



# St. Luke Catholic School

## Five-year plan 2013-2018: Parents & Community

**Goal 1: Reach out to Alumni of St. Luke Catholic School to include them in our news, and to invite them to community events and fundraisers.**

*Objective 1.1: Develop an active Alumni Directory.*

Action Steps	Person Responsible	Timeline/Evaluation
A1: Each year the goal is to download the information of at least 4 graduating classes from existing student files prior to 2002 (to be done by school staff).	School office staff	Fall 2015; on going
A2: Correspond with alumni at last known address in database to ascertain current contact information.	School office staff	Spring 2016; on-going
A3: Continue to update annually archival and current composite photo displays of graduating classes.	School office staff	Current, on-going

*Objective 1.2: Identify and create a series of events and projects in which alumni can re-connect with St. Luke's.*

Action Steps	Person Responsible	Timeline/Evaluation
A1: Investigate budget consideration for Alumni event and plan accordingly.	Principal and School Council	Fall 2016
A2: School Council and PTC will develop a class reunion event for alumni.	School Council and PTC	Spring 2017; on-going
A3: School Council and PTC will expand reunion event to become part of the St. Luke tradition.	School Council and PTC	Spring 2017



**Goal 2: Encourage attendance of parents in school religious activities, Mass on Sundays (Saturdays), and social activities/events, and participation on School Council and PTC Board.**

*Objective 2.1: Establish seasonal calendar of religious events and publish on the school website with frequent reminders and invitations to attend throughout the school year.*

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Timeline/Evaluation</b>
A1: Brainstorm with School Council and PTC on how to involve more parents in specific activities/events.	Principal	Spring 2014; on-going
A2: Send personal invitations to parents (via email) to attend religious events: weekly Masses, Advent and Lenten services, Living Rosary, Reconciliation, Catholic Schools' Week activities, Sunday Masses (Archdiocesan initiative).	Principal	Fall 2014; on-going

*Objective 2.2: Establish seasonal calendar of social and fundraising events and publish on the school website with frequent reminders and invitations throughout the year.*

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Timeline/Evaluation</b>
A1: Schedule traditional social events and brainstorm with faculty and PTC how to increase parental involvement: Ice Cream Social, Fall Fest, Gala, Awards/Recognition Ceremonies for students, Talent Show, Expo, Open House, Catholic Schools' Week activities (Bible Bowl, Spelling Bee, Geography Bee), Muffins for Moms, Donuts for Dads	Principal, School Council and PTC	Spring 2014; on-going
A2: PTC, School Council and the administration will personally invite parents (via email) to assist in organizing and/or hosting special events throughout the year.	Principal, School Council and PTC	Fall 2014; on-going



**Objective 2.3: Encourage greater participation on the St. Luke School Council and PTC Board.**

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Timeline/Evaluation</b>
A.1: Brainstorm with School Council on how to encourage persons to make the 3-year commitment to School Council.	Principal and School Council	Spring 2015; on-going
A.2: Brainstorm with PTC on how to encourage persons to make a commitment to serve on the PTC board.	Principal and PTC	Spring 2015; on-going

**Goal 3: The School Council will gather Parent feedback on a variety of school domains.**

**Objective 3.1: Obtain feedback from parents by conducting a Parent Survey.**

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Timeline/Evaluation</b>
A1: Develop Survey after review of similar school surveys; consider Catholic Identity, school policies, practices, technology, and extra-curricular activities	School Council	Spring 2014; completed
A2: Conduct Survey; administer on-line; results to be computed by RenWeb.	School Office Staff	Spring 2014; completed

**Objective 3.2: Review and Discuss parent feedback with School Council; determine course of action.**

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Timeline/Evaluation</b>
A1: Publish feedback on website (comments not included).	Principal	Fall 2014; completed
A2: Address major issues in the St. Luke Light	Principal	Fall 2014; completed; on-going
A3: Administration to consult with School Council on informal feedback from parents regarding issues noted in the Survey and progress made on each.	Principal	Fall 2014; on-going