

February 17, 2010

MEMORANDUM

From: St. Matthew Education Commission

Encl: (1) Table 1 – St. Matthew School SLRP Implementation—NO Further Study Required
(2) Table 2 - St. Matthew School SLRP Implementation—Further Study Required

1. **Purpose.** The purpose of this memorandum is to report to school families, parishioners, diocesan officials, and others the implementation status of the St. Matthew School Strategic Long-Range Plan, 2008-2013 (SLRP). The Education Commission approved this assessment on January 27, 2010.

2. **Background.** In October 2006, St. Matthew Catholic Parish undertook a strategic planning project for its school. The effort spanned 20 months and was organized into a Steering Committee and eight subcommittees:

- Administration, Organization & Governance
- Catholic Identity & Mission
- Education
- Enrollment
- Facilities
- Finance
- Public Relations
- Support Services

The effort resulted in the publication, on May 28, 2008, of the SLRP. The plan included 59 recommendations for action, with deadlines ranging from September 2008 to September 2010. The recommendations fell into two broad categories: those deemed ready for implementation and those requiring further study. The pastor, Father (now Monsignor) Mark Merdian, adopted the plan as parish policy. Additionally, as part of a diocesan strategic planning effort, Bishop Daniel R. Jenky instructed the parish to execute the plan.

One recommendation of the SLRP was that the St. Matthew Education Commission, an advisory body to the pastor and principal, should monitor the implementation of the plan. In the fall of 2008, the Education Commission formed a Strategic Plan Implementation Committee to track progress in implementing the SLRP. This memorandum reflects the work of that committee and further discussions by the Education Commission.

3. **Methodology.** Each recommendation was assigned a number for ease of reference and an agent who was responsible for its implementation. A Green-Yellow-Red assessment system has been adopted, as follows:

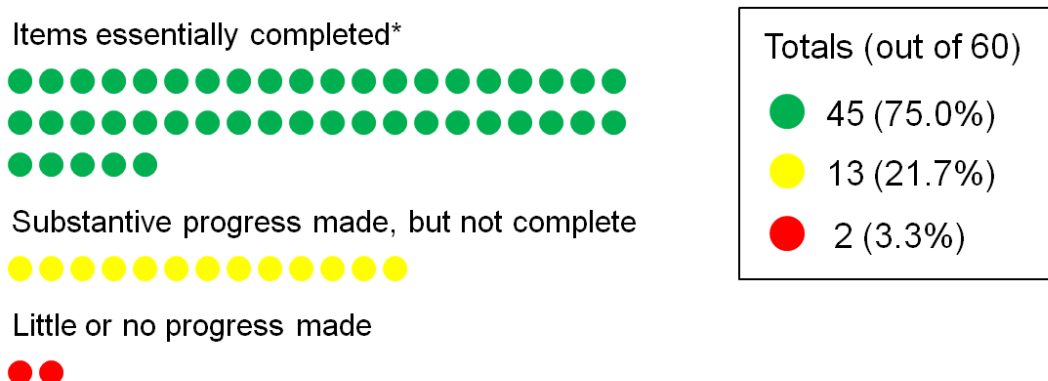
- Green: An item has essentially been accomplished. If the item is a repeating requirement, it has been accomplished for the current year and mechanisms are in place for its continued accomplishment.
- Yellow: Substantive progress has been made in accomplishing an item, but the item is not deemed completed.
- Red: Little or no progress has been made in implementing an item.

Items were evaluated primarily by asking the responsible agent for a self-assessment. A few of these assessments were adjusted by the Education Commission. (As an example, see the discussion of Item #47a below.)

Tables 1 and 2 provide a detailed item-by-item assessment, including remarks on the action taken or to be taken.

4. **Overall Assessment.** It is the overall assessment of the Education Commission that implementation of the SLRP is progressing well. Figure 1 shows the overall status of SLRP implementation as of current date. While some items are behind schedule in implementation, the Commission notes that others are ahead of schedule. In any event, it is important to recognize that the plan is only an estimate of reasonable progress, and actual implementation will depend on circumstances.

