

NOTRE DAME HIGH SCHOOL, INC.
YEARLY EVALUATION OF SCHOOLWIDE AREAS FOR GROWTH
SCHOOL YEAR 2011-2012

Since the WCEA/WASC Accreditation Team visit in March of 2011, Notre Dame High School, Inc. (NDHS) has made strides in meeting the objectives put forth in the Schoolwide Action Plan. In addition to these objectives as a means of improving and growing, the Visiting Committee also provided NDHS with the Schoolwide Areas of Growth. Although the Visiting Committee recognized many schoolwide strengths, they also provided four areas that NDHS can still improve upon. As stated in the WCEA/WASC Self-Study Visiting Committee Report (SVCR), these four areas are:

1. The Curriculum Review Committee work with the faculty in developing content standards in all curricular content areas that are aligned with national and archdiocesan standards to ensure that students are adequately prepared with 21st Century Skills for higher education.
2. The School Sisters of Notre Dame (SSND) Milwaukee Province and the NDHS administration articulate and refine the role and function of the Board of Directors (BOD) in the overall organization and operation of NDHS.
3. The SSND Province and the Administration engage all school stakeholders in a schoolwide strategic planning process to develop goals and direction in the major areas of finances, facilities, curriculum and development.
4. The administration and the Director of Mission Advancement work with the faculty and students in developing a process to assess and validate students' personal internalization of the Expected Schoolwide Learning Results (ESLRs).

Throughout the 2011-2012 school year, the faculty, staff, and administration has successfully addressed these four areas, and in some areas, has achieved the goals set forth by the Visiting Committee.

The purpose of this Yearly Evaluation of Schoolwide Areas of Growth is to keep NDHS aligned with the recommendations as set forth in the SVCR by summarizing the school's overall progress regarding the Schoolwide Areas for Growth for every successive school year following the Accreditation Team's visit during the 2010-2011 school year. Specifically, this Yearly Evaluation of Schoolwide Areas for Growth will encompass the following information: 1) updates on the progress of the Schoolwide Areas of Growth, 2) the personnel involved in addressing each area of growth, and 3) the timeline of work related to the accomplishment of goals as set forth in the four areas of growth.

Schoolwide Areas for Growth #1

The Curriculum Review Committee work with the faculty in developing content standards in all curricular content areas that are aligned with national and archdiocesan standards to ensure that students are adequately prepared with 21st Century Skills for higher education.

In order to adequately prepare students for the ever-changing world, NDHS has begun assimilating the 21st Century Skills into the curriculum. 21st Century Skills is a growing worldwide movement to redefine the goals of education in order to ensure that students are able to meet the demands of the 21st century. This new education method is not only based on the rapid pace in which the world, especially technology, is changing, but also on the belief that students have diverse backgrounds, a variety of success levels, and differing learning styles which affect their ability to learn. Consequently, educators need to move away from the traditional methods of teaching and bring into the classroom new and innovating approaches to teach core content as well as lifelong skills.

The personnel involved in addressing this area of growth are the Curriculum Review Committee and Department Chairs. The Curriculum Review Committee consists of Mariesha Cruz-San Nicolas (Principal), Nekola Fitzgerald (Faculty), and Dr. Clare Camacho (NDHS Parent). The Department Chairs include: Hawley Iseke (Theology), Nekola Fitzgerald (English), Kay Artero (Science and Math), Bianca Tanaka (Social Studies), and Naoko Hirota (World Languages/Fine Arts).

AREA OF GROWTH #1 PERSONNEL

Curriculum Review Committee	Mariesha Cruz-San Nicolas (Principal) Nekola Fitzgerald (Faculty) Dr. Clare Camacho (NDHS Parent).
Department Chairs	Hawley Iseke (Theology) Nekola Fitzgerald (English) Kay Artero (Science and Math) Bianca Tanaka (Social Studies) Naoko Hirota (World Languages/Fine Arts).

At the beginning of school year 2011-2012, the Curriculum Review Committee met with all the Department Chairs to review what would need to be done to achieve the goal of aligning NDHS standards with 21st Century skills for higher education. In October, the Department Chairs identified courses within their departments with 21st Century Skills. During the Faculty Development Day in November of 2011, two course samples from each department were reviewed and 21st Century Skills were identified within each course sample. During most of the spring of 2012, the Curriculum Review Committee met with the Department Chairs to complete all courses with 21st Century Skills. In April of 2012, a syllabus template was completed that

included identification of 21st Century Skills within each course offered at NDHS. At this point, the template was distributed to the Faculty who used it to reorganize their existing syllabi to align them with the new template.

