

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
CUMULATIVE ANNUAL REPORT/School Improvement Plan**

(Please use this form and complete on computer.)

Part I: Basic Information

School: **Trinity Lone Oak** Address: 2950 Highway 55 City, State, ZIP: Eagan, MN 55121

LCMS District: MN-South School email address: sean.martens@tloschool.org School Administrator: Sean Martens

Co-accredited by (if applicable):

Date of most recent NLSA site visit: 2013 Report is for year (Circle one) Five-year Cycle **1** 2 3 4 Site visit
Seven-year Cycle 1 2 3 4 5 6 Site visit

Administrator Signature  Date 5/15/2014

Governing Authority Chairperson Signature _____ Date _____

This report is due in your district office no later than May 15. The district accreditation committee will review by June 15.

The annual fee is due in the NLSA office no later than October 1.

Part II: Recommendation Report for Indicators:

1. List any Major Deficiencies first.
2. List all recommendations made by the visiting team and a Target School Year to be addressed.
3. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
4. To move to the next column, click "Tab."
5. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
3	Concern: With his new position with LCMS MNS District, Mr. Martens can be pulled in a number of directions.	2013-2014 And 2014-2015	2014	The TLO Personnel Committee met and discussed/evaluated the relationship of Mr. Martens and the district. TLO president Jon Peterson communicated

	<p><u>Recommendation:</u> The team strongly recommends that the TLO board of Christian education monitor Sean's level of involvement. This monitoring should be done to protect Sean's physical and mental health, preventing overwork and burnout.</p>			<p>with President Nadasdy the willingness to continue the sharing of Mr. Martens for an additional year.</p>
4:08	<p><u>Recommendation:</u> The visiting team would strongly encourage TLO board of Christian education to pursue the writing of a volunteer manual.</p>	2014-2015		
4:17	<p><u>Concern:</u> TLO is not meeting the recommended district pay scale guideline.</p> <p><u>Recommendation:</u> The church council and board of Christian education are encouraged to examine ways to align the TLO pay scale with recommended district pay scale guidelines.</p>	On going	2014	<p>The TLO Board of Christian Education proposed moving the salary scale back to district guidelines without regional multiplier. The church council is proposing approval to the voters a budget that brings back the salary scale to 2013-2014 district guidelines for the 2014-2015 school year, without district guidelines. The TLO voters will consider this at their May 18 voter's meeting.</p>
5:05	<p><u>Concern:</u> TLO has an electronic format of scope and sequence for its curriculum. The format and accessibility is not user friendly for teachers or parents.</p> <p><u>Recommendation:</u> For the interest of teacher usage and parent information, TLO should prepare documents that are user friendly for teachers to reference and document and for parents to learn about the learning objectives for their children. A visiting team member is willing to consult and assist TLO in this process.</p>	2014-2015		
5:12	<p><u>Concern:</u> TLO's written curriculum is not available electronically to make updating easier</p>	2014-2015		<p>While much of TLO's curriculum is available in Xcel spreadsheet format,</p>

	when changes are made. <u>Recommendation:</u> TLO should convert the paper copy of the current curriculum to electronic files to be updated during the curriculum revision cycles.			some of the older parts are not. This will be addressed as each curriculum is evaluated and updated.
9	<u>Concern:</u> Handrail is missing from the lower set of stairs under the balcony by the lower level exit to playground. <u>Recommendation:</u> Replace missing handrail.	2012-2013	2013	The handrail was replaced within a week of the accreditation team's visit.
7	<u>Concern:</u> The soccer goal closest to the cemetery does not appear to be tethered to the ground on the backside to prevent tipping over. <u>Recommendation:</u> Secure the soccer goal to prevent tipping.	2013-2014	2013	The soccer goal was tethered prior to the soccer season in the fall of 2013

Part III and Part IV are also to be completed by Ongoing Improvement schools

Part III: Recommendations made by the visiting team on the school Improvement Plan:

1. List all recommendations made by the visiting team and a Target School Year to be addressed.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
Goal 2	<u>Concern:</u> Goal 2, Objective 1, Strategy C, Action 3 states that "tablets" specifically will	2013-2014 And	2013-2014	TLO never intended to limit the choice of personal technology device to tablets.

