



June 1, 2013

Dear MNSAA,

Thank you for your time and review of Sacred Heart School's 2012-2013 Annual Report. I am grateful for your service to MNSAA and for any feedback received by reviewers. Enclosed you will find the Annual Progress Report for Sacred Heart School of Waseca, Minnesota.

Sacred Heart School did not make any revisions to the School Strategic Plan for improvement this past school year. Revisions to the plan were made one year ago and submitted with the MNSAA Annual Report for June of 2012. Sacred Heart School will proceed with the updated School Strategic Plan for the 2013-2014 school year and begin our self-study process for accreditation renewal in the fall of 2014.

Accomplishments not included in our school strategic plan for the 2012-2013 school year are as follows; Sacred Heart School implemented the use of NWEA Map Assessments for all students in kindergarten through fourth grade, curriculum updates were made in the subjects of religion and math, implementation of new textbooks in religion and math, implementation of perceptual training in our perceptual training room for kindergarten, first grade and students in grades 2-4 who need this program as an intervention. The computer lab was updated with 30 new flat screen monitors and computers. Computers were also purchased for use with classroom SMART Boards that were installed in 2011-2012. Sacred Heart School also installed wireless routers to our network system to prepare for use of iPads and LearnPads for the upcoming school year.

Again, thank you for your guidance and feedback. If you have further questions or comments please contact me at 507-835-2780 or by email at dahle@sacredheartschoolwaseca.com.

Sincerely,

LeAnn M. Dahle

Principal

MNSAA

Component Two:

Communicating Strategic Plan Progress

School and City: **Sacred Heart School, Waseca, MN**

A) Communication Process

How did you communicate improvement initiatives in 2012-13?

Give a narrative description of the tools and processes used to report your school's progress achieving strategies, and action steps identified on the *School Strategic Plan*. Include in your narrative the regular ways the SSP is made available and known to stakeholders.

The 2012-2013 MNSAA Annual Report and School Strategic Plan is a collaborative effort written by the principal and faculty of Sacred Heart School. The Annual Report and School Strategic plan is reviewed by the Sacred Heart Board of Education, the Parish Council, the Finance Committee, and the pastor. The 2012-2013 MNSAA Annual Report and MNSAA Reviewers Response will be shared with the entire parish community when the Parish Annual Report is presented in November of 2013. The 2011-2012 MNSAA Annual Report and School Strategic Plan was presented on November 20, 2012. A copy of the parish annual report for 2011-2012 is included. Therefore, at this time the current MNSAA Annual Report and School Strategic Plan are available on the school website at www.sacredheartschoolwaseca.com or available upon request in the school and parish office. The 2012-2013 MNSAA Annual Report will be presented to the entire parish community when the Parish Annual Report is given in November of 2013.

B) Documentation of Communication

Enclose sample documents labeled with Objective, Strategy and Action Step

Attach relevant evidence through 3-7 documents that show specifically how the school's improvement initiatives were reported to stakeholders. Adhere one of the provided labels to each piece of evidence. Record on the label the numbers of which objective, strategy and action step from your school's SSP are directly associated with each piece of evidence enclosed.

Insert a printed copy of this completed response along with 3-7 attached supporting pieces of evidence that have been labeled and highlighted into your red Annual Progress Report folder.

Component Three:

Monitoring Learner Progress

School and City: **Sacred Heart School, Waseca, MN**

A) Process for Monitoring Learner Progress

What data was gathered and how?

Name the tools and processes used for measuring and assessing student academic performance during the 2012-13 academic year. Name the standardized test instrument(s) used at what grade levels in this report.

Sacred Heart School monitored learner progress by administering benchmark assessments in the fall, winter, and spring for all students in Kindergarten through fourth grade. The tools used to measure and monitor this progress were; NWEA Assessment, Read Naturally Benchmark Assessment, and Renaissance Learning STAR Placement for reading and math. In the past Sacred Heart School has administered the Iowa Test of Basic Skills to Kindergarten through second grade students, and Minnesota Comprehensive Assessments to third and fourth grade students. Beginning the 2012-2013 school year schools within the Diocese of Winona began to administer NWEA assessments to all students. Therefore, we phased out the use of the Minnesota Comprehensive Assessments and the Iowa Test of Basic Skills this past school year.

B) Sharing the Data

Who had access to the data?

Provide a narrative description of how the data was shared appropriately with stakeholders – faculty, parents, students, and appropriate publics. Samples may be attached, but are not required.

