



**CATHEDRAL PARISH SCHOOL  
STRATEGIC LONG RANGE PLAN—APRIL, 2016**

**We the Catholic Community of Cathedral Parish School, will be examples of Christian teachings, will serve others as Jesus would, will achieve academic excellence, and put Christ first in all we do.**

**We, the Catholic Community of Cathedral Parish School believe that...**

- Each student is recognized and valued as a unique child of God in his/her social, emotional, and academic needs.
- A Catholic school reflects the integration of Catholic faith and values for learning and life.
- Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship, to experience faith-based traditions, and to serve without distinction.
- Student learning is a priority at this school. The opportunity for success is an important component of student learning.
- Students learn in a variety of ways. They are challenged to demonstrate an understanding of essential knowledge and skills with evidence of active problem-solving and a quality work ethic.
- A safe and comfortable learning environment promotes learning and success.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- Mutual respect among and between students and staff creates a wholesome learning environment. A healthy learning environment is everyone's responsibility.
- The success of a school is measured by the participation of the stakeholders.

**Dear God,**

**With this document, we place before you today our hopes and dreams for Cathedral Parish School. May God grant us the vision of truth, the grace to persevere and the integrity of purpose and action as we strive to bring this document to life for the benefit of our seven parishes, students, parents and staff. Together, we can do so much more than any one of us can do alone because of shared talents, shared vision, and the fulfillment of the Spirit of togetherness. We ask that you bless the work of our hands. Amen**

## Cathedral Basilica of St. Augustine

**Pastor: Reverend Thomas Willis**



### SISTER PARISHES OF CATHEDRAL PARISH SCHOOL

Corpus Christi—Reverend William Mooney

Our Lady of Good Counsel—Reverend Guy Noonan

St. Ambrose—Reverend Kiran Kumar Medipalli

St. Anastasia—Reverend Timothy Lindenfelser

St. Monica—Reverend Amarnath Nagothu

San Sebastian—Reverend John Gillespie

**STUDENTS  
SCORED TOP  
10% IN THE  
NATION ON  
ITBS!**

### Faculty

100% Classroom Teachers Certified in State of Florida

7 Classroom Teachers have Master's Degrees

13 Classroom & Enrichment Teachers have a BA or BS Degree

Two Para Professionals

Guidance Counselor, Reading Enrichment, Math Enrichment

Enrichment: Art, Drama, Library/Media, Music, P.E., Spanish

Sports: Boys & Girls Basketball, Girls Volleyball, Co-Ed Soccer,  
Boys & Girls Softball, Tennis and Cross Country

**Cathedral  
Parish  
School  
Is a  
National  
Blue  
Ribbon  
School!**

### Administration

Principal & Asst. Principal —Master's Degrees in Ed. Leadership

Principal & Asst. Principal—Director's of Early Childhood

Average Years of Service for Faculty & Administration: 15 years

**ACCREDITED  
BY  
THE  
FLORIDA  
CATHOLIC  
CONFERENCE  
& NCPSA**

### Demographics

245 Students (Grades VPK-Grade 8)

87% Catholic / 13% Non-Catholic

84% Caucasian

1% Asian

2% Black/African American

8% Hispanic

5% Multi-Racial

# INTRODUCTION

**The Purpose** of the Strategic Long Range Plan is to identify the things that Cathedral Parish School does well, as well as those that need improvement. This document will help CPS follow a plan of action that will be re-visited annually as items needing improvement are addressed and as new issues arise that may need our attention.

**The Process** started with an invitation to our school community to be a part of the Cathedral Parish School Long-Range Planning Strategy session called the World Café. Those participating were given a packet of information and asked to review the table talk topics (Spiritual Life; Facilities, Equipment & Grounds; Marketing & Development; Academics; Student Life; Technology & 21st Century Skills and Organizational Structure). Each participant was asked to make comments regarding strengths and weaknesses of our school in each category. The participants were encouraged to talk with other members of the school community to gain their insight prior to the World Café Session.

The night of the forum, a table Host or Hostess along with a Recorder was assigned to each of the seven tables. These two individuals remained at the same table throughout the evening while the other participants traveled from table to table. The recorder listed the traveling participants strengths and weaknesses that had not yet been recorded at a previous table-talk session. The end result was a culmination of 56 representatives of Cathedral Parish Schools collection of beliefs regarding our school community. Our ultimate goal was to complete a formal long-range plan document that would be published in April of 2016.

