

THE MISSION OF ST. MATTHEW LUTHERAN SCHOOL

The mission of St. Matthew Lutheran School is to provide students with a quality academic education based on Scripture as God's inspired and inerrant Word, helping students to grow in their faith and trust in Jesus Christ as Lord and Savior and to offer our school community the best opportunity to reach out to people with the Gospel of Jesus.

THE MANDATE OF ST. MATTHEW LUTHERAN SCHOOL

The mandate of St. Matthew Lutheran School is to provide a Christian Education from a Lutheran perspective, that follows the goals and objectives of Alberta Learning and at the same time upholds and extends the values and principles which are taught at home and in the church. The focus is to educate the whole child; spiritually, academically and physically.

STATEMENT OF RESPONSIBILITY

The Education Plan for the three years commencing the school year of 2008-2009 was prepared under the direction of the St. Matthew Lutheran School in accordance with the responsibilities specified in the School Act, the Government Accountability Act, the Alberta Education School Authority Education Plans Policy and the provincial government's accounting policies.

The priorities outlined in this Education Plan were developed in the context of the provincial government's business and fiscal plans, including Alberta Education's Business Plan. The Board of Education - St. Matthew Lutheran School is committed to achieving the planned results laid out in this plan.

Chair's Signature

Mr. Doug VanDerVeen - Chairman, Board of Education

COMMUNICATION WITH PARENTS

The Three Year Report will be available from the school upon request from the parents. The availability of the Report will be communicated to the parents via the school newsletter.

We are also working on an updated web site - upon completion it will also be posted on our web site.

The Three Year Report will also be shared with the Parent Advisory Committee.

VISION STATEMENT

St. Matthew Lutheran School's commitment is to provide for the spiritual, academic and physical needs of each child. The school assures that it will:

- provide daily religious instruction to strengthen the faith, founded on the Gospel of Jesus Christ.
- teach all subjects from a Christian perspective without neglecting the academic goals and objectives of the Alberta Curriculum.
- provide the necessary skills for Higher Education, productive living and effective citizenship.
- provide for literacy and academic success.
- participate in the Christian community.

OUR BELIEFS

St. Matthew Lutheran School is a private Christian School that is an integral part of and operated by St. Matthew Lutheran Church of Stony Plain. St. Matthew Lutheran Church believes that:

1. The overarching goal of Christian Education is to help children know and trust in Jesus Christ as their Savior.

2. Christian education is primarily the responsibility of faithful parents. Lutheran Schools help parents in forming their children's spiritual life and values by offering a quality academic education by Christian teachers.
3. Lutheran schools not only serve children and their families, but the surrounding communities.
4. Our school should be accredited by the Province of Alberta.
5. Each student's academic development is based on his acquiring strong basic skills in mathematics, reading, writing and listening.
6. Our school should be open to all children and families who desire the benefits of Lutheran education, regardless of race, religion or social and economic standing.

SCHOOL AND JURISDICTION PROFILE

St. Matthew Lutheran School operates as part of the ministry of St. Matthew Lutheran Church of Stony Plain, Alberta, a community of some 10,000 residents. As our school began in 1905, we celebrated the Centennial along with the Province of Alberta at that time. Our academic program is inclusive from Pre-School through Grade Nine.

Our program of studies consists of the full Alberta Curriculum along with a strong Lutheran-focused religion program that is Christ centered, a strong sports program, an up-to-date computer lab, a wide range of complementary courses and an intense elementary phonics program.

Our staff will consist of eight full time teachers, one full time teacher/administrator, one half time teaching assistant, one part time librarian, a full time custodian and one full time administrative assistant.

The enrollment policy is an open policy to all students regardless of race, colour or religious backgrounds. However, families who enroll their children at St. Matthew Lutheran School must comply with the vision and policies of the school. In addition, families must understand that limitations of resources must be considered where students require special needs.

SCHOOL ISSUES

- 1) The lack of funding grants to support provincial technology requirements continues to be of great concern, as the instructional grant is not adequate to support ICT programs, as required by Alberta Learning . The lack of funds to implement new curriculum does limit what can be offered.
- 2) Library - As St. Matthew continues to increase in both student population and programs, we are obligated to provide a library that can offer a good balance of reading and research materials. We continue to budget substantial dollars for library materials.
- 3) Maintaining St. Matthew's goal of 90% of its students achieving the required standard of achievement on the Provincial Achievement Tests.
- 4) As the school continues to grow, classroom space continues to be an issue.
- 5) St. Matthew Lutheran School continues to consider the implementation of offering a second language. The availability of second language teachers and the scheduling of language into the current timetable without extending the school day are problematic.