Reports for NWEA Assessment, Read Naturally Benchmark Assessment, and Renaissance Learning STAR placements are printed and copies are given to parents at the fall and winter parent/teacher conferences. The spring copies are sent home with students' final report cards. Teachers use the above progress monitoring tools to discuss student progress and learning plans. The data is shared with Sacred Heart Board of Education in August/September of each school year. School results are also shared with the entire parish community in the November Parish Annual Report.

C) Analyzing the Data

How was the gathered data handled?

Provide a narrative description of how the assessment data was analyzed and compared to previous years. Describe the factors to which noted changes may be attributed.

*Insert a printed copy of this completed response into your red Annual Progress Report folder.
Supporting evidence (i.e. spreadsheets) may be included, but is not required.*

The Data from NWEA Assessment, Read Naturally Benchmark Assessment, and STAR placement is analyzed in the fall, winter and spring. This data is used and compared in the fall, winter and spring to track students' academic progress. The data is then used at our TAT (Teacher Assistant Team) meetings to develop academic learning plans for students who are at risk, have some risk, or are on watch. Sacred Heart School students scored above the national norms in all academic areas this past school year. The data was then compared to last years scores. The data is then used to guide revisions needed in our curriculum for the upcoming school year. In the spring of 2012 we were concerned with our math computation scores. Therefore, Sacred Heart School implemented the use of Accelerated Math and Math Facts in a Flash in our computer lab for the 2012-2013 school year. When comparing scores from 2012 and 2013 we found our math computation scores improved significantly and noted our scores in the areas of algebra, geometry and measurement could use some improvement. The Math Facts in a Flash computer program will continue to provide us the ability to monitor student progress with basic math skills and computation in the fall, winter, and spring. We will focus more attention in the areas of algebra, geometry, and measurement for the 2013-2014 school year.

D) Using Data to Guide Instructional Decisions

What did you do with the data?

Provide a narrative description of what the school specifically plans to do to reinforce or adjust the curriculum and/or instructional practices. Describe how the data was used to guide instructional decisions and impact changes to the curriculum.

The data from the fall, winter, and spring NWEA Assessment, Read Naturally Benchmark Assessment and STAR Placement for reading and math was used this past year to identify students needing interventions. The data was reviewed in the fall by all teachers to determine who would receive Title I and Read Naturally interventions. The winter data was reviewed in January and students were again placed in Title I and Read Naturally if needed. If they were in the following interventions programs and assessed well enough they were pulled from the programs and placed on watch where they were monitored twice a month. The spring data was reviewed in March and students were again placed in Title I and Read Naturally if needed. If they were in the following interventions programs and assessed well enough they were pulled from the programs and placed on watch where they were monitored twice a month. The data from the NWEA Assessment was used to help us assess our current curriculum and instructional practices. As noted above Sacred Heart School consistently scored above the norm in all areas. Sacred Heart School Math computation scores for the 2012-2013 school year improved significantly. The teachers noted that our scores in algebra, geometry, and measurement were below all other scores for our school. Although Sacred Heart School scored above the average norms in these areas, the teachers discussed the scores and determine that the units on algebra, geometry, and measurement as covered late in the spring after all testing is completed. The teachers decided it would be very easy to integrate skills from the following areas throughout the school year across the curriculum. Therefore, we plan to monitor and provide early instruction in these areas to increase scores on the NWEA assessments.

*Insert a printed copy of this completed response into your red Annual Progress Report folder.
Supporting evidence (i.e. spreadsheets) may be included, but is not required.*



SACRED HEART SCHOOL STRATEGIC PLAN

Sacred Heart School will provide a quality Catholic Education to meet the academic needs of all students.

(STRATEGY 1) Develop and implement instruction using best practices.

	Timeline	Responsibility	Progress Report
<p>(Action Step 1) Determine a source of funding for professional development.</p>	2011-2012	Board of Education Finance Committee	<p>Sacred Heart School will utilize Title II Part A funds for professional development in the areas of reading and math annually. The principal will communicate and collaborate with the public school LEA liaison annually on funding available for professional development. The Sacred Heart Board of Education and Finance Board have approved a budget line item for professional development. The amount approved for the 2012-2013 school year will include the cost for attendance at the August 21-22, 2012 MCEA Convention in Rochester, Minnesota and the three <i>Together in Faith</i> days scheduled by the Diocese of Winona during the 2012-2013 school year. The Waseca School District/Sacred Heart School has scheduled ten early dismissal days for Professional Learning. On the scheduled early dismissal days the principal will schedule, organize, and provide professional development opportunities for the teachers of Sacred Heart School. The scheduled days will include professional learning on <i>The Everyday Math Series</i>, STAR Enterprise Assessments, Microsoft Outlook use, SMART Board Round Table discussion, and the professional reflection requirement mandated for renewal of teacher's license.</p> <p>Funding for professional development will be determined annually by the Title II Part A funds received by the Waseca Public School District.</p>
<p>(Action Step 2) Provide professional development opportunities for all teachers on best practices in education.</p>	2011-2015	Principal Board of Education	<p>Professional Learning for the 2011-2012 school year:</p> <ol style="list-style-type: none"> 1. SMART Board Training July 27, 28, 2011 2. Religion Textbook Training <i>Our Sunday Visitor</i> August 29, 2011 3. Bully Prevention article discussions from <i>Educational Leadership</i> September 21, 2011

