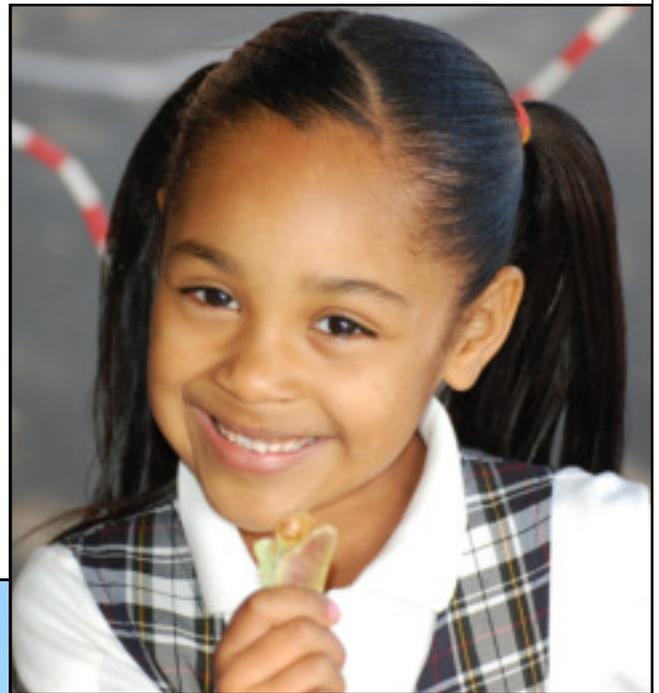


ST. JOHN SCHOOL

A ministry of
St. John the Evangelist Catholic Parish

Five Year Plan

2011



www.stjohnsea.org



Many thanks to
Agovia Consulting

www.agovia.com

LETTER FROM FR. CRISPIN OKOTH, PASTOR

Jambo,

When God blesses us with a gift, in His wisdom He also endows us with the ability, wisdom, and capacity of not only taking care of that which He has blessed us with, but He also enables us to enjoy that gift. Our children are the greatest gifts that God has blessed us with! And the highest gratitude we can ever show for having them is to realize that taking care of them in all ways possible (including good Catholic education), is our lifelong vocation. But it is a vocation that takes ongoing discernment and constant evaluation.

Here at St. John we take this vocation very seriously. And we know that in order to nurture and educate our children in the best way possible, we need to work together, as one. I am, therefore, extremely grateful for all those who have been involved in the process that has resulted in this five-year goal document. This study is an outcome of many good people in our community who freely shared their time and talents. From the bottom of my heart I say, *Asante Sana!*

We trust that we shall all come together and play our various roles when it comes to the implementation of these goals in the next five years. We pray for success, and we place ourselves in the able hands of our Blessed Mother Mary who constantly intercedes for the success of our vocation.

Fr. Crispin Achola Okoth, Pastor



St. John School
MISSION STATEMENT
A ministry of St. John the Evangelist Parish

St. John School is a Christ-centered community, based on Gospel values, committed to academic excellence and moral development, and to preparing students for leadership and service to others.

PHILOSOPHY

St. John School is committed to . . .

Providing an excellent Catholic School education based on

- ◆ Gospel Values
- ◆ Partnering with parents to educate their children
- ◆ Fostering a life-long love of learning through excellent religious, academic, and co-curricular activities
- ◆ Imparting to children the understanding that they are children of God

Keeping the school accessible in order to provide

- ◆ The richness a diverse student and school community brings
- ◆ Assistance for families with financial need
- ◆ Reasonable accommodations for students with disabilities
- ◆ A welcoming community to children and families who value a Catholic education, regardless of religious background
- ◆ Student-centered curriculum and instruction based on unique learning styles

Empowering our children for leadership and service to the Church and society through

- ◆ Active parent involvement and participation in the lives of our children
- ◆ Stewardship of our time, talent, and treasure for the common good of Church, society, and the global community
- ◆ Encouraging our youth to reach out to join and serve the larger community
- ◆ Welcoming students and families of all faiths while maintaining our Catholic identity

SCHOOLWIDE LEARNING EXPECTATIONS

Christ Centered Students who

- engage in the liturgical life of the Church
- demonstrate knowledge of Scripture, Church history, teachings, and traditions
- apply Gospel values in daily life
- demonstrate compassion, acceptance, and respect for others and for all of creation
- make decisions based on Catholic moral and ethical teachings
- develop a relationship with God

Responsible Citizens who

- recognize and appreciate diversity
- work cooperatively
- demonstrate global awareness
- serve a larger community
- work for peace and justice

Life Long Learners who

- meet or exceed curriculum standards
- apply organizational and study skills
- think critically, creatively, and independently
- engage in a variety of learning modalities
- communicate through the arts

