

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

(Please use this form and complete on computer.)

Part I: Basic Information

School: St. John's Lutheran School Address: 27 1st Street NW City, State, ZIP: Norwood Young America, MN 55397

LCMS District: MN South School e-mail address: office@sjsnya.org School Administrator: David M. Polzin

Co-accredited by (if applicable):

Report is for year (Circle one) ① 2 3 4 (Time to re-apply) Date of most recent NLSA site visit:

Administrator's Signature David M. Polzin **Date** April 15, 2014

School Board Chair's Signature Jeff Eggers **Date** April 15, 2014

(By this coming from the e-mail address above I state that each recommendation in the Visiting Team Report either has or will receive serious consideration for action.)

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 Standards: (List any Major Deficiencies first.) (To move to the next column, click "Tab.")

Section & Standard Number	Visiting Team Concern and Recommendation	Target Year	Year Addressed	Action Taken
2	Interaction between the church and school staff need to be more intentional	2014-15		
2	The school principal and the pastors schedule a regular, extended planning time to discuss the ministry and mission of the church and school.	2014-15		
4	Consider incorporating into a new hire or training someone currently on staff to be your IT specialist			No funding for additional staff at this time – must continue as is for now.
6	The entire staff access Smart board training at the same time so that you support each other	ongoing		
6	We commend to your consideration the possibility of LSEM services.	2013-14	2013-14	We now have a .1 FTE LSEM worker on our faculty.
7	Expand your extracurricular offerings to include non-sport opportunities.	2015-16		
8	Store kitchen bleach out of reach of children.	2013-14	2013-14	Extra supplies of bleach have been removed; currently used containers are secure.
8	Location of the health room is not ideal because students are left unattended in close proximity to an exit door.	2016-17		
8	Explore some device which allows you to visually monitor and/or control who enters the school building.	2014-15		
10	Plans and steps must be taken to resolve imbalances/inequities among St. John 's church and school salaries.	2015-16		
10	A more aggressive tuition increase plan needs to be put in place.	2015-16		
10	You need to have a more aggressive plan in place to transition away from using the gift money (Hoffmann) to supplement tuition payments.	2015-16		

Part III: Goal Completion Report

Goal 1: St. John's School is prominent within our church and community.

Objective 1: A marketing/PR committee is formulated to promote our school and its programs. This committee is responsible for implementing the following objectives.

Objective 2: Through written and visual materials, the church members are more aware of St. John's Lutheran School.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
1:1		6/2014				Committee formed and operational
2:2	1. Bulletin items	2013-14	1. Classroom submissions 2. Office / administrative / calendar reminders/ trivia	Prin	current	Items part of Monday morning staff devotions/announcements
	2. Display board at church	2013-14	1. Qtrly activity update	Faculty		
	3. Classroom projects	2014-15	1. Display student projects at church	Faculty		
	4. Utilize narthex monitor to display special events	Jan 2014	1. Classroom activities 2. Upcoming events calendar 3. Sports review 4. Honor roll students	Faculty Principal Coaches		
	5. Highlight student of the month	2014-15	1. Publish in church newsletter/bulletin	Principal		
	6. Promote student accomplishments	2014-15	1. Wall displays 2. Bulletin announcements	Faculty Principal		
	7. Prayer list	2014-15	1. Develop system for weekly inclusion of school on St. John's prayer list	Faculty		
	8. Student "Minute-reports" at church	2014-15	1. Develop system to highlight school events in an after-service setting	Faculty/ Principal		

			2. Produce 2-minute videos highlighting school (parent, student, staff-produced)			
	9. Continue updating and improving school website	2014-15 2013-14	1. Explore other school websites for new ideas 2. QR codes to link tech-savvy cong. members to the school website	Marketing/ Faculty Webmaster		
	10. Enhance church service	2014-15 2013-14	1. Christmas service 2. Sing monthly 3. Make bread for Maundy Thursday services 4. Form a youth bell choir	Faculty Faculty Pastor H Music Teacher		We now have a bell choir (Gr 7-8)

Objective 3: Through written and visual materials, the community is aware of St. John's Lutheran School.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
	1. Plan opportunities for school exposure	2013-14 ongoing	1. Harbor/Peace Villa projects 2. Search out singing/performance opportunities at community events 3. Display projects in area businesses 4. Utilize cable TV access opportunities 5. Utilize the Klein Bank sign to promote community opportunities 6. Set a schedule/rotation for newspaper submissions 7. Put together up-to-date Welcome Wagon items 8. Brochures in public places	Faculty Marketing/Faculty Marketing Faculty Marketing/Faculty Principal Principal/Marketing Marketing	2015-16 2013-14	Beyond the Yellow Ribbon – May 17, 2014 Are utilizing. Need to expand use. Ad re: PK/extended day now in WW booklet.
	2. Continue updating and improving the school website.	2014-15	1. Search other school websites for ideas that can be implemented at SJS 2. Look into the feasibility of expanding opportunities for online payments, filling out needed forms, and other types of parent conveniences. 3. Provide an area for student projects/activities to be displayed.	Marketing/Faculty Principal Principal	2014 – 2018+ 2014	There are some in-house school and church accounting items needed in place before this option can become available.

