

Organizational Capacity Objective #1: Improved Communications Amongst All Stakeholders

By 2023 St. Stephen's Episcopal School will demonstrate improved communications amongst all stakeholders as measured by:

1. Teacher-School Family Communication

- a.) By 2023 written communication to parents from teaching staff will increase by at least 10 % each year. Target year, 100% of teaching staff will provide bimonthly written communication for parents.

	Baseline Year 2014-15	Team Visit Accred. Year 2015-16	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Year 6 2021-22	Year 7 2022-23
TARGET: Percentage of staff communicating with parents on a biweekly basis in written form		60%	70%	80%	90%	100%	100%	100%	100%
ACTUAL	38%								

- b.) By 2023 St. Stephen's Episcopal School will provide online access to current grades and assignments. Target year, 100% of classes 1st-8th will post online assignments and grades.

	Baseline Year 2014-15		Team Visit Accred. Year 2015-16		Year 1 2016-17		Year 2 2017-18	
	Grades	Asgmt.	Grades	Asgmt.	Grades	Asgmt.	Grades	Asgmt.
TARGET: Percentage of classes with current grades and assignments online			50%	75%	67%	88%	100%	100%
ACTUAL	0%	63%						

	Year 3 2018-19		Year 4 2019-20		Year 5 2020-21		Year 6 2021-22		Year 7 2022-23	
	Grades	Asgmt.	Grades	Asgmt.	Grades	Asgmt.	Grades	Asgmt.	Grades	Asgmt.
TARGET	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
ACTUAL										

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2. School-School Family Communication

By 2023 St. Stephen's Episcopal School will be concise and thorough with information provided to school families. Target year, four informational flyers provided to families on monthly basis.

	Baseline Year 2014-15	Team Visit Accred. Year 2015-16	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Year 6 2021-22	Year 7 2022-23
TARGET: Number of informational flyers/emails provided monthly to families		12	10	8	6	4	4	4	4
ACTUAL	15								

3. School-Stakeholder Communication

a.) By 2023 St. Stephen's Episcopal School Staff members will be in attendance, involved in, or leading afterschool clubs and meetings. Target year, 100% of staff will be involved in afterschool activities, clubs, and meetings.

	Baseline Year 2014-15	Team Visit Accred. Year 2015-16	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Year 6 2021-22	Year 7 2022-23
TARGET: Percentage of staff involved in afterschool activities		59%	68%	77%	86%	91%	100%	100%	100%
ACTUAL	50%								

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b.) By 2023 St. Stephen's Episcopal School will increase opportunity for parents and staff to provide input on school policies, plans, and curriculum. Target year, St. Stephen's School will provide 100% of members of its community of stakeholders appropriate opportunities to provide input.

Stakeholder Group	Baseline Year 2014-15	Team Visit Accred. Year 2015-16	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Year 6 2021-22	Year 7 2022-23
TARGET-Staff		85%	90%	95%	100%	100%	100%	100%	100%
ACTUAL-Staff	76%								
TARGET-Parents		90%	95%	100%	100%	100%	100%	100%	100%
ACTUAL-Parents	86%								

4. Administration-Teacher Communication

a.) By 2023 all school staff will attend bimonthly staff meetings. Target year, is bimonthly staff meetings in which all staff will be in attendance.

	Baseline Year 2014-2015	Team Visit Accred. Year 2015-16	Year 1 2016-17	Year 2 2017-2018	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Year 6 2021-22	Year 7 2022-23
TARGET: Number of Staff Meetings		9	11	14	16	18	20	20	20
ACTUAL	7								

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- b.) By 2023 100% of teaching staff will be observed biannually and provided with written and oral feedback and goals. Target year, 100% of teaching staff will be observed biannually with written and oral feedback and goals provided.

	Baseline Year 2014-2015			Team Visit Accred. Year 2015-16			Year 1 2016-17			Year 2 2017-2018		
	FO	WF	G/P	FO	WF	G/P	FO	WF	G/P	FO	WF	G/P
TARGET: Staff Observations and Feedback				100%	100%	18%	100%	100%	36%	100%	100%	50%
ACTUAL	71%	18%	0%									

	Year 3 2018-19			Year 4 2019-20			Year 5 2020-21			Year 6 2021-22			Year 7 2022-23		
	FO	WF	G/P	FO	WF	G/P	FO	WF	G/P	FO	WF	G/P	FO	WF	G/P
TARGET	100%	100%	64%	100%	100%	82%	100%	100%	100%	100%	100%	100%	100%	100%	100%
ACTUAL															

(FO: Formal Observation; WF: Written Feedback, G/P: Established Goals/Plan)