

INCARNATION CATHOLIC SCHOOL  
REPORT TO PARISH EDUCATION COMMISSION AND PARISH COUNCIL

January 9, 2017

Mrs. Leah Coghlan, Assistant Principal

*Incarnation Catholic School provides a spiritually and academically rich environment  
for all to grow in faith as they follow in the footsteps of Jesus.*

*Incarnation School Mission Statement Revised 10-2016*

**Expectations from the Archdiocese of Cincinnati and the ODE for State Accreditation**

For more than 30 years, Incarnation Catholic School has received full State accreditation as a chartered, non-tax school each time we have applied. Our parish school is once again moving through this six-year cycle, and we are now in year two of the accreditation process that is required by the Ohio Department of Education (ODE) and the Ohio Catholic School Accrediting Association (OCSAA). The Incarnation OCSAA **Leadership Team includes: Leah Coghlan, Assistant Principal, Cynthia Jecker, Department Administrator, and Erin Anderson, Representative Teacher.**

All accredited schools in the State of Ohio must present documentation during the OCSAA process that exhibit an adherence to educational, legal, and ethical standards as well as the established tenets for excellence in education that have been set up by the ODE and the Archdiocese of Cincinnati.

A second aspect of the accreditation process is a self-evaluation which focuses on continuous improvement. The difference between Catholic and public schools is most revealed in the goal requirements, which are developed by the Catholic Conference of Ohio with the support and approval of the State of Ohio. The difference is found in the first goal, and the purpose of this goal is to enhance and broaden our Catholic identity. The directive of the second goal is to improve and strengthen student learning. The goals are written with input and feedback through a needs assessment program that is derived from the school's stakeholders, i.e., parents, faculty and staff, students, and parishioners.

After a thorough needs assessment (year one), two long-term goals emerged as dominant areas that would strengthen our school program. A four-year timeline, with specific strategies and an action plan for each goal, completes a plan that will be achievable within the provided time.

**An overview of the OCSAA six-year cycle follows:**

**Year 1 (2015-16) Self-study year:** A needs assessment of multiple stakeholders included surveys (formal, informal, longitudinal), focus groups, data collection, and a literature review of recent research of Catholic doctrines (for goal one) and curricular studies (for goal two). The rationale for the needs assessment is to focus our school community on areas that will strengthen and improve the program.

**Year 2 (2016-17) Evaluation year:** Goals, Strategies, Action Plan, and Timeline are written and reviewed by the school and parish communities. An Archdiocesan administrator visits the school (November 2016) to review and make recommendation for the school program and the developed goals. Assigned OCSAA representatives visit the school during February, 2017, for a second review and to approve or reject the validation of the school programs and the continuous improvement goals. **Final acceptance of the plan will be sent to Incarnation in May, 2017.**

**Year 3 (2017-18) First year of goal implementation**

**Year 4 (2018-19) Second year of goal implementation.** We will also assess our progress to date and file a **Progress Report with OCSAA**

**Year 5 (2019-20) Third year of goal implementation**

**Year 6 (2020-21) Fourth year of goal implementation.** We will complete a final assessment on our progress and file a **Final Progress Report with OCSAA.**

**GOAL ONE SUMMARY:** Incarnation School's Catholic identity goal focuses on prayer. *Students will increase their understanding and application of prayer in their daily lives.* Over the four years of the goal, students will explore different types of prayer, including: contemplative prayer, traditional prayer, and prayers of the saints. Students will also learn how to plan and accomplish a prayer service appropriate to their grade level.

**GOAL TWO SUMMARY:** Incarnation School's academic performance goal focuses on strengthening mathematics across the curriculum. *Students will increase their ability to apply mathematical vocabulary and concepts across the curriculum.* The data collected, especially surveys and standardized test data, indicate that students need to improve their use of math concepts in other subjects; for example, reading graphs in social studies or charting data for science. This goal will focus on using consistent math vocabulary throughout the grade levels and integrating math concepts into all subject areas.

The goals and strategies for implementation are attached and still in draft form. They will be finalized after the OCSAA external validation team visits in February and provides their recommendations.

**Catholic Schools Week** is January 29<sup>th</sup> - February 6<sup>th</sup>: The theme for this year's CSW is *Incarnation School: A Community of Faith and Service*. Teachers on the committee are working to plan a celebration of our school, highlighting service through fun and faith-filled activities. The PTO will be providing lunch for the students on Student Appreciation Day before students view music videos they submitted for the third annual competition! The Archdiocesan Mass will be celebrated on Wednesday, February 1<sup>st</sup> at St. Peter Parish in Huber Heights. The entire parish school community will join parishioners of Incarnation to celebrate Mass as we close Catholic Schools Week on Friday, February 3<sup>rd</sup> at 9:00am.

**Letters of Intent 2017-2018** As the budgeting process for the 2017-2018 school year begins, it is necessary to ask all employees what the "intent" for employment will be for 2017-2018. This will allow the Finance Committee and the school budgeting team to develop a solid budget for the school. A budget in its simplest form, gives a good guess of what money will be needed for an organization, and it impacts the tuition for our families.

The Letters of Intent are also helpful for hiring purposes. When employees let us know at this time that they will not be able to return the following year, we have an early start and a better hiring pool. Fortunately for Incarnation School, the turnover is very low, and in many cases, our young parents have returned to work in another capacity after their children begin school!

A survey is also included, and it helps to move the school program in a positive direction. While we can't use all of the suggestions and recommendations, we are able to use many, to improve the school program.