NEW SYLLABUS TEMPLATE

SYLLABUS					
NAME, ROOM LOCATION					
CURRENT ACADEMIC YEAR					
COURSE TITLE					
TEXTBOOK					
Overview of Course	Goals and Objectives	Structure of Course	21 st Century Skills	Work Responsibilities	Grading Policy
A short description that explains the subject of the course, how it fits in the discipline.	List the major learning objectives- what should students know by the end of grading period.	List and explain the topics to be covered and how they contribute to the stated goals and objectives. Include the ESLR.	What skills will the student acquire after completing the course?	List these, e.g. reading materials, homework, Test/Exams, Class Projects, Presentations, and Efforts & Participation.	Follow NDHS Handbook Odds and Ends: Assignment=grade value, late assignment-not accepted, final grade, etc.

Schoolwide Areas for Growth #2

The School Sisters of Notre Dame (SSND) Milwaukee Province and the NDHS administration articulate and refine the role and function of the Board of Directors (BOD) in the overall organization and operation of NDHS.

One of the areas of growth that was evident in NDHS’s Self-Study Report was the ambiguous nature of the BOD. As such, the Visiting Committee has advised the school to clarify the role and function of the BOD within the overall organization and operation of NDHS. NDHS has achieved this goal by developing Corporate Bylaws and Articles of Incorporation, and filing the Articles of Incorporation with the Guam Department of Revenue and Taxation in May of 2012.

The Articles of Incorporation creates the association, in this case Notre Dame High School, Inc., as a legal entity under state corporate statute; what the corporation is meant to accomplish; its headquarters, officers that may be named; and primary rules set up to dictate the organization and workings of the corporation. In addition, NDHS has filed its Articles of Incorporation as Nonprofit Articles. This means that NDHS is a Not for Profit corporation abiding by the local tax exemption laws and regulations. NDHS’s Articles of Incorporation consists of nine (9) articles: Name, Address, Purpose, Qualification of Members, Subscriber, Officers, Board of Directors,

Service of Process, and Not for Profit.

Corporate bylaws are like an official game plan on how a corporation is to be run and operated. Bylaws define the board powers and responsibilities of the association and its membership; and, sets forth the process for creating the board of directors, voting system, etc. NDHS's corporate bylaws also state the rights and powers of the members of the corporation and the BOD. The Corporate Bylaws of NDHS include thirteen (13) articles ranging from general information to members of the corporation (The Provincial Council for the School Sisters of Notre Dame, Central Pacific Province) to the rules pertaining to the formation and duties of the BOD.

The personnel involved in addressing this area of growth are the Provincial Council for the School Sisters of Notre Dame, Central Pacific Province, the Board of Directors (BOD) and the NDHS Administration. The Provincial Council for the School Sisters of Notre Dame, Central Pacific Province consists of: Sister Mary Anne Owens-Provincial Leader, Kathryn Frank, Councilor, and Susan Jordan, Councilor. The BOD includes: Jacqueline Terlaje (Chair), Mary Beth Lizama (Vice Chair), S. Francine Perez, SSND (Secretary), and Bill Roth (Treasurer). The NDHS Administration includes: S. Jean Ann Crisostomo, SSND (President), Mariesha Cruz-San Nicolas (Principal), and Roland San Nicolas (Vice Principal).

AREA OF GROWTH #2 PERSONNEL

The Provincial Council for the School Sisters of Notre Dame, Central Pacific Province	Sister Mary Anne Owens (Provincial Leader) Kathryn Frank (Councilor) Susan Jordan (Councilor)
NDHS Board of Directors	Jacqueline Terlaje (Chair) Mary Beth Lizama (Vice Chair) Sister Francine Perez, SSND (Secretary) Bill Roth (Treasurer)
NDHS Administration	Sister Jean Ann Crisostomo (President) Mariesha Cruz-San Nicolas (Principal) Roland San Nicolas (Vice Principal)

The Provincial Council for the School Sisters of Notre Dame, Central Pacific Province, the Board of Directors (BOD) and the NDHS Administration worked throughout the school year 2011-2012 to develop the Corporate Bylaws and Articles of Incorporation. Meetings began in October 2011 in which the Bylaws were reviewed by the BOD and NDHS Administration with comments from the Milwaukee Province. In November of 2011, the Bylaws were finalized. From December 2011 to February 2012, the BOD and NDHS Administration met with the Provincial Council for the School Sisters of Notre Dame, Central Pacific Province to not only finalize the Corporate Bylaws but also to finalize the Articles of Incorporation. This process

culminated in the filing of the Corporate Bylaws and Articles of Incorporation with the Guam Department of Revenue and Taxation in May of 2012.

