

# Preparing to Submit Your Strategic Plan

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Office of Schools  
Diocese of Metuchen  
June 15-19, 2009

# Expectations of the Narrative

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- Historical Background**-Is the historical background comprehensive?
  - Current Trends**-Are current trends clearly identified and supported by the narrative?
  - Areas of Concern**-Are areas of concern clearly identified?
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# Expectations of the Narrative continued

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## □ Process-

- Are there at least 3 committee members who assisted with the report?
  - Are all of the areas covered that were identified in the template?
  - Is there evidence that focus groups, observations, site visits, interviews, and SWOT were held and addressed in the narrative?
  - Does the narrative reflect the school community?
  - Does the evidence support the goal?
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# An example of a Narrative

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## **Historical Background**

### Demographics and Socioeconomic Profile of the Local Community

The town of Piscataway borders the towns of Edison, South Plainfield and Bound Brook. The student population of St. Patrick School has been approximately 63% residents of Piscataway and 21% residents of South Plainfield. The remaining 16% have come from 8 different towns; (list them here.)

The population of Piscataway based on the U.S. Census in 1990 was 105,436 and increased to 114,095 in 2000.

The ethnic breakdown of the two major towns sending students to St. Patrick School are as follows:

(insert chart here)

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# Narrative Current Trends

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## **Current Relationships**

St. Patrick School has the support of many public and private agencies.

The Middlesex Regional Education Services Commission (MRESC) provides:

- Compensatory Education
- English as a Second Language
- Home Instruction
- Child Study Team Assessment
- Nursing

- ❑ Bus transportation is provided by Piscataway Township
  - ❑ Middlesex County Division of Solid Waste Management awards grants to the school for composting
  - ❑ E-Rate provides affordable access to modern communication
  - ❑ Local Newspapers cover school events and publish articles
  - ❑ The Middlesex Water Company provides students with the opportunity to compete for environmental awards
  - ❑ The USTA provides monetary grants for equipment to fund a tennis program
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# Areas of Concern in Narrative

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Over the last five years enrollment has dropped in St. Patrick School. The enrollment drop is also seen in the Religious Education program. The data points to a decline in the Catholic population in the areas serviced.

The major areas of concern are:

- ❑ Demographic shift
  - ❑ Outreach from the school to the community does not take place during the summer months
  - ❑ The school does not take advantage of local community resources; i.e. Library, Museum, Athletic Centers, etc.
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# Responsibility of the Narrative

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Chairperson: John Doe

Committee members: Joan Zayac  
MaryJane Boyle  
Judy Orgonas  
Julietta Santos

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# Evaluate Your Narratives

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Discussion

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# Example of a SMART Goal

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- The St. Patrick School community will work to improve public awareness and the education provided to its students resulting in increased enrollment by ten percent in three years.
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# How will the areas be reviewed?

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- Goals should be written "SMART"
  - "S" – Specific
  - "M" – Measurable
  - "A" – Attainable
  - "R" – Realistic
  - "T" – Tangible
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## "S" - Specific

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- Comprehensive enough to cover 3 years?
  - Target clearly defined?
  - Is the goal specific to this school?
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## “M” - Measurable

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- Does the goal answer the questions:
    - How much?
    - How many?
    - How will I know when it's accomplished?
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## "A" - Attainable

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- Does the goal have the support of the school community?
  - Are there resources available to support this goal?
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## "R" - Realistic

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- Does the goal support the school's mission?
  
  - Is it a practical result of the study?
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# "T" - Tangible

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- Is it phrased in either outcomes or results?
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# Example of a SMART Goal-repeated

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- The St. Patrick School community will work to improve public awareness and the education provided to its students resulting in increased enrollment by ten percent in three years.
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# Time to Look at Your Own Goals

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Discussion

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# Example of a well written Objective

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- To contact local churches, businesses and organizations in the community to increase the interaction of these organizations with the school during the 2009-2010 school year thereby broadening the school's prominence in the community.
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# Objectives – should be “SMART”

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- ❑ **Specific**- Is the objective critical in order to reach the goal?
  - ❑ **Measurable**- Can it be completed in 1 year?
  - ❑ **Attainable**- Are there indicators that will take place in order for the goal to be reached?
  - ❑ **Realistic**- Does the objective support the goal – is it reasonable?
  - ❑ **Tangible**- Is it phrased in either outcomes or results?
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# Time to review Your Objectives

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Discussion

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# Action Steps

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- ❑ **Specific**- Does the Action Step include who, what, where, when and why?
  - ❑ **Measurable**- Can the Action Step be reasonably completed in one year?
  - ❑ **Attainable**- Does each Step have a defined completed product?
  - ❑ **Realistic**- Are there enough Action Steps listed to accomplish the objective?
  - ❑ **Tangible**- Is it clear and are there enough people to get the job done?
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# Examples of Action Steps

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- Foster the active participation of the school community in the local Food Bank.
    - Action implementation: all in the school will be encouraged to become actively involved in food bank collections and distribution. This action will reflect our call of service to the community.
    - Time Frame: This will be an ongoing and continuous process throughout the year.
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# Another Action Step

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- Publicize “Good News” of the school community through the use of multimedia venues.
    - Action Implementation: The Marketing Committee will work to keep local newspapers, radio, school website, Facebook, Honeywell, and television stations aware of school events as well as accomplishments of the students and staff.
    - Time Frame: This is a sustained twelve month effort.
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# Review Your Action Steps

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Discussion

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# What does a submitted Strategic Plan Look Like?

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- Three ring binder required
  - Header or Footer with name of school and city/town and page numbers
  - Assessment areas separated by dividers with tabs
  - For each assessment area – Goal, objective and action steps are first and on school letterhead
  - Narrative is placed after the action steps and it answers all the questions in the template, in conversational format
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# The Evaluation Rubric to be used by the Diocesan Catholic School Commission:

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- On Target-Acceptable
- Needs Some Revisions
- Multiple Revisions Required

Also may be offered:

- Suggestions
  - Comments
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# Questions?

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The Office of Schools will be happy to assist you with the writing process of your Strategic Plan. Feel free to submit your interim assessments to our office for feedback.

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