Effective Communicators who

- speak, read, and write with proficiency
- listen actively and critically
- use technology to construct knowledge and develop innovative products
- develop and use conflict resolution skills

Empowered Individuals who

- affirm a positive image in themselves and others
- are emotionally aware, self-disciplined, and committed to a healthy lifestyle
- embrace leadership roles in the Church and society



A Word From the Principal

Dear Friends of St. John,

It is with a sense of excitement, gratitude, and pride that I submit these goals and strategies to the St. John School community. This strategic plan represents the work of the St. John School Management Team and those in the St. John community who responded to the invitation to participate in steering a course for the school over the next five years. Through the gifted contributions of our leader Chris Kaufman and editor Sharon Fowler, we have carefully crafted twenty-six strategies to ensure goal attainment in seven areas. The plan represents responsible stewardship for our extraordinary school as we look to the future! *“Glory be to God whose power, working in us, can do infinitely more than we can ask or imagine.” Ephesians 3:21*

Agnes Jacobson, Principal St. John School



INTRODUCTION

St. John School continually strives to maintain and improve the excellent Catholic education it provides. As part of that ongoing effort, St. John once again has created a five-year plan that will guide its future growth and development. The process began during the months of October, November, and December of 2010, when representatives from all walks of St. John’s community gathered to offer their thoughts and ideas in five key areas. Participants included parents (both parishioners and non-parishioners), parishioners without children enrolled at the school, faculty, and staff. With the generous and insightful assistance of these volunteers, the Management Team gathered valuable information that they then used to formulate specific goals and strategies for the school. The administration and School Commission will use this plan over the next five years as they develop their annual work plans. The plan provides overarching goals and strategies and may be revised or adjusted as necessary to meet particular needs that arise. It represents the St. John School community’s dedication to living out its mission and to meeting the challenges of an ever-changing world.

The planning process, developed and led by parishioner Chris Kaufman, Agovia Consulting, was conducted in two major phases:

General Community Sessions to Gather Input on Goals and Objectives

- a. Facilitator Training, October 6, 2010
- b. Session 1, October 20, 2010
- c. Session 2, October 28, 2010
- d. Session 3, November 15, 2010

Management Team Planning Sessions to Define Goals and Strategies

- a. Session 1, December 9, 2010
- b. Session 2, December 15, 2010
- c. Session 3, January 10, 2011

PLANNING FORMAT

Community input for the plan was gathered from the following five focus groups:

Family and Spiritual Life

Facilitators: Susan Denning, Ross Hartwich

Judy Corkum
Patrick D'Amelio
Marcey Flood
Nan Houston
Glorilyn Maw
MaryAnn Micale
Mary Ransom

Faculty and Staff

Facilitators: Heidi Austin, Jonna Skokan,
Meg Sullivan

Jane Blaylock
Sue Kelly
Molly O'Connor
Tony Olney
Julia Rudden
Carolyn Sherman

Facilities

Facilitators: Mike Fletcher, Chris Kaufman

Maria and Luis Arruela
Steve Brunette
Erica Dorland
Mary Beth Gilbrough
Troy Hussing
Pauline Klein
Dave Laemmle
Adrey Ocampo
Jennifer Paris
John Pasco
Tim Rasmussen
Ryan Roach

Finance and Development

Facilitators: Michele Thornquist, Jennifer Bergman

James Bartel
Lisa Castillo
Barbara Folger
Paul Gleeson
Diana Grusczyński
Ginger Hines
Mary Kearney
Julie Lee
Gregg Makuch
Rob McMurtrie
Gretchen Swanson

Curriculum and Instruction

Facilitators: Mari Halley, Pat Hendrickson

Leslie Aiona
Kimberly Butler
Christine Craig
Laurie Farmer
Katie Franklin
Jim Katsandres
Jenny McGovern
Mike Martinez
Joan McDonagh
Lynnette Muenzberg
Lisette Nenninger
Mary Romano
Chris Schwesinger
Caroline Thompson
Carolyn Urrutia



PLANNING FORMAT

ST. JOHN SCHOOL MANAGEMENT TEAM

Fr. Crispin Okoth	Pastor
Agnes Jacobson	Principal
Paul Kelley	Assistant Principal
Michele Thornquist	Director of Development
Susan Denning	School Commission
Sharon Fowler	Parent Association

The St. John School Management Team selected seven primary focus areas in which to strive for achievement in the next five years. Within these focus areas, the Management Team defined a total of twenty-six specific strategies on which the school will concentrate its efforts. The primary focus areas are:

Family and Spiritual Life
Curriculum and Instruction
Faculty and Staff
Development
Finance
Facilities



FAMILY AND SPIRITUAL LIFE

GOAL 1

The St. John School community will intentionally strive to live out the school's mission as a Christ centered community, based on Gospel values dedicated to the moral development of students.

