



Western Catholic Educational Association  
Catholic Schools Accrediting Commission

# Ensuring Educational Excellence (E3)

## Annual Report

### **Rosary Academy**

051007

1340 N. Acacia Ave

Fullerton, CA 92831

Diocese of Orange

Date of Annual Report: June 10, 2021

Date of Original Full Visit: March 18-21, 2018

Directions:

The Annual Report Form is used each year of the accreditation cycle for *Ensuring Educational Excellence*. These Annual Reports must include an updating of the Data Library, identification of any significant changes in school life since the full accreditation visit, and a description of the implementation of the Educational Improvement Plan (EIP). The Annual Report is due to the school's WCEA Commissioner no later than **June 15** of each year.

*Sean M. Basford*

June 15, 2021

Principal Signature

Date

*Shawna L. Pautsch*

Head of School

Please list other participant(s) in the preparation of this report:

Shawna L. Pautsch, Sean Basford, Eileen Kearns, Nicola Huerta,  
Kristie O'Campo, Steve Ruzsak, Tom Tice, Rich Yoon

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For the WCEA Commissioner:

- No other action is required of the school at this time. The school will write an Annual Report at the end of the next year.

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WCEA Commissioner Signature

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Date



## Introduction:

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Provide a paragraph summary of how this Annual Report was prepared and by whom:

The Rosary Academy annual report is the product of the collaborative efforts between the Head of School, the Principal, and the Leadership Team. The contents of the report were compiled by reviewing data added to the Data Library along with a review of the Educational Improvement Plan. The data was compiled starting after the revisit in November 2020.

1. Identify any significant changes in school life since the full accreditation visit. Be specific that these changes were necessary as a result of the accreditation visit and/or occurred due to emergent issues since the full visit.

March 2020 brought significant challenges for Rosary Academy. March marked the beginning of the COVID-19 pandemic. Rosary pivoted to distance learning for the remainder of the 2019-2020 school year. The pandemic continued to change the planning for the 2020-2021 school year. During the summer months, the leadership team along with department chairs reviewed various schedule plans. A Health & Wellness Committee was created to gather experts to ensure that Rosary would comply with all necessary protocols.

Our enrollment at the start of the 2020-2021 school year was 469. Due to our enrollment growth and our desire to reduce class size for physical distancing purposes, we needed to hire additional faculty. We hired six additional teachers and a new Director of Social and Emotional Learning (SEL) to facilitate Wellness's implementation throughout the curriculum.

It was hoped that Rosary's small size would allow for all students to return in person. However, in July, the Rosary Health & Wellness Committee strongly advised that it would not be prudent. By August, all plans for in-person instruction had changed due to the severity of cases in Orange County and throughout the state of California. Rosary Academy began distance learning on August 17th. On September 22nd, the school moved to a hybrid schedule using the cohort model. The school administration is looking at ways to return all students to campus responsibly. Parent, teacher, and student surveys will be distributed by October 22. The hope is to learn more from families and teachers about their experience. By February 2021, Rosary Academy opened for full in-person instruction. Distance instruction was available for a fourth of our population who were not ready to return to campus full-time.

### **Significant Changes:**

#### **Catholic Identity**

During the Leadership Retreat 2021, the team reviewed the school's charism, mission, vision, and philosophy as it relates to Catholic Identity. A committee will be formed to evaluate the core values that are the core principles of the school's charism.

#### Other changes in Catholic Identity

1. Parent programming (Theology on Tap)
2. Continued progress with class retreats
3. Growth of class service projects

### **School Organization**

Throughout the 2019-2020 school year, the HOS has worked to discern, reaffirm, and reassign the interior and exterior leadership structure. Working with the Leadership Team, which began in April 2019, the head of school shared the new structure, roles and responsibilities with stakeholders at a state of the school meeting in August 2020.

The governance structure organizational chart was finalized.

The finance committee played a significant role in improving the budgeting process. The work of the committee helped Rosary create a balanced budget.