SLRP Implementation Summary (as of 1/27/10)



*If a repeating requirement, completed for this year.

Figure 1. SLRP Implementation Summary

It should be noted that the original SLRP included 59 recommendations, but one of those recommendations has been split in two, making a current

total of 60 recommendations. That recommendation is Item #47, which recommends reorganizing the school day to accomplish several purposes and also considering lengthening the school day by 30 minutes. Reorganizing the school day is now Item #47a and lengthening the school day is Item #47b. The Education Commission has decided to defer discussion of Item #47b until the effect of implementing Item #47a can be evaluated.

Figure 2 shows that the school has made significant and continuous progress since May 2008 in implementing the SLRP.

SLRP Implementation Progress

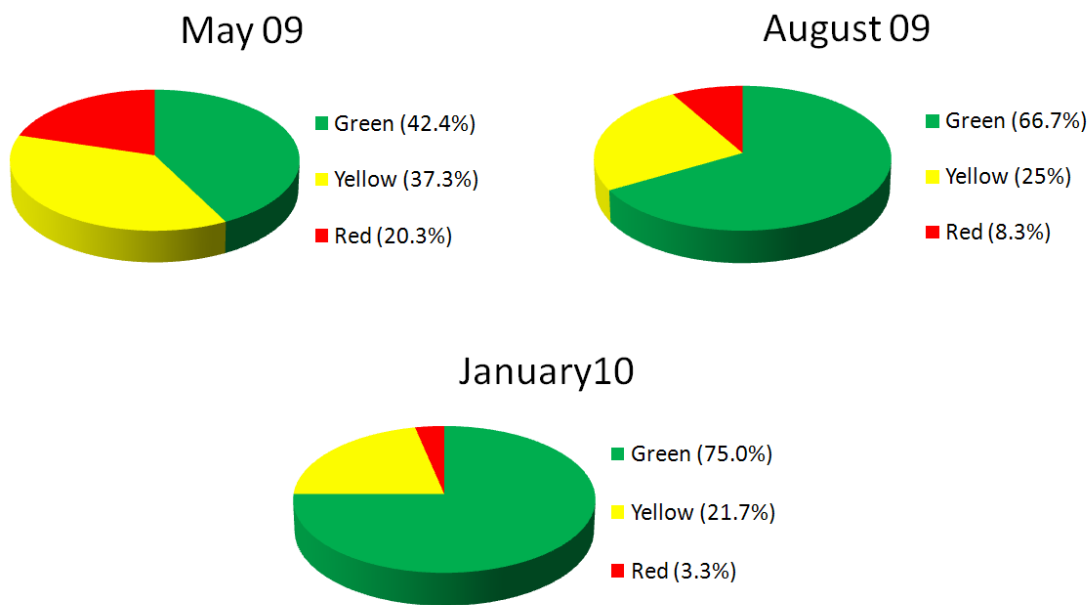


Figure 2. SLRP Implementation Progress

4. Discussion of Select Items. Several recommendations warrant special mention.

In the case of Item 47a (Reorganize the school day), the administration has implemented significant changes in response to SLRP recommendations. The Commission has concluded that this is a complex issue and the implications of the changes cannot be assessed immediately. As a result, while acknowledging these efforts, the Commission has decided to assess this item as Yellow (Partially Complete) until the full effect of those changes can be evaluated.

Two recommendations were assessed as Red (Little or No Progress). Of these:

- Item #11—Conduct an energy audit. This recommendation was based on the existence of a program that would conduct the audit at no cost. It turned out the school did not qualify for this service because of its status as a private nonprofit organization. Education Commission will pursue other options for having an energy audit performed.
- Item #47b—Consider lengthening the school day by 30 minutes. As discussed above, the Education Commission has decided to defer consideration of this recommendation until other changes to the school day can be evaluated.

5. **Room for Disagreement.** The Education Commission recognizes that any assessment can be deemed as subjective and that there is room for honest disagreement as to whether individual recommendations have been adequately implemented. The Education Commission welcomes discussion on these issues. Comments may be submitted to the pastor, principal or any member of the Education Commission.

