

## NLSA Preliminary School Action Plan

School Name: St. James Lutheran School

School Address: 108 S James Street, PO Box 315, Northrop, MN

LCMS District: MN South

Administrator: Rev J Henry & Mrs H Koeritz

Date of Most Recent NLSA Validation Team Visit: 2024

Accreditation Year	2024	Preliminary	X	Year 1	Year 2	Year 3	Year 4	Year 5
Standard & Indicator Number	Self-Study Concerns & Strategies				Target School Year	Responsible Party	Action Taken	School Year Addressed
1:04	The Board of Education needs to regularly evaluate the mission and purpose of the school. State the School Mission within the first two pages of the School Handbook				2029*	BoCE		
1:05	Create a written Mentor Plan for when there are new hires within the school.				2029*	Admin		
2B:04	Provide opportunities for parent education classes that are sponsored by the school. This could occur through written, online, or in-person communication/meetings.				2029*	Admin		
3A:04	<p>the team believes the BOCE Policy manual needs to be updated to coincide with their current process and procedures, and they put into practice written minutes that are stored in the school office from their meetings.</p> <p><b>Minnesota Statute 317A.461 Subdivision 1</b> (Articles and bylaws; minutes) states that non-profit corporations “shall keep at its <b>registered office</b> correct and complete copies of its articles and bylaws, accounting records, voting agreements, and minutes of meetings of members, board of directors, and committees having any of the authority of the board of directors for the last six years.” Alternatively, under Subd. 6, computerized records may be utilized. The boards and committees of St. James Lutheran Church and School will return to this required practice under Minnesota law. <b>Board of Education</b> meetings will follow <b>Minnesota Statute 317A.461 Subdivision 1</b> (Articles and bylaws; minutes).</p>				2029*	BoCE		

<b>3A:05</b>	the team believes the BOCE needs to routinely evaluate the head administrator and the shared responsibility of the administrator and the pastor at this time.	2029*	BoCE		
<b>3A:06</b>	because the team believes the BOCE should receive training as to the duties and responsibilities of their board. Complete regular professional development regarding duties, roles and responsibilities for new and ongoing board members.	2029*	BoCE		
<b>3A:07</b>	There is no process in place for evaluating the effectiveness of the school that leads to long-range goals and school wide systemic planning. Develop a regular, ongoing process of evaluating the effectiveness of the school that includes a needs-assessment process. From this process or another process, develop long range desired outcomes that become a strategic plan for your school and congregation.	2029*	BoCE		
<b>3A:08</b>	<ul style="list-style-type: none"> <li>the team believes the BOCE should be more involved with the budgeting of the school and making sure that the annual audit takes place.</li> <li>Complete an annual financial audit or review by an outside source</li> </ul>	2029*	BoCE		
<b>3B:02</b>	In the future of the school, when hiring a principal they should hold the proper certification. While the current arrangement of the Head of School and Head Teacher split responsibilities of administrator seems to be working quite well, neither meets the requirement of holding a masters degree in education nor state administrative licensure.  The school administrator should have or be working towards a master's in education and have or be working towards state administrative licensure.	2029*	Admin/BoCE		
<b>3B:03</b>	Administrative position is held in a special situation between two people. Neither have release time from their respective "main" responsibility. Pastor is likely overworked with responsibilities.	2029*	Admin/BoCE		
<b>3B:05</b>	The school administrator is not involved in the development of the school budget	2029*	Admin		
<b>4:02</b>	Teachers are not all on the Roster of the LCMS or hold the appropriate degree for what they are teaching.	2029*	BoCE/Admin		
<b>4:03</b>	Teachers should be actively involved in professional development that supports the learning needs of the students they are serving.	2029*	Admin/Staff		
<b>4:05</b>	<ul style="list-style-type: none"> <li>The Co-op schools need to formulate an agreement to ensure that all volunteers, coaches, have gone through the MinistrySafe training/background</li> </ul>	2029*	BoCE/Admin		

	checks and proper training for the position they are accepting. Recommendation to have the school who is sponsoring the sport would be the responsible school for making sure those requirements are met.				
<b>4:05</b>	Complete the reconstruction of the personnel files that were destroyed in the fire. ●	2029*	Admin		
<b>5:04</b>	Curriculum needs to be documented and mapped out to benefit both current staff and future staff, as well as be able to share with parents as requested. (Seek out or create a Curriculum 'template' to utilize from grade to grade and content to content for consistency. Include ways in which you incorporate our faith/beliefs into the curriculum)	2029*	Admin/Staff		
<b>6:02</b>	This rating was changed due to the Admission Policy for the preschool class not aligning with state requirements for the number of hours present in the school building. Preschool students are staying beyond 4 hours per day beyond the license exempt rules allowed under Minnesota statutes.  Edit the admission policy for preschool aged students to comply with the Minnesota statutes.	2024-25	BoCE		
<b>6:04 -</b>	● St. James should put into place a teacher monitored security program that will allow them to see student screens in live time.	2029*	Admin/Staff		
	An after-school care program would greatly benefit our student body and families	2029*	Admin/BoCE		

\*Dates will be reviewed at end-of-year BoCE Meeting, and new dates will be set for many of these items at that time.

## Review of the School Action Plan

As a school conducts its Self-Study process, it identifies areas needing improvement. These items are usually rated as **2 (Emerging)** showing that the condition is recognized as important by the school but is inconsistently or irregularly applied. It is not supported with sufficient practices, evidence or documentation and there is room for improvement in this area. A rating of **1 (Not Evident)** means there is observable conflict or deficiency with the condition at the school or that the school does not enact this condition.

Items that have been identified as **2 (Emerging)** or **1 (Not Evident)** require planned improvement actions. Over the course of the school's accreditation cycle, the items must be targeted (with a completion date), assigned, evaluated and completed. The School Action Plan is the organization's roadmap, guiding the improvement process during the school's accreditation cycle.

Certain items will be rated as **3 (Operational)**, and while the condition is in place and functionally supported and practiced, it may not always be fully enacted or easily evidenced in every aspect of the school program. The school functions acceptably in this area and the school is not required to develop ways to improve in this area.

In a narrative, please address the following aspects of the school action plan:

- What is the Validation Team's evaluation of the realistic attainability of the plan as a whole?
- Were any items not addressed in the School Action Plan that were identified by the school in its Self-Study Report?
- Does the team wish to target additional action items not identified by the school in its Self-Study Report?

St. James's Lutheran School has a long-standing commitment to Lutheran education in the Northrop community and a faculty that has a desire to serve, so we believe they should be able to embrace the suggestions given and reach to completing the goals set out before them. The strength of the church and school community has a foundation in their current Pastoral leadership. We do however feel that when putting their action plan into motion, they should look at yearly goals of attaining the tasks and spreading out the tasks to more than just the administration who are already taxed with other full-time responsibilities within the church and school.

The School Action Plan identified an after school program for families as being a benefit to the families, and that was not addressed in the Self-Study Report. This may have been listed as a reminder to themselves that when working to meet other goals, this could be an implementation tool for other plans.

Not addressed by the current School Action Plan, we would recommend a plan to assist the Board of Christian Education in revising their manual, receiving training, putting into practice Minnesota Statute 317A.461 Subdivision 1 (Articles and bylaws; minutes) and creating a long range plan for the school; including the evaluation of their mission and purpose. Admission policy revision for the preschool aged students, as outlined in the report should be addressed and acted upon immediately to follow the Minnesota statutes.