



## **2023-2024 Annual Progress Report Instructions**

**DUE DATE: June 15, 2024**

*\*If submitted after the due date, a late fee will be assessed in the amount of \$150.*

**This year's Annual Progress Report (APR) has 6 components:**

1. Cover Form with Narrative Overview of the Year
2. Update Progress of School Strategic Plan (SSP)
3. Communication of SSP Progress to Stakeholders
4. Response to Essential Standard #3
5. Preschool/Pre-K Information (*If applicable*)
6. Check-list and E-signature

**Due Date:** Please submit all components of the APR by June 15, 2024

→ Upload on your school's portal on [mnsaa.org](https://mnsaa.org) (highly encouraged)

**OR**

→ Email PDF documents directly to me at [vicki.marvin@mnsaa.org](mailto:vicki.marvin@mnsaa.org)

# 2023-2024 Cover Form for Annual Progress Report

**Instructions:** Complete the following as an introduction to your school's Annual Progress Report.

School Name: **Marquette Catholic School**

City: Virginia

Head of School/Principal Name: Lisa Kvas

Number of years as Principal/Head of this School: 5

Was the Principal/Head of School involved in the development of the current SSP?

YES

NO

If not, explain why: SSP was created prior to becoming the principal.

Was the Principal/Head of School the primary author of this report?

YES

NO

If not, explain who:

**Enrollment at the end of the academic year 2023-24:**

**Preschool Enrollment:** 32 (regardless of accredited status with MNSAA)

Accredited with MNSAA

Not Accredited with MNSAA

**Total Enrollment Grades K-12: 183**

**Year in the MNSAA Accreditation Cycle:**  1  2  3  4  5  6  Extension

## 2023-2024 Narrative Overview

**Instructions:** Insert your 2023-24 narrative overview below that summarizes the past school year. Your narrative should include:

1. A description of any experiences that impacted progress on your School Strategic Plan (SSP)
2. Explanation of any major revisions to the SSP
3. Description of any major accomplishments not included in your SSP

*Insert narrative overview here:*

*MNSAA ANNUAL REPORT 2023-2024  
Marquette Catholic School – Narrative Overview*

*May 20, 2024*

*Dear MNSAA Review Team:*

*The 2023-24 school year was a historic one for Marquette. This past fall, Marquette launched and operated in two geographic locations with grades PreK-4 on the old campus and 5-8 on the new campus. This transition (and all the adjustments and changes that went along with it) led to the intent to be cautious and limiting in adding any new initiatives or making any significant changes in the school. This included asking for an extension from MNSAA for our accreditation visit which was (thankfully) granted. Nevertheless, significant progress was made in fulfilling some of the objectives in our strategic plan including establishing a new middle school, reconstructing the new elementary school, and building on the already-existing assets, strengths, and needs of the school.*

*Establishing a New Middle School - In the spring of 2023, Holy Spirit Parish purchased an existing campus of two buildings and property that would become the new home of the school. During the school year last year, it was anticipated that the entire school would be able to move into the new facility in the fall or at the latest, in mid-winter, if construction plans were completed in time. However, as of last spring, the delays led to the decision in mid-summer 2023 to move only the middle school to the facility and to do it in time for a fall 2023 start. The remaining weeks of the summer were spent moving the middle school and getting the facility ready to operate with a new chapel, classrooms, schedules, phones, internet, safety checks, food service, and personnel. This was accomplished, and our middle school students were able to start school at the new campus location in the fall.*

*Reconstructing the New Elementary School - The new school campus has two existing buildings, a North Building where the middle school was established and a South Building which has been under construction since last summer and will eventually be the elementary school. Thanks to a successful capital campaign that has been underway since November 2022, over \$4.7 million dollars has been raised in pledges and donations to nearly cover the \$5M cost of purchasing the property and renovating the South Building where the elementary will be located. This initiative has had a significant impact on progress towards two of the SSP objectives including, Objective 2- providing a safe, functional, and welcoming environment for students and staff and Objective 4- pursuing long-term stability and growth. As reported in both the SSP and Stakeholder's Summary, the purchase of the new building has substantially improved school operations and safety, enhanced student experiences and school culture, and provided better learning spaces and opportunities for expansion.*

*Building on Assets, Strengths, and Needs – While the school has made strides in many of the strategic plan objectives and strategies, some of the more substantial areas worth mentioning in this narrative overview (aside from the purchase of the new school and establishment of the middle school on the new campus) include:*

*\* Boosting formation of students and staff by moving from having mass twice a week to having it daily, integrating a solid faith-based House system for the middle school, and providing substantial opportunities for faith-based retreats, workshops, and participation in the sacraments for students and staff.*