**A Very Special Thanks** goes to all of the participants of the World Café along with the faculty and staff who contributed to the completion of the long-range plan for Cathedral Parish School. Thanks to the members of the teaching staff, School Board and P.T.O. Board for their help in preparing for and facilitating the table-talk sessions at the World Café. We could not have accomplished this task without everyone's input.

If you would like to make a comment on the Strategic Long Range Plan, please e-mail [kboice@cpsschool.org](mailto:kboice@cpsschool.org).

## SPIRITUAL LIFE

**AT CPS the spiritual formation of the entire school community—students, faculty and parents is fostered.**

### CURRENT STRENGTHS

- Weekly Mass at the Cathedral Basilica
- Student Participation in Mass & in Choir
- Stations-of-the-Cross throughout Lent
- Fruits of the Spirit / Sainly Character
- Morning & Afternoon Prayers on Intercom Including Bible Verse of the Day
- Character and Example of Teachers and Staff
- Collections for Catholic Charities, St. Gerard House, St. Francis House and Community Outreach
- Adoration
- Service Hours Required for Grades 6-8
- Students Knowledge of School's Mission Statement

### STRATEGIES FOR THE FUTURE...

All aspects of school life should advance the mission of Cathedral Parish School.



### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Mission Trips for 8th Grade to Local Settings
- Adopt a Sister of St. Joseph Program
- More Emphasis Upon the Use of the Bible Beginning with Elementary Students. Add a Bible Study Club
- In Depth Explanations for Students on Why There is Adoration and Other Traditions of the Church
- More Interaction with our Priests and Nuns
- Reconciliation at Least Once Every Quarter
- Provide Explanation of the Latin Parts of the Mass/Add a Latin Club
- More Exposure to the Rosary and Learning to Pray in the Younger Grades/Add a Rosary Society with the Sisters of St. Joseph

## ORGANIZATIONAL STRUCTURE

Ensure that the framework that surrounds the operation of the school enables the faculty, staff, students, and parents to further the mission of the school.

### CURRENT STRENGTHS

- Strong Leadership and Administrative Team
- Well-Managed Front Office
- Strong Communications via The Halo Weekly Newsletter
- Dedicated Staff
- Classroom Management and Organization
- Dedicated PTO
- Active School Board

### STRATEGIES FOR THE FUTURE...

Keep policies and procedures under annual review.

Continue to implement effective communication tools.

Create a more welcoming environment for new families & students.

Involve students in the methods used to welcome new students.

Establish PTO & School Board Ad-hoc committees to implement opportunities for school improvement.

### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Create a Consistent Philosophy Among Sports whereby the Athletic Director Provides an Overview for All Parents at the Beginning of the School Year at a Sports Orientation Night
- New Parent Welcoming Committee & Activities
- Investigate the Possibility of Providing Bulk School Supplies: Parents Pay a Fee for Each Grade Level's Supplies
- 8th Grade Activity List Published for Parents
- Share Information from School Board Meetings with the School Community
- Curriculum Night: Allow More Time for Parents to Become Informed About the Curriculum as Opposed to Classroom Procedures
- Find a User Friendly Volunteer Hour Tracking Program
- Coordinate Chain-of-Command Between the School and PTO—Define Roles More Clearly and Carefully Coordinate Events
- Explore Grant Writing Opportunities

## ACADEMICS

**Students are encouraged to take initiative and ownership of their academic endeavors.**

### CURRENT STRENGTHS

- Blue Ribbon School Recipient—Students Scored Top 10% in the Nation on ITBS
- Students Very Well Prepared for High School
- We Teach at CPS to Learn Not to Pass a Test
- Our Students Own their “Own Stuff” / With Portal Plus there is Accountability and Responsibility
- CPS has Good Teachers with Amazing Dedication
- Enrichment Activities such as Spanish, Art, Music and Drama are Great Assets to the Curriculum
- Small Class Sizes
- Stability of Faculty and Number of Teachers with Master’s Degrees—Ongoing Professional Development.
- Elementary Level Reading is Terrific Both for the Advanced and Struggling Readers
- Buddy Readers
- Research Papers are Cross-Curricular (e.g. English/Religion, English/Science/Computer)
- Our Math Program is Strong with Emphasis upon Math Facts and Completion of Pre-Algebra and Algebra



### STRATEGIES FOR THE FUTURE...

Integrate Catholic values throughout the curriculum and foster responsibility and accountability within the students in their efforts to take initiative and ownership of their academic endeavors.

