



Strategic Improvement Plan

2024-2027

St. Matthew's Episcopal School
2620 Crestview Drive
Edinburg, TX 78539
(956) 383-4202

Vision

St. Matthew's Episcopal School is a Christian community committed to academic excellence and spiritual growth for our children today.

Mission/Covenant

Believing that “You will be blessed when you walk in, you will be blessed when you walk out, St. Matthew’s respects and encourages the individual spiritual beliefs of each member of their community by:

- Giving thanks to God in our prayers
- Taking responsibility for our actions and “doing our best” in everything we do
- Working with students today in a safe and loving community to better our future
- Passionately cultivating the Fruits of the Spirit in our students and families (Love, Joy, Peace, Forbearance, Patience, Kindness, Goodness, Faithfulness, Gentleness, Self-Control)
- Being servant leaders
- Trusting in God’s plan for us
- Believing all things are possible through Christ

Staff Retreat August 3, 2023

To demonstrate, acknowledge, and proclaim the unique worth and beauty of all human beings as creations of a loving and empowering God.

Board Strategic Planning Retreat January 13, 2024

Statement of Philosophy

All students deserve the encouragement and opportunity to gain the skills and values that will enable them to become responsible, caring, and trustworthy citizens.

Characteristics of Episcopal Schools

- Episcopal schools are places of genuine hospitality that support the spiritual growth of all, regardless of faith tradition, even as they illuminate the school's Episcopal roots and heritage.
- Episcopal schools have long understood that multiple voices and perspectives are necessary for sound learning and wise decision-making. To this end, Episcopal schools strive to be inclusive communities that promote open and reasoned dialogue that breaks down barriers and promotes human understanding.
- Episcopal schools create and sustain a school culture that advances the dignity and well-being of each person and promotes a genuine sense of belonging.

National Association of Episcopal Schools

School Assessment

Strengths:

- ❖ A 47-year history of academic excellence and spiritual growth in the Episcopal tradition
- ❖ Generations of successful alumni
- ❖ Strong partnerships with St. Matthew's Episcopal Church, Edinburg CISD, and the City of Edinburg
- ❖ An active and committed Board of Trustees composed of church members, parents, and parents of alumni
- ❖ Location of school on a major traffic artery in the city of Edinburg near the expressway
- ❖ A beautiful courtyard and chapel
- ❖ A large open field suitable for future development
- ❖ A covered pavilion for sports and other activities that could be converted into a gym/multipurpose facility
- ❖ A strong educational scope and sequence
- ❖ Small class sizes that lend themselves to individualized instruction
- ❖ Reading and Enrichment times built into the class schedule (2nd-5th grades)
- ❖ Staff trained in CPR/First Aid by a licensed instructor
- ❖ Strong charism of welcome and hospitality

Weaknesses:

- ❖ Third HoS in as many years (administrative stability)
- ❖ Loss of two teachers during current school year (faculty stability)
- ❖ Lack of classroom and student technology to foster curriculum growth and development
- ❖ Current enrollment (60) does not support current budget and staff
- ❖ Need for a comprehensive plan to recruit and retain students, families, and staff
- ❖ Need for an enclosed, multi-purpose facility to support athletics, assemblies, and special events
- ❖ Need to develop the athletic field for outdoor competitive sports, including track
- ❖ Limited student population to support a broader range of athletic and extracurricular activities
- ❖ Limited classroom space for library books and other educational equipment/supplies

Goal Area 1: Finance

Goal: **Assure the continued fiscal viability of the school**

Action Steps:

Fall/Winter 2023-2024

1. Contract with a Financial Consultant

- Create an “in-house” system for tracking payments, bills, and other financial correspondence
- Use QuickBooks to track finances and pay staff
- Terminate Moore CPA in favor of contracted resource
- Establish a revolving line of credit with the school’s banker

*Agents: Bloomquist Consultants, Board President, HoS, Office Manager,
Texas National Bank*

Winter/Spring 2024

2. Apply for the Employee Retention Credit (ERC) for 2020-21

- Contract with an ERC broker/consultant
- Supply relevant information
- Mail prepared documents to the IRS (current deadline: April 15, 2024)

Agents: Sharp Consulting, Bloomquist Consultants, HoS

Goal Area 2: Recruitment and Retention

Goal: Establish a robust program for recruiting and retaining students and families

Winter 2024, then yearly (2024-2027)

1. Establish a standing committee of the Board of Trustees for recruitment

- Create (and revisit on an annual basis) an annual marketing plan for the school
- Maintain a steady, ongoing presence on social media (Facebook, Instagram, YouTube, Google)
- Evaluate the school's website and recommend cost-effective ways to maximize its use
- Plan and execute the school's major recruitment event (showcase, open house) annually in February, along with other events as needed
- Cultivate a database of alumni contacts for continued outreach and support of the school
- Give guidance to the Board of Trustees and the Head of School in maximizing the effectiveness of recruitment efforts

Agents: Board President, Head of School, Board Members and Parents/Alumni

Fall/Winter 2023-2024

3. Assess the current electronic sign for the school and renovate or replace it

- Reach out to past major donor(s) to partner with them in accomplishing this.

Agents: HoS in consultation with Board President

Spring/Summer 2024

4. Investigate partnerships with local home school associations

- Exchange of information and resources
- Discuss MOU for sharing facilities and extracurricular programs

Agents: Head of School, Board Members/HSA Members

Spring/Summer 2024

5. Create a “Supernatural Kids” classroom for PK3-PK4 students with special needs

- Meet with current PK2 families of students with special needs to share vision and create partnership
- Meet with ABA partnering organization to share vision and partner with a MOU
- Promote the school to families of students with special needs at the Armadillo Showcase/generate a list
- Find and hire a SPED teacher to oversee the classroom

Goal Area 3: Curriculum and Instruction

Goal: **Establish pre and post-standardized assessments of student progress on all grade levels**

Action Steps:

Spring 2024

1. Research a PK formative and summative assessment system

- Prepare for the introduction of Iowa Assessments in September as well as April (Grades 1-5)
- Budget as necessary for additional Iowa Assessments
- Research PK assessment options and choose a provider for the 2024-2025 school year
- Budget as necessary for introduction of PK pre and post-assessments

Agents: Teachers and Head of School, Finance Committee

Goal: **Review the School’s Curriculum Scope and Sequence and Align to Current Practice**

2024-2025

1. Contract for a curriculum consultant to assist in reviewing

- Secure consultant and negotiate a fee

- Schedule classroom visitations and workshops/presentations
- Revise the current scope and sequence and add a comprehensive textbook and teacher toolbox kit

Agents: Head of School, chosen consultant, Staff

Goal: Cultivate relationships with professional associations and curriculum resource centers

Fall 2024

1. Send two staff members to the NAES Biennial Conference (Nov. 13-15 in Fort Lauderdale)

- Budget or secure donation/grant for funding
- Develop a selection process for the staff members who'll be attending
- Create a process for disseminating the conference information to all staff

Agents: Head of School, Board of Trustees, Financial Donors, NAES

Fall 2024

2. Partner with the Dustin Sekula Memorial Library (Edinburg) in providing programs and resources for students

Agents: Viviana Caballero, English Teacher, Head of School

Summer/Fall 2024

3. Negotiate with Edinburg CISD for distribution of Title II, III, and IV funding

- Schedule meeting with Director of Federal Programs
- Initiate 2024-2025 needs assessment and projections based on enrollment and returning students
- Budget for projected materials/resources for distribution and consult staff re: POs