	be used. The team recommends that the school not limit itself to the realm of tablet technology but remains open to all types of technology that will fulfill the objectives.	2014-2015		During the 2013-2014 school year Chrome Books were chosen and an initial lab purchased for middle school students. Starting the 2014-2015 school year, each student in grades 5-8 will be issued a Chrome Book. During the Summer of 2014 a personal technology device (likely tablet-style) will be chosen for the lower grades and an initial batch for a mobile lab purchased for staff and student familiarization purposes. Students in the lower grades will each be issued their device for the 2015-2016 school year.
Goal 3	<u>Concern:</u> Goal 3 is a carryover from TLO's accreditation 7 years ago. The team strongly recommends that the concerns in this goal are addressed in a timely manner.	Ongoing	2013-2014	Some of the critical maintenance issues are being addressed. The longer term issues will take more time.

Part IV: School Improvement Plan Completion Report:

1. List all strategies from the School Improvement Plan.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Goal Obj. Strategy Number	Strategy	Responsible Person or Group	Target School Year	School Year Address ed	Action Taken
Goal I Objective 1 Strategy A	1. The TLO Board of Christian Education evaluates and updates the schools mission statement	BoCE	On-going, Annual	2014	During the summer of 2013 the BoCE decided to adopt the TLO church "Know... Mirror... Live... Jesus' Love" tagline as the school's mission statement. The Mission statement will be reevaluated every summer by the BoCE.
Goal I	2. The school teaching staff and	School Staff	On-going,	2013	This is done in June at the annual end-of-

Objective 1 Strategy A	administration annually evaluates all school activities and programs in light of the missional focus		Annual		year staff meeting as each program at the school is evaluated.
Goal I Objective 1 Strategy A	3. Faculty and staff members write personal and professional goals in alignment with the new vision and mission statement as part of the annual evaluation process	Principal	2015		
Goal I Objective 1 Strategy B	1. The teaching staff are active in congregational worship and Bible study	Teachers	2014-2015		
Goal I Objective 1 Strategy B	2. Each TLO school teacher presents two Sunday morning children's messages per year	Teachers	2013-2014	2013	Teachers annual choose 2 dates to lead children's messages at church services.
Goal I Objective 1 Strategy B	3. Two topical Bible studies on issues relevant to parents with school aged children are led by teaching staff every year	Principal Teachers	2013-2014	2013	Some TLO staff volunteered to lead a video series titled, "Sheparding a Child's Heart" for parents of church and school students.
Goal I Objective 1 Strategy B	4. Teaching Staff read one mission-focused book together per year	Principal Teachers	2014-2015	2014	The book, Joining Jesus on His Mission will be distributed to teachers over the summer. Staff will discuss the book through electronic means before the 2014-2015 school year begins.
Goal I Objective 1 Strategy B	5. Pastor and Principal meet at least twice every month specifically for prayer, Bible study and specific strategizing around God's mission	Pastor Principal	2014-2015		
Goal I Objective 1 Strategy B	6. The pre-school has a missional Early Childhood Center Outreach Plan	Principal Pre-K Director/teacher	2014-2015		
Goal I Objective 1 Strategy B	7. A shepherding/mentor program to mentor un-churched school families is developed	Principal Board of Evangelism	2014-2015		

Goal I Objective 2 Strategy A	1. Strengths and weakness of the current governance structure of TLO are identified in light of the mission of God	Church Council	2013-2014	2013	A committee was formed to address governance issues. Due to illness, the committee work was stalled and is intending to get started again.
Goal I Objective 2 Strategy A	2. Alternative church governance structures of churches with schools of similar size are investigated	Church Council	2013-2014	2013	A committee was formed to address governance issues. Due to illness, the committee work was stalled and is intending to get started again.
Goal I Objective 2 Strategy A	3. An educational awareness process communicates the strengths, weaknesses and alternative governance structures to the congregation	Church Council	Winter 2014-2015		
Goal I Objective 2 Strategy B	The Mission Structure Task Force presents recommendations for governance changes to the Voter's Assembly	Church Council	January Voters meeting, 2015		
Goal II Objective 1 Strategy A	The technology curriculum plan is updated	Technology Curriculum committee (teachers)	2013-2014	2014	The technology committee is due to present their recommendations at the June end-of-year staff meeting.
Goal II Objective 1 Strategy B	Teachers receive in-service training on technology	Principal	2013	2013	Several inservices were offered to train teachers on Google Apps for Education and Thinkwave (On-line grading reporting). Each teacher was required to register for at least one technology-related session at LEA. Additionally, the principal and some teachers attended MISF technology sessions.
Goal II Objective 1 Strategy C	1. Projectors are installed in every homeroom	Principal	2015	2014	Projectors are available in half of the classrooms.
Goal II Objective 1 Strategy C	2. Wired and wireless connections are increased to current standard connection speeds	Principal	2014	2014	Bids for upgraded wireless systems have been collected. Upgrades will take place during the summer of 2014
Goal II Objective 1	3. Teachers and students have tablet computers	Principal	2014 And 2015	2014	During the 2013-2014 school year Chromebooks were chosen and an initial