6. **Future Assessments.** The Education Commission will publish an assessment of SLRP implementation annually until the plan has been implemented fully.

Respectfully submitted,



John F. Schmitt
President







St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

Item #	Committee	Recommendation	Reason	Agent Primary/ Secondary	Due	Status	Action Remarks
1	Enrollment	Maintain contingency plans for stimulating enrollment should conditions change.	Prepare for a downturn in enrollment.	Principal/Ed Comm	Sep-08	●	The principal works with other schools in area, including HS-STM. The vicariate has developed a marketing plan and submitted it to the diocese. Vicariate principals meet bi-monthly at an enrollment management workshop. EdComm has formed a committee to look into enrollment management.
2	Enrollment	Provide www.stmatt.net address to realtors and UIUC to make finding our parish / school easy for families relocating to C-U.	Ensure current enrollment pipeline is primed with new families relocating to C-U.	Principal	Sep-08	●	
3	Administration, Organization & Governance	At the annual Parents Information Night at the start of the school year, the Education Commission should lead the meeting rather than the Parents Club officers to reflect the more prominent educational advisory role that the Education Commission is intended to play.	Create a more effective Education Commission by improving the image of the Education Commission.	Principal	Sep-08	●	Principal led the last Info Night meeting with SMPC and EdComm both providing remarks.
4	Administration, Organization & Governance	As part of a more pro-active role for the Education Commission, consider the formation of new standing or ad hoc committees to evaluate key issue areas such as appropriate teacher-student ratios/classroom size, school safety, public relations, and fundraising.	Provide the Education Commission with more specific and wider advisory responsibilities. The Education Commission should be more actively "discerning the educational needs" (Ed Comm. Constitution, Article II C.1) of the School and anticipating and considering larger educational issues and trends.	EdComm	Sep-08	●	EdComm has formed a standing Strategic Planning Committee to oversee the implementation of the SLRP and other strategic issues. Other committees will follow, including plans for ad hoc committees on enrollment and extended day.
5	Administration, Organization & Governance	Parents Club officers should no longer lead the annual meetings at the Parents Information Night.	Clarification of both the Parents Club and Education Commission roles.	Principal	Sep-08	●	Principal led the last Info Night meeting with SMPC and EdComm both providing remarks.
6	Public Relations	The pastor should have open discussions with Education Commission about any critical issues that might be on the minds of parents.	Improve internal communication between the pastor, administrators, teachers, staff, students, and parents.	Pastor/ EdComm	Sep-08	●	In consultation with the principal and pastor, and using the SLRP as a guide, EdComm is identifying issues for discussion and recommendations. A stated objective of EdComm for 2009-2010 is to be more responsive to concerns of the parents.







St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

7	Finance	Secure the services of an accountant with enough experience to prepare complete financial statements and supporting schedules on either a cash or accrual basis.		Pastor	Sep-08		Joanna Tiarks was hired as parish accountant.
8	Finance	A formula should be adopted for when official student counts are made and how average enrollment for a semester and year are arrived at.	Improve the school's financial transparency and the ability to monitor its financial performance.	Parish Office	Sep-08		State regulations specify the date in September when official student counts are made.
9	Support Services	Initiate a mandatory education program/meeting for players, coaches, parents, and administrators, and require attendance once a year. Attendance at this meeting will be mandatory for all coaches, athletes and cheerleaders, administrators, and one parent of each athlete and cheerleader. The mandatory education meeting will include the following components. All information will be provided in written format as well. 1. Explanation of the value of role modeling Christlike behavior at athletic events. 2. Definition and explanation of appropriate lines of communication within the St. Matthew Athletic program. 3. Introduction, explanation of roles, and provision of contact information for the Athletic Administrators (Athletic Director and Principal or Asst Principal) and the Athletic Commission. 4. Explanation of appropriate player, crowd, and coaching behavior.	Create a formal sportsmanship program which includes policy and instruction for players, coaches, parents and administrators	Principal/AthDir	Sep-08		New Diocesan policy with implementation 09-10 school year will require this. This is also an IESA requirement. In fall 2009 and every fall thereafter, an Athletic Commission meeting will be held for all coaches, players and parents.
10	Support Services	Utilize local and diocesan resources for ongoing support and education for coaches.	Provide training and support for the coaches in the St. Matthew athletic program.	Principal	Sep-08		See Item #9 above. All SMS coaches are American Sport Education Program (ASEP) certified.
11	Facilities	Do Energy Audit. <i>(Single pane windows should be replaced.)</i>	Energy costs rising.	Principal/EdComm	Sep-09 Jan-10		A program providing funding for energy audits existed, but it turns out SMS did not qualify because of its status as a not-for-profit. EdComm will discuss alternative funding.
12	Catholic Identity & Mission	Start prayer partnerships with the parish. <i>(Parents, teachers, parishioners, sign up as a school prayer partner, to pray for specific needs or programs, as well as general success and wellbeing).</i>	Strengthen the bond between the parish and school	Principal/Pastor	Sep-09		All faculty were involved in Disciples in Mission groups this past year. The pastor has noted that he would like to continue to strengthen bonds between the parish and school.