Objective 4: The students of St. John’s Lutheran School are taking an active role in our church and community.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
1:4	1. Community service	2015-16	Clean yards	Faculty Students Principal		
	2. Local recipient of chapel project during one quarter of the school year.	2014-15				
	3. Explore opportunities for a local surrogate grandparent program within the church and community.	2016-				
	4. Shut-ins	2016-17	1. Initiate a card/craft program to be used for shut-ins.	Faculty		
	5. Explore ways to include the community with our school.	ongoing	1. School events / programs	Faculty Principal	ongoing	
	6. Utilize community businesses and services	2014-	1. NYA library 2. Historical society 3. Bank, etc.	Faculty	ongoing	

Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 1: St. John's strives to improve, update, and add curricular offerings.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:1	1. Curriculum review rotation is re-examined and revised as needed.	2014-15	<ol style="list-style-type: none"> 1. Review curriculum rotation to determine whether or not it fits our needs. 2. Project the curriculum into the future through one cycle. 	Faculty Principal		
	2. A system of curriculum mapping is adopted school-wide.	2014-15	<ol style="list-style-type: none"> 1. Review curriculum mapping alternatives. 2. Select a mapping format that communicates desired information. 3. Develop and provide a model of the format for each classroom. 4. Implement curriculum mapping in PK-8. 	Faculty Principal		
	3. Revise our current Learner Outcomes – one subject per year.	<p>2013-14</p> <p>2014-15</p>	<ol style="list-style-type: none"> 1. Review the MN Academic Standards for each curricular area. 2. Make additions, deletions, and other modifications as appropriate. 3. Place a copy of the learner outcomes in a central location accessible to the teaching staff. 4. Each teacher keeps track of quarterly progress by marking completed learner outcomes. This list is shared with the following year's homeroom teacher. 			<p>This process will officially begin with the 2013-14 after-school meetings and continue each year. This will allow us to have a new and updated set of learner outcomes for all to reference.</p> <p>We have unofficially done #4 in the past two years. This will become a necessary and useful tool for teachers to track their progress throughout the year.</p>

	4. Review and evaluate our achievement testing program to determine its correlation and relevance to our learner outcomes. Consider alternatives to the ITBS and implement a new program, if deemed advantageous to student learning.	2014-15		Faculty Principal Bd of Ed	2014-15	
--	--	----------------	--	---	----------------	--

Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 2: Faculty/staff workshops are designed to keep faculty/staff members current and adding new skills.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:2	1. St. John's faculty and staff will be provided with opportunities to stay current and look at new trends, in all areas of curriculum and their profession, including curriculum mapping and strategies to meet individual student needs.	2014-15	1. A workshop committee is formed by the principal and two faculty members to look into trends and areas that need to be covered by workshops. 2. Results are compiled by the committee and a long range plan is developed. 3. Results are presented to the staff by the principal. 4. Workshops are set up by the principal, with input from the faculty.	Prin/Fac Prin/Fac Prin Prin		
	2. Future workshop days will be build into the yearly calendar during the school year or on days before or after student contact days.	2015-16	1. The principal and school board, when setting up the school calendar will decide how many workshop days are appropriate, using results from 2:2:1 (above) 2. Using the results from the meeting, workshop days are then determined and put on the school calendar for the year.	Fac/Bd Fac/Bd		

Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 3: St. John's faculty concentrates on the improvement of school-wide programs.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:3	1. Students will focus each year on one school-wide program that promotes wellness.	2015-16	1. Wellness programs will be considered each year by the faculty. 2. One program is chosen to concentrate on each year. 3. Faculty members are selected to research the program chosen. 4. The results will be shared with the faculty/staff and the program will be implemented and promoted throughout the school year.	Faculty Faculty Faculty Faculty	ongoing	
	2. Students engage in activities that focus on Christian outreach and community service each year.	2014-15	1. A community service project is chosen each year by the students. 2. A committee of 2 faculty and 2 students is selected to research the service project chosen. 3. The information is presented to the faculty/staff. 4. The service project is implemented and promoted by faculty and staff throughout the school year.	Fac/Staff Fac/Staff Fac/Staff Fac/Staff	Yrly ongoing Yrly ongoing Yrly ongoing Yrly ongoing	