SCHOOL TRENDS

Our school continues to show strong progress in the elementary grades with the utilization of the intensive phonics program and Math program as borne out by the results in the CTBS and Provincial Achievement Tests.

VISION

With regard to the Students:

- 1) to provide students with the highest quality academic program.
- 2) to encourage students to strive for academic excellence.
- 3) to help students achieve disciplined behaviors.
- 4) to enable students to live Christ-like and God-pleasing lives.

With regard to the Parents:

- 1) to encourage parents to understand and carry out their *God-given* educational responsibilities for their children,
- 2) to keep open lines of communication between parents and school, and
- 3) to report the progress of students to parents in accord with the goals mentioned above.

With regard to Community:

- 1) to contribute to our community through the development of individuals trained for *service to God* and leadership in their homes, churches, and communities, and
- 2) to provide opportunities for students to participate in community activities.

PRIORITY AREAS FOR IMPROVEMENT WITH STRATEGIES

- 1) Teaching Excellence
 - a. The annual performance results with the *Metropolitan Readiness Tests* in ECS, the *Canadian Tests in Basic Skills (CTBS)* for Grades one through eight, and the *June Achievement Tests* are all very favorable and encouraging. Our school will continue to maintain the programs and teaching methods currently being employed.
 - b. We will make improvements to the primary teaching approach by reducing the number of combined classrooms to two, namely a *Grade 2/3* combined and a *Grade 7/8* combined class. Our goal however is to have all classes stand alone.

- 1) Upgrade the Library
 - a. We will continue to upgrade and further develop the *Accelerated Reading Program*, which will mean purchasing more volumes of books and testing discs.

 - b. As well, we will add additional volumes for reading and research

- 2) Improve services for special needs children.
 - a. Provide programs under the *Early Literacy Initiative*.

- b. Provide extended services through WSHIP such as Speech Pathology.
 - c. Hire a teacher assistant to provide additional one on one help in the ECS Program.
- 3) Improve secondary student achievement in Mathematics.
- a. Continue to provide additional class time in Mathematics.
 - b. Provide math tutoring - ie. Math Mondays.
 - c. Continue to strive for and maintain 90% of our students to achieve the Provincial Standard in Math.
- 4) Continue to support and maintain the quality of the Science Program at all grade levels through our regular budget. We will continue to:
- a. Provide for teacher growth through Professional Development.
 - b. Ensure maintenance of each Science Kit.
 - c. Purchase Science materials to meet the needs of the program.
- 5) Improve the Delivery of both Social Studies and Technology Programs at all grade levels through the AISI (Alberta Initiative for Student Improvement) Grant by:
- a. Providing for teacher growth through Professional Development,
 - b. Providing time for teachers to fully develop each SS unit,
 - c. Purchase of materials to support both Social Studies and Technology Programs.

PARTICIPATION RATES FOR PROVINCIAL ACHIEVEMENT TESTS

At St. Matthew Lutheran School we feel that it is important for all students to write the Provincial Achievement Tests. Students that have Individualized Programs receive assistance by way of the provision of a reader, a scribe and the option of using a computer for written portions.

GOAL 1: That St. Matthew Lutheran School Provide for High Quality Learning Opportunities For All

It is our desire to follow all standards as set by Alberta Learning to provide students with the tools necessary to pursue careers of their choice and potential.

Desired Outcomes:

- 1) That St. Matthew Lutheran School meets the needs of all its learners within its school community.
- 6) That St. Matthew Lutheran School is a safe and caring place for the children.
- 7) That the children with additional needs have these needs addressed through its programs and support help available when required.

Performance Measures:

1. Percentage of teachers, parents and students are satisfied with the services provided for students at St. Matthew Lutheran School.
2. Percentage of teachers, students and parents are satisfied with the overall quality of education provided at St. Matthew Lutheran School. Percentage of teachers, students and parents are satisfied with the opportunity for students to receive a broad program of studies including fine arts, technology and health and physical education at St. Matthew Lutheran School.
3. Percentage of teachers, parents and students agree that: students are safe at school, are learning techniques to care for others and are learning to respect others and treat them fairly.
4. Percentage of teachers, parents and students agree that the required supports for children with additional needs are met at St. Matthew Lutheran School.
5. Percentage of students who are satisfied with:
 - a. Their school overall.
 - b. Variety and challenge in classroom and school activities.