St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

13	Administration, Organization & Governance	Provide visible information on the Education Commission in a prominent location on the School website.	Create a more effective Education Commission by improving the image of the Education Commission.	EdComm/ Principal	Sep-09		
14	Administration, Organization & Governance	Advertise more prominently the meetings of the Education Commission in the monthly school calendar, "Week at a Glance" memos and church bulletin.	Create a more effective Education Commission by improving the image of the Education Commission.	EdComm/ Principal	Sep-09		Meetings listed in the monthly calendar, but not the church bulletin or weekly schedule on the web site.
15	Administration, Organization & Governance	Formalize/institutionalize a more transparent process of selecting Education Commission members.	Create a more effective Education Commission by improving the image of the Education Commission.	Pastor/ EdComm	Sep-09		EdComm has adopted a formal, 3-step process involving a nominating & search committee, approval by the EdComm, and final appointment by the pastor. This process is now reflected in the EdComm constitution.
16	Administration, Organization & Governance	Assign specific advisory duties within the Education Commission that encourage pro-active functioning of this group.	Provide the Education Commission with more specific and wider advisory responsibilities. The Education Commission should be more actively "discerning the educational needs" (Ed Comm. Constitution, Article II C.1) of the School and anticipating and considering larger educational issues and trends.	EdComm/ Pastor	Sep-09		Ongoing. Items which were formerly the principal's report are placed on the agenda to encourage active discussion and votes. Consider forming standing committees to look into key issue areas such as PR/marketing, safety, strategic planning, etc.
17	Administration, Organization & Governance	Make it a specific and primary duty of Education Commission members to represent the interests of parents of school children.	Provide the Education Commission with more specific and wider advisory responsibilities. The Education Commission should be more actively "discerning the educational needs" (Ed Comm. Constitution, Article II C.1) of the School and anticipating and considering larger educational issues and trends.	EdComm/ Pastor	Sep-09		This has been identified explicitly as an objective for EdComm in 2009-2010. Parents already are communicating more with EdComm members. It is expected that this trend will continue.
18	Administration, Organization & Governance	Make it a specific duty of the Education Commission to carry out the recommendations of the SLRP process, and create a subcommittee whose focus is long-term challenges and issues for strategic planning.	Provide the Education Commission with more specific and wider advisory responsibilities. The Education Commission should be more actively "discerning the educational needs" (Ed Comm. Constitution, Article II C.1) of the School and anticipating and considering larger educational issues and trends.	EdComm	Sep-09		Strategic Planning committee formed with charter to report to EdComm on SLRP implementation.