Reaching the goal set forth by the Visiting Committee in this Area of Growth has allowed NDHS to clarify and make transparent the governance within NDHS. It is now clear who is a part of that governance, and more importantly, what their duties and responsibilities are. Hopefully, this will help all stakeholders have a better idea of the governance structure within NDHS and how this will facilitate better cooperation and working relationships to help move the school forward in a positive direction.

Schoolwide Areas for Growth #3

The SSND Province and the Administration engage all school stakeholders in a schoolwide strategic planning process to develop goals and direction in the major areas of finances, facilities, curriculum and development.

In order for NDHS to have a better understanding of its direction and purpose in the next few years, the Visiting Committee has advised the school to develop a strategic planning process that incorporates the four main areas of finances, facilities, curriculum, and development. Not only is this Area of Growth important for the direction of the school, but the Visiting Committee's recommendation that "all school stakeholders" be involved allows NDHS's stakeholders to feel as if they have a part in the future of the school, which means they are invested in the positive growth and development of NDHS.

In order to fulfill this Area of Growth, the SSND Province and the NDHS Administration created a Strategic Planning Committee. Each member of the Strategic Planning Committee served as Chair for four sub-committees on curriculum, facilities, finances, and development. During the school year 2011-2012, the Strategic Planning Committee was established; the four sub-committees were created; sub-committee members were identified; sub-committees finalized their calendar for all meetings; and mission, vision, and priorities were identified and developed by each sub-committee.

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. In order to determine the direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue a particular course of action. One of the key components of strategic planning is an understanding of the association's mission, which is encompassed in the Mission Statement. NDHS's Strategic Planning Committee's Mission Statement states: "The mission of the Strategic Planning Committee is to sustain and promote the growth, development and welfare of Notre Dame High School and its students, establish and maintain an effective relationship

between Notre Dame and the community, and provide an environment that supports the achievement of 21st Century teaching and learning.”

The personnel involved in addressing this area of growth is the Strategic Planning Committee. This committee is composed of four sub-committees: Curriculum Committee, Facilities Committee, Finance Committee, and Development Committee. The Curriculum Committee is composed of: Mariesha Cruz-San Nicolas (Chair), Nekola Fitzgerald, and Dr. Clare Camacho. The Facilities Committee is composed of: Josephine S.N. Paulino (Chair), Mayor Vicente Taitague. The Finance Committee is composed of Bill Roth (Chair), Ann Roth, Ishmael Perez, and Josephine S.N. Paulino. The Development Committee consists of: Jessica Perez-Jackson (Chair), Denise Selk, Patricia Untalan, and Therese Toves.

AREA OF GROWTH #3 PERSONNEL

Sub-Committee	Members	Position on Committee	Qualifications
Curriculum	Mariesha Cruz-San Nicolas	Chair (Non-voting)	NDHS Principal; Alumni
	Nekola Fitzgerald	Member	NDHS Faculty (English); Alumni
	Dr. Clare Camacho	Member	Professor at GCC; NDHS parent
Facilities	Josephine S.N. Paulino	Chair (Non-voting)	NDHS Finance Officer; Alumni; NDHS parent
	Mayor Vicente Taitague	Member	Mayor of Talofofa
	Tom Rabago	Member	NDHS parent
	Noel Casilao	Member	NDHS Faculty (Physical Education)
Finances	Bill Roth	Chair (Non-voting)	NDHS Business Manager; NDHS parent
	Ann Roth	Member	Finance, banking, investment experience; NDHS parent
	Ishmael Perez	Member	Experience in operations, expansion, and finances of Catholic school
	Josephine S.N. Paulino	Member	Alumni; NDHS parent

Development	Jessica Perez-Jackson	Chair (Non-voting)	NDHS Development Director; Alumni
	Denise Selk	Member	Business owner; Alumni; NDHS parent
	Patricia Untalan	Member	Business woman; NDHS parent
	Therese Toves	Member	NDHS Finance Officer; NDHS parent

