

SIMCS Master Strategic Plan 2012-2015									
A.	Advancement	2012-13				Target date for completion			
		Owner	Action Date	Cost	Complete	2011-12	2012-13	2013-14	2014-15
	Action Plans								
	1. Increase name recognition of SIMCS and Parish								
	1.1 Establish relationships with local media outlets	Adm	Ongoing		x	x	x	x	x
	1.2 Promote Enrollment	all			x				
	> Advertise Open House	Comm	Nov.		x	x	x	x	x
	> Advertise new school year	comm	May		x	x	x	x	x
	1.3 Update/maintain school website annually	prin	Ongoing		x	x	x	x	x
	1.4 Update/maintain school promotional material	comm	Ongoing		x				
	> Distribute promotional material in welcome baskets, community centers, business offices, etc.		Ongoing		x	x	x	x	x
	1.5 Attend community events to represent SIMCS	adm/all	Ongoing		x	x	x	x	x
	1.6 Standardize school/parish branding	adm pto bd			x				
	> Signs, logos, colors, mascot, etc.	adm pto bd			x	x	x	x	x
	> Holy Cross presence	pas/adm			x	x	x	x	x
	2. Raise funds for SIMCS				x				
	2.1 Fun Run	Comm							
	> Recruit committee members	Dev com	Aug.		x	x	x	x	x
	2.2 St. Ignatius Fall Fest and Dinner/Auction	adm			x				
	> Encourage active involvement of parents of students at dinner/auction	pto, dev com, adm	Apr.		x	x	x	x	x
	> Encourage alumni attendance	pto, dev com, adm	May		x	x	x	x	x
	2.3 Research grant options	dev com adm			x				
	> Develop a grant writing cycle for generating submissions throughout the year	dev comm	Ongoing		x	x	x	x	x
	> Recruit grant writing team	adm/comm	June		x	x	x	x	x
	> Actively seek new grants & foundation gifts	dev com	Ongoing		x	x	x	x	x
	> Maintain a database of grant applications & results of requests	Dev comm	Ongoing		x	x	x	x	x
	2.5 Annual Fund	dev comm			x				
	> Recruit Annual Fund committee members	comm	Aug.		x	x	x	x	x
	> Coordinate annual kick-off	comm/adm	Aug.		x	x	x	x	x
	> Mail/distribute promotional material (newsletters, etc.)	office comm	Aug./Sept		x	x	x	x	x
	3. Promote active alumni association								
	> Expand alumni contact list	office/com	Ongoing		x	x	x	x	x
	> Develop interactive alumni webpage	prin adm	Ongoing		x	x	x	x	x
	> Develop an alumni survey to track, record, and report the performance of graduates	admin office	Jan.		x	x	x	x	x

> Prepare for accreditation renewal	Adm, CC Staff			X	compile	accred.	compile	compile	
>									
3. Faculty & staff development	Adm/CC								
3.1 Continuing education for teachers				X					
>									
3.2 Update faculty handbook	CC/Adm			X					
>									
3.3 Develop/continue new teacher orientation	VP			X					
>									
3.4 Maintain list of qualified substitute teachers	VP			X					
3.5 Provide outlet for faculty feedback				X					
4. School wellness plan (PALS)									
4.1 Reinforce health awareness & exercise	PE, nur			X					
> Marathon Kids	comm			X	x	x	x	x	
> Organize health fair	PE,PTO, NUR, ADM			X	x	x	x	x	
D.	Facilities	2012-13				Target date for completion			
	Action Plans	Owner	Action Date	Cost	Complete	2011-12	2012-13	2013-14	2014-15
	1.Maintain the facilities in good condition by means of scheduled maintenance								
	1.1 Replace ceilings in school	Fr. Bill			X				
	> Phase 1 - downstairs hallways		summer		X				
	> Phase 2 -					x			
	> Phase 3 -						x		
	> Phase 4 -							x	
	1.2 Review punchlist for minor & major maintenance	PAR ADM, ADM MAIN			X				
	1.3								
	1.4								
	1.5								
	1.6								
	1.7								
	2. Improve signage according to branding manual								
	> Sign to be seen from Oltof	PTO, COMM, ADM			IN PROCE				
	> Replace seal at entry to higher quality	COMM							
	> Consider installing awning over front entryway	BG COMM							
	> Holy Cross images	ADM, PRIEST,			X				
	> Branding in family center	ADM, PRIEST,			X				
	3. Communicate with church facilities committee								
	3.1 Develop a vision for 2012-2013 capital campaign	DEV COM			IN PROCE				