St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

19	Public Relations	Draft and publish job descriptions for each of the major school organizations and administrators. Draft and publish an organizational flowchart showing relationships between groups and administrators. Draft and publish a flowchart illustrating where and how to take concerns and problems. The job descriptions, Organization chart, and concerns flowchart should be presented at the Parent Orientation meeting, published on the website in a prominent location, and referenced throughout the year.	Properly define the roles of all groups and educate the school community on how to address concerns.	Principal	Sep-09		The Parent-Student Handbook 2009-2010 now includes a clear description of the sequence of steps for resolving disputes, as well as the diocesan appeal process. The Handbook does not contain job descriptions for each major school organization or administrator or an organizational flowchart showing relationships between groups.
20	Public Relations	Publish administrator, teacher, and staff email addresses and phone voice mail extensions. Explain how to create a teachers email address instead of publishing actual email addresses on the internet.	Improve internal communication between the pastor, administrators, teachers, staff, students, and parents.	Principal	Sep-09		Teacher e-mails provided in the Student Handbook. Guidance for how to create a teacher e-mail address provided at Information Night.
21	Public Relations	Administrators are expected to issue email update of critical issues within 24 hours.	Improve internal communication between the pastor, administrators, teachers, staff, students, and parents.	Principal	Sep-09		A master distribution list including all school households has been created and will be used to send out critical messages. The school is also instituting a telephone notification system.
22	Public Relations	Administrators are expected to issue email update of general status, events, good news at least weekly.	Improve internal communication between the pastor, administrators, teachers, staff, students, and parents.	Principal	Sep-09		See Item #21 above. Weekly updates are provided in the Week-at-a-Glance section of the school website.
23	Public Relations	Have a professional graphic designer implement the brand identity that has been proposed by the Public Relations Committee of the Education Commission on the website.	Make the school website more organized and user-friendly.	Principal/ EdComm	Sep-09 Jan-10		A new logo for the parish and school has been developed. The school will begin including this logo in 2010 on the web site and on printed material after stationary with the old logo has been used up.
24	Public Relations	Install free website analytics tools to see who is using the site how, and when.	Make the school website more organized and user-friendly.	Principal	Sep-09		Installed.
25	Finance	Create a complete set of financials for the school which would include having its own checking account and balance sheet.	Improve the school's financial transparency and the ability to monitor its financial performance.	Finance Council	Sep-09		Finance Council has control of this.
26	Finance	The school financial report should be prepared on an accrual basis to facilitate month to month and year to year comparisons so that timing differences in when bills arrive and tuition and fees are paid do not distort comparisons.	Improve the school's financial transparency and the ability to monitor its financial performance.	Finance Council	Sep-09		Diocesan regulations specify cash accounting practices. Specific reports will be generated upon request.


St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

27	Finance	A monthly narrative should accompany each month's school financial statements that describe the activity and variances for the period being reported upon. These reports should be retained with the financial statements so they memorialize the understanding of the activity being reflected upon.	Improve the school's financial transparency and the ability to monitor its financial performance.	Parish Accountant	Sep-09	●	The parish accountant provides this as part of the financial report to EdComm each month.
28	Finance	The school should account for certain "in and out" programs as "other revenue and expense" in a separate section of the school's operating report. <i>(Things such as milk, field trips and ECP tend to cloud the picture of what the true cost of the school operations are and separating them would make the operating statements more informative and user friendly.)</i>	Improve the school's financial transparency and the ability to monitor its financial performance.	Finance Council	Sep-09	●	Accomplished within limits. Again, diocesan regulations specify ultimately how items must be accounted for.
29	Finance	Include the assets and activity of the Parent's Club in the financial statements of the school. <i>(This would facilitate planning and budgeting for the school and its needs.)</i>	Improve the school's financial transparency and the ability to monitor its financial performance.	Finance Council/ SMPC	Sep-09	●	Per diocesan regulations, Parents Club assets cannot be included in school statements. However, Parents Club provides a monthly report to the Parish office, which is kept on record. Moreover, the Parents Club has instituted new accounting procedures to improve continuity and transparency of reporting.
30	Finance	Document, in a public way, the opportunity to receive tuition support. Website or bulletin. Tuition forms to be updated to include reference.	Make sure low income families know that attending the school is an option.	EdComm/ Principal	Sep-09	●	This is published in the school newsletter and the Parish Bulletin. Information will also be added to the school website
31	Support Services	Define standards for athletic conduct and update policies if needed. Acquire educational materials relating to sportsmanship and athletics in Catholic schools and provide to student athletes and their parents.	Create a formal sportsmanship program which includes policy and instruction for players, coaches, parents and administrators.	Principal/ AthDir	Sep-09	●	Standards are included in the Student Handbook, which is also published on the website.
32	Support Services	Enforce athletic policies.	Create a formal sportsmanship program which includes policy and instruction for players, coaches, parents and administrators.	Principal/ AthDir	Sep-09	●	See Items #9 and 10 above.
33	Support Services	Form a transportation safety committee to research and develop traffic recommendations.	Student safety.	Principal/ EdComm	Sep-09	●	The principal chairs a safety committee charged with addressing student safety issues.
34	Education	Provide new science tubs for primary grades. <i>(Update and replenish the materials in the science closet.)</i>	Improve the science program.	Principal/ SMPC	Sep-10	●	Plans under discussion.