				<p>4. SMART Board Round Table Discussions November 2, 2011 and February 29, 2012</p> <p>5. Prayer/Adoration Presentation December 14, 2011</p> <p>6. <i>Circle of Grace</i> Training March 21, 2012</p> <p>7. STAR Enterprise Training April 11, April 25, and June 1, 2012</p> <p>Professional Learning for 2012-2013</p> <ol style="list-style-type: none"> 1. Everyday Math In-service August 22, 2012 2. STAR Enterprise Webinar September 19, 2012 3. SMART Board Round Table October 31, 2012 4. SMART Board Round Table December 12, 2012 5. Everyday Math In-service February 27, 2013 6. LearnPad In-service May 22, 2013 7. Together in Faith October 12, 2012 8. Together in Faith January 21, 2013 9. Together in Faith April 12, 2013 10. MCEA Convention August 20 – 22, 2012 <p>Teachers attended a variety of professional learning events individually on subjects such as Microsoft Excel, Guided Reading, and NWEA Assessment data reading.</p>
	(Action Step 3) Schedule opportunities for professional learning communities on best practices.	2011-2015	Principal Professional Development Committee	<p>Moving forward Sacred Heart School will utilize district wide early dismissal days for professional learning opportunities. The principal will also require all teachers to attend the MCEA convention on August 21-22, 2012 in Rochester, Minnesota and the <i>Together in Faith</i> days scheduled by the Diocese of Winona for the 2012-2013 school year.</p> <p>Sacred Heart School will utilize district wide early dismissal days for professional learning opportunities to be determined by the PLC committee. The principal will also require all teachers to attend the <i>Together in Faith</i> days scheduled by the Diocese of Winona for the 201302014 school year.</p>
	(Action Step 4) Provide opportunities for teachers to observe other classrooms to view best practices.	2011-2015	Principal/Teachers	<p>During the 2011-2012 school year time was not scheduled for teachers to observe other classrooms to view best practices. However, independently many of the classroom teachers found time to visit other classrooms to observe how SMART Board technology was being utilized in other classrooms. For the 2012-2013 school year the principal and teachers will create a schedule that will allow teachers a structured time for observing other classrooms and best practices being used.</p> <p>Sacred Heart School teachers had the opportunity during the</p>

				2012-2013 school year to visit St. Dominic Catholic School in Northfield and Roosevelt School in Faribault to learn more about Guided Reading and Literacy Centers for students in Kindergarten through second grade. Our hope was to allow every teacher at this level the opportunity to visit and learn more about the use of Guided Reading. We did not attain this goal; therefore, our goal for 2013-2014 is to have every teacher at this level visit a neighboring school using this approach teaching literacy.
(Strategy 2) Develop and implement progress monitoring tools.				
		Timeline	Responsibility	Progress Report
	(Action Step 1) Determine a funding source for progress monitoring tools.	2011-2012	Principal PS Title I Liaison	Sacred Heart School will annually utilize Title I funding and textbook dollars from the public school for purchasing progress monitoring tools.
	(Action Step 2) Determine the progress monitoring tools to be used with students.	2011-2012	Principal/Teachers	<p>Progress monitoring tools utilized by Sacred Heart School for the 2011-2012 school year:</p> <ol style="list-style-type: none"> 1. Read Naturally Benchmark Assessment 2. STAR Reading/Math 3. Iowa Test of Basic Skills <p>Sacred Heart School will collaborate with the Diocese of Winona for the 2012-2013 school year to purchase the NWEA assessments at a lower cost. Progress monitoring tools for the 2012-2012 school year will be:</p> <ol style="list-style-type: none"> 1. Read Naturally Benchmark Assessment 2. STAR Enterprise Reading/Math 3. NWEA Assessments <p>Progress Monitoring Tools utilized by Sacred Heart School for the 2012-2013 School Year:</p> <ol style="list-style-type: none"> 1. Read Naturally Benchmark Assessment 2. STAR Enterprise Reading/Math 3. NWEA Assessments <p>Moving forward in the future, Sacred Heart School will annually utilize the above tools to monitor student progress.</p>
	(Action Step 3) Provide a workshop on the use of progress	2012-2013	Professional Development	Webinar trainings for using the STAR Enterprise Reading

