

**Saint Martin School
Sunnyvale, California**

5 Year Plan –

Building on the Foundation for the Future

June 1, 2008



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Introduction

Message from the Pastor

Blessings to you all. It is with a sense of pride that I introduce to you an updated Long Range Strategic Plan for the benefit of St. Martin School Students.

Our students have become wonderful examples of social justice and kindness. Furthermore, they have developed spiritually, culturally and academically. We should all be proud of their effort and the guidance they receive from the school administration and staff.

It is only as a community that we can continue to gain ground in the education of our students. Together we can work towards improvements and build on our existing foundation.

Yours in Christ

Father Ben Manding, Pastor,
Saint Martin Parish

Message from the Principal

Saint Martin School has a rich tradition of over fifty years of quality Catholic education. Our focus on sharing the Gospel message and celebrating the unique qualities of each student remains constant. However, to continue to provide the best for our students, we must constantly look forward and prepare for their future.

It is to this end that the dedicated School Advisory Council has worked so hard to update the Five Year Plan. This plan is a continual work in progress that is based on the reality of the now and our hopes for the future. Parental involvement is key to our continued success.

Please review the following pages and find the ways you can help make the plan a reality for your children.

Sincerely,

Eugenie Florczyk, Principal
Saint Martin School

Mission and Vision Statements

Saint Martin Mission Statement

St. Martin School embraces the Catholic educational mission promoting the teachings of Jesus Christ by providing opportunities to celebrate our Catholic faith, developing of community, and promoting cultural awareness, service, peace, and justice. A challenging, outcome- based academic program and extra-curricular activities celebrate and support the unique qualities of the individual student. St. Martin School recognizes that the development of the whole child is a combined responsibility of the home, the school, and the Church. Based on the teachings of Jesus Christ, we work diligently, with parents as the primary educators, to guide students towards their full potential and to respond to their world with respect, competence, compassion, and responsibility.

Saint Martin Vision Statement

The St. Martin School community will create a nurturing environment, which will encourage the growth of knowledgeable, respectful, responsible, creative Catholic individuals with a desire for life-long learning.

Saint Martin Philosophy

In partnership with family and Church, the St. Martin School community strives to provide a safe and nurturing environment reflective of our Catholic identity and in which the teachings of Jesus Christ can be learned and lived. As educators, we strive to create an atmosphere of learning that will prepare knowledgeable, creative, and responsible individuals who have a desire for life-long learning and who are active participants in their community. We believe that education is a cooperative venture of exploration, interaction and respectful discovery of self, others, and the world. This takes place most effectively in an atmosphere that promotes cultural development and fosters the spiritual, social/psychological, academic, and physical potentials of each student.

Western Association of Schools and Colleges (WASC) Accreditation

In 2007, St. Martin School received the maximum accreditation of six years.

Student Learning Expectations The Development Goals of a St. Martin Student

SPIRITUAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a person of faith who

- comes to know Christ and applies His principals to daily living.
- participates in the Church life through its liturgy, sacraments, and service.
- lives the Gospel through personal action and community service.

SOCIAL/PSYCHOLOGICAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a thoughtful person who

- makes moral and ethical decisions.
- develops strength of character including the traits of honesty, kindness, caring, respect, adaptability, and responsibility.
- demonstrates appropriate interpersonal skills: listening, speaking, working with others.
- feels safe, accepted, cared for, and loved.

ACADEMIC DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become an informed person who

- acquires an appreciation for life-long learning.
- develops his/her potential, so he/she can become a productive member of society.
- applies and builds upon prior knowledge.
- utilizes various resources including current technology.
- thinks critically and creatively to solve problems and make decisions.
- communicates effectively in an appropriate manner.
- organizes and prioritizes information and material.

CULTURAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a compassionate person who

- demonstrates respect for human diversity and the dignity of all human beings.
- develops an awareness of personal responsibility toward local and global communities.
- acknowledges a life-long commitment to protecting and nurturing the natural environment

PHYSICAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a healthy person who

- respects his/her own body, mind, and soul.
- is motivated to achieve his/her full physical potential.
- integrates sound health principles into his/her lifestyle.