According to its Vision Statement, the Curriculum Sub-Committee, “in collaboration with the faculty and administration, provides support for continuous improvements in the classroom, promote best practices in teaching that promote student achievement, and empower educators to become diverse life-long learners.” The Curriculum Sub-Committee has identified three (3) strategies with appropriate action plans to fulfill their Vision Statement. Strategy 1 is to develop and implement process of evaluating and updating curriculum in all departments, including alignment with ESLRs, Archdiocesan standards, and sequencing of courses. The three-step Action Plan to fulfill this strategy includes: 1) Create aggressive marketing plan; 2) Evaluate curriculum: Hold faculty in-service trainings to evaluate and update curriculum; and 3) Offer more Advanced Placement courses and use PSAT student data/results to determine what AP courses to offer. Strategy 2 is to implement effective and consistent instructional methods, time management, and study skills strategies across the curriculum.

The Action Plan in place to accomplish this strategy include: 1) Hold in-service trainings for instructional methods; and 2) Teachers will implement time management and study skills strategies into their lesson planning. Strategy 3 is to develop and implement strategies for effectively supporting and integrating appropriate technology that benefits the school community. The 2-step Action Plan to achieve this strategy includes: 1) Invite local university professors to conduct workshops on how technology may be integrated into the curriculum in order to meet the needs of all students and 21st Century learning; and 2) Support teachers/administrators to attend technology training offered by the International Society for Technology in Education (ISTE).

CURRICULUM SUB-COMMITTEE STRATEGIC ACTION PLAN

Strategy	Action Plan
EVALUATE AND UPDATE CURRICULUM—The Committee will develop and implement process of evaluating and updating curriculum in all departments, including alignment with ESLRs, Archdiocesan standards, and sequencing of	<ol style="list-style-type: none"> 1. Create aggressive marketing plan 2. Evaluate curriculum: Hold faculty in-service trainings to evaluate and update curriculum. 3. Update curriculum: Offer more Advanced Placement courses. Use PSAT student data/results to determine what AP courses to

courses.	offer.
IMPLEMENT EFFECTIVE AND CONSISTENT INSTRUCTIONAL METHODS—Implement effective and consistent instructional methods, time management, and study skills strategies across the curriculum.	<ol style="list-style-type: none"> 1. Hold in-service trainings for instructional methods. 2. Teachers will implement time management and study skills strategies into their lesson planning.
INTEGRATE TECHNOLOGY—Develop and implement strategies for effectively supporting and integrating appropriate technology that benefits the school community.	<ol style="list-style-type: none"> 1. Invite local university professors to conduct workshops on how technology may be integrated into the curriculum in order to meet the needs of all students and 21st Century learning. 2. Support teachers/administrators to attend technology training offered by the International Society for Technology in Education (ISTE).

According to its Vision Statement, the Facilities Sub-Committee “aims to provide a physical environment that supports the achievement of 21st Century teaching and learning goals through enhancing the buildings and grounds on campus.” The strengths of the Facilities Sub-Committee include: clean and well kept grounds; wireless throughout campus; computer in every classroom; air-conditioned classrooms; new cafeteria; new Library Media Center (June 2010); identification of new offices : Office of Student Affairs and Business Office (July 2009); and air-conditioned gym (July 2011). The sub-committees weaknesses include: limited employee, student and visitor parking area; need to identify a permanent bus depot area; gym and stage facilities not up to date; lack of funding for certain projects; science lab still in process of upgrading; need for multi-purpose athletic field (Soccer, Baseball, Rugby). The Facilities Sub-Committee also lists opportunities, which are external chances to improve performance in the environment. According to this sub-committee, the opportunity is to implement a Fine Arts Program into the current curriculum.

The Facilities Sub-Committee has identified two (2) strategies with appropriate action plans to fulfill their Vision Statement. Strategy 1 is to successfully adapt existing facilities to meet 21st Century Learning requirements. The four-step Action Plan to fulfill this strategy includes: 1) Renovations to Gym (i.e., A/C – COMPLETED July 2011; stage renovation; windows); 2) Renovation and relocation of Science Lab – July 2011 – Ongoing; 3) Plan and implement a regular cycle for interior/exterior maintenance and renovations; and 4) Convert classroom area into a Chapel. Strategy 2 is to deliver new facilities that support NDHS’s Mission by enhancing

the quality of learning in a 21st Century environment. The Action Plan in place to accomplish this strategy include: 1) Update the stage area; and 2) Build a multi-purpose athletic field.