E	Finance	2012-13				Target date for completion			
	Action Plans	Owner	Action Date	Cost	Complete	2011-12	2012-13	2013-14	2014-15
	1. Develop and recommend a school year budget that meets needs of St. Ignatius								
	1.1 Adjust budget as enrollment, staffing & expenses fluctuate	FIN COM, ADMIN	Oct. & Mar.		1/2X				
	1.2 Review enrollment semiannually	ADM	Oct. & Mar.		1/2X				
	1.3 Review teacher salaries to keep at diocese standards	FIN COM, ADMIN			X				
	1.4 Review other committee's strategic plans that have a financial impact	ADM			X				
	1.5 Continually keep track of grant opportunities & track results	FIN COM, ADMIN	Oct. & Mar.		1/2X				
	1.6 Submit SIMCS financial statements for compilation every 2 years with an audit on the 3rd year.	FIN COM, ADMIN, BOC			X	audit	comp	comp	audit
	2. St. Ignatius finance committee to strive to keep balanced budget								
	2.2 Review financial statements monthly	FIN COMM, ADMIN	monthly		X				
	2.3 Present balanced budget to the board for approval	FIN COMM, ADMIN	Nov. & Apr.		1/2X				
	3. Tuition rate increases will be balanced in an ongoing effort to meet the funding needs of the school, implement the strategic plan, and be sensitive to what the local market can bear	FIN COMM, ADMIN							
	3.1 Plan on a maximum tuition increase of 3-6% annually	FIN COMM, ADMIN			X				
	3.2 Increase tuition on an annual basis				X				
	4. Review endowment								
	4.1 Review quarterly		quarterly		X	x	x	x	x
	5. Communication & accountability of SIMCS finances should be provided to appropriate constituencies								
	5.1 Send out annual report to constituencies	END CHR, ADM, FIN C			ON GOING				
	5.2 Use parent night, open house and other parent events to reinforce the cost of educating each student	FIN COM, ADM, BOOKK			X				
	5.3 Simplify and communicate monthly financial status to ensure better understanding by the board	PRIN, BOOK KEEPER			X				
	6. SIMCS will position itself to conduct a major capital campaign in 2011-2012								
	6.1 Identify, prioritize & assign cost estimates to specific school needs to determine which projects should be included in the campaign	DEV COM, FIN COM, A			X				
	7. Fun Run								

	7.1 Review projects/expenses to be covered by Fun Run ear	FR COM			X				
F.	Strategic plan for strategic planning	2012-13				Target date for completion			
	Action Plans	Owner	Action Date	Cost	Complete	2011-12	2012-13	2013-14	2014-15
	1. The strategic planning committee is committed to overseeing implementation & coordination of individual committee strategic plans	Chair & Co-chair							
	1.1 Present last year's SP to committee chairs	ADM	June		X				
	1.2 Use the summer board retreat as an annual SP meeting	ADM	June						
	1.3 Current committee chairs or past committee chairs will present their SP for the current year at the board retreat	Chair & Co-chair	June						
	1.4 Ensure that all committee SP are updated by adding year #5 and adding any new items & turned in to the SP chair	all chairs							
	1.5 All committee chairs present mid-year evaluations	all chairs	Nov.		X				
	1.6 The SP committee meet to organize year-end strategic plans, facilitate transition of chairs & prepare for following year	SP COMM	May						
G.	Nominating Strategic Plan	2012-13				Target date for completion			
	Action Plans	Owner	Action Date	Cost	Complete	2011-12	2012-13	2013-14	2014-15
	1. Nominating committee will evaluate the composition of the board annually to identify short & long-term needs of board								
	1.1 Elect a nominating committee annually	PTO, ALL CHAIRS	June						
	1.2 Elect a chair & co-chair of nominating committee	PTO, ALL CHAIRS	June						
	1.3 Review & update board composition analysis	ADMIN, PASTOR,	summer						
	1.4 Determine upcoming board vacancies		Oct.		X				
	2. Nominating committee will recruit new members based on needs analysis								
	2.1 Provide nominating forms to board members	ADM	Oct.		X				
	2.2 Evaluate nominee forms & develop list of potential board members	NOM COMM							
	2.3 Review list of potential members	CHAIRS, ADM	Dec. - Apr.		1/2X				
	2.4 Send letters to prospective board members	CHAIR, NOM COMM	April						
	2.5 Send names of prospective board members to Pastor for placement on future committees	ADM							
	Policy Strategic Plan	2012-13				Target date for completion			