A Rich Tradition

School History

Saint Martin is one of thirty elementary schools in the Diocese of San Jose. Established in 1953 as a parish school, Saint Martin continues to provide quality Catholic Education to its students. Originally staffed by nuns of the Order of St. Joseph of Wichita Kansas, the school is now staffed by lay faculty who teach to a potential student population of 325 students in classes ranging from pre-kindergarten to eighth grade.

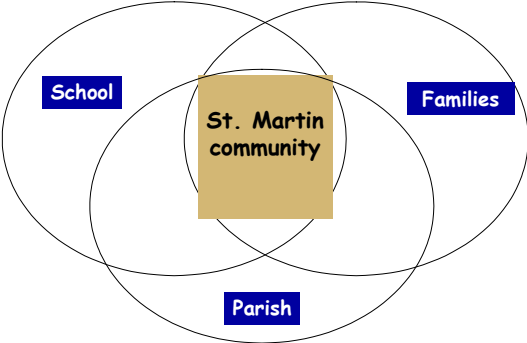
Saint Martin School Advisory Council (SAC)

The current St. Martin School Advisory Council was discerned by Principal Eugenie Florczyk and confirmed by Fr. Ben. The purpose of the School Advisory Council (SAC) is to serve in an advisory capacity to the principal. The objective is to review and develop policy statements for guidance towards providing a Catholic education within the framework of the policies of the Diocese of San Jose Department of Education.

The School Advisory Council is comprised of parents with children in attendance at St. Martin and ex-officio members representing the Parish, the school staff and the Parent Teacher Group (PTG). Current officers of the School Advisory Council are President Patricia White, Vice President Sandi Beglin, and Secretaries, Juli Delfino and Angelique Wilson. Other Board members include Roldan Fojas, Steve Nguyen, Laura Ruelas, Marti Trojillo, Kim Jackman, and Chetan Uttarkar. Ex-officio members include the Pastor, the Principal, the Development Director and the PTG President.

The intrinsic goal of the School Advisory Council is to create better understanding and support of Catholic Education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities. The School Advisory Council meets monthly and all Council meetings are open to the public unless designated as an executive session. Transaction of official business is adopted upon a quorum tally of votes by the Council members. The School Advisory Council welcomes input and those who wish to address the Council may request it by writing to the President or the Principal at least one week in advance of the meeting. School Advisory Council actions will be communicated in a timely manner to the St. Martin School and Parish communities.

The main components of the St. Martin community are the school, families, and the parish. Within the school community, the School Advisory Council is one of two critical parent volunteer groups. The Parent Teacher Group works in a symbiotic relationship with the School Advisory Council. They create and foster an environment that is conducive for our parents to work together in accomplishing goals for the benefit of the students and school community. These organizations are able to bring together the talents of the School, Parish, and Families to improve the strength of the entire St. Martin Community (see chart below).



The Strategic Planning Process

Strategic planning is a management tool. As with any management tool, it is used for one purpose only: to help an organization do a better job - to focus its energy, to ensure that members of the organization are working toward the same goals, to assess and adjust the organization's direction in response to a changing environment. In short, strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it, with a focus on the future. *(Adapted from Bryson's Strategic Planning in Public and Nonprofit Organizations)*

In line with the strategic planning process, the 2006/07 board members reviewed the plan and its relevancy to its environment. After a mini training session on strategic planning concepts and timeline, the board went through a couple of strategic planning sessions. Once again we went back to the parents to get their inputs via an online parent survey. 30% of our parents participated in our survey. Our parent survey focused on recruitment and retention, asking parents about:

1. Their Satisfaction with St Martin School
2. Their reason for Choosing St Martin School
3. The Communication between St Martin and Parents
4. Their experience and observations of St. Martin graduates compared to the student's development goals.

The School Advisory Council has an ongoing schedule to update this plan on an annual basis.

Planning Process Flow

Planning Base	Results Required	How	Implementation	Reviews
Internal Assessment				Reviews
External Assessment	Vision/Mission	Strategies	Delegated Objectives	
Assumptions	Goals & Objectives	Programs	Delegated Programs	
Priority Issues				
Where are we now?	Where do we want to be?	How will we get there?	Who must do what?	How are we doing?

