

Five-year plan 2007-2012: Parents & Community

Goal 1: The School Council will gather parent feedback.				
<i>Objective 1.1: Obtain feedback from parents by conducting a parent survey.</i>				
Action Steps	Person Responsible	Timeline	Resources	Evaluation
A1: Develop pilot survey. Consider school policies, processes, practices, enhancements, and extra-curricular activities.	Policy & Planning Committee Chairperson	March 2008	Council member to develop first version; whole council	Survey questions and methodology complete COMPLETE
A2: Conduct survey. Administer survey on-line.	Policy & Planning Committee Chairperson	March & April 2008	Use Survey Sage web site, through Valtera Publicize via Light, web site, and e-mail (through Edline)	Survey administered, with at least 80% return rate COMPLETE
A3: Evaluate and publish results. Based on outcome of pilot survey, make any necessary changes to survey for Feb 2009.	Whole Council to evaluate. Policy & Planning Committee Chairperson and Principal to publish results.	April 2008	Meeting to review results as compiled by Valtera Use of Light to relay results to parents	Published data in St. Luke Light COMPLETE
A4: Plan future surveys, feedback methods.	Whole Council to develop plan.	Fall	Time at May meeting to review results and plan for next school year.	Plan to be placed school calendar
A5: Conduct survey and provide feedback.	Council	Spring	Access to survey as identified in A4	Complete feedback method as identified in A4

Goal 2: Involve and include more parents in school activities, projects, committees, and events.				
<i>Objective 2.1: Gather information about parents in order to connect parents with opportunities to lead and serve.</i>				
Action Steps	Person Responsible	Timeline	Resources	Evaluation
A1: Develop and submit to all families a talent search form.	Principal	Ongoing annually	School office and summer packet	Forms go out and are explained at summer meetings and Back-to-School Nights. COMPLETE Summer 2007
A2: Maintain database from talent forms.	Council	Ongoing annually	Microsoft Excel	Database is formed and e-mailed to all Council. COMPLETE Fall 2007
A3: Database is used by all committee chairpersons, event coordinators,	School Council and PTC	Ongoing annually	Database in Excel, and e-mail	Committee and event chairpersons provide feedback regarding value and success of database use.
<i>Objective 2.2: Increase parental involvement in school activities, projects, committees, and events.</i>				
Action Steps	Person Responsible	Timeline	Resources	Evaluation
A1: Impress upon the community the need for an increase in parental volunteer rates. The same set of parents seems to be volunteering at high rates.	Principal, SC and PTC Presidents	Ongoing	Talks and publications to parents throughout school year	Qualitative measurement of increased interest and participation
A2: Give parents many choices in which to volunteer and get involved (an FAQ for volunteering).	Principal, SC and PTC Presidents	Summer and Fall annually	Talks and publications to parents throughout school year	Dissemination of FAQ Sheet.

A3: Each committee chairperson, event coordinator, and group president will provide a summarized work plan.	Each chairperson	May of each year	The SL Light, database of talent forms, sign-up sheets at beginning of year events	Work plan to parents.
A4: School Council evaluates effectiveness of this objective and attempt to increase parental volunteer rates, and plans for subsequent school years.	School Council	Annually	Evidence from chairpersons, and PTC Liaison	Council develops plan for next school year.

Goal 3: Reach out to alumni of St. Luke to include them in our community.

Objective 3.1: Develop an active alumni directory.

Action Steps	Person Responsible	Timeline	Resources	Evaluation
<p>A1: Develop and execute avenues to reach alumni, or for alumni to contact the school, for example:</p> <ul style="list-style-type: none"> • Contact parish to identify graduates • Announcements in SL Light, bulletin • Alumni link on school website • After masses • Fiesta Finale • Street banner 	School Council and PTC	2009 – 2012	School Council and PTC Teams	Avenues to touch alumni are conducted.

Objective 3.2: Identify and create a series of events and projects in which alumni can re-connect with their school.

Action Steps	Person Responsible	Timeline	Resources	Evaluation
A1: Find a way to include the alumni in all events and projects of the School.	School Council and PTC	Ongoing annually	School Council and PTC Teams	List of identified events
A2: School Council and PTC develop pilot event(s) for alumni.	School Council and PTC	Ongoing	School Council and PTC Teams	Pilot event conducted
A3: School Council and PTC grow events to become accepted parts of St. Luke year, including a 25-year 'reunion' each summer.	School Council and PTC	Ongoing	School Council and PTC Teams	Events conducted on regular basis