*\* Focusing on supporting and developing teachers and staff by way of providing training for reading and using standardized tests to impact teaching and learning, improving the knowledge and skills needed to operate and work with preschool students, and recognizing and rewarding teachers for their commitment to students and Catholic education.*

*\* Improving processes and decision-making including the development of a Class Cap and Decision-making Policy as well as a complex Hiring and Onboarding Policy.*

*\* Providing resources to support and sustain families and the school through the addition of the opportunity for parents to apply need-based state funding to childcare at Marquette and continued efforts to secure grants, funding, donations, and fundraising dollars to support school operations and activities.*

*The 2023-24 school year has been a memorable and successful one with so much to celebrate and be grateful for. God, who always seems to deliver, continues to provide for our students and school in so many ways! I am so thankful for the five years I have had at Marquette as the principal. And even though I am moving on to another chapter in life, I will be saying my prayers, being hopeful and supportive, and keeping a watchful eye and heart on all the wonderful things to come for this school. Thank you, MNSAA, for your continued guidance, resources, and support for our school and all Catholic schools in our state. You are a gift.*

*In gratitude and hope,  
Lisa Kvas, Principal  
Marquette Catholic School*

*Submitted by: Lisa Kvas*

*Title: Principal*

## 2023-24 School Strategic Plan (SSP) Update

**Instructions:** Using **purple font** update your SSP

1. Provide current progress narratives in far right column
  2. Adjust timeline if applicable
  3. Update action steps if applicable
  4. If you did not accomplish something, provide an explanation
- ➔ Do not report on action steps in the future.
- 

## 2023-24 Communication of the SSP

This component of the APR is in reference to **MNSAA STANDARD 4.07:**

**ANNUAL REPORT TO STAKEHOLDERS:** The school annually provides a state-of-the-school report to stakeholders that at a minimum communicates progress on strategic initiatives and plans for future improvement. A quality state-of-the-school report will include assessment results, use of financial resources and enrollment trends.

**Instructions:**

1. Provide a written description below of how your school specifically communicated the School Strategic Plan (SSP) and its defined improvement initiatives and progress with stakeholders.
2. Provide a pdf copy of your Stakeholder/State of the School Report.
  - Save as a pdf and upload your Report to Stakeholders/State of the School Report to your portal or email to [vicki.marvin@mnsaa.org](mailto:vicki.marvin@mnsaa.org)

*Provide written description here:*

Marquette Catholic School communicated information about the School Strategic Plan (SSP) with its stakeholders in ways that it typically does every year:

\*ACCE Board – ACCE Board members received an electronic copy of the full-length School Strategic Plan. This referenced the objectives, strategies, and action plans we were striving to achieve. The principal gave monthly reports on progress toward SSP initiatives at ACCE Board meetings and welcomed discussions. A simplified summary version of the SSP objectives, strategies, and progress during the 2022-2023 school year (the Stakeholders' Summary Report) was also distributed to board members for review at the end of the school year.

\*School, Parish, and General Community – School administration communicated throughout the year with parents/guardians, teachers, and staff via the Marquette Messenger regarding projects and initiatives. The Marquette Messenger was sent in paper form, distributed to teachers and staff, and sent home with students. The Stakeholders' SSP Summary Report was shared with parents/guardians, teachers, staff, parish, and general community via the school website.

## 2023-24 Staff Evaluations

Annually, MNSAA seeks to focus our Annual Progress Report (APR) on an essential standard. This academic year, schools are asked to keep an emphasis on your **staff evaluation** practices and procedures. Specifically, in 2023-2024 you are being asked to report on:

### Standard 5.09

The school has an evaluation process for all school employees that includes regular and ongoing supervision, annual documented reviews, and when needed, suggested courses of action to improve performance.

### Instructions:

1. Provide a written description of the evaluation process for all staff that includes regular and ongoing supervision and annual documented reports.
2. Indicate that all staff have written evaluation reports on file for the 2023-24 academic year.
3. Provide a written reflection of what was observed through this year's evaluation process and how that will inform future staff development

*Insert written description here:*

*Marquette Catholic School has an evaluation process for all school employees that includes regular and ongoing supervision, annual documented reviews, and when needed, suggested courses of action to improve performance. School administration evaluates staff through using the following methods and strategies:*

