



ATTACHMENT E

THE PASTORAL PLAN FOR PARISH RENEWAL AND RESTRUCTURING

PARISHES WITH CATHOLIC SCHOOLS
SCHOOL EVALUATION INSTRUMENT

(This should be completed by the principal and pastor, administrator, or parish life coordinator and sent to the Vicar General)

1. Background Information

Name of school _____

Pastor _____

When was he appointed? _____

Principal _____

When was principal hired? _____

Telephone _____

School Board President _____

Address _____

Telephone# _____

What year was the school established? _____

When was the present building completed? _____

Is school building air-conditioned? _____

Is school building fully accessible to persons with disabilities? _____

Do you have a school board? _____ How often does it meet? _____

Does your school board have an active committee structure? _____

Does your school have an up-to-date strategic plan? _____ Year approved? _____

2. The Catholic Identity of the School

Do all school programs and activities demonstrate the centrality of the Gospel of Jesus Christ?
Yes/No _____

Please explain _____

Are faculty members qualified to provide a fully-developed Catholic religious education and formation program? Yes/No _____

Please explain _____

Are the teachings of the Catholic Church integrated throughout the curriculum? _____

Give examples: _____

Is the environment of the school that of an authentic Christian community? _____

Explain _____

In your estimation, how many of your school parents and their children participate in Sunday Eucharist regularly?
_____ All or most _____ Some _____ Very few

Does your principal show a real commitment to the Catholic faith by participating in Sunday Eucharist and other important parish activities regularly? Yes/No _____

Do your faculty members show a real commitment to their Catholic faith by participating in Sunday Eucharist regularly and parish activities regularly?
_____ All _____ Most _____ Some _____ Very few

Are there clergy or religious on the staff? _____

If yes, list their name(s) and positions(s):

How often does the pastor visit the school?
_____ several times a week _____ weekly _____ periodically

When the pastor comes he usually _____ teaches religion classes _____ visits classes informally

How often is the Eucharist celebrated for the students and faculty? _____ Are there various forms of prayer in the school each day? _____

Do the students participate in outreach programs, service projects, and other activities that teach them to be imitators of Christ? _____

Describe ways in which your school is manifestly a Christian community and not simply a "private school" providing an alternative to the public school.

How does your school foster vocations to the priesthood, the diaconate, and religious life?

3. School Enrollment

If you have a pre-K, what is this year's enrollment? _____

K-8 enrollment total:

2007-08 _____ 2008-09 _____ 2009-10 _____ 2010-11 _____
2011-12 _____ 2012-13 projection _____

Currently, the largest class is: Grade _____ with _____ students

Currently, the smallest class is: Grade _____ with _____ students

Looking to the next five years, you project that your enrollment will probably
_____ remain the same _____ increase significantly
_____ decrease significantly

What percentage of your students is Catholic? _____

What percentage is of other faiths? _____

How many of the elementary school children in your parish are in the parish school of religion? _____

Indicate any successful recruitment and marketing efforts made by the school within the last three years:

If your enrollment has declined in recent years, what communal factors have contributed to the decline? _____ smaller families _____ cost of tuition _____ unemployment
_____ dissatisfaction with the school _____ other (explain) _____

4. Finances

Current tuition rates: _____

Total actual cost per student for 2011-2012? _____

Is there an annual, realistic school budget? _____ Reviewed by principal? _____
Reviewed by pastor? _____

What is the budget for the current fiscal year? _____

What percentage of this year's school budget is from

Tuition? _____ %

Parish subsidy? _____ %

School fundraising? _____ %

This year, what percentage of your total parish income was used to sustain the ministry of your Catholic school? _____

If the amount is greater than 50%, what impact does this have on other important parish programs? _____

How is your tuition collected? _____ by the school _____ by an outside agency

On average, what percentage of your tuition is NOT collected? _____

Do you offer tuition assistance? _____

How is tuition assistance determined?