## Teaching & Learning

Fall 2018 – present

- a. We have added new classes:
  - i. Calculus: to address those students that need a 4<sup>th</sup> year Calculus class but for various reasons, cannot be in advanced placement.
  - ii. Honors Spanish II: to address the high-level student in their second year of Spanish
  - iii. Intermediate Algebra II: to address those students that will go on from Algebra IAB.
  - iv. Chamber Orchestra/ Percussion, Guitar/Piano Songwriting, and Music Technology: to address those students that want more variety from the Performing Arts program.
  - v. Understanding Catholicism: to address those students that need a basic understanding of Catholic teachings (international students).
- b. Office Hours has been implemented in the current bell schedule to allow students time to see their teachers during the school day for extra help or review homework. Office hours continued during distance and hybrid learning.
- c. Special tech training sessions have been offered to both teachers and students about their devices and the applications for use in the classroom.
- d. OneNote is a Microsoft software program that has been utilized by many teachers in addition to the Moodle tool.
- e. A new Summer School Principal was appointed to revive summer school programming and provide a robust curriculum to students for both remediation and advancement.

## Student Support

The position of Director of Social & Emotional Learning was created for the 2020-2021. The Director of Social Emotional Learning supports Rosary Academy's vision and is committed to supporting and challenging all learners by providing authentic social emotional coaching and support to teachers and students. The purpose of the Director of Social Emotional Learning is to collaborate with educators, students, families, and administrators to maximize student outcomes through a partnership approach.

The Director of Social Emotional Learning is an individual who has specialized content and instructional knowledge, strategies and expertise in research-based practices and innovative programs and strategies to specifically meet the social emotional and behavioral needs of students from both a proactive and reactive position. The Director of Social Emotional Learning has expertise particularly in the areas of social emotional learning, behavior, communication, curriculum and content, assessment, and instruction.

In Spring 2019, Rosary partnered with UC Irvine and Sage Hill High School in order to offer additional services and resources for students. The partnership led to new programming

- i. safety training
- ii. drug and alcohol awareness
- iii. physical training
- iv. nutrition

The structure of personal counseling needs to be reevaluated to fit the social and emotional needs of all students, which in turn directly affects and helps the faculty and staff. Teachers have shown much interest in this being a high priority due to topics discussed in class and from past experiences. Taking a holistic approach to all students includes their mental wellness which can only be fostered through a true therapist on campus.

### Relieving Teacher Stress

1. In Spring 2019, while working on the master schedule, the Principal was able to reduce teacher load to 5 periods. Also, if an extra course needed coverage, teachers were offered additional pay.
2. In Summer 2019, a “meeting schedule” was created to give teachers more planning time and more time for departments to work together.

### Material Stewardship

In order to promote our mission of Catholic values, academic excellence, and leadership training, we must grow our enrollment. This can be done through improving relationships and communication with donors, alumnae, and alumnae families regarding pertinent news, upcoming projects/funding needs and other advancement goals and objectives. In addition, Rosary Academy should continue to expand its relationships with Catholic parishes and partner schools to build enrollment.

1. Strategic Plan Process
  - a. Need for a clear plan to address communication, fundraising, and enrollment goals
  - b. With the help of Partners in Mission, Rosary Academy began the process of creating a Strategic Plan. Throughout the 2018-2019 school year, domain chairs collected data and research to write a domain report.
  - c. November 2019 – Findings were presented at a 2-day retreat. The outcomes discussed at the retreat led to the creation of 8 goals. The goals and the objectives were then communicated and reviewed with stakeholders at specialized listening sessions.
  - d. January 2020 – introduction of goals and objectives to faculty and parents.
  - e. January 2020 – listening session held for Rosary alumnae
  - f. February 2020 – listening session with parents
  - g. March 2020 – formal listening sessions with faculty & students are planned
  - h. April/May 2020 – creation and formalization of the Rosary Strategic Plan
  - i. January 2021 – shared the strategic plan with all stakeholders
  - j. June 2021 – The leadership team reviewed the goals and objectives of the plan and created an updated action plan
2. Developed a Fundraising Plan
  - a. Created a detailed plan with goals and objectives that was presented to the CFO and Controller of the Diocese of Orange
    - i. Objectives
      1. Identify strategic initiatives and aspirational growth plan
      2. Engage current supporters and donors in annual support initiatives and activities
      3. Acquire new individual, corporate and foundation prospects to augment operational support fund and special projects
      4. Expand advancement reach to alumnae, parents and grandparents of students and alumnae

During the 2019-2020 school year, the Advancement Office

1. Increased total fundraising dollars by 70%
2. Developed active volunteer committees for finance, advancement, marketing and financial aid
3. Increased alumnae engagement as donors and community involvement – new programming like Speak to Inspire, G.I.R.L. Mentor, and Sophomore Professional Development Day
4. Launched Girls Lead and Girls Leadership Summit to inspire, empower, and connect with girls in grades 3-8
5. Increased news stories/articles in local news outlets
6. Developed stewardship plan to thank and engage with donors

During the 2020-2021 school year, the Advancement Office was able to raise over \$1.5 million dollars. The amount surpassed any amount raised in prior years.