Establish a School Leadership Team to spearhead the implementation of opportunities for school improvement.

### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Increase the Number of Teacher Assistants in Larger Size Classrooms
- Expand the Music Program
- Expand Planner Use at a Lower Grade Level
- Stagger Tests so that Students Do Not Have Four Tests on One Day.
- Develop a Physical Education Program with More Focus Upon Fitness and Health / Introduce Team Sports at a Younger Grade Level— Find a Way to Motivate Non-Athletes
- Improve Critical Reading of Our Students
- Improve Technology by Being Creative and More Innovative
- Work to Achieve a Smooth Transition for 8th Graders Choosing to Attend St. Joseph Academy
- Create a Resume Builder Program for Middle School Students Including Student Strengths and Future Expectations
- Add Tracks for Middle School to Help those Experiencing Difficulties and those Needing to be Challenged
- Investigate the Possibility of Adding Additional Time for Spanish in the School Program

## STUDENT LIFE

Through our partnership with parents, each student's spiritual, intellectual, social emotional and physical growth develops in an atmosphere which stresses Gospel values.

### CURRENT STRENGTHS

- Strong Values
- Parental Involvement
- Older Students Mentoring Younger Students
- Drama Program's Joint Affiliation with Knights of Columbus for Dinner Theatres
- Addition of Tennis & Cross Country to Our Sports Program
- Strong After School Care Program
- Summer Camp from 8 until 6 p.m. Throughout Summer
- Respect Life Club
- Festival
- Guidance Sessions and Outside Informational Speakers (Cyber-Bullying, etc.)

### STRATEGIES FOR THE FUTURE...

Strive to consistently enforce policies and procedures, grow school spirit, and develop a plan to create community among all students so no one feels excluded.



### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Additional Extra-Curricular Activities for K-5
- Additional Co-curricular Activities & Clubs
- National Junior Honor Society Tutoring Program
- Student Newspaper-Two Student Representatives Per Class Provide Content
- Diversify—More Community Involvement (Churches, Businesses, etc.)
- Pep Club for Sports Program to Improve School Excitement.
- More Interaction Between St. Joseph Academy and CPS

## FACILITIES, EQUIPMENT & GROUNDS

Strive to Offer a Clean, Safe and Secure Environment.

### CURRENT STRENGTHS

- Campus Security (Gates, Office Check-In)
- Presence of Teachers at Dismissal
- Location (Access to Cathedral & Historic St. Augustine)
- Mr. Tony!
- Capital Improvements (Roof, Landscaping, Updated Playground Equipment)

### STRATEGIES FOR THE FUTURE...

Create Campus Master Plan to address Renovation Schedule.

Create a committee to develop action plan to accomplish Master Plan.

### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Cleaning — (Parish Hall/Lyceum—Cafeteria Tables Cleaned Between Lunches, Boys & Girls Bathrooms, Locker Rooms, Disinfecting Schedule, Stairwells), and Middle School Hallways
- Renovating Facility: Gym Floor, Gym AC, Locker Rooms, After Care Room & Stairwell, Kitchen in Lyceum, Bathrooms **OR** Build a New Lyceum with Gym
- Update Front Office and Re-Carpet
- Library (Paint, Re-Carpet)
- Ventilation in Classrooms and Air Conditioners / Ventilation in Bathrooms of Middle School and Elementary Wing (Musty Smell, Decrease Humidity in Bathrooms)
- Pressure Washing Schedule
- Paint Baker Hall (Inside and Outside)
- Improve Visibility on St. George Street by Installing Mirror
- Purchase AED
- Create a Shady Area for the Playground
- Update Picnic Tables
- Enhance Grounds in Front of the Middle School Classrooms
- Purchase Appropriate Playground Equipment for VPK Program



