



Strategic Plan

Approved

January, 2008

Strategic Planning Committee

Chairman—Paxton Warner

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Susan Kutac
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January, 2008

Dear St. Alban's Family,

It is with great pleasure that I present the St. Alban's Episcopal Day School Five Year Strategic Plan. This document will provide a blueprint for determining the initiatives that will be set forth by the Board of Trustees in the next five years.

This plan is the result of many months of hard work on the part of the members of the Strategic Planning Committee and the Board of Trustees and I would like to thank them for their efforts. I would also like to thank the members of the VIP (Volunteer Interviewers of Parents) Committee and the 176 families who participated in the Parent Survey conducted in the Fall of 2007. This plan would not be as comprehensive without your input!

This is an extremely exciting time in the life of our school. As we approach our school's 60th anniversary, I find myself more positive than I have ever been about the direction in which we are headed. The results of our parent survey and the resulting Strategic Plan show that our families feel the same way – St. Alban's Episcopal Day School is definitely the place to be. Daily, I watch our students grow in mind, body and spirit and I am convinced that we are making a **HUGE** difference in the lives of the families we serve.

Thank you again for your participation in this process.

Mary Katherine Duffy
Head of School

Mission

The school shall re-evaluate the mission statement every three years and work to effectively communicate it to the St. Alban's community.

Episcopal Character

The school shall express its Episcopal identity through the development of clearly defined religious curriculum and through the implementation of relevant community service education.

Students and Parents

The school shall develop a comprehensive Parent Education Plan to enhance communication between school staff and parents.

The school shall form a committee to re-evaluate the current policy regarding school uniforms.

The school shall develop a Marketing Plan that includes:

- marketing internally to parents through enhanced communication designed to build their understanding of the school and to encourage them to spread the word;
- marketing the school within the St. Alban's community by focusing on improved communications with the church and with school alumni;
- and marketing the school externally in Harlingen.

Professional Staff

The school will employ faculty and staff who are qualified for their positions and responsibilities by education and experience and will move toward bringing the salaries of both the professional and paraprofessional staff to 90% of the salaries paid by HCISD.

The school shall create a uniform Standard for Professional Development for all professional and paraprofessional staff and will continue to provide the highest quality professional development available.

The school will move toward the staffing of a full-time nurse.

Program and Expansion of Program

The school shall continually evaluate, develop and document core and special subjects curricula to determine their appropriateness to the mission.

The school shall form a committee to conduct a feasibility study regarding the expansion of additional grades.

Governance

The School Board of Trustees shall identify individuals with skills that will meet its perceived needs, and shall encourage them to take part in school and/or church activities in preparation for becoming Board members.

The School Board of Trustees shall review the By-Laws, policies and procedures of the school to ensure compliance with SAES standards.

Administration

An annual update of the Employee Handbook will address all components of SAES requirements.

The School Board of Trustees will research the viability of hiring a Director of Development.

Finance

The School Board of Trustees shall develop and implement a Long Range Financial Plan that supports mission-appropriate programs and other strategic initiatives.

Facilities and Safety

The school shall develop and implement a comprehensive Crisis Management Plan.

The school shall develop and implement a formal Risk Management Plan.

The school shall develop and implement a formal Campus Security Plan.

The school shall develop and implement a Facilities Management Plan to address both current and future facility needs.

Culture and Climate

The school shall provide for the professional development of teachers in social and Christian ethics through presentation and firsthand experiences.

The school shall provide students with opportunities to enhance their social and environmental awareness.

The school shall take steps to maintain and preserve the “Family” feeling and environment identified in the Survey.