

School Action Plan for St. John's Lutheran School

Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
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LCMS District: MN-South School Address 300 4th St East Chaska Mn E-mail: sjschaska.org
Street City State Zip

Date of most recent NLSA site visit: March 18-20, 2018 Captain: Emily Anderson This is year 1 2 3 4 of the current cycle.

Date: 5/13/22 Principal: *Kendra Gilmore* Board Chair: *Jeff Math*
Signature Signature

When you submit this form as your Annual Report, please include below a narrative of any significant changes that have occurred in your school during each of the past years. This becomes a cumulative record.

Year 1: Hired a new principal, Kendra Gilmore, in summer of 2018. Worked very hard at branding our school and making it known to the public. Hired a new 3rd grade teacher.

Year 2: The year was interrupted by the coronavirus. We have started a new church renovation plan that includes part of the school that was not renovated in 2000. Going to replace a 6th grade teacher in June of 2020. Still working very hard on marketing our school.

Year 3: COVID-19 protocols were implemented and in place the entire school year. We saw significant school growth during this time. We hired a Student Events Coordinator the summer of 2021 to help plan events as the school population continued to grow, allowing for teachers to have more time to dedicate to their classrooms.

Year 4: We again saw significant growth. Church and school are both working through strategic planning to help determine next steps and the ideal state of the school.

Place cursor in appropriate box and populate with information. Then use tab key to move to next box, or from the last box to add a new row.

1:06 4:04	There is not a formal orientation or mentoring process for new staff members.	2018	Fall 2018	Administrative Team	Written and used in fall of 2018
1:06	The mission statement is not visible on the homepage of the website.	2018	Spring 2018	Administrative Team	Changed for Fall of 2018. Now on the homepage.
1:06	The mission statement is not completely embedded in all documents.	2018	Fall 2018	Administrative Team	Worked through the process to embed the mission statement in all documents.
2A:03	There is no formal evangelism plan written.	2021	2020 and ongoing	Pastor Snow and Administrative Team	In 2020 we hired a Director of Family Life Ministry. Part of her role is to partner with school families. She is working on specific goals that she hopes to accomplish in the future.

Use this form as a cumulative report to your District Accreditation Commission and submit by May 15 of each year. You do not need to re-do the form each year, but simply add to it so that information from previous years' reports also shows. Submit this form electronically to the district office no later than May 15.

The annual fee is payable to NLSA (national office) no later than October 1 of each year.

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2B:02	There is limited use of current community demographics.	2019	Fall 2019	Administrative Team	Have demographics and will formulate a plan this summer of how to use them.
3A:04	There is an apparent conflict of interest for an employee to serve on the board of education.	2019	2020	Administrative Team and Board of Education	That person has resigned from the board.
3A:05	The administrative team/principal should be formally evaluated on an annual basis.	2019	Fall 2019	Church and School Administrator	With a new principal hired in July of 2018 we are waiting for her first year to end. She will be evaluated by fall of 2019.
3A:05	There is a vacancy in the administrative team.	2018	July 2018	Board of Education and Board of Personnel	Hired Kendra Gilmore as full time principal with teaching duties.
3A:06	Board training is not conducted annually or specific to the roles of the board of education.	2020	2020 on going	Board of Education and Administrative Team	Started to work on the parameters of training. We have begun doing yearly training and are hoping to implement more as time goes on. We have also begun using "Guiding Schools to Flourish" at Board Meeting to help with training throughout the school year.
3B:02	The administrative team lacks the academic qualifications as stated in the job description.	2018	July of 2018	Board of Education	With the hiring of Kendra Gilmore this has been taken care of. Kendra Gilmore completed Van Lunen summer of 2021.

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4:03	Teachers are not active members in professional organizations.	2021		Administrative Team	Ongoing
4:04	Staffing needs have been reactive rather than proactive.	2018 and on going	Spring 2019 and ongoing	Board of Education and Executive Council	<p>Hired a 3rd grade teacher in 2019 Hired a 6th grade teacher in 2020 Added PK/PS Staff in 2020</p> <p>Hired a School Events Coordinator in 2021</p> <p>Will be hiring Tracy Koepsell as our new full-time Early Childhood Director in the summer of 2022</p> <p>Brd. of Ed is in the middle of a school improvement plan.</p> <p>School/Church Renovation plans include moving K and 1 upstairs, which will allow for more PS/PK downstairs.</p> <p>A sustainable staffing model is a part of our church/school strategic plan.</p>
5:04	Curriculum guides are not aligned to specific standards.	2022		Administrative Team	Goal for summer of 2022
5:04	Faith integration is not embedded in all curricular areas.	2022		Administrative Team	Goal for summer of 2022
5:06	There is a lack of intentional time for staff collaboration on curriculum and student needs.	2021	2019 and ongoing	Administrative Team	We have 4 late starts per year that we use for staff development/collaboration.

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					We hold staff meetings every Tuesday and every other Friday.
5:08	There is limited documentation about student accommodations that begin in the classroom for students that are not on an ISP.	2020	2019	Teachers and Administrative Team	Documentation and recommendations for accommodations have been done through Acadience, Lexia, Mobymax, conferences (formal & informal) with parents and teachers, as well as through classroom observations.
5:08	The school does not utilize an RTI program to identify student needs.	2020	2019	LSEM (Alice Sweet) and Administrative Team	Student needs are identified by doing Acadience Testing followed by Orton Gillingham instruction in the Treehouse, progress monitoring, Lexia/Mobymax, small group or 1:1 instruction, etc. Next steps would potentially require involvement by the school district for evaluation(s).
6:03	Survey results indicate a perceived lack of extracurricular variety.	2021	2022	Teachers and Administrative Team	COVID made all activities difficult this school year, we look forward to reassessing in the summer and fall of 2021 Hired a School Event Coordinator for the 2021-2022 school year. The goal is to add responsibilities to her job description for the 2022-2023 school year.

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7:03	There is no written long-term facility plan to address building and grounds needs.	2020	2020 and continuing	Trustees and Administrative Team	We are in the middle of a church renovation which is on hold right now. Board of Trustees just finished Long term plans for both buildings and grounds (Spring 2021)
7:05	There is limited fencing around the playground.	2018	summer 2018	Trustees	New Fence installed summer of 2018.
7:05	No safety audit has been used to assess building and grounds security.	2019	summer 2019	Trustees and Administrative Team	20 new security cameras were installed spring of 2022 (8 inside, 12 outside). Will be working with the local police department to assess emergency procedures summer of 2022.