*Regular and ongoing supervision -*

- *During the week before school begins, school staff attend an orientation meeting where general expectations, processes, and procedures are reviewed and discussed. School staff also receive an updated teacher/staff handbook that delineates these expectations and processes.*
- *At the beginning of the year, the principal had one-on-one meetings with all school personnel to develop personal goals, an awareness of what is needed to accomplish them, and an acknowledgement of any potential challenges. These meetings set the stage for growth, communication of goals and progress, and a partnership between staff and administration to work together to promote progress and accomplishment.*
- *Meetings are held at least twice a month, if not weekly, with all teachers and staff as a group to check in, communicate, and monitor activities and progress.*
- *More informally, throughout the weeks of the school year, administration evaluates staff activities, productivity, and accomplishments via being in the hallways, stepping into classrooms, and having spontaneous conversations and check-ins with teachers in various places in the school.*

*Annual documented reviews -*

- *Teaching staff are formally observed in their classrooms once during the year followed by a 1:1 meeting between the teacher and administrator/supervisor. The Teacher Observation Feedback Form is used to document the observation and then as a communication tool in a follow-up meeting with the teacher to go over what was observed. The following items are discussed in the observation: classroom environment, lesson taught, instructional methods observed, learning styles addressed, teaching strengths observed, evidence of attention to standards, and suggestions for improvement.*
- *Non-teaching staff are evaluated using the Employee Evaluation Form which is completed together during a one-on-one meeting with each individual staff member. Following up on the beginning of the year 1:1, this evaluation reviews the person's goals and objectives for the year, their achievements and accomplishments, strengths and areas for development, and goals and objectives for*

*the following year.*

*For the 2023-24 school year and by June 15, 2024, all but one staff member will have written evaluation reports on file including 15 teachers, 12 non-teaching staff, and a Dean of Students. No evaluations have been done with the principal during her 5-year tenure. She has also resigned from her position effective the end of this school year.*

*All teachers have written evaluation reports on file for the 2023-2024 academic year: yes (yes or no)  
If not, please explain:*

*All non-teaching staff have written evaluation reports on file for the 2023-2024 academic year: no (yes or no)*

*If not, please explain: The only non-teaching staff member who will not have an evaluation on file will be the principal. No evaluations have been done with her in her 5-year tenure.*

*Provide a written reflection of what was observed through this year's evaluation process and how that will inform future staff development:*

*This year's evaluation process was more thorough than in recent years with the added element of meeting with each staff member twice a year; once for the one-on-one more informal conversation to set and communicate goals and challenges, and a second to evaluate achievements, strengths, and areas for development more formally. The teacher observation forms were also recreated, expanded, and improved, and new formal employee evaluation forms were implemented. This evaluation process will continue to build communication of expectations and results as well as inform areas for improvement and growth. It will also guide administration decision-making in terms of providing staff with any needed (or desired) support and professional development. Continued efforts to implement and update position descriptions will also help clarify roles and expectations as well as strengthen evaluations and performance of employees.*

## 2023-2024 Preschool Addendum (continue to check-list if not applicable)

→ For MNSAA Accredited Preschools only

**Instructions: The following are required of MNSAA accredited preschools annually.**

1. Submit a copy of your DHS License
2. Submit a copy of your DHS report from your most recent visit
3. Submit a copy of your response to the most recent report

Our school needs our accreditation certificate prior to July 30 for Parent Aware purposes: (yes or no)

### Check-list and Signature (for all schools):

- Save this **entire document** as a PDF
  - Use this file name: 2024 APR\_School Name, City
  - Upload to your school's portal or attach to an email
- Save your **updated SSP** as a PDF
  - Use this file name: 2024 SSP Update\_School Name, City
  - Upload to your school's portal or attach to an email
- Save your **Stakeholder/State of the School Report** as a PDF
  - Use this file name: 2024 Stakeholder (or State of the School) Report\_School Name, City
  - Upload to your school's portal or attach to an email
- Save your **DHS license** as a PDF
  - Use this file name: 2024 DHS License\_School Name, City
  - Upload to your school's portal or attach to an email
  - Not Applicable
- Save your **DHS report** as a PDF
  - Use this file name: 2024 DHS Report\_School Name, City
  - Upload to your school's portal or attach to an email
  - Not Applicable
- Save your **response to the report** as a PDF
  - Use this file name: 2024 DHS Response\_School Name, City
  - Upload to your school's portal or attach to an email
  - Not Applicable
- By checking this box, I hereby declare that the information provided in this Annual Progress Report is an accurate representation of the school improvement and progress achieved during the 2023-24 academic year. I verify that all required documentation is on file in the school and available for review by appropriate authorities.*

Name: Lisa Kvas

Title: Principal

**DUE DATE: June 15, 2024**

*\*If submitted after the due date, a late fee will be assessed in the amount of \$150.*