St. Matthew School SLRP Implementation (as of 1/27/10)

Table 1 -- NO Further Study Required

35	Support Services	Implement required coaches training sessions focusing on successful coaching strategies for use with elementary and middle school students within a Catholic school environment.	Provide training and support for the coaches in the St. Matthew athletic program.	Principal/ AthDir	Sep-10		All coaches receive take an online course resulting in an ASEP certification. The school AD is notified of course completion.
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St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

Item #	Committee	Recommendation	Reason	Agent Primary/ Secondary	Due	Status	Action Remarks
36	Education	Consider hiring additional reading and student support personnel.	Meet the needs of diverse learners.	Principal	Sep-08	●	Full-time reading instructor hired.
37	Support Services	Change the lunch schedule to have the students play first then eat.	Most students hurry through lunch in order to get to recess ASAP. Switching the order of lunch and recess allows them to eat their food more slowly and normally results in more of their lunch eaten.	Principal	Sep-08	●	Change was tested: it was decided that having students eat first was preferable. Students know that they will not be allowed to leave the table for at least 15 minutes. Sending them to recess first sends them in to lunch with dirty hands from playing on the playground. With the revised school day schedule (see Item #47a below), this process seems to be working better.
38	Support Services	Engage a traffic consultant to recommend changes to traffic flow, curb and street markings, etc. <i>(Provide credibility to any implemented changes to the transportation policies.)</i>	Student safety.	Principal	Sep-09	●	Local police and fire departments do an annual safety assessment, which includes parking and traffic.
39	Catholic Identity & Mission	Create a school motto. <i>(Example: ~John 13:35 "This is how all will know that you are my disciples, if you have love for one another.")</i>	Promotes unity of purpose, and understanding of mission.	EdComm	Sep-09	●	The Parish has adopted a motto: "The community of believers were of one heart and one mind." (Acts 4:32) The school will use this motto, in addition to the new logo which also was developed for both parish and school.
40	Catholic Identity & Mission	Define a student covenant. <i>(Required as a condition of matriculation, reviewed with students by the Pastor.)</i>	Provide clear communication of student expectations.	Principal	Sep-09	●	The Peaceable Schools program rights and responsibilities contract.
41	Catholic Identity & Mission	Define a parent covenant.	Provide clear communication of parent expectations.	Principal	Sep-09	●	The Peaceable Schools program rights and responsibilities contract.
42	Catholic Identity & Mission	Provide increased opportunity for family service projects.	Hands on opportunities for parents and children to be of service together. Opportunity for collaboration with parish ministries.	Principal/ SMPC	Sep-09	●	Family service projects are available through the school and the Parents Club. The principal and Parents Club can provide examples.