The Strategic Plan Elements

Plan Elements and Products

Elements of the Plan

The elements of the plan correspond one-for-one with the committees. For example, within the enrollment element is found the compiled and prioritized list of desired projects, products, and/or actions which the committee (in deference to the values statements, shareholder desires, governing regulations, parish desires, etc) recommended should be within the scope of the plan.

- A. Curriculum***
- B. Staffing***
- C. Spiritual Life***
- D. Plant and Facility***
- E. Finance***
- F. Development/Enrollment***
- G. PTG***
- H. Technology/Website***

A) Curriculum Element

Mission:

To comply with the current curriculum guidelines, outcomes and standards as directed by the State of California and the Dept of Education for the Diocese of San Jose.

Vision:

To utilize methodologies and materials that will enable students to achieve the outcomes.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
08/09	Implement a St. Martin community "education awareness" program	PTG, Administration	0.00
08/09	Part of reading program Build a library of leveled reading materials 1st & Kindergarten		\$1800.00
08/09	Increase the number of trade books in grade 3		\$600.00
08/09	Participate in Social Studies curriculum in depth study	Administration & Faculty	0.00
08/09	Participate in Language Arts curriculum in depth study	Administration & Faculty	0.00
08/09	Continued development and implementation of a cohesive and comprehensive K-8 writing program that meets diocesan outcomes and requirements.	Administration & Faculty	0.00
09/10	Introduce a formalized Art curriculum program	Administration & Faculty	\$4k to \$6k
09/10	Potential Purchase of Social Studies curricular materials/books as outlined in depth	Administration & Faculty	\$10k estimated
09/10	Use new teacher evaluation instrument to better assess student learning to implement best practices.	Administration & Faculty	0.00
10/11	Participate in Math curriculum in depth study	Administration & Faculty	0.00

A) Curriculum Element

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
11/12	Potential Purchase of Religion curricular materials/books as outlined in depth	Administration & Faculty	\$10k estimated
11/12	Participate in Science curriculum in depth study	Administration & Faculty	0.00
12/13	Participate in Religion curriculum in depth study	Administration & Faculty	0.00
On-going	Provide teachers with more instruction in the field of education to enhance their effectiveness with students	Administration & Faculty	0.00

Assumptions:

1. The curriculum enrichment will be included in the school budget.
2. The diocese will continue to plan teacher in-service.
3. Predicated on meeting minimum enrollment
4. Continued title funding available and approved

B) Staffing Element

The Staffing Committee supports the administration on matters dealing with the acquisition, retention and on-going education of qualified teachers.

Mission:

To hire and retain high quality teachers, aides administration and staff.

Vision:

To build an effective, integrated and cohesive staff that will meet the needs of the St. Martin school student.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
08/09	To increase financial support for professional growth opportunities.	Administration & PTG	\$4,200
08/09	To increase the hours of the Development Director Consultant	Administration	TBD
08/09	To evaluate the librarian position	Principal, Administration	\$0
08/09	To investigate and formalize St. Martin as a mentor site for student teacher from Santa Clara University, San Jose State, and Stanford.	Administration	\$0
08/09	Full time aide in 1 st grade	Administration	\$16k base annually
09/10	Full time aide in 2nd grade	Administration	\$16k base annually
09/10	Part time counselor	Administration	\$30k base annually
10/11	Full time aide in 3rd grade	Administration	\$16k base annually
10/11	Part time aide in 4 th grade	Administration	\$9k base annually
10/11	Technology specialist (30 hours)	Administration	\$50k base
11/12	Hire a Full-Time Development Director	Administration	TBD
On-going	Part time aide in JK grade, pending enrollment	Administration	\$9k base annually
On-going	Increase substitute teacher allowance	Administration	\$1250.00

Assumptions:

1. The interview process will require qualified candidates.
2. Candidates will have gone through the diocesan screening process.
3. Minimum enrollment is met or exceeded annually.

C) Spiritual Life Element

Mission:

To offer opportunities which promote and enhance the teaching of the Catholic Church while respecting the spirituality of each person and their family.

To put our Faith into practice by developing spiritual mentorship programs that encourage participation in the various School activities thus providing a continuous knowledge base link to our future endeavors

Vision:

To continue to foster spirituality throughout the school community.