Target:

- 1) Desire 100% students to achieve one years growth on CTBS test scores.
- 2) Desire at least 90% of students to achieve acceptable standard and 20% to achieve standard of excellence on provincial achievement tests.
- 3) Desire that at least 90% of the teachers, parents and students are satisfied with the quality of education received at St. Matthew Lutheran School.

Strategies:

- 1) Provide computer technology studies at all grade levels.

- 2) Continue to update computer lab on an annual basis with new hardware.
- 3) Provide annual evaluations to be completed by Parent Community.
- 4) Provide a Quality Daily Health and Physical Education program.
- 5) Provide a variety of extracurricular activities for students.
- 6) Provide for teaching assistants for moderate to mild special needs students.
- 7) Provide for the inclusion of the 'Writing and Spelling Road to Reading and Thinking' Program.
- 8) Provide for the inclusion of the Accelerated Reading Program.
- 9) Provide for professional development opportunities for teachers individually as well as collectively as a school to further develop teachers' abilities.
- 10) Continue to change curriculum in accordance with the Alberta Learning Program of Studies.
- 11) Encourage all parents within the school community to enroll their children in the school's ECS program.

GOAL 2: Teaching at St. Matthew Lutheran School Consistently is of High Quality and Provides for Excellence in Learner Outcomes.

It is our desire to have each teacher equipped to fulfill and perform all of his teaching responsibilities so that all students will be able to achieve the desired outcomes of the program of studies.

Desired Results:

1. Teachers help students achieve provincial learning expectations and high standards.
2. Teachers use a variety of teaching strategies to help improve students' learning.
3. Teachers professional growth plans focus on the knowledge, skills and attributes required to meet diverse learning needs of all students.

Performance Measures:

1. Percentage of teachers using a variety of teaching methods.
2. Percentage of teachers working on plans to improve area's of weakness identified in Annual Evaluation Reports.

3. Percentage of parents satisfied with teacher competence.
4. Percentage of students who achieve the acceptable standard and percentages of students who achieve the standard of excellence on Grade 3, 6 and 9 Provincial Achievement Tests in relation to provincial and school targets.

Targets:

1. That 92% of our students achieve the acceptable standard and 20% achieve the standard of excellence on the Provincial Achievement Tests in Grades 3, 6 and 9.
2. That all teachers utilize a variety of teaching methods to achieve learner outcomes.
3. That all teachers participate in Professional Development to learn new skills and strategies to teach their students.

Strategies:

1. Provide Professional Development opportunities in both spiritual and academic areas.
2. Provide Professional Development opportunities in specific areas of weakness.
3. Provide financial support for teachers to further their education by way of courses, seminars and conferences.
4. Recognize good teaching through Provincial Awards for Excellence in teaching.
5. Provide a variety of and adequate resources for teachers to use to accommodate high learning standards

GOAL 3: Education at St. Matthew Lutheran School is Responsive to Students, Parents and the Community.

Desired Results:

1. Parents have the opportunity for involvement in the decision making process as they are the integral partners on the Parent Advisory Committee and are elected to positions on the Governing Board - The Board of Education - St. Matthew Lutheran Church.
2. Parents and the school community have appropriate roles in education.

3. Our school offers a safe and caring environment.
4. That St. Matthew Lutheran School demonstrates leadership and continuous improvement.

Performance Measures:

1. Percentage of parents show satisfaction with parental involvement in decisions about their child's education.
2. Percentage of parents show satisfaction with the choice of programs offered.
3. Percentage of parents show satisfaction that their school has improved or maintained a high level of education over the previous three years.
4. Percentage of teachers agree that professional development opportunities meet their professional development needs to teach the students at St. Matthew Lutheran School.

Targets:

1. That at least 90% of the parents are satisfied with their involvement at St. Matthew Lutheran School.
2. That at least 90% of the parents are satisfied with the programs offered.
3. That all teachers are satisfied with their professional development opportunities.