FACILITIES SUB-COMMITTEE STRATEGIC ACTION PLAN

Strategy	Action Plan
UPGRADES AND RENOVATIONS—The Facilities Committee will successfully adapt existing facilities to meet 21 st Century Learning requirements.	<ol style="list-style-type: none"> 1. Renovations to Gym <ul style="list-style-type: none"> •A/C – COMPLETED July 2011 •Stage renovation •Windows 2. Renovation and relocation of Science Lab – July 2011 - Ongoing 3. Plan & Implement a regular cycle for interior/exterior maintenance and renovations. 4. Convert classroom area into Chapel
NEW FACILITIES—The Facilities Committee will deliver new facilities that Support Notre Dame’s Mission by enhancing the quality of learning in a 21 st Century environment.	<ol style="list-style-type: none"> 1. Update the Stage Area 2. Build a multi-purpose practice field

The Finance Sub-Committee has developed three (3) strategies with appropriate actions plans to contribute to the achievement of the Strategic Planning Committee’s Mission Statement. Strategy 1 is to complete the financial review of the school’s finances. The Action Plan in place to achieve this strategy include: 1) Working with the Provincial finance manager to discuss the precise form of the review; 2) Update the computer program currently in use to align it more closely with that of the Province; and 3) Working with the Province to enlist the services of the individual chosen by the Province to complete the review. Strategy 2 is to work with Marketing Department in efforts to increase enrollment. The Action Plan to fulfill this strategy include: 1) Update and constantly evaluate the budget allotments provided to Marketing; 2) Continue to try to make tuition and fees as reasonable as possible; and 3) Look for innovative ways to help parents make payments. Strategy 3 is to collaborate with the Marketing and physical plant to secure more grants, prioritize projects and raise outside funds. The appropriate Action Plan pertaining to this strategy includes: 1) Once a grant is identified, budget projections will be completed to provide spending options; 2) Provide as much assistance as possible for different fundraising events; and 3) After budgets and plans are completed for various projects, we will suggest priorities in cooperation with the Facilities and Marketing committees.

FINANCES SUB-COMMITTEE STRATEGIC ACTION PLAN

Strategy	Action Plan
FINANCIAL REVIEW—We will complete the financial review of the school’s finances.	<ol style="list-style-type: none"> 1. We will work with the Provincial finance manager to discuss the precise form of the review. 2. We will update the computer program currently in use to align it more closely with that of the Province. 3. We will work with the Province to enlist the services of the individual chosen by the Province to complete the review.
INCREASE ENROLLMENT—We will work with Marketing department in efforts to increase enrollment	<ol style="list-style-type: none"> 1. We will update and constantly evaluate the budget allotments provided to Marketing. 2. We will continue to try to make tuition and fees as reasonable as possible. 3. We will look for innovative ways to help parents make payments.
GRANTS AND FUNDRAISING—We will collaborate with the Marketing and physical plant to secure more grants, prioritize projects and raise outside funds.	<ol style="list-style-type: none"> 1. Once a grant is identified, budget projections will be completed to provide spending options. 2. We will provide as much assistance as possible for different fundraising events. 3. After budgets and plans are completed for various projects, we will suggest priorities in cooperation with the Facilities and Marketing committees.

According to its Vision Statement, the Development Sub-Committee “will be an enabling force in the cultivation and stewardship of existing and potential donors, friends, and alumni, and in achieving Notre Dame’s strategic plan.” The strength of the Development Sub-Committee is that it is a new office with great potential for growth. The strength of this sub-committee is also its weakness in that it is a new office and it is still developing. The Facilities Sub-Committee also lists opportunities, which are external chances to improve performance in the environment. According to this sub-committee, the opportunities include: great relationship with news media upon which we can build (PDN and Pacific Voice); in communication with helpful alumni (Mary Okada, PAAB members, etc.) who want to see change and are willing to invest time and energy; tap into parent resources; members of the business community who may be willing to assist

financially; opportunity for grants; and philanthropic donors. The threats to the efforts of the Development Sub-Committee include: loss of direction and motivation within the Development Team and location (distance from city center).