“Faith without Works is Dead”

- James 2:20

We will strive to walk our talk as we look to the Holy Spirit for guidance.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
Ongoing	To offer opportunities for students to participate spiritual activities and community services	Faculty, Administration	\$0
Ongoing	To continue finding spiritual enrichment for faculty.	Principal/Administration	Determined Annually
08/09	To create a list of spiritual activities that school/students are involved in and post on school's web page.	SLC, Faculty, Principal, Website Committee	\$0
Ongoing	To develop/implement monthly communication in principal's news letter highlighting school's community spiritual activities (bagging lunches, prayer services, Buddy activities, etc.)	SLC/Principal	\$0
08/09	Distribute school brochures at Hospitality Sundays prior to Open House.	SLC	\$0
08/09	Develop Spiritual Life overall Theme/Slogan. Requests based on certain specific criteria, include school and school families.	SLC/Pastor	\$0
08/09	Family Mass - To offer opportunities for parental involvement and participation in Family Mass.	SLC/Administration	\$0
09/10	Family Mass/Community Service - Class who hosts Family Mass to provide artwork & petitions for a pre-determined long term care facility in Sunnyvale in the month they host Family Mass	SLC/Faculty/Principal	\$0
09/10	Parish News - Process for Parish updates/events to be communicated to school in principal's letter as well as include on school web page.	SLC	\$0

C) Spiritual Life Element

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
08/09	To create a phone tree infrastructure/process. For multipurpose use. (Participation, Donations, Volunteering, Invitations, etc.)	SLC	\$0
09/10	Prayer Partners	SLC	\$0
	Develop Topics for and Implement Spiritual Workshops	SLC	\$0
10/11	Mentorship School Mass blessing	SLC	\$0
10/11	Implement Spiritual Mentorship quarterly meetings	SLC	
10/11	Parish Bulletin - To include a section on school news, weekly.	SLC	\$0
11/12	Establish Mother/Daughter Mass	SLC	\$0
11/12	Establish Father/Son Mass	SLC	\$0
11/12	Family Mass - Establish Mass for school volunteers. Formal blessing.	SLC	\$0
12/13	Establish Youth Group	SLC	\$0
12/13	Research Retreats for Parents	SLC	\$0

Assumptions:

1. That spiritual life is essential to the mission, vision, and philosophy of the school.
2. The school will have a religion coordinator and/or campus minister.
3. The stewardship committee will continue their work at the parish level.
4. The community service program will continue.

D) Plant and Facility Element

Mission:

The Facility Committee serves as the liaison between the Parish, administration and SAC for school facility maintenance and improvements. The committee exists to establish and implement short and long range plans to improve and maintain school facilities.

Vision:

A safe, well kept, and properly functioning facility greatly improves quality of life for staff and students. Through the mobilization of a ground swell of parents that takes pride and ownership of the school functionality and appearance, this Committee and maintenance process will produce real, tangible improvements to the School and landscape making Saint Martin School the premier Catholic school of choice for families in the South Bay area.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
08/09	Study the feasibility of the PG & E Solar Energy Project at St. Martin School.	Facilities Committee	
08/09	If project feasible, prepare an application for a grant to fund the work required for the PG & E Solar Energy Project.	Facilities committee	
08/09	Develop plan to install new benches and chain barricades during the field restoration	Facilities committee	
08/09	Installation of new benches and chain barricades during field restoration	Facilities committee	
08/09	Establish a schedule for routine maintenance and annual jobs.	Facilities committee	\$0
08/09	To establish and facilitate a process, which can identify, prioritize, and correct maintenance problems and improvements to the facility.	Facilities committee	\$0
Ongoing	Continue to maintain facilities log for maintenance and improvements.	Facilities committee	\$0
Ongoing	Perform annual walk-through of school facilities for safety, maintenance and improvements.	Facilities committee	\$0
Ongoing	Review current landscaping scheme and establish a functional landscaping/grounds keeping plan that will minimize labor intensive jobs.	Facilities committee	\$0
Ongoing	Establish a schedule for monthly maintenance days. To be conducted on Saturday mornings (1 per month for two/three hours) whereby each school family must participate in a minimum of two per year. This will be to maintain school facilities and make necessary repairs in a timely manner.	Facilities committee	\$0
08/09	To develop a facilities schedule roof inspections	Facilities committee	\$0
09/10	To conduct summer parent workday/BBQ for minor repairs and clean up.	Facilities committee , Parents	TBD
10/13	Planning for up grade of all high efficiency furnace in all class room	Facilities committee , Parents	TBD
11/12	If grant/funding approved, install PG&E Solar Panels		

