of school and welcome them to St. Vincent's.
- Invite new families to participate in school events and fundraisers throughout the year.
- Provide information regarding school policies and procedures.
- Provide information and support for non-Catholic families in our faith and traditions.

## Family and Spiritual Life

St. Vincent de Paul Parish believes faith formation is a primary function of the Catholic school and supports our school-wide learning expectations of developing students to become faithful Catholics. It is essential that home, parish and school partner in developing and sustaining a student's spiritual growth. Faith formation is a life-long journey and the parish and school have a responsibility to work together to provide and enhance the spiritual formation of both students and families.

Goal 1: All school families will participate more actively in their faith community, especially Sunday Eucharist.

- Support participation of school parents, students and faculty in parish liturgies.
- Motivate students to serve as greeters, servers, and musicians.
- Encourage greater participation of school parents and students in other parish ministries.



Goal 2: The school will continue to provide opportunities for students to actively live the Gospel values through faith and service to others.

- Develop in our students the understanding of the interconnect- edness of all of God's creatures and our corresponding respon- sibility to actively live our faith through good works.
- Educate students on Catholic Social Teachings.
- Provide outreach/service opportunities at each grade level.
- Encourage students to participate in parish outreach opportuni- ties.

## History

The Sisters of Notre Dame de Namur opened St. Vincent de Paul School on September 9, 1964 with grades four through seven. In 1966, the school graduated 34 eighth graders. By 1968, with the parish growing quickly, the school expanded to include first, sec- ond, and third graders.

In 1970, due to parish growth and finances, the school cut back to only six grades while maintaining its full enrollment of 240 stu- dents. Without the junior high program, there was concern for continuity of Catholic education between sixth grade and high school. After a fundraising campaign to cover the cost of creating classroom space, seventh and eighth grade portables were dedi- cated in 1989 and opened to the first seventh grade class in nearly 20 years. The eighth grade followed in 1990.

Throughout the 1980's and 1990's, St. Vincent de Paul Parish grew and was in need of a larger church facility to accommodate its population. In 1996, a new church building was dedicated. The old church space was converted to a gym, the sacristy to a small music room, and the bride's and groom's rooms to an addi- tional classroom.

In 2001 fundraising efforts commenced to expand facilities once again to adequately meet the demands of our community. This expansion included a school expansion providing space for kinder- garten, science lab, library, computer lab, and music room. The campus now has twelve homeroom classrooms, two portables, a library, a computer lab, a music room, a science lab, a gym, a fac- ulty lounge, a health room/faculty work room, administrative of- fices, and two additional classrooms used by the reading specialist and two math teachers. The facilities are shared by parishioners for Sunday School, Sacramental Preparation, Grapevine, Edge, Life Teen, and CYO activities and classes.

Currently, ninety-seven percent of the student population is Catho- lic. The ethnic diversity of our student body is 49% which is re- flective of our parish diversity.

### Curriculum and Instruction

St. Vincent de Paul School has a well-deserved reputation as “a faith-centered Catholic school that promotes academic achievement and spiritual development of our student and their families.” (Mission statement, 2010) The school has developed a comprehensive, challenging and relevant curriculum in which the School-wide Learning Expectations serve a framework for developing a continuum in learning with the goal of producing graduates who are faith-filled Catholics, who have a joy for learning, and are responsible members of our community and the global society.

In keeping with our Accreditation School Improvement Plan and focus on student learning, our goals are directed to these questions: What are we teaching? How are we teaching it? How are we assessing and using data to drive instruction? How are we doing this together?



Goal 4: The school will formalize a plan to study the need for additional paraeducators in the primary grades.



Goal 5: The school will develop a plan to train teachers to utilize parent volunteers more effectively in the classrooms.

*This would in turn include plan to train parent volunteers to better assist in the teacher in the classroom.*

Goal 6: Working with the parish staff, the school will consider a plan for a network administrator that will oversee technology systems for both the parish and school.





## Faculty and Staff

The faculty and staff at St. Vincent de Paul School are responsible for teaching the truths of our Catholic faith and traditions, creating an environment of respect and responsibility for oneself and for the global community, and nurturing intellectual curiosity while facilitating academic excellence and active involvement in learning. The school recognizes the importance of hiring and retaining teachers of faith who value this responsibility, have an ongoing commitment to professional development and dedication to best practices in education, centered in Christ's teachings.

Goal 1: St. Vincent de Paul School is committed to attracting and retaining quality teachers and staff.

- The School Commission will continue to support the commitment to offer a competitive salary and benefit package to the faculty.
- The school will continue to support professional growth of teachers through training & staff development.

Goal 2: The school will develop a plan to add a math specialist to the faculty in order to better support students and to provide a resource and coach for math teachers.

Goal 3: The school will develop a plan to provide students' access to a counselor.



Goal 1: St. Vincent de Paul School will offer a challenging curriculum.