STRATEGIES

St. John School will assist families in living the tenets of our faith — creed, sacraments, morality, prayer, and Scripture — through the mutual cooperation and efforts of the school and parish Faith Formation program. Faith Formation program offerings will provide for the active engagement and involvement of students and families in quality programs.

The parish Faith Formation Director will serve the school in areas of defined responsibilities, providing faith formation experiences and education for St. John students and families.

GOAL 2

Preparation for receiving the sacraments will be meaningful and of high quality.

STRATEGIES

The parish programs for reception by children of the sacraments of Reconciliation and First Eucharist will be implemented in partnership with St. John School faculty and with parents, who are primarily responsible for the faith formation of their children. The programs for preparation to receive the sacraments will emphasize joyful and meaningful awareness and developmentally age-appropriate understanding of the sacredness of the sacraments.

GOAL 3

The St. John community will actively and confidently live its faith together and build a foundation for mature faith and Christian living.

STRATEGIES

The school will further develop and implement opportunities for community services and engaging programs for students and families within the parish as a means of bringing the community together in fellowship and fostering moral development. All students will be involved in some form of service to the parish, the local community, or other organizations. Involvement in service will be seen as an integral part of St. John School's mission.

The school will further develop forms of assessment to demonstrate the students' knowledge and understanding of their faith formation experience and how they have integrated their growth in discipleship.



CURRICULUM AND INSTRUCTION

GOAL 1

Students will demonstrate achievement of academic and non-academic Schoolwide Learning Expectations (SLEs) to a predicted level.

STRATEGIES

The school will continue to annually administer mastery level assessments in each discipline, with ongoing revision of assessment tools to reflect current updates in curriculum.

The school will continue to annually analyze all aspects of one curricular discipline area, including non-academic curriculum. Revisions will be made as indicated.

The school will evaluate the overall curriculum for the purpose of alignment with the SLEs to ensure student achievement of the academic and non-academic SLEs.

The curriculum will include an emphasis on language arts, including speech and writing, and on the performing arts and fine arts.

GOAL 2

The school will use effective methods and mechanisms to provide support for all St. John students to achieve the SLEs.

STRATEGIES

Students will achieve the SLEs through experiential learning; provision of learning accommodations when indicated; and programs such as math support, reading support, and writing support established or strengthened by additional hours and/or funding.

Following review and analysis of the current master schedule, St. John will adopt, as feasible, a master schedule that best supports achievement of the SLEs for all students.



FACULTY AND STAFF

GOAL 1

St. John School will maintain its ability to attract, retain, and support faculty and staff requisite to attaining the mission of St. John School.

STRATEGIES

St. John School will adopt a staffing plan based on estimated staffing requirements to meet curriculum and student needs, and the plan will include defined roles, skills, certification, and timing projections.

The school will create an employee acquisition/retention model that establishes just compensation for faculty and staff at a par with the marketplace. The plan will include cost estimates.

GOAL 2

St. John School will develop a professional development model that is aligned with school goals and facilitates achievement of school goals.

STRATEGY

The school will create a faculty professional development program to facilitate

- professional growth of faculty and staff
- retention of faculty and staff
- attainment of schoolwide learning goals as established through the school's self study for accreditation by WCEA and NWAC.



DEVELOPMENT

GOAL 1

St. John School will have a robust endowment fund that contributes to and enhances the school's annual budget.

STRATEGIES

The school will create and execute a scheduled growth plan for its endowment fund that includes five-year growth milestones and five-year total-sum amounts. The growth plan will include the continuation and enhancement of the annual endowment dinner. The school will make planned giving and the formation of an alumni club priorities.

GOAL 2

School enrollment will be at capacity.

STRATEGY

St. John will maintain the current level of excellence in recruitment through open houses, advertising, tours, and special events, with attention to the school's mission of commitment to academic excellence and moral development of students.

GOAL 3

St. John School will use external communications methods to effectively market St. John School to both potential students and donors.

STRATEGIES

The school will use current tools and technology, such as social media and web presence, to support and enhance external communication. St. John will seek professional expertise as needed.

GOAL 4

St. John School will use internal communications methods to assure regular and effective discourse between all shareholders (administration, faculty, students, parishioners, and families).

STRATEGIES

St. John will support and enhance its internal communication through the use of contemporary tools and technology, including social media, web presence, Alert Now, online newsletter, etc. The school will seek the expertise of faculty, parents, parishioners, and professionals as needed.



FINANCE

GOAL 1

St. John School will base all aspects of its financial operations on a stable and predictable financial model.