2. Please identify your implementation process of the EIP during the quarter and, if any, modifications that were made to the Action Items in the EIP. Identify what impact these may have had on student learning.

With the goal of offering the school the most immediate and effective support, three areas of the EIP were identified as essential for the advancement of the school's mission and the improvement of student learning in the year following our visit: School Organization, Material Stewardship, and Teaching & Learning.

**School Organization:** Rosary Academy needed to investigate and analyze different school leadership models to determine the school's permanent administrative structure. After working with the school's Consultative School Board and diocesan leadership, it was determined that Rosary Academy would continue with a Head of School. However, the role of Assistant Head of School would be more clearly defined as the role of school principal. In August of 2018, the job description was developed. In October, the job was posted. By February 2019, the AHOS was hired. The individual was able to start in the position in March 2019, which has allowed for much cross training and introductions to school personnel and school culture. The new structure and the new Principal/AHOS has produced meaningful improvements to curriculum, student learning, and school policy. During the 2020-2021 school year, the leadership team was formalized and a new organizational chart was published

**Teaching and Learning:** In order to elevate current academic programming, Rosary Academy worked to formalize both its instruction and assessment practices. Rosary revisited our professional learning committees and extended the training and definitions. Departments have begun the process of creating and implementing common assessments, combined with intervention plans for those students showing more needed instruction. This is a dynamic process and much more training is needed to effectively implement a more robust PLC process throughout all departments. We are working to gather data through the PLC process that will lead to strengthening teaching and learning. Academic departments have begun to utilize some core structures; however, as a school, much work is still needed to enhance curriculum and learning.

Rosary Academy faculty continues to improve academic programming by more deliberately aligning curriculum with the ISO's and participating in structured, collaborative reviews of instruction and assessment practices. We are working as a faculty to use more measured data, including the results of common assessments, standardized tests, and final exams, to drive instruction and ensure students' success.

In addition to PLC work, we have courses at lower levels to help improve learning throughout the curriculum. In addition, we are reviewing and improving grading practices.

The final area that garnered most of the school's time is **Material Stewardship**. Rosary Academy must grow its enrollment and endowment fund by improving relationships and connections with donors, alumnae, and alumnae families. Developments will focus upon enhancing communications regarding pertinent news, upcoming projects, funding needs, and other advancement goals and objectives.

During the 2019-2020, school year enrollment was steady at 390 and students. The predicted enrollment for 2020-2021 ranges from 410 to 430. The increase is due to a larger transfer pool due to the closure of Cornelia Connelly School. Also during this time, fundraising efforts saw an increase due to improved outreach. Fundraising dollars increased from 2018-19 to 2019-20 by 70%. The school secured a million-dollar pledge with distribution of \$200,000 over five years. Finally, the 2020-2021 school year saw a significant increase in fundraising dollars to the school.

3. Please list any updated items in your Data Library. Give a brief description and rationale for these updates. Be sure to provide the item number as listed in the Data Library.

- Wellness Survey – Dec 2018
  - Rosary Academy must prioritize the social and emotional well-being of its students and teachers by using a mindfulness approach to reduce possible sources of stress and increase mental health awareness.
- Senior Survey – May 2019
  - An exit survey asking pertinent questions regarding their Rosary experience. The data is used to make necessary improvements.
- Principal/AHOS Job Description
- Updated Organization Chart
- Class Retreat information
- Articulation Meeting Information
- Service Projects Implemented
  - NOLA Trip Information – Service Project
  - Wisconsin Trip Information – Service Project
  - RAD Prom – Service Project
  - Regina House – Service Project
  - Faley Games – Service Project
  - Junior/Senior Service Project information
- PLC Meeting notes
- Academic Council Minutes
- Directors Council Minutes
- Leadership Team Minutes
- Consultative School Board Minutes
- Finance Committee Minutes
- Other Committee Minutes
- Wellness Update
- E3 Meeting notes
- Strategic Plan Narrative
- Strategic Plan Goals & Objectives
- Strategic Plan PowerPoints
- Stewardship plan
- Girls Lead info