

SCHOOL ACTION PLAN

NOTE: DO NOT Complete Prior to Validation Team Visit

The School Action Plan is developed from the Preliminary School Action Plan originally submitted with the school’s Self-Study and updated with the input from the Validation Team. The plan must address every area of concern (“emerging” [2] and “not evident” [1]). Each concern must be noted and addressed. “Operational” [3] indicators may also be addressed in the School Action Plan. This Plan will guide the school through the next five years in a process of continuous improvement prior to the next Self-Study process and Validation Team visit.

The completed School Action Plan must be included with the final submission of the school’s Self-Study to the District Accreditation Commission.

NLSA School Action Plan												
School Name: Immanuel Lutheran School - Silo												
School Address: 22591 County Road 25, Lewiston, MN 55952												
LCMS District: Minnesota South												
Administrator: Mr. Kevin Meyer												
Date of Most Recent NLSA Validation Team Visit:												
Accreditation Year	<input checked="" type="checkbox"/>	Initial	<input type="checkbox"/>	Year 1	<input type="checkbox"/>	Year 2	<input type="checkbox"/>	Year 3	<input type="checkbox"/>	Year 4	<input type="checkbox"/>	Year 5
Standard & Indicator Number	Self-Study Concerns & Strategies				Target School Year	Responsible Party	Action Taken	School Year Addressed				
1:05	Update and include the mission statement in all school publications				2022-2023	Emily Anderson Kevin Meyer						
1.06 4:04	Immanuel does not have a formally implemented mentor program.				2022-2022	Emily Anderson Kevin Meyer						
2B:02	Immanuel offers financial aid to families, but does not require any sort of documentation/verification of the need.				2023-2024	Kevin Meyer Board of Ed						

3A:05	The administrator should be evaluated annually.	2021-2022 and ongoing	Board of Ed Kevin Meyer		
3A:07	Continue on with strategic planning efforts that began in Dec. 2021.	Ongoing	Planning Committee, Pastor Mueller, Chris Sauer, Emily Anderson		
3A:08	Develop budgetary practices that consider and evaluate the present and anticipated growth of the school.	2023-2024	Kevin Meyer Board of Ed Voter's Assembly		
3B:02	Review the feasibility of the administrator obtaining appropriate state certification for administration	2021-2022	Kevin Meyer Board of Ed		
3B:03	Find ways to increase release time for administrative duties.	2022-2023	Kevin Meyer Board of Ed		
3B:03	Review the positions of administrator and administrative assistant to clearly define roles, responsibilities and compensation.	2022-2023	Kevin Meyer Emily Anderson Board of Ed		
3B:05	Implement a practice of regularly auditing accounts.	2023-2024	Kevin Meyer Board Treasurer Voter's Assembly		
4:02	Assist all teachers in obtaining current state teaching licenses.	2022-2023	Kevin Meyer Board of Ed		
4:04	Review teaching assignments and find ways to provide teachers with daily prep time.	2022-2023	Kevin Meyer Teaching Staff		
4:05	Some clarification on policies needs to be made in regards to leave time.	2022-2023	Kevin Meyer Board of Ed		

4:05	Formal implementation of the Volunteer handbook is absent.	2022-2023	Emily Anderson Kevin Meyer		
4:05	There is not a comprehensive personnel manual.	2024-2025	Kevin Meyer Emily Anderson Board of Ed		
5:04	Further develop curriculum and align it to delineated standards. (Mapping)	2023-2024	Teaching Staff		
5:07	Continue to support all teachers in attending TEC21 training.	Each year	Kevin Meyer Board of Ed Teaching Staff	One teacher completed Tec21 during the 21-22 school year. Another teacher is enrolled for Tec21 during the 22-23 year.	
5:08	Engage in professional development training specific to integrating multiple forms of assessment.	2023-2024	Teaching Staff		
5:08 6:02	Formalize plan for documenting student needs, accommodations, and learning.	2023-2024	Teachers		
6:03	Formal training for volunteers does not occur. Develop and implement a mandatory volunteer training workshop.	2022-2023	Emily Anderson		
6:04	First aid supplies are available in classrooms, gym, and copy room. Immanuel would like to ensure that first aid supplies are easily recognizable and accessible in these areas. This will be done by creating	2022-2023	Teaching Staff		

	first aid kits that all look the same and have an inventory materials.				
7:03	Develop a plan for relocating the church offices in the same building as the school.	2023-2024	Pastor Mueller Kevin Meyer Board of Trustees		
7:03	Immanuel will be hiring a new custodian to begin the summer of 2022. School administration should work with the Board of Trustees to review job description, cleaning schedules, and other expectations for the position.	2022-2023	Kevin Myer Board of Trustees		