

Sacred Heart-Griffin High School  
Strategic Plan  
Action Updates (September 15, 2010)

*Sacred Heart-Griffin is a Catholic, Dominican high school that welcomes a diverse student population to pursue academic excellence in a community of faith.*

- 1. Goal 1:** *SHG seeks to enhance access to a Catholic Education by attracting and retaining a more diverse student body committed to pursuing academic excellence in our community of faith.*

**Desired Outcomes:**

- Achieve a realistic overall enrollment growth of 1.5% per year.
- Increase the ethnic, racial, and socio-economic diversity of the student body.
- Obtain annual and systematic feedback regarding student and parent perceptions of and experiences with SHG.

**Actions:**

1. Developed / distributed Activity Passes for 7th and 8th graders in the Catholic grade schools and PSR programs. These included athletics & fine arts.
2. Trained 40 Student Ambassadors for tours, shadows, special events and letter writing and phone calls.
3. Organized Parent Ambassador group with 18 members who meet monthly to make personal phone calls and write personal letters to prospective families. Parent Ambassadors also assisted with Preview Night, Placement Testing Day and other special events.
4. Worked directly with Communication Coordinator to create all invitations, marketing banners, news releases and advertising for events.
5. Visited all Catholic Grade Schools and some PSR programs to personally invite students to come to Preview Night.
6. Organized 106 Shadow visits and approximately 25 personal tours.
7. Organized and hosted a prospective parent information session during the Placement exam. This includes a panel of faculty, parents and current students.
8. Organized and hosted the annual Freshman Parent Picnic for all enrolled families. This is a welcome opportunity and helps explain Book and Fees Day.
9. Student Marketing Coordinator participated in the monthly Unified Marketing meetings with Catholic grade schools.
10. Student Marketing Coordinator participated in Chamber of Commerce meetings for Healthcare Retention.
11. Learning Coordinator contacted each of the Catholic grade schools and was invited to visit Cathedral and Little Flower to talk to teachers and met with their students to discuss how SHG could be of academic assistance to them.
12. Learning Coordinator fosters open communication with Catholic grade school teachers so that when their students enroll at SHG, we can have discussions with their grade school teachers, if needed.
13. Learning Coordinator will be conducting an in-service on differentiated instruction to all Catholic grade school teachers in the spring.
14. 87% of parents who completed Parent Satisfaction Surveys in May 2010 agree or strongly agree they would recommend SHG to others.
15. Faculty / staff participated in a full day Crossroads presentation on anti-racism.
16. Hosted the Delta Sigma Theta graduation ceremony.

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2. **Goal 2:** *SHG seeks to strengthen our financial well being to ensure the highest level of academic opportunities can be provided to all students seeking a Catholic education.*

**Desired Outcomes:**

- Develop appropriate plans to maintain and assure financial solvency.
- Increase the financial aid available to families who need assistance.
- Increase the endowment by 2% each year.
- Increase major gifts by increasing both the number of gifts and the average amount of gift monies received.

**Actions:**

1. Financial management plan is being updated to include construction costs and additional operating costs after construction.
  2. Annual report includes financial information. President and Business Manager provided annual financial update to faculty and staff at the January faculty/staff meeting.
  3. Securing tuition and tuition payments is high with a 99% collection rate.
  4. Increased the number of partnering businesses and students in the SHG Internship program. The program was established with 2 partnering businesses and 2 students in 2007-2008 and realized \$4,000 in tuition assistance. In 2008-2009, there were 4 partnering businesses and 4 interns representing \$12,000 in tuition assistance. In 2009-2010, the SHG Internship program grew to 6 partnering businesses and 5 students with total tuition assistance totaling \$15,000.
  5. Twenty families per week participated in the SCRIP program and collectively earned \$7,200 to assist them in paying their students' tuition.
  6. Increased the revenue and the number of first-time donors to the GENERATIONS campaign. \$5,362,104 secured in gifts and pledges with \$1,575,521 received in cash. We have acquired 592 donors to the campaign and have secured 152 first time donors to the school. 98% faculty/staff participation.
  7. Engaged 150 alumni to serve as Class Agents to the annual fund by signing 12,000 personalized appeal letters that were sent in the fall of 2009. Sent a second appeal piece in May to follow up with those who did not respond to the fall mailing.
  8. 973 donors gave to the SHG Annual Fund with an average gift of \$208. Total given to the SHG Annual Fund: \$203,184.
  9. Instituted a new pledge system to the annual fund which now offers the donor the opportunity to pledge a larger gift over a longer period of time.
  10. Established online giving and E-blast capability.
  11. Maintain the financial stability of the two primary special events: Mega-Raffle and Mostaccioli Dinner with proceeds directed to the operating fund.
  12. Advancement Office provided support to other fundraising events or initiatives such as: Dessert & Dazzle, Black and Gold with a Touch O' Green, Scholarship Scramble Golf Outing, Catholic School Appeal.
  13. In 2009-2010, 15% (\$75,500) of the net fundraising revenue was directed to the financial aid endowment.
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**3. Goal 3:** *SHG seeks to deepen our community's faith development and spiritual growth by strengthening Catholic identity.*

**Desired Outcomes:**

- Strengthen dedication to Catholic, Dominican identity among all constituents.
- Strengthen the connection between students and their local parish/church.
- Help students integrate service into their daily life.