Strategies:

1. Survey St. Matthew Lutheran School Community as to program desires.
2. Involve PAC in the decision making process as to program offerings.
3. Encourage parents to serve on PAC.
4. Encourage parents to serve on the Board of Education.
5. Involve parents in School Volunteer Programs.
6. Provide for professional development opportunities for all staff members.

GOAL 4: Students Have Access to the Support Services They Require.

Desired Results:

1. All students at St. Matthew Lutheran with special needs have access to the services that they require.

2. Students with hearing problems have access to speech therapy.

Performance Measures:

1. Percentage of parents of students with special needs are satisfied with:
 - a. access to services for children with special needs.
 - b. progress and achievement of their child with special needs.
2. Percentage of parents satisfied with the speech services provided.
3. Percentage of parents satisfied with the physical structure in meeting the needs of special needs students.

Strategies:

1. Seek funding for programs to provide grants for students with special needs - eg. "Puff Grant".
2. Utilize programs and staff from the Westview Health Authority - eg. speech pathology.
3. Form an alliance with the Learning Resources Center.
4. Do a feasibility study with the Board of Education for physical changes to the building to accommodate special needs people.
5. Encourage parents to volunteer.
6. Adapt an Individualized Education Plan for students with learning disabilities.
7. Evaluate IPP effectiveness with teacher and parent.
8. Seek funding for teaching assistants.
9. Seek funding under the Alberta Initiative for School Improvement.
10. Provide Early Literacy Programs.

GOAL 5: Information Technology is Integrated into Education to Enhance Student Learning and the Efficiency and Flexibility of it's Delivery.

It is the desire of St. Matthew Lutheran School to ensure efficiency in upholding its mandate to be good stewards of the gifts provided in the way of tuition, grants, donations and fund raisers.

Desired Results:

1. Provide opportunities for success to all students through the programs delivered.
2. Provide students with the information technology skills necessary for K-12 learning.
3. Require teachers to integrate information technology into instruction and management of student learning.

Performance Measures:

1. Percentage of students satisfied with program of studies in computer technology which include:
 - a. Data Base
 - b. Spreadsheets
 - c. Word Processing
 - d. Network communication
2. Percentage of parents satisfied with program of studies in computer technology.
3. Percentage of students satisfied that they have the skills to use information technology.

Strategies:

1. Provide opportunities for all classes to have access to the computer lab.
2. Teachers provide all children opportunities to use computers in the classroom.
3. Develop a student satisfaction survey.

GOAL 7: The Education System is Open and Accountable for the Achievement of Results and Use of Resources.

Desired Results:

1. Parents and the community have timely and meaningful information about education, including student achievement and expenditures from the private school authority.
2. All parents are kept informed as to student progress.
3. All parents are kept informed as to school activities, goals and philosophies.
4. All students have access to equitable educational opportunities.

Performance Measures:

1. Percentage of parents satisfied with their access to and the quality of school information about their child's progress and achievement.
2. Percentage of private school authority spending on instruction and administration.
3. Spending per student per school year.

Strategies:

1. Ensure continuous communication with parents on all aspects of educational progress, programs and reports regarding the student.
2. Continue to provide St. Matthew Lutheran students' equal access to basic educational programs in accordance with Provincial Guidelines.
3. Explore other avenues of funding.
4. Ensure parents receive copies of Provincial Achievement Test Results and CTBS test results.
5. Ensure communication with parents as to percentage of spending on instruction and per student spending.

FINANCIAL REPORTING NOTIFICATION

Upon enrollment of their children at St. Matthew Lutheran School, all parents are eligible to examine detailed budget reports for St. Matthew Lutheran School. The current budget and all audited budget reports are available for review in the school office. The school office is open from 8:30am to 4:00pm each day of regular operation September through June, should anyone like to pick up a copy of the above reports.

RELATED PLANNING - FUNDED INITIATIVES

A. EARLY LITERACY

The focus of the Early Literacy funds is to better equip our students with books and instruction to help them learn to read and improve their reading in the early formative years of their education. To that intent and direction, St. Matthew Lutheran School applies the funding to books and series of books which enhance learning and are motivational for instruction. The students will be able to read and increase their knowledge and vocabulary as a result.