The Development Sub-Committee has identified three (3) strategies with appropriate Action Plans to help them fulfill their Vision Statement. Strategy 1 is to aggressively promote positive public awareness of Notre Dame and enhance the school’s image through the creative use of news releases, advertisements, and special projects. The appropriate action plan for this strategy includes: 1) Continue to submit press releases and ads to local and Catholic papers to maintain NDHS’ positive identity to public; 2) Create better marketing strategy for middle school recruitment. 3) Create more opportunities to be in the public eye through café/college nights, drama productions, more service learning experiences throughout the island, open houses, health fairs, etc.; 4) Partner with hotels and businesses to provide internships for Notre Dame students during the summer months; 5) Plan middle school visit (similar to past ND/FD Day); and 6) Establish Big Brother/Big Sister program with middle schools. Strategy 2 is to aggressively pursue innovative funding from public and private sources utilizing Board initiatives, community resources, grant-writing, special events, corporate sponsorships and philanthropic funding pursuits. The action plan for this strategy include: 1) Pursue funding and increase opportunities at campus and program levels; 2) Successfully pursue grant-funding from private and public sources, organizations, and agencies; and 3) Identify and network with community resources to generate needed financial resources. Strategy 3 is to establish and maintain an effective relationship between Notre Dame and its alumni in order to carry on a spirit of cooperation and fellowship and provide a vigorous body for sustaining and promoting the growth, development, and welfare of Notre Dame. The action plan appropriate for this strategy include: 1) Establish an Alumni Association in which members pay minimal annual dues; 2) Partner with local businesses to provide incentives to Alumni Association members for joining (i.e. discounts at stores, businesses, etc.); 3) Tap into Alumni resources to donate their services, time, and money to assist NDHS in its mission; and 4) Create an annual Alumni Calendar to be sent to members (calendar will include photos of grounds and students as well as yearly alumni related events, reunions, etc. – NOT just student related).

DEVELOPMENT SUB-COMMITTEE STRATEGIC ACTION PLAN

Strategy	Action Plan
<p>MARKETING AND PUBLIC RELATIONS— We will aggressively promote positive public awareness of Notre Dame and enhance the school’s image through the creative use of news releases, advertisements, and special projects.</p>	<p>1. Continue to submit press releases and ads to local and Catholic papers to maintain NDHS’ positive identity to public 2. Create better marketing strategy for middle school recruitment 3. Create more opportunities to be in the public eye through café/college nights, drama</p>

	<p>productions, more service learning experiences throughout the island, open houses, health fairs, etc.</p> <ol style="list-style-type: none"> 4. Partner with hotels and businesses to provide internships for Notre Dame students during the summer months 5. Plan middle school visit (similar to past ND/FD Day) 6. Establish Big Brother/Big Sister program with middle schools
<p>GRANTS AND FUNDRAISING—We will aggressively pursue innovative funding from public and private sources utilizing Board initiatives, community resources, grant-writing, special events, corporate sponsorships and philanthropic funding pursuits.</p>	<ol style="list-style-type: none"> 1. Pursue funding and increase opportunities at campus and program levels 2. Successfully pursue grant-funding from private and public sources, organizations, and agencies 3. Identify and network with community resources to generate needed financial resources
<p>ALUMNI RELATIONS—We will establish and maintain an effective relationship between Notre Dame and its alumni in order to carry on a spirit of cooperation and fellowship and provide a vigorous body for sustaining and promoting the growth, development, and welfare of Notre Dame.</p>	<ol style="list-style-type: none"> 1. Establish an Alumni Association in which members pay minimal annual dues 2. Partner with local businesses to provide incentives to Alumni Association members for joining (i.e. discounts at stores, businesses, etc.) 3. Tap into Alumni resources to donate their services, time, and money to assist NDHS in its mission 4. Create an annual Alumni Calendar to be sent to members (calendar will include photos of grounds and students as well as yearly alumni related events, reunions, etc. – NOT just student related)