## **MARKETING & DEVELOPMENT**

**Consistently communicate a positive, Catholic identity & encourage a spirit of life-long commitment and stewardship to acquire the necessary resources.**

### **CURRENT STRENGTHS**

- Strong Leadership Team
- Blue Ribbon School of Excellence
- Financial Need Scholarship Opportunities through Step-Up-for-Students, McKay and School Scholarship Fund
- Public Events: Festival, Living Stations, Eucharistic Procession, Knights of Columbus & Drama Classes
- Students Seen in Public in School Uniforms
- Student Visitor Shadowing Program
- Family Atmosphere
- Dedication of Teachers and Staff
- Commitment of Parents & Community Involvement
- Pal Day with Cathedral Parish Early Ed Center

### **STRATEGIES FOR THE FUTURE...**

Ensure that all marketing efforts accurately reflect both the culture and mission of the school.

Keep the religious life and academics strong (the main two reasons parents send their students to Cathedral Parish School).

Provide for the development of a Building Fund to complete Campus Master Plan.

### **OPPORTUNITIES FOR SCHOOL IMPROVEMENT**

- VPK Roundups
- Develop a Method of Reaching Out to Newcomers and Younger Families (Nocatee, etc.)
- Improve/Increase Social Media Outreach—Promote CPS & Advertise on Facebook
- Increase Outreach to St. Augustine Community
- Continue and Find Ways to Improve Upon Existing Sponsorship Program
- Parent Ambassadors
- Link Early Education of Our Sister Parishes with CPS (Bridge to CPS)
- CPS sign posted at Cathedral as well as all parishes
- Email to CPS Graduates to Develop Alumni Data Base
- Additional Bus Transportation
- Compete with Public Schools/Class Sizes

## Technology & 21st Century Skills

**Classrooms with H.E.A.T.—Higher Order Thinking, Engaged Learning, Authentic Connections, and Technology Used to Accomplish Learning Outcomes.**

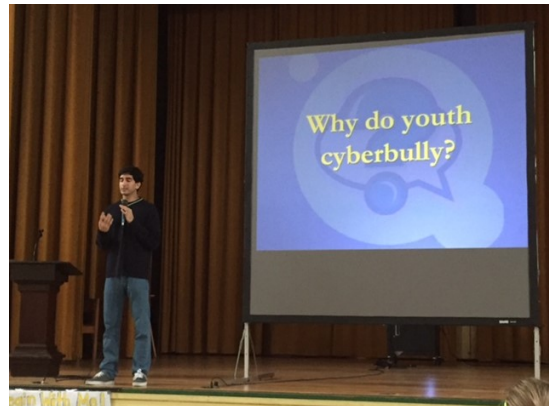
### CURRENT STRENGTHS

- CPS has Firewall Security
- Emphasis Placed Upon Utilizing Technology Appropriately: Internet Safety, Digital Citizenship
- Classroom Teachers Equipped with Laptops for the Classroom
- 25 Interactive Clickers Available for Classroom Use
- Classrooms Equipped with Document Cameras and Projectors
- Recent Addition of Laptop Cart for Use in Classrooms
- Integration of Computer Skills in Classroom Instruction
- BYOD for Middle School Students
- Wireless Network
- All New Computers Purchased for Computer Lab (Anonymous Donor)

### STRATEGIES FOR THE FUTURE...

Find ways to utilize technology effectively and efficiently for classroom instruction and office procedures.

Incorporate the necessary global perspective for all future curriculum planning.



### OPPORTUNITIES FOR SCHOOL IMPROVEMENT

- Lack of Consistency with Bring Your Own Device (BYOD): Instructional Time Compromised with Trouble-Shooting Multiple Devices...Consider Chrome Books as CPS is a Feeder School to St. Joseph's Academy
- Online Textbooks Often Times Cumbersome and Have Not Been User-Friendly at Times
- Focused Utilization and Development of Technology to Enhance Learning
- Professional Development for Teachers in Technology
- Limited Amount of Smartboards and Mimios in Classrooms
- Xtra Math in Elementary is Not User-Friendly for the Students
- Technology Support Specialist on Staff to Assist Teachers/Students 5 days a Week
- Keyboarding Skills Taught in Elementary Grades