St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

43	Administration, Organization & Governance	The Peaceable School Advisory Committee, SLRP Administration, Organization, Governance and Catholic Identity & Mission subcommittee member(s), EdComm, school administrators, teachers, and students form a committee to review the entire discipline policy and associated collateral. Form a recommendation for discipline changes. <i>(Focus on self discipline and opportunity to self correct. Create separate policies for grades K-4 and 5-8. Create one consistent discipline process throughout all classrooms in the same category. Provide a dedicated conduct grade on student report card.)</i>	Heightened administrative attention and reassessment of discipline policies.	Principal/ EdComm/ PSAC	Sep-09 Jan-10		The principal chaired a committee which reported an update to the Code of Conduct in Jan10.
44	Public Relations	Reorganize the website content into fewer main "parent" menu headings (e.g., About Us, Academics, Activities, Resources, Contact Us)	Make the school website more organized and user-friendly.	Principal	Sep-09		
45	Public Relations	Include some or all of the following new content suggestions on the website: 1. Extra-curricular guide – description, when to sign up, who to call, etc. 2. Mass schedules with server/liturgical schedule and sub list. 3. St. Matthew Handbook. 4. Administration and Faculty bios with photos. 5. Suggestion box. 6. Front page featuring this week's news and events. 7. Sport scores and records. 8. Volunteer opportunities and method to sign up online. 9. Reports about specific student achievements. 10. Service opportunities for students. 11. Substation links and / or resources for faith issues (scripture, Catholic Encyclopedia, prayer links, saints, etc.). 12. Weekly grade updates.	Make the school website more organized and user-friendly.	Principal	Sep-09		See Item #53 below. School Handbook, extracurricular guide, service projects, resource links, and student achievements are provided. While we lack the resources to update sports scores and similar information on a regular basis, this information often is included in the monthly newsletter or Week-at-a-Glance section.




St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

46	Education	Study the Spanish program and make a recommendation to redesign the curriculum or cancel the program. <i>(Class frequency should be at least twice a week; obtain and implement a proper K-8 Spanish curriculum; hire a teacher who can be a leader for the Spanish program. OR: Consider ending the Spanish program if resources are not available. OR: If Spanish language, or any language instruction for that matter, is not properly resourced, the program could be eliminated and the staffing and time allotted to other academic priorities in the school. Effective language instruction takes time and effort. If we are not going to provide the time and effort, then we should evaluate where to place those resources.)</i>	Improve the Spanish program.	Principal	Sep-09		The following changes have been made: <ol style="list-style-type: none"> 1. A new Spanish teacher hired for 2009-2010 academic year. 2. A new Spanish program adopted based on the model of a successful district in Kansas City. 3. New textbooks introduced in 2009-10 (same series as those used by HS-STM and Unit 4). 4. Based on the reorganized school day, 7th & 8th graders will have 3 days of Spanish instead of 2. <p>All curriculum materials are available upon request.</p>
47a	Education	Consider restructuring of the school day in order to provide teachers additional time for collaboration and planning.	Meet the needs of diverse learners.	Principal/ EdComm	Sep-09		The school day has been reorganized significantly. Changes include: <ol style="list-style-type: none"> 1. Extra day of Spanish for 7th-8th grade. 2. Band practice during the school day, 3-4 days a week. 3. K-4 will have music lessons one day a week and choir a second day. Optional choir for 5th-8th graders twice a week. 4. Art appreciation class twice a week for 7th-8th grade. 5. Classroom teachers in all grade levels will have at least one common team plan period each week. <p>This item is not marked COMPLETED because it is recognized this effort will need to be evaluated and changes are possible.</p>





St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

47b	Education	Consider lengthening the day by 30 minutes.	Meet the needs of diverse learners.	EdComm/ Principal	Sep-09 Sep-10		EdComm has formed a committee to look at Items #47a and 47b together. This committee will defer action on #47b until #47a has been evaluated.
48	Support Services	Create an Enrichment Committee within Parent Club whose purpose would be to identify and implement a dynamic group of enrichment activities. The goal is to encourage parish and school collaboration and combined participation. a. Create the vision for enrichment activities at St. Matthew School thereby alleviating the responsibility of teachers to have to do so. b. Target the activities to the grade level of the student(s). c. Facilitate commitments from parents, members of the parish and community members to lead activities. d. Establish a mentoring and succession planning culture that assures that valuable activities are carried on from term to term. <i>(Formalize the succession plan to moderate the ebbs and flows of participation in enrichment events (e.g. Science Olympiad))</i>	Centralize enrichment activities, do not burden teachers or administrators, eliminate redundancies, balance athletics with enrichment opportunities	SMPC	Sep-09		Parents Club has developed plans for after-school enrichment by grade level: 1. K-2 will have several Family Enrichment Nights during the school year. 2. 3rd-5th will have a Chess Club with parental supervision. 3. Plans for a 6th-8th Drama Club are underway.
49a	Support Services	Adopt a well defined and appropriate music curriculum that meets the requirements of current music education expectations.	Develop and implement an education-based (as opposed to performance-based) music curriculum that incorporates age-based learning objectives for each grade.	Principal	Sep-09		See Item #47a above.