STRATEGIC ACTION PLANS FOR STRATEGIC PLANNING SUB-COMMITTEES

Committee	Strategy	Action Plan
Curriculum	<p>EVALUATE AND UPDATE CURRICULUM—The Committee will develop and implement process of evaluating and updating curriculum in all departments, including alignment with ESLRs, Archdiocesan standards, and sequencing of courses.</p>	<ol style="list-style-type: none"> 1. Create aggressive marketing plan 2. Evaluate curriculum: Hold faculty in-service trainings to evaluate and update curriculum. 3. Update curriculum: Offer more Advanced Placement courses. Use PSAT student data/results to determine what AP courses to offer.
	<p>IMPLEMENT EFFECTIVE AND CONSISTENT INSTRUCTIONAL METHODS—Implement effective and consistent instructional methods, time management, and study skills strategies across the curriculum.</p>	<ol style="list-style-type: none"> 1. Hold in-service trainings for instructional methods. 2. Teachers will implement time management and study skills strategies into their lesson planning.
	<p>INTEGRATE TECHNOLOGY—Develop and implement strategies for effectively supporting and integrating appropriate technology that benefits the school community.</p>	<ol style="list-style-type: none"> 1. Invite local university professors to conduct workshops on how technology may be integrated into the curriculum in order to meet the needs of all students and 21st Century learning. 2. Support teachers/administrators to attend technology training offered by the International Society for Technology in Education (ISTE).
Facilities	<p>UPGRADES AND RENOVATIONS—The Facilities Committee will successfully adapt existing facilities to meet 21st Century Learning requirements.</p>	<ol style="list-style-type: none"> 1. Renovations to Gym <ul style="list-style-type: none"> •A/C – COMPLETED July 2011 •Stage renovation •Windows 2. Renovation and relocation of Science Lab – July 2011 - Ongoing 3. Plan & Implement a regular cycle for interior/exterior maintenance

		<p>and renovations.</p> <p>4. Convert classroom area into Chapel</p>
	<p>NEW FACILITIES—The Facilities Committee will deliver new facilities that Support Notre Dame’s Mission by enhancing the quality of learning in a 21st Century environment.</p>	<p>1. Update the Stage Area</p> <p>2. Build a multi-purpose practice field</p>
Finances	<p>FINANCIAL REVIEW—We will complete the financial review of the school’s finances.</p>	<p>1. We will work with the Provincial finance manager to discuss the precise form of the review.</p> <p>2. We will update the computer program currently in use to align it more closely with that of the Province.</p> <p>3. We will work with the Province to enlist the services of the individual chosen by the Province to complete the review.</p>
	<p>INCREASE ENROLLMENT—We will work with Marketing department in efforts to increase enrollment</p>	<p>1. We will update and constantly evaluate the budget allotments provided to Marketing.</p> <p>2. We will continue to try to make tuition and fees as reasonable as possible.</p> <p>3. We will look for innovative ways to help parents make payments.</p>
	<p>GRANTS AND FUNDRAISING—We will collaborate with the Marketing and physical plant to secure more grants, prioritize projects and raise outside funds.</p>	<p>1. Once a grant is identified, budget projections will be completed to provide spending options.</p> <p>2. We will provide as much assistance as possible for different fundraising events.</p> <p>3. After budgets and plans are completed for various projects, we</p>

		will suggest priorities in cooperation with the Facilities and Marketing committees.
Development	<p>MARKETING AND PUBLIC RELATIONS— We will aggressively promote positive public awareness of Notre Dame and enhance the school’s image through the creative use of news releases, advertisements, and special projects.</p>	<ol style="list-style-type: none"> 1. Continue to submit press releases and ads to local and Catholic papers to maintain NDHS’ positive identity to public 2. Create better marketing strategy for middle school recruitment 3. Create more opportunities to be in the public eye through café/college nights, drama productions, more service learning experiences throughout the island, open houses, health fairs, etc. 4. Partner with hotels and businesses to provide internships for Notre Dame students during the summer months 5. Plan middle school visit (similar to past ND/FD Day) 6. Establish Big Brother/Big Sister program with middle schools
	<p>GRANTS AND FUNDRAISING—We will aggressively pursue innovative funding from public and private sources utilizing Board initiatives, community resources, grant-writing, special events, corporate sponsorships and philanthropic funding pursuits.</p>	<ol style="list-style-type: none"> 1. Pursue funding and increase opportunities at campus and program levels 2. Successfully pursue grant-funding from private and public sources, organizations, and agencies 3. Identify and network with community resources to generate needed financial resources
	<p>ALUMNI RELATIONS—We will establish and maintain an effective relationship between Notre Dame and its alumni in order to carry on a spirit of cooperation and</p>	<ol style="list-style-type: none"> 1. Establish an Alumni Association in which members pay minimal annual dues 2. Partner with local businesses to provide incentives to Alumni

	fellowship and provide a vigorous body for sustaining and promoting the growth, development, and welfare of Notre Dame.	Association members for joining (i.e. discounts at stores, businesses, etc.) 3. Tap into Alumni resources to donate their services, time, and money to assist NDHS in its mission 4. Create an annual Alumni Calendar to be sent to members (calendar will include photos of grounds and students as well as yearly alumni related events, reunions, etc. – NOT just student related)
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Schoolwide Areas for Growth #4

The administration and the Director of Mission Advancement work with the faculty and students in developing a process to assess and validate students’ personal internalization of the Expected Schoolwide Learning Results (ESLRs).