Do you have an educational endowment fund? _____ Total Value \$_____

What are major school fundraisers?

Are they usually successful? Yes/No _____

Is there an annual fund drive? Yes/No ____ 2010/11 total: \$_____ 2009/10 total: \$_____

Is school using all available federal, state and diocesan funds available? _____

5. Instruction

Has the school completed an accreditation process? _____

If so, when was the most recent? _____

If not, when will accreditation be completed? _____

What "strengths" of the school were noted by accreditation? _____

What "areas for improvement" were noted by accreditation?

How many full-time faculty members? _____

How many part-time faculty members? _____

How many full-time staff members? _____

How many part-time staff members? _____

Do all faculty members have state teaching certification? _____

List outstanding programs in religion and/or faith formation:

- a.) _____
- b.) _____
- c.) _____
- d.) _____
- e.) _____

List outstanding programs in other academic areas:

- a.) _____
- b.) _____
- c.) _____
- d.) _____
- e.) _____

Is current technology (computers, smartboards, etc.) incorporated throughout the curriculum?

Does the school offer any summer programs?

Do you share parts of your school building with a parish school of religion program?

Number of children in elementary and secondary parish school of religion programs?

Is the school involved in any way in the adult faith formation of the school parents?

Yes/No_____

Examples:

- a) _____
- b) _____
- c) _____

6. Nearby Catholic Schools

Are there other Catholic schools in your community or nearby? _____

If yes, name(s) of nearby Catholic school or schools

Distance to nearest school _____

Do you have a "cluster" relationship with a nearby school? _____

If not, why not? _____

If yes, give examples of "cluster" programs/activities/sharing/planning:

Are there families who home-school their children in your parish? _____

If yes, how does the parish/school maintain contact with them?

How are the children prepared for sacraments?

7. The Future of your School

In June 2011 the Office of Education of the Diocese of Belleville offered a preliminary Assessment and Analysis of the ongoing viability of our Catholic schools. Our twenty-nine schools were listed under five categories.

1.) SCHOOLS WITH STRONG VIABILITY (6)

2.) SCHOOLS WITH GOOD VIABILITY (5)

3.) SCHOOLS WITH REASONABLE VIABILITY (5)

4.) SCHOOLS WITH QUESTIONABLE VIABILITY (7)

5.) SCHOOLS WITH DOUBTFUL VIABILITY (6)

Your school has been identified as being in category: _____

Do you agree with the Office of Education analysis? Yes/No _____

Whether you agree or disagree with the Office of Education analysis, the **PASTORAL PLAN FOR PARISH RENEWAL AND RESTRUCTURING** requires the leadership of every school listed by the Office of Education in categories 4 (SCHOOLS WITH QUESTIONABLE VIABILITY) and 5 (SCHOOLS WITH DOUBTFUL VIABILITY) to meet with the Office of Education and give careful attention to this analysis. The following questions must be answered in writing. (Please use additional paper.)

1. Is the Assessment and Analysis essentially correct?
2. If it is not correct, where are the errors in the criteria used to develop the school profile?
3. Can the Office of Education and parish leadership agree that the school belongs in a higher category?
4. What, if anything, can be reasonably done in the coming year to move the school at least to category 3?
5. If this is not possible, should your school enter into conversation with neighboring schools about the possibility of consolidation or merger? (If so, an initial conversation about this process should be set up with the school(s) in question, the Office of Education, the Vicar General and the Bishop.)
6. If your school is in category 5 (Doubtful Viability), the PASTORAL PLAN FOR PARISH RENEWAL AND RESTRUCTURING requires the leadership of your school to address the important and difficult question of the possibility of your school merging/closing in the next 1-3 years.

Realistically:

Should your school close in the next three years? _____

Should it be consolidated with a nearby school? _____

What steps should be followed to facilitate the most positive process of consolidation or closure? _____

For the good of your parish, your school, your school children, faculty, and parents, these questions must be addressed in a timely manner.