D) Plant and Facility Element

Continued:

Assumptions:

1. The current school building is an older facility and will constantly be in need of minor repairs and monitoring.
2. Maintenance expenses must be evaluated annually and included in the school budget.
3. Minor repairs and upkeep will be monitored and maintained in an effort to prevent the necessity of major, costly repairs from occurring.
4. Efforts will be made to utilize manpower, materials and expertise that are at our disposal prior to subsidizing repairs/maintenance with school funds.

E) Finance Element

Mission

To gather updates and progress of significant decisions in financial matters from the accounting office and present them to the School Advisory Council.

Vision

To support the school's administration in maintaining financial reporting and stability for continued operations and growth.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
08/09	Determine Percentage of Annual Appeal for Tuition Assistance Program	Finance Committee Development Committee	\$0
08/09	Develop Communications Program for Financial Assistance Programs (need to reach broader audience)	Finance Committee Development Committee	\$0
08/09	Evaluate/Review eScrip/SchoolPop Annual Family Requirement	Finance Committee	\$0
08/09	Develop Promotion Schedule for eScrip/SchoolPop Program (including Broad and Directed campaigns)	Finance Committee/eScrip Committee	\$0
08/09	Develop Deposit Program for Non-Participants (eScrip/SchoolPop)	Finance Committee	\$0
08//09	Investigate New Sources of Income For Tuition Assistance	Finance Committee	\$0
08/09	Review/Revise Annual Appeal Percentage for Tuition Assistance Program	Finance Committee Development Committee	\$0
09/10	Implement Promotion Schedule for eScrip/SchoolPop Program (including Broad and Directed campaigns)	Finance Committee/eScrip Committee	\$0
09/10	Evaluate/Review eScrip/SchoolPop Annual Family Requirement	Finance Committee	\$0
09/10	Implement Deposit Program for Non-Participants (eScrip/SchoolPop)	Finance Committee	\$0

E) Finance Element

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
10/11	Review/Revise Annual Appeal Percentage for Tuition Assistance Program	Finance Committee Development Committee	\$0
10/11	Evaluate Effectiveness of Deposit Program for Non-Participants (eScrip/SchoolPop)	Finance Committee	\$0
11/12	Evaluate/Review eScrip/SchoolPop Annual Family Requirement	Finance Committee	\$0
12/13	Review/Revise Annual Appeal Percentage for Tuition Assistance Program	Finance Committee Development Committee	\$0
Annually	Back to School Campaign for eScrip/Scrip	Finance Committee	\$0
Annually	Evaluate/Review eScrip/SchoolPop Annual Family Requirement	Finance Committee	\$0
Annually	Update Key Measures for State of School Address	Finance Committee	\$0
Annually	Update Financial G&O	Finance Committee	\$0

Assumptions:

1. Tuition will be paid in a timely fashion.
2. PTG fundraising and development efforts will supplement the annual operating budget until "Minimum Enrollment" can be attained.

F) Development Element/Enrollment Elements

Mission:

The meaningful involvement of people in the mission and vision of St. Martin school and to develop school policies and programs directed at student recruitment and retention.

Vision:

To raise awareness and increase support of St. Martin School with the objective of bringing enrollment to capacity levels and obtaining resources from all available sources to enable ongoing curricular and program enhancements.