- Continue to evaluate curriculum areas in light of state standards.  
Review of math and reading/writing will be completed by August 2012, social studies in August 2013, Science in August 2014, Religion in August 2015.
- Continue to support curriculum evaluations by providing time to review available materials and providing funds to adopt materials as needed.
- Complete a feasibility study for including a foreign language in the curriculum.
- Continue to revise the school's technology plan.  
Provide interactive white boards/mobi pads in classrooms.  
Provide 5 computers in all class rooms.
- Complete a feasibility study to offer an after school tutoring program.

Goal 2: The school will support yearly staff development workshops based on curriculum and instructional needs.

- Offer training and workshops determined necessary as curriculum areas are evaluated.
- Provide teacher training to develop more effective strategies for teaching and engaging all students.
- Provide training for faculty and staff in technology and computer applications that will be used with students at all grade levels.



**Curriculum and Instruction (continued)**

Goal 3: St. Vincent de Paul School will support teachers in developing better strategies for analyzing and using assessment data to drive instruction.

- Offer training so teachers will be able to better analyze test data and use the data to design plans to improve instruction and student performance.
- Measure individual student growth on standardized tests by examining and interpreting longitudinal data.
- Revise and develop rubrics and common assessments in all curriculum areas.
- Revise the report card to uniformly represent student progress on standards.

Goal 4: The administration will support teachers gathering in Professional Learning Communities to work on curriculum, to develop more effective strategies for teaching, and to analyze and use assessment data to guide instruction.

- Coordinate common planning times for grade level and content teams to work together on curriculum planning and analyzing assessment data.
- Determine and establish regularly scheduled, protected weekly and/or monthly Professional Learning Communities planning times



Goal 2: Working with the parish, the school will maintain the facilities to create a safe and attractive environment reflective of the dignity of our students.

- Facilitate regularly scheduled cleaning, painting and landscaping to enhance the physical environment of the school.
- Evaluate individual rooms on an ongoing basis to ensure that students are working in an environment that is safe, uncluttered, and optimal for learning.
- Evaluate condition of current classroom furniture and develop a plan to replace furniture as needed.

### Facilities

In order to provide more adequate space for St. Vincent de Paul School’s programs, the parish and school completed a school expansion in the fall of 2003. The expansion added a new kindergarten room, a science lab, a computer lab, and library; this has allowed use of a more appropriate space for our music room.

Having accomplished this goal, the school recognizes the need for possible expansion and the need to provide an attractive, well-maintained facility in order to attract and retain families. More important, we need to foster an environment that provides for the well-being of all members of the St. Vincent community.

Goal 1: St. Vincent de Paul School will support a safe, secure, and healthy environment.

- Working with the Parish Facilities Commission and Parish Staff, evaluate current conditions and use of school facilities.
  - Evaluate the need for a covered play area.
  - Consider the need for better lighting around school and parking areas.
  - Replace the existing floor covering in the music room.
  - Repair the courtyard surface.
- Working with the Parish Facilities Commission and Parish Staff, prioritize facility needs for the next five years.
  - Formulate a plan to replace portables.
- The school will work with parish facilities personnel to conduct annual safety review of the school facility and be sure safety standards are being met.
- The school will conduct safety drills on a regular monthly basis.



## Development

“Yet amid our growth and vitality, we must take time to plan for the future, never complacent, but courageous and trusting in our ability to ensure that the goals of our mission-Catholic Identity, Academic Excellence, Accessibility and Stewardship-are achieved. We must continue to transmit the Faith in a time when the values and traditions of our Catholic heritage provide leaders for Church and society. We must boldly continue to teach as Jesus did.” Archbishop Alex J. Brunett, Retired Archbishop of Seattle

St. Vincent De Paul School has a strong history of providing quality Catholic education and a strong strategic plan to continue that ministry into the 21<sup>st</sup> century. The overall concept of development holds that an institution can achieve its highest levels only by analyzing its educational philosophies, clarifying its objectives, and projecting them into the future, while taking the necessary steps to achieve these goals.

Goal 1: The school will clearly define the development structure in the areas of: Advancement, Marketing, and Fundraising.

### Advancement

- Boost the education of school families, parishioners, alumni and the community concerning the importance of the Endowment Fund and Annual Fund.
- Continue to expand our campaign to increase the Endowment Fund. Current goal is to reach \$1,000,000 by 2014.
- Increase the Annual Fund Campaign.

### Marketing

- Communicate the mission and philosophy of the school and the accomplishments of the school to the parish, alumni and greater community.
- Coordinate marketing campaigns for fundraisers, advancement funding, school activities, and school registration for prospective families.

### Fundraising

- Formalize role of Fundraising Coordinator.
- Amplify support and evaluation of fundraisers:  
Auction, raffle, holiday bazaar, SCRIP

Goal 2: The school will clearly define the need for additional staff to support the development structure.

Goal 3: Working with the parish, the school will clarify the relationship between the school and parish in area of development.