**Actions:**

1. SHG Works! – ongoing
  2. Student participation in all school Mass
  3. Speakers for classes
  4. Friends of Rachel
  5. Banners made by art students in the hallways (four pillar banners Prayer, Study, Service, Community)
  6. Theology projects frequently displayed in the hallway
  7. OP Teens
  8. Joshua
  9. Kairos (101 retreats since its beginning)
  10. Change drive for victims of Haiti
  11. Ambassador programs (students talking to their grade schools)
  12. Service work in Parishes (service hours)
  13. Grade Level Retreats
  14. Music Performances for the public, i.e. students performed for the First Responders meeting
  15. Increased service hours to 20
  16. National honor's society service hours include "church"
  17. Anti-racism meeting with faculty
  18. Prayer partners at the mother house
  19. Students that go to visit at the mother house
  20. Sports teams that attend mass on Friday
  21. Friday Mass (parish priests are involved)
  22. National Catechetical Directory – Faculty study/presentations
  23. Partnership with St. John's Hospital to provide speakers for students, parents, and staff on topics of health, wellness, careers in medical field and other relevant topics
- ADDITIONAL SPECIFIC INFORMATION WAS PROVIDED BY EACH DEPARTMENT THAT ENHANCES AND CLARIFIES THE ABOVE LISTING
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**4. Goal 4:** *SHG seeks to ensure that our school's physical and technological infrastructures are aligned with students' learning opportunities and challenges*

**Desired Outcomes:**

- Maintain a physical infrastructure that is aligned with curricular objectives and student needs.
- Maintain a technological infrastructure that facilitates student learning.

**Actions:**

1. MMPs for all classrooms
2. Laptop cart (15 laptops) available for classroom use
3. 4 Smart boards (English, Theology, Science, and a portable smart board)
4. 2 E-beam boards (Spanish, Physics)

5. Set of clickers (an electronic student response...)
  6. Electronic keyboard for music
  7. New screen with rear projector (one in auditorium and one portable)
  8. WIFI
  9. Faculty – Online Learning
  10. Updates to library resources, including video streaming
  11. Posting grades online through SIRS
  12. Teachers maintaining webpages
  13. Transition to RenWeb (student data management system includes online grades, assignments, lunch account, teacher comments, discipline record)
  14. Think pads (math specifically)
  15. Naviance ( online college application and process)
  16. Continuing education for teachers (Title II monies -\$18,000)
  17. Online communication between teachers
  18. Additional new computers in the library
  19. Improved lunch line efficiency, added a microwave for student use
  20. Continued process of re-configuring study hall to enhance study environment
  21. Instruct students about internet safety, acceptable use policy, sexting, etc.
  22. School Reach (ability to call all students and faculty for important messages and emergencies)
  23. Additional lighting installed for safety on senior parking lot
  24. Technology Plan was updated and accepted by the Diocese for next 5 years
- ADDITIONAL SPECIFIC INFORMATION WAS PROVIDED BY EACH DEPARTMENT THAT ENHANCES AND CLARIFIES THE ABOVE LISTING
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**5. Goal 5:** *SHG seeks to ensure that students achieve their highest potential by maintaining academic excellence in all curricular and co-curricular areas.*

**Desired Outcomes:**

- Actualize each student's abilities and interests.
- Support students who lack basic educational skills.
- Identify learning needs and styles of students.

**Actions:**

1. Establishment of Dual Credit program with Benedictine University at Springfield
2. RTI (Response to Intervention) – what is being done for students in need...
3. Study skill workshops for freshmen
4. Research skills workshop in Library during English class
5. Writing Lab established for students to access during their study hall
6. Teachers in Study Hall as tutors
7. Over 30 clubs available for students (Most recent—Friends of Rachel)
8. Level team meetings
9. Extra help for students that have special needs
10. Academic Affairs – learning community
11. Observations and supervision of teachers are learner centered (vs. teacher)
12. Project based learning - inservices and required implementation in 2010
13. Naviance online program to assist college search and application
14. Parent meetings for Naviance and financing college

15. Administration attends meetings regarding Title monies and services
16. Cafeteria: added extra serving line; added card reader; allowed access to lunch account balance to be seen by students

ADDITIONAL SPECIFIC INFORMATION WAS PROVIDED BY EACH DEPARTMENT THAT ENHANCES AND CLARIFIES THE ABOVE LISTING

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- 6. Goal 6:** *SHG seeks to attract and retain a well-qualified, high-quality, faculty and staff who are focused on learning outcomes.*

**Desired Outcomes:**

- Define a qualified, learner-centered teacher who is focused on learning outcomes.
- Develop a file of prospective qualified teachers.
- Strengthen the bonds of the SHG community of faith among faculty and staff.

**Actions:**

1. Payday breakfasts
2. Zumba Exercise class for faculty and staff
3. Christmas party
4. Support for one another in technology changes
5. Lunch before faculty meetings
6. Catholic schools week activities (teacher appreciation)
7. Title II money allocation
8. Participation in Generations for Life Campaign at 98% for Faculty and Staff
9. Teacher scholarship money for students
10. Teacher grant fund encourages innovation
11. Cost of living increase in pay scale
12. Celebrations: birthdays, baby showers, end of the year recognition
13. Administration observes each teacher; teacher completes a self evaluation

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### **History of the Current Strategic Plan**

Developed January 2006  
 Published August 2006  
 Updated March 2007  
 Updated September 2007  
 Updated January 2008  
 Updated September 2008  
 Updated October 2009  
 Updated September 2010