St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

50	Education	Reorganize math classes based on student math skills. <i>(This approach has been adopted over the past few years by Mrs. Schuett in the 7th and 8th grades in the pre-algebra and algebra curricula, with smaller class sizes used for struggling students and larger classes for more advanced students. This reorganization is flexible enough to allow students to move from one program to the other based on the motivation and progress of the students, and allows the teacher to adapt the lesson topics and pace to the audience. The list of topics covered by the two classes is the same, but the depth with which these topics are discussed is different. When parents insist on having their child moved from the slower to the faster pace class, the teacher typically requests additional preparatory work at home to allow the student to catch up with the rest of the class. The success of this skill-based teaching approach has been assessed through increased interest and improved performance of some students in math, feedback from parents and former students.)</i>	Improve math performance.	Principal	Pilot Sep-09; implement Sep-10.		Teachers are using math centers in increasing numbers as a way to differentiate instruction in math. K-2 teachers have gone to training workshops already and are implementing math centers. Older-grade teachers will attend training in 2009-10 and coming years.
51	Education	Implement a continuous and spiraling writing curriculum beginning with grades K-2 such as the <i>First Hand: Units of Study for Primary Writing</i> curriculum. <i>(After successful implementation, the program should continue with the 3-5 writing curriculum.)</i>	Improve writing curriculum	Principal	Sep-10		Implemented in Kindergarten; will be implemented in 1st Grade in 2009 and in subsequent grades in later years.
52	Administration, Organization & Governance	Establish a policy that institutes peer interview processes when hiring new teachers/staff. <i>(When hiring a Principal or other administrators, we encourage the use of peer interviews with advice provided by other administrators, teachers and members of the Education Commission, while acting in accordance with Diocesan policy and practice (Education Commission Constitution, Article II C. 9-11).</i>	The adoption of more inclusive hiring procedures for teachers and staff.	EdComm/ Principal	Sep-10		This process was used to hire five new teachers for the 08-09 school year.
53	Public Relations	Utilize a parent resource group (such as the PR Committee of the Education Commission) to gain feedback on the website and solicit suggestions for new content.	Make the school website more organized and user-friendly.	EdComm	Sep-10		The website has been reorganized, but not with EdComm support. EdComm will look into what additional steps, if any, are needed.

St. Matthew School SLRP Implementation (as of 1/27/10)

Table 2 -- Further Study Required

54	Education	Explore the creation of a science lab for middle school.	Improve the science program.	Principal	Sep-10	●	Lab was created in one 7th-grade room.
55	Support Services	Consider incorporating band rehearsals and instruction into the school day.	Encourage a broader participation in the band program.	Principal/	Sep-10	●	See Item #47a above.
56	Support Services	Employ a permanent band director at St. Matthew, as opposed to a graduate assistant who is a short-term employee.	A consistent director will enable a more stable and attractive program for the students.	Principal	Sep-10	●	Sr. Mary George will serve as permanent band director.
57	Facilities	Study the viability to create new classrooms within current building. (<i>Rooms dedicated to science lab, foreign language, and art.</i>)	Flexibility to grow and improve curriculum, temporary classrooms not viable past 5 years.	Principal	Sep-10	●	Accomplished with respect to science labs. See Item #55 above. No further plans at this time.
58	Facilities	Create plan to alleviate any parking issues associated with church	Address issues that could detract from the mass experience or cause concern with the neighbors	Principal	Sep-10	●	Additional parking has been added.
59	Facilities	Fire Alarm system should be replaced/upgraded.	Upgrade.	Principal	Sep-10	●	Control system upgraded with parish building project in 2006. Tested every year.