

# School Action Plan for Zion Lutheran School - Cologne

| Standard & Indicator # | Self-Study Concerns | Target Yr | Yr Addressed | Responsible Party | Action Taken |
|------------------------|---------------------|-----------|--------------|-------------------|--------------|
|------------------------|---------------------|-----------|--------------|-------------------|--------------|

LCMS District: MNSO School Address: 14735 County Road 153 Cologne MIN 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 1, 2021 Principal: *Tom Marcisak* Board Chair: *Retha Bell*

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: 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.

|             |  |                         |          |   |  |
|-------------|--|-------------------------|----------|---|--|
| <b>4:04</b> | <b>A non-discriminatory salary scale is not in place</b>     | <b>April 10, 2019</b>   | <b>1</b> | <b>Board of Education and Congregational leadership</b> | A non-discriminatory salary scale has been put into place                                    |
| <b>7:05</b> | <b>The facility is not secured during school hours</b>       | <b>ASAP by April 30</b> | <b>1</b> | <b>Board of Education and Congregational leadership</b> | 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  |

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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         |              |                   |   |
| 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 education has begun attending the fall and spring teacher inservice activities. |
| 3A:07                  | Long-range planning is not evident   | 3-4       |              |                   |   |
| 3A:08                  | There has not been a financial audit recently  | 3-4       | 3            | School Board      | We are in the process of completing an audit.   |
| 3B:05                  |  |           |              |                   |   |
| 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         |              |                   |   |
| 4:02                   | Not all teachers hold current state licensure  | 3-4       | 3            | Faculty           | All teachers are currently working on attaining their license.                            |
| 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       |              |                       |   |
| 4:04                   | There is not a formalized orientation/mentoring program                        |           | 1            | Administration        | A 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       |              |                       |   |
| 5:03                   | Curriculum mapping is not done   | 2-3       | 2<br>3-4     | Faculty               | We have begun curriculum mapping--- Covid distributions have made this difficult. |
| 5:04                   | There is no written process for curriculum development that utilizes test data | 2-3       |              |                       |   |
| 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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