	monitoring tools.		Committee	and Math progress monitoring tools were provided on April 25, and June 1, 2012. Training for the NWEA assessments will be schedule by the Diocese of Winona for August of 2012. One teacher from each grade level attended a training on reading/using NWEA Data in Rochester on Tuesday, May 21, 2013. The teachers who attended this training presented information from this training to all the teachers on Monday, June 3, 2013.
	(Action Step 4) Create a plan and schedule for progress monitoring of students each year.	2012-2013	Principal/Teachers	Sacred Heart School will annually assess students in the fall, winter, and spring using the NWEA Assessments. Sacred Heart School will annually monitor student progress in the fall, winter, and spring using the Read Naturally Benchmark Assessment, and STAR Enterprise for reading and math.

(Strategy 3) Develop and implement technology to carry our learners into the 21st century.

		Timeline	Responsibility	Progress Report
	(Action Step 1) Determine a funding source for technology.	2010-2011	Principal	Sacred Heart School received funding for technology from a private benefactor to be used for technology.
	(Action Step 2) Create a network and install wiring for all computers to be internet ready.	2011-2012	Technology Committee/Principal	Sacred Heart School hired the services of Technology Solutions in June of 2011. Technology Solutions created a network and installed wiring for all computers. Sacred Heart School currently has 75 computers installed to the network with internet capability. The project was completed for the start of the 2011-2012 school year. Sacred Heart School media specialist is currently working with Technology Solutions to fine tune the network and update computers on annual bases with a rotation plan.
	(Action Step 3) Install SMART Boards in all classrooms.	2011-2012	Technology Committee/Principal	SMART Boards were purchased and installed in all classrooms during the month of July 2011, by Tierney Brothers of Saint Paul, Minnesota.
	(Action Step 4) Provide SMART Board training for all teachers and staff members.	2011-2015	Professional Development Committee	SMART Board Training for the 2011-2012 school year: <ol style="list-style-type: none"> 1. Training by Tierney Brothers on July 27-28, 2011 2. SMART Board Round Table discussions were held by the teachers on November 2, 2011 and February 29, 2012. SMART Board Training for the 2012-2012 school year has been scheduled for the early dismissal days. SMART Board Round Table discussions have been scheduled for the following early dismissal days; December 12, 2012 and February 27, 2013. The principal will also schedule opportunities for teachers to observe SMART Board use by

				<p>peers within and outside their grade levels.</p> <p>SMART Board Training for the 2012-2013 school year:</p> <ol style="list-style-type: none"> 1. Round Table Discussions were held by teachers on October 31, 2012 and December 12, 2012. 2. Tierney Brothers met with teachers on May 22, 2013 to discuss LearnPads and how they could support SMART Board use and instruction in the classroom.
--	--	--	--	---

MNSA SACRED HEART SCHOOL STRATEGIC PLAN

Sacred Heart School will maintain a safe learning environment.				
(STRATEGY 1) Develop and implement Virtus training for all school employees and volunteers.				
		Timeline	Responsibility	Progress Report
	(Action Step 1) Create a safe environment team to implement Virtus.	2011-2012	Parish/School Administrative Staff	Sacred Heart Parish sent LeAnn Dahle, Principal of Sacred Heart School, Jacob Robasse, Youth Minister of Sacred Heart, and Pauline Holmen, Director of Children's House Montessori for Virtus Training at Saint Mary's University in Winona, Minnesota June of 2011. The following people will make up the safe environment team for Sacred Heart Parish/School.
	(Action Step 2) Determine who will be the safe environment coordinator for Sacred Heart School.	2011-2012	Pastor	LeAnn Dahle, Principal of Sacred Heart School was appointed by the pastor to be the safe environment coordinator for the Parish/School.
	(Action Step 3) Create a timeline for training school employees.	2011-2012	Safe Environment Team	Sacred Heart Parish/School employees completed the Virtus training on Monday, August 30, 2011.
	(Action Step 4) Create a timeline for training school volunteers.	2011-2012	Safe Environment Team	Virtus training of parish/school volunteers were held on the following dates this past school year; August 30, September 14 and 26, October 10, 13, and 27, November 3, 8, and 17, 2011 and January 19, March 15 and 20, April 14, 2012. Moving Forward training dates for all school and parish volunteers will be scheduled on a monthly basis future years. Training dates will be posted in parent newsletters, in the parish weekly bulletin, and on the parish/school websites. All volunteers working with children, youth, and/or vulnerable adults will be required to take Virtus training.