B. STUDENTS WITH SPECIAL NEEDS / STUDENT HEALTH

St. Matthew Lutheran School encourages students with mild and moderate needs through our regular school program particularly with the use of the intensive phonics program called Writing and Spelling Road to Reading and Thinking. Students with special needs are referred to the Westview Student Health Initiative Program where teachers work closely with speech therapists and/or behavior modification specialists. The well-being of the whole school body is monitored and assessment referrals can be made through close communication between parents and teachers accessing the WSHIP. Ongoing medical booster shots and dental hygiene are taken care of in our school by Health personal. The care of the students is foremost and equipping them with the tools they need for managing a special need or providing health care is an ongoing provision. The result is students, who are better able to learn, teachers who are better aware of the students needs and how to facilitate them, and strong healthy students ready and eager to learn.

C. ALBERTA INITIATIVE FOR SCHOOL IMPROVEMENT (AISI)

The focus of the funding that St. Matthew Lutheran School will receive from the AISI grant will be to develop all units in the new Social Studies

curriculum ECS through Grade 9, provide professional development for our staff in Critical Thinking and use of technology for Social Studies and develop assessment tools for Social Studies. This will involve teachers to attend in-services, allow teachers the time to develop and plan each unit taught at each Grade level and to purchase the materials for and assemble kits for each of the planned units. The project focus is to enhance the Social Studies programs with activities in each unit. The intended result is to improve student interest in Social Studies and to develop better Social skills. The ultimate goal is for students to have a better understanding of Social Studies and show performance improvements on the Alberta Achievement Tests at Grade 6 and 9.

In addition, teachers will be required to become competent in all aspects of Technology and be able to integrate Technology into all subject areas.

Related Planning

A. Technology Plan

Annual Computer Upgrading - to support our elementary student computer use and the continued development of ICT (Information and Communication Technology) classes in Junior High, St. Matthew Lutheran School maintains a budgeted amount for Computer Hardware and Software.

Again, we await an additional 25 computers via 'Computers for Schools', to be placed into classrooms which have been networked during the 2007-2008 school year. We will continue to upgrade these computers through this program by Alberta Education.

In addition, we will be purchasing projectors and laptops to be utilized by classroom teachers as one of their methodologies of delivering information to their students.

B. Capital / Facilities Plan

Facilities Plan - to help enhance the attractiveness and use of the current school facility, St. Matthew Lutheran School maintains a budgeted amount for facility upgrades.

At this time a special School Building Committee has been established and plans are progressing for a new school building. The land purchase is in process and the fund raising for the project is to begin soon. The plan is for St. Matthew Lutheran School to open the 2012/2013 school year in a new facility on a new location.

Budget 2008 - 2009

Revenue Summary:

Tuition and Fees	\$ 266,400
Grants	\$ 461,173
Other - Donations	\$ 66,650
Sports Fees	\$ 1,500
Church Grant	\$ 45,000
Total Revenue	\$ 869,355

Expenditure Summary:

Employee Expense	\$701,805
School Supplies	\$ 34,782
Miscellaneous Expense	\$ 67,260
Operations	\$ 48,600
Trustees Expense	\$ 7,980
Administration Expense	\$ 8,150
Total Expenditure	\$ 868,577

Budget 2007 - 2008

Revenue Summary:

Tuition and Fees	\$ 253,200
Grants	\$ 461,173
Other - Donations	\$ 65,150
Sports Fees	\$ 1,500
Church Grant	\$ 45,000

Total Revenue **\$ 826,023**

Expenditure Summary:

Employee Expense	\$657,423
School Supplies	\$ 37,454
Miscellaneous Expense	\$ 66,760
Operations	\$ 45,200
Trustees Expense	\$ 10,500
Administration Expense	\$ 8,150

Total Expenditure **\$ 825,487**

How the Budget Supports the Instructional Plan

To improve student learning, the funding in the Instruction Category was increased for 2008-2009 to better staff the school with teachers in the elementary and junior high grades to reduce the number of combined classes. Our textbooks and supplies funds category was also increased to allow for the purchase of new curricular materials, specifically for Math at Grades ECS, 1, 4 and 7 and Grades 3,6 and 9 in Social Studies and to provide for the replacement of worn out curricular materials. Also the AISI grant will assist us in providing support materials and professional development for the new Social Studies curriculum.

The school is providing the funds for many Professional Development opportunities from Music to Technology to Social Studies. Teachers are gaining knowledge and growing in their profession.