Development as defined in this plan has 5 key parts:

- Funds generation – Grant procurement, endowment formation, annual appeal, major gifts and scholarship fund
- Alumni Network – Keeping the St. Martin family together and gaining their financial support and advocacy
- Public Relations/Marketing – Increasing awareness, both in-and-out of the Parish community
- Stewardship – Leveraging the time, talent, and treasures of the School and Parish community
- Recruitment and Enrollment– Support the Administration in recruitment and enrollment efforts.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
08/09	Create & execute the recruitment plan	Dev Committee	
	Enhance school brochure	Dev Committee	\$2,000.00
	Enhance application packet & recruitment section of website. Include virtual tours of the school.	Dev Committee	\$2,000.00
	Advertise, press releases, participate in SJ Magazine	Dev Committee	\$1,000.00
	Partner with neighboring employers and realtors for school brochure inclusion with relocation packages and other pertinent employee handouts.	Dev Committee	\$500.00
	Enhance open house to include additional open house evenings, class work displays including pictures.	Dev Committee	\$500.00
08/09	Articulate the roles of SAC, PTG, and Development, along with key volunteer positions	Dev Committee	\$0
08/09	Review fundraising calendar with PTG, coordinating all events (including socials) between Development and PTG	Dev Committee	\$0
08/09	Publish annual report to include revenue, expenses, all donors, SCRIP participants, volunteers who've met their commitment hours, etc.	Dev Committee	\$300.00
08/09	Execute strategic marketing communications plan.	Dev Committee	\$1,000.00

F) Development Element/Enrollment Elements

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
08/09	Investigate participation in additional Diocesan Media Campaign	Dev Committee	\$2,500.00
08/09	Research grant opportunities and write grants	Dev Committee	\$0
08/09	Create an alumni plan to include communication mailings, upgrade of alumni dbase, annual appeal, invitations to social events and specific alumni directed parties/socials	Dev Committee	\$250.00
09/10	Enhance the alumni page on the website. Look at linking to Facebook and other appropriate social sites.	Dev Committee	\$500.00
09/10	Develop case materials for scholarship funding	Dev Committee	\$500.00
09/10	Create a strategy to upgrade the interface with major donors in support of the school.	Dev Committee	\$1,000.00
09/10	Host a development/school finance meeting	Dev Committee	\$0
10/11	Upgrade donor recognition events for major donors	Dev Committee	\$1,000.00
10/11	Plan and begin the silent phase of a scholarship endowment	Dev Committee	\$500.00
10/11	Create a budget and outline a paid development position	Dev Committee	\$0
10/11	Hire a development director	Dev Committee	\$55,000.00
11/12	Review and participate in other community events for St. Martin School.	Dev Committee	\$0
12/13	Execute the public phase of a scholarship endowment	Dev Committee	\$200.00
12/13	Upgrade the alumni program		

Assumptions

1. Minimum enrollment is achieved
2. Development staff allocation is increased
3. School Advisory Council takes active role in annual appeal
4. School Advisory Council solicits volunteers to implement LRP
5. Necessary program funds are available for PR/Marketing. Most items may be donated, however, once minimum enrollment is attained, and the school has a manageable operating budget, then the school will start to pay for the development expenses.
6. PTG maintains annual fundraising plan
7. PTG conducts quarterly socials

PTG & School Advisory Council work together to implement ONE plan, the LRP.

G) PTG

Mission

To bring together in a functioning union, parents, principal, pastor, teachers, and others who are interest in undertaking cooperative efforts in behalf of Catholic education providing network opportunities, socials and financial support for the school.

Vision

PTG raises funds for high-visibility strategic projects as identified by the school administration and the parent body. There are a limited number (3-4) of high-return fundraising efforts each year. The PTG coordinates volunteer opportunities throughout the year in support of improvements and maintenance of the facility. There is a full calendar of social events well attended by a representative cross-section of the school community.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
Ongoing	To outline a Family Social Program and identify potential social opportunities to enhance the Family Social Program	PTG Officers, Parents	\$0
Ongoing	To provide a network of volunteer services for the school	PTG Officers	\$0
Ongoing	Continually review our fundraising efforts to determine changes that may be necessary to maximize results and minimize effort.	PTG Officers, School Administration, Parents	\$0
Ongoing	To work with other school committees to prioritize and fulfill financial support of programs for each year. ie., work with Facilities to ensure the completion of the goal to paint the school exterior	PTG Officers, School Committees	\$0
Ongoing	To achieve >80% attendance of school families to at least one social event.	PTG Officers, Development	\$0
Ongoing	To inform parents when the school benefits from their efforts in fundraising or any other activity.	PTG Officers	\$0
Ongoing	To create a free event for St. Martin families to show appreciation for our hard-working volunteers.	PTG Offices/School Administration	\$0
08/09	To create a recognition program for outstanding volunteers & teachers.	PTG Officers, School Committees	\$0
08/09	To create a program allowing parents to provide input when spending dollars earned in excess of total fundraising goals (ie – Apple Program)	PTG Officers, SAC, Administration, Parents	\$0
08/09	To create a better means of communication for the parents such as a phone tree or expansion of the current email system	PTG Officers/Parents	\$0

