

Archdiocese of Galveston-Houston Long-Range Strategic Planning for Schools



TCCB ED REQUIREMENTS (From the 2022-2023 Guide to Quality and Effectiveness)

POLICY - Each school, under the direction of the local governing body and leadership, must have a written site-based long-range strategic plan.

IMPLEMENTATION - Long-Range Strategic Planning:

- is a process developing both long-term vision and goals and specific interim/action steps to reach those goals
- flows from the school's mission statement
- encompasses a period of three to five years
- outlines realistic operational and strategic goals
- addresses areas such as Catholic identity/charism, mission/philosophy/vision, student services, technology, facilities, development (including marketing and public relations), governance, administration, finance, enrollment, personnel, curriculum, and any other needs specific to the school community
- involves an annual review of the school's mission statement, philosophy, vision, goals, and objectives as well as a review of the plan's goals and action steps, with any necessary adjustments being made including goals and/or action steps for an individual year
- should be updated at least annually and not at the end of the strategic plan cycle
- should include a timeline, identify the person responsible, state cost (if any), and provide a completion date

CSO EXPECTATIONS

- Base the school's strategic plan on the:
National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECs) –
Mission & Catholic Identity, Governance & Leadership, Academic Excellence, and Operational Vitality
OR
TCCB ED accreditation domains which include Catholic Identity; Governance, Administration, & Management; Curriculum, Instruction, & Assessment; Student Services & Activities; and Plant & Facilities.
- Utilize the SMART goal framework:
 - ✓ **Specific** – Is the goal explicit about what will change?
 - ✓ **Measurable** – Is the goal able to be quantified and tracked with data?
 - ✓ **Attainable** - Is it realistic, set too low, or set too high?
 - ✓ **Results-focused** – Will the goal impact and sustain the school's mission & vision?
 - ✓ **Time-Bound** – Does the goal have a specific timeframe for completion?
- Include all members of the school community in long-range strategic planning.
- Submit an updated Strategic Plan to TCCB ED annually with school's Annual Report.
- Include the Strategic Plan as a standing item on the school's governing body's meeting agenda. Strategic Planning could be a standing committee of the ASC. Committee should function as a working committee.
- Post school's Strategic Plan on the school's website.
- Report accomplishments to school and larger community at least annually.

CSO SUPPORT FOR SCHOOLS

- Templates have been developed to guide a school's strategic planning process, meeting the requirements of TCCB ED. National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools and TCCB ED accreditation domains for Cycle 4 have been correlated in the templates. Schools may choose to revise a template or use other formats with additional components if requirements are met. Templates are in Word format for ease of use with explanations and instructions. Access templates through www.choosecatholicschools.org → Parent Information → School Advisory Councils → Enter Password “AdvisoryExperts”.
- Consultation and training: Contact the Catholic School Office Assistant Superintendent of Leadership and Governance.
- Suggested Resources: NCEA Publications and The Archdiocese of Galveston-Houston Development Department

Archdiocesan of Galveston-Houston



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