(Strategy 2) Develop and maintain a data base for criminal background checks of all school employees and volunteers.

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a data base to track new or needed renewals of criminal background checks on employees.	2011-2012	Safe Environment Coordinator	The Safe Environment Coordinator will need more time to learn the Parish Data System to complete this action step. Therefore, the timeline for this action step has been moved to 2012-2013. The Safe Environment Coordinator worked with the Parish Administrator to create an Excel spreadsheet to record the necessary data to track when criminal background checks were completed. We now have a system in place to track new and needed renewals in this area.
(Action Step 2) Annually review data base for criminal background checks which need renewal.	2013-2015	Safe Environment Coordinator	The Safe Environment Coordinator completes an annual audit for the Diocese of Winona to track all individuals having contact with children/youth. This audit is due annually in May.
(Action Step 3) Create a procedure for all new employees and volunteers to receive information needed to have a criminal background check.	2011-2012	Safe Environment Team	All current employees of Sacred Heart Parish/School have been screened with criminal background checks. Anyone applying for employment at Sacred Heart Parish/School complete the consent form for a criminal background check as required by the Diocese of Winona.

(Strategy 3) Develop and maintain a DVR Security Camera to monitor facility.

	Timeline	Responsibility	Progress Report
(Action Step 1) Determine funding source to install security cameras in the school and parish center.	2011-2012	Building and Grounds Committee	Sacred Heart School received funding from a private benefactor for the installation of security cameras at Sacred Heart School, Sacred Heart Parish Center, and Sacred Heart Children's House Montessori.
(Action Step 2) Secure bids from vendors for installation of security cameras.	2011-2012	Buildings and Grounds Committee	The principal and Bill FitzSimmons from the Buildings and Grounds Committee secured bids from three companies who specialize in security cameras. The committee accepted the bid from Sherry Hiller of Technology Solutions in January of 2012.
(Action Step 3) Install security cameras in the school and parish center.	2012-2013	Buildings and Grounds Committee	Installation of DVR Security Cameras began in March of 2012. Cameras are currently installed and running in the school and parish center. Installation is currently underway in the Children's House Montessori building. The Buildings

				and Grounds Committee will work with an electrician to enhance lighting at night in entrance areas that are currently too dark to show on camera. This work will be completed by September of 2012.

MNSA SACRED HEART SCHOOL STRATEGIC PLAN

(OBJECTIVE 1) Create and ensure a financially stable and sustainable parish school.

(STRATEGY 1) Implement the strategic plan developed by the Institute of School and Parish Development in October of 2010.

	Timeline	Responsibility	Progress Report
(Action Step 1) Provide a vibrant and consistent welcome ministry.	2012-2013	ISPD Core Team	The ISPD Core Team hosted a "Taste of Ministry" event in March. This event focused on welcoming members of our parish community and educating them on the ministries available in our parish. Parish members were encouraged to learn about the different areas and also encouraged to join any ministry they were interested in.
(Action Step 2) Develop the level of engagement among all parishioners at Sacred Heart and Sacred Heart School.	2013-2014	ISPD Core Team	
(Action Step 3) Formulate a plan to establish financial needs and transparency to stakeholders.	2014-2015	ISPD Core Team	

(Strategy 2) Develop a marketing plan for Sacred Heart School.

	Timeline	Responsibility	Progress Report
(Action Step 1) Create a marketing committee to develop a plan.	2011-2012	Board of Education	Sacred Heart School Board of Education created a Marketing Committee in January of 2011. This subcommittee to the Board of Education meets the fourth Thursday of each month. The work of the Marketing Committee this past school year has focused on tools we can use within the greater Waseca Community to advertise

				and make ourselves visible. The Marketing Committee's efforts were rewarded in October of 2011 when the Waseca Chamber of Commerce named Sacred Heart School as Business of the Year.
	(Action Step 2) Develop a plan to market Sacred Heart School to parish and Waseca Community.	2012-2013	Marketing Committee	The marketing committee focused on updating our logo and tag line this past school year. We gave students, parents, and teachers the opportunity to brainstorm and later vote for our new logo and tag line. The new logo and tagline is included on the cover letter of this annual report. Next year we need to focus our efforts on the long range marketing plan for future use in growing our school enrollment.
	(Action Step 3) Implementation of Marketing Plan.	2013-2015	Marketing Committee	
(Strategy 3) How will you get there?				
		Timeline	Responsibility	Progress Report
	(Action Step 1) What will you do?			
	(Action Step 2)			
	(Action Step 3)			
	(Action Step 4)			