G) PTG

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
09/10	Reinstate the Family Buddy Program to allow new parents a source of information	PTG Officers/Parents	\$0
10/11	To establish a collaborative social event calendar with St. Martin Parish	PTG Officers/Spiritual Life Committee	\$0
11/12	Identify project based fundraising objectives/campaigns	PTG Officers/Committees/Parents	\$0
12/13	Work with Development and School Advisory Council to provide necessary assistance with any development social events.	PTG / Development / SAC	\$0

Assumptions:

1. Minimum Enrollment will be met so that Fundraising will not necessarily be directed to budget shortfalls.

H) Technology/Website

Mission

To maximize the use of technology in general, and of the St. Martin Website in Particular, by the students, teachers, administration and board in order to enhance education and increase efficiency.

Vision

Technology is seamlessly integrated into the curricular programs and day to day operations. Specifically, in regards to the St. Martin Website, parents, parents, students, and potential parents will use it frequently as a tool for communicating and gaining information. The Website will become a portal into our collective community and a representation of our values and educational standards.

GOALS AND OBJECTIVES:

School Yr.	Goal	Responsible Person	Cost
On-going	To work with bookkeeper and technology committee ensuring proper financial resources and allocation for technology needs during budget process.	Tech/Web committee	\$0
08/09	Photo Shoot with Students whose parents have signed release forms	Tech/Web committee	\$0
08/09	Add photographs to school website. Revamp entire "look and feel" to include more dynamic features, more photographs, more download-able documents (PDF format) that are useful to parents, teachers, and potential parents	Tech/Web Committee	\$0
08/09	To determine whether new website-creation software (currently done in "Frames") should be used. Dreamweaver was suggested by Jim. He said he will be able to obtain the software as well.	Tech/Web committee	TBD
08/09	To upgrade Email Server. The current server has a few issues with ISP which needs to be taken care of. There is also a new server which was donated to the School. This is being tested right now. Once we have this configured with Exchange Mail Server the emails will be locally stored in our server instead of ISPs server.	Tech/Web Committee	TBD
08/09	To determine feasibility of hosting own website. The current setup is not sufficient to run own web server. This needs more research and discussion.	Tech/Web committee	TBD

H) Technology/Website

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
08/09	To determine, recommend and implement firewall strategy. This is in place now.	Tech committee	TBD
08/09	To recommend and establish pro-active computer support service. A maintenance program should consist of patching machines for updates of security, virus, and operating system.	Tech committee	TBD
08/09	To create a network configuration diagram of entire lab and school computers and network	Tech Committee	TBD
07/08	To work with administration and teachers to identify other software applications which might enhance curriculum	Tech committee/Administration	TBD
08/09	To review current phone system then determine feasibility of new telephone system.	Tech committee, administration	TBD
09/10	To review servers and determine needs	Tech Committee	TBD
10/11 – 11/12	Large scale projects such as: re-cabling of entire school, possible Comcast cable feed, investigation of a "TIVO" like program for capturing educational programs to be viewed at convenient times and shared among teachers and staff	Tech Committee	TBD
TBD	To outline a plan of adding new Software Annual purchases to grow software library	Tech committee	\$0
TBD	To review Network configuration and current needs Internet connection upgrade	Tech committee	\$0
TBD	To review Servers situation and determine any needs. Integrate windows machines into the OSX server domain Annual software and hardware upgrades Consolidate MAC servers New mail server?	Tech committee	\$0

H) Technology/Website

GOALS AND OBJECTIVES - CONTINUED:

School Yr.	Goal	Responsible Person	Cost
TBD	To research feasibility of Audio/Visual Equipment needs for the classrooms and labs. Re-cable the school, to enable utilization of the Comcast cable feed Investigate "tivo" system to allow caching of video programs for viewing at times that work with the class schedules.	Tech committee	\$0