

# School Action Plan for Zion Lutheran School - Cologne

Standard & Indicator #	Self-Study Concerns	Target Yr	Yr Addressed	Responsible Party	Action Taken
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LCMS District: MNSO School Address: 14735 County Road 153 Cologne MN 55322 E-mail: office@zion-cologne.org  
 Street City State Zip

Date of most recent NLSA site visit: April 8-10, 2018 Captain: Cletus Pfeiffer This is year 1 2 3 4 of the current cycle.

Date: May 2, 2022 Principal:  Board Chair:  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:
- Year 2: New administrator (Tom Marcisak)
- Year 3:
- Year 4:

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.

4:04	A non-discriminatory salary scale is not in place	April 10, 2019	1	Board of Education and Congregational leadership	A non-discriminatory salary scale has been put into place.
7:05	The facility is not secured during school hours	ASAP by April 30	1	Board of Education and Congregational leadership	Doors are locked at the start of each school day and remain locked throughout the school day.
1:04	The mission statement isn't reviewed annually		1	Administration/ Staff	The mission statement is reviewed each summer as part of the yearly wrap-up.
1:05	The mission statement is not on the home page of the website		1	Administration	The mission statement has been added to the home page of the website.
1:06	The mentoring process is not formalized		1	Administration	A formal mentoring process has been developed.

**1**

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1:06	There is no formal orientation packet for new employees		1	Administration	A formal orientation packet for new employees had been created.
2A:03	There is no written evangelism plan to address an unchurched or de-churched family in the school.	3	4	Administration	There now is a written plan.
2A:04	Attempts to deliver parent education have been ineffective	3	2	Administration	Once every month a parental education item is sent home.
3A:05	The administrator has not been formally evaluated in writing according to the job description/responsibilities		1	School Board	The administrator is evaluated each spring.
3A:06	The board of education has not had any in-service opportunities	2-3	2	School Board	The board of education has begun attending the fall and spring teacher inservice activities.
3A:07	Long-range planning is not evident	3-4	4	School Board	The School Board is pursuing a long-range plan.
3A:08 3B:05	There has not been a financial audit recently	3-4	4	School Board	The books have been reviewed.
3B:01	The administrator job description is unrealistic when compared with time available		1	Administration	The Administrator has been allowed any time necessary to complete tasks.
3B:02	The administrator does hold a current teaching license		2	Administration	Not applicable
3B:03	The administrative office time is inadequate		1	Administration	The Administrator has been allowed any time necessary to complete tasks.
3B:06	The principal does not hold membership in any professional organization	4	4	Administration	The entire staff is planning on joining LEA.
4:02	Not all teachers hold current state licensure	3-4	4	Administration	All current teachers are in the licensing process.
4:02	One teacher is missing a background check		1	Administration	All teachers have background checks.

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4:02	Professional personnel files are not complete and not current		1	Administration	Personnel Files have been updated and are current.
4:03	No teachers belong to professional organizations	3-4	4	Administration	The entire staff is planning on joining LEA.
4:04	There is not a formalized orientation/mentoring program		1	Administration	An orientation/mentoring program has been formalized.
4:04	The salary scale is not non-discriminatory		1	Finance Board	A plan for a non-discriminatory salary scale is in place.
5:03	There is not a unified format for curriculum	3-4	4	Faculty	Working on this in conjunction with curriculum mapping.
5:03	Curriculum mapping is not done	2-3	2	Faculty	We have begun curriculum mapping.
5:04	There is no written process for curriculum development that utilizes test data	2-3	4	Faculty	Working on this in conjunction with curriculum mapping.
5:06	There is no formal, regular faculty meeting schedule		1	Administration	Faculty meets once a week to discuss issues/events.
5:06	There is no preparation time for teachers		1	Administration/ Staff	All teachers have prep time within their schedules.
5:06	Teachers seem to have a lot of extra responsibilities consuming their time		1	Administration/ Staff	Steps have been taken to reduce the responsibilities of each teacher.
6:04	Volunteer coaches/etc. do not have background checks		1	Administration	All volunteers/chaperones have current background checks.
6:04	Child abuse training hasn't been done in a long time		1	Administration	Child Abuse Training was completed this fall.
6:05	Milk is not listed as a part of the menu		1	Administration	Milk is on the menu.
7:03	The principal does not have a dedicated work space		1	Administration	The principal has an office.
7:05	Building security is lacking		1	Administration	Building is locked throughout the school day.

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7:05	Entrance to property is not labeled as a School Zone		1	Administration	Property is marked as a school zone.

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