It has become evident that NDHS does not have a direct means by which to assess whether the students are in fact, internalizing the ESLRs. One of NDHS’s strong points is that students are exposed to the ESLRs everyday, whether in the classroom, around the school campus, or through community projects. The Visiting Committee has challenged the school to develop a means by which this internalization can be measured. Are the students really taking these ESLRs to heart? Are these ESLRs really making a difference in the formation of the NDHS student as Spiritually Oriented, Academically Prepared, and Globally Concerned?

The personnel involved in addressing this area of growth are the administration, the Director of Mission Advancement, and Faculty. The administration is composed of: S. Jean Ann Crisostomo, SSND (President), Mariesha Cruz-San Nicolas (Principal), and Roland San Nicolas (Vice Principal). The Director of Mission Advancement is Joleen Limtiaco. The committee formed to address this area of growth includes the Academic Counselor and Director of Mission Advancement, Joleen Limtiaco (Chair), and Faculty members, Manda Tenorio, Mia Conepcion, and Jadeline Mullikin.

AREA OF GROWTH #4 PERSONNEL

NDHS Administration	Sister Jean Ann Crisostomo (President), Mariesha Cruz-San Nicolas (Principal)
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	Roland San Nicolas (Vice Principal)
Director of Mission Advancement	Joleen Limtiaco (Academic Counselor)
Area of Growth #4 Committee	Joleen Limtiaco (Chair) Mia Concepcion (Faculty) Manda Tenorio (Faculty) Jadeline Mullikin (Faculty)

Throughout the 2011-2012 school year the committee to address this Area of Growth met and discussed the assessment tools available to achieve this goal. By the end of the school year, the committee has developed two goals, a long- and a short-term goal. The long-term goal was the implementation of ePortfolio. ePortfolio, also known as an electronic portfolio, is a collection of electronic evidence assembled and managed by a user, usually on the World Wide Web. Although it is still unclear as to how ePortfolio provides data aggregation to be used for reporting purposes, it is a viable assessment tool that combines the ability for creative expression and the incorporation of technology.

The committee is still continuing to research, discuss, and document ePortfolio and hopes to identify a provider by August of 2012. The goal of school year 2012-2013 is to implement ePortfolio, train the Faculty in its use, create an ePortfolio department and event guidelines, begin an ePortfolio pilot program with a select number of students, and assess/adjust the ePortfolio guidelines based on the results from the pilot group. The committee hopes to have ePortfolio fully launched by school year 2013-2014.

Since full implementation of the ePortfolio program is not expected until school year 2013-2014, the committee has also developed a short-term goal to address the Area of Growth. This interim goal is to develop, distribute, and disseminate a survey that would assess and measure students' internalization of the ESLRs. Although the committee recognizes that the survey, as an assessment tool, may be lacking in terms of "capturing" the internalization of the ESLRs, they are confident, with the right questions, it will provide valuable information regarding this Area of Growth for the short-term. The committee plans to have a survey developed and ready for the student body by 1st Quarter of school year 2012-2013. Distribution, dissemination, and analysis of the results would follow.

AREA OF GROWTH #4 STRATEGIC PLAN

ePortfolio (Long-Term)	SY 2011-2012	SY 2012-2013	SY 2013-2014
	<ul style="list-style-type: none"> • Research, discuss and document ePortfolio 	<ul style="list-style-type: none"> • Identify ePortfolio provider • Implement ePortfolio 	<ul style="list-style-type: none"> • Fully launch ePortfolio

		<ul style="list-style-type: none"> • Faculty training for ePortfolio • Create ePortfolio department and guidelines • Create pilot ePortfolio program with select students • Assess/adjust ePortfolio guidelines 	
Survey (Short-Term)	SY 2012-2013		
	<ul style="list-style-type: none"> • Development of survey complete (1st Quarter) • Distribution to student body • Assessment and dissemination of results 		