STRATEGY

St. John School will create and use a goal-driven, multi-year financial plan. The plan will be driven by the overall St. John Parish business plan. Goals of the plan will include

- ✦ achievement of an ability to be a self-sustaining ministry
- ✦ reduced dependency on fundraising
- ✦ optimal management of debt to achieve school mission
- ✦ adequate financial reserves
- ✦ clearly defined expectations and obligations regarding the school's financial relationship to St. John parish as a parish ministry

GOAL 2

St. John's financial activities will be process based.

STRATEGIES

The school will create an annual financial planning and budgeting cycle to incorporate operational requirements and funding for projects and extraordinary expenses. The budget process will provide for

- ✦ output for faculty, staff, programs, and all other anticipated funding as per the annual operating budget
- ✦ anticipated enrollment
- ✦ non- operational funding
- ✦ Fair Share projections



FACILITIES

GOAL 1

St. John School will identify, document, and resolve its facilities needs in a timely and predictable manner.

STRATEGIES

The school will define a method to continually identify, prioritize, fund, and resolve high risk/urgent facility issues. This will include risk mitigation methods for issues that cannot be immediately resolved.

GOAL 2

Facilities management will be professional and reliable while using a clearly defined planning methodology.

STRATEGY

The school will develop a deliberate, organized, and predictable facilities planning and management methodology that includes adequate funding and prudent financial management.

GOAL 3

St. John will have an articulated future state with five-year bench marks.

STRATEGIES

The school will develop a vision for the future state of its campus and create a plan for achievement of that vision. The future state plan will be part of an overall facilities management process and plan.



ADMINISTRATION

GOAL 1

St. John School will base its administrative functions on an Operational Business Model.

STRATEGY

The school will use an Operational Business Model based on St. John School's Mission and Philosophy. It will include

- a funding model
- a description of the school's focus and span of services
- a class size and overall population model not bound by arbitrary numbers, and determined by the school's mission, the parish ministry of Catholic school education, and educational and school needs.

The Operational Business Model will include other philosophical and practical guiding principles necessary for funding and operational decisions.

GOAL 2

The school will develop and use a succession plan to provide for the ongoing success of the St. John School mission through stability and continuity of school administration.

STRATEGY

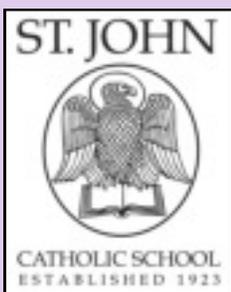
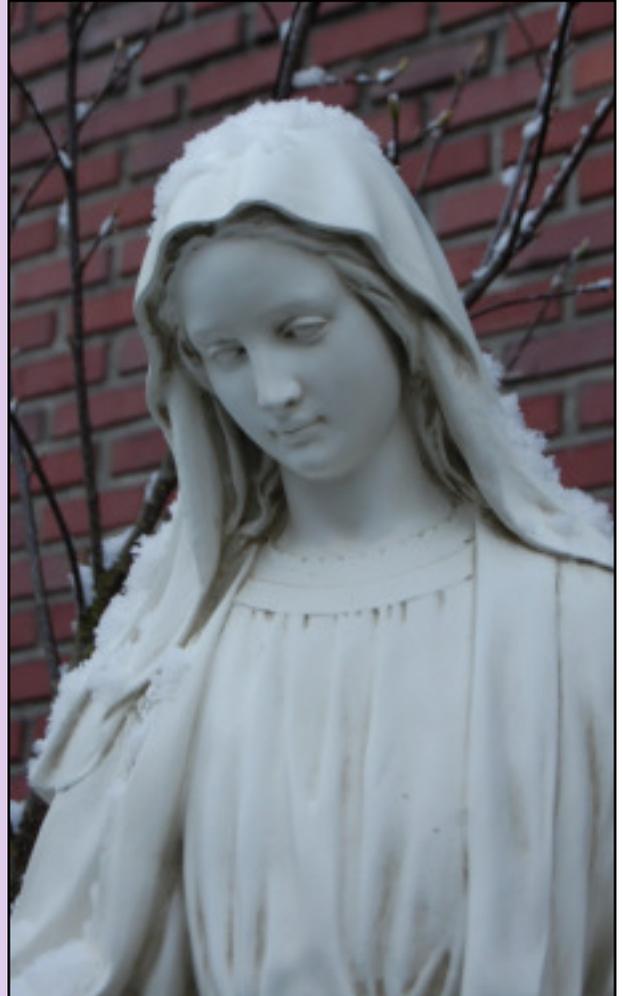
The school will develop a school succession plan for administrative transition.



“When God blesses us with a gift, in His wisdom He also endows us with the ability, wisdom, and capacity of not only taking care of that which He has blessed us with, but He also enables us to enjoy that gift.”

Fr. Crispin Achola Okoth, Pastor





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