Strategy C					lab purchased for middle school students. Starting the 2014-2015 school year, each student in grades 5-8 will be issued a Chromebook. During the Summer of 2014 a personal technology device (likely tablet-style) will be chosen for the lower grades and an initial batch for a mobile lab purchased for staff and student familiarization purposes. Students in the lower grades will each be issued their device for the 2015-2016 school year.
Goal II Objective 2 Strategy A	MN-South district schools collaborate on developing curriculum and curricular material purchasing	Principal and teachers	2013-2014 Updated 2014-2015	2014	MN-South district schools collaborated on science curriculum development during the 2013-2014 school year. Unfortunately, this did not match with the current curricular improvement needs at TLO. This strategy will be revisited during the 2014-2015 school year
Goal II Objective 2 Strategy B	MN-South district schools collaborate on marketing initiatives	Principal	2015-2016		
Goal II Objective 2 Strategy C	MN-South district schools collaborate on in-service training	Principal	2015		A regional inservice is scheduled for spring
Goal II Objective 3 Strategy A	Partnerships with the DNR, City of Eagan and/or neighboring property owners permit a walking trail to be built through the school forest and around the pond area	Principal	2015-2016		
Goal II Objective 3 Strategy B	Selected flora in the school forest is appropriately named and labeled for those utilizing the walking trail	School Forest coordinator	2015-2016		
Goal II Objective 3 Strategy C	TLO mileage club, TLO cross country teams, and members of the community utilize the school forest walking trail	TLO Community	2016		
Goal III	Install public address system	Principal	2014-		

Objective 1 Strategy A	that can quickly communicate emergencies to all parts of the building and playground		2015		
Goal III Objective 1 Strategy B	Redecorate the principal's office to better serve as a welcoming center for prospective families	Principal and Board of Trustees	2015		
Goal III Objective 1 Strategy C	Replace carpets in school	Board of Trustees	2015		
Goal III Objective 1 Strategy D	Replace Basement lockers	Board of Trustees	2013	2014	The basement lockers were replaced with new lockers in January of 2014.
Goal III Objective 1 Strategy E	Update School bathrooms	Board of Trustees	2015		
Goal III Objective 1 Strategy F	All levels of the building have appropriate handicap accessibility	Board of Trustees	2018		
Goal III Objective 1 Strategy G	Leaking roof above school entry hall is fixed	Board of Trustees	2014		
Goal III Objective 1 Strategy H	Basement walls are insulated to reduce sound between classrooms	Board of Trustees	2015		
Goal III Objective 1 Strategy I	Basement fresh air recirculation system is replaced to be more visually appealing and efficient system	Board of Trustees	2016		
Goal III Objective 1 Strategy J	Maintenance work is completed quickly by paid maintenance staff	Board of Trustees	2017		
Goal III Objective 2 Strategy A	1. Survey TLO leadership and congregation members for ministry needs and building use	TLO church Council Executive committee	2014-2015	2014	A VisionPath meeting Lead by LCEF was held at TLO on May 10, 2014. Members of TLO church and School families were invited to complete an on-line survey and attend the meeting to process the survey. A committee has been selected to make ministry recommendations to the TLO

					community.
Goal III Objective 2 Strategy A	2. Meet with architect to discuss building dreams and needs	Church council	2016		
Goal III Objective 2 Strategy B	Complete a building and property update and expansion feasibility study that includes an evaluation of space for full day pre-school program, handicap accessibility, air conditioning, fire safety codes, and classroom numbers	All	2018		