

NLSA School Action Plan

School Name: Trinity Lone Oak Lutheran School

School Address: 2950 Hwy 55, Eagan, MN 55121

LCMS District: Minnesota South

Administrator: Kathryn Jones

Date of Most Recent NLSA Team Validation Visit: April 8-10, 2019

Accreditation Year	Preliminary	Year 1	X	Year 2	Year 3	Year 4	Year 5
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Standard & Indicator Number	Self-Study Concerns & Strategies	Target School Year	Responsible Party	Action Taken	School Year Addressed
1:04	Complete review of Purpose statements; roll out revised Mission statements across all communication platforms.	2019-20	Administration Faculty BoCE	Purpose, vision, core values statements have been updated and shared with stakeholders, changed on written materials, and updated on the website.	2019-20
1:06	Review the current new employee orientation information and meeting schedule to ensure that new employees are well equipped to be a part of the school community.	2019-20	Administration Faculty	New employee orientation materials were reviewed and a checklist and meeting schedule created.	2019-20
2A:03	Develop a written Evangelism plan reaching out to our school's unchurched families.	2021-22	Administration Pastor; BOCO; Faculty		

2B:02	Look for ways to take advantage of and celebrate the diversity of the student body. (VTR)	2021-22	Administration Faculty		
2B:04	PTCO - develop opportunities for parent education programming.	2021-22	Administration PTCO		
3A:05	Update governance support documents including policies and job descriptions to provide clear direction to staff and stakeholders.	2020-21	BOCE	Job descriptions have been updated and added to an Operations Manual along with other governance support documents including Board policy manual and updated policies.	2020-21
3A:05	Disseminate the progress made in the revision of policies to stakeholders. (VTR)	2019-20	BOCE Administration	A process for the sharing of policy revisions and new policies has been established to ensure information is shared with TLO stakeholders in a timely manner.	2019-20
3A:06	Develop consistent approach to BoCE training - including new member orientation as well as ongoing board member development.	2021-22	BOCE		
3A:07	Developing a strategic plan with the updated mission and vision at hand.	2022-23	Administration BOCE		
3A:08	Find a workable budget model for funding the school as the church struggles with cash flow.	2022-23	BOCE Church Council		
3B:03	Provide adequate administrative time and space for preschool director. (VTR)	2019-20	BOCE Administration	Additional staffing provides the preschool director with three afternoons of release time for administrative tasks. The preschool director is able to use the former parish music director's office space.	2019-20

4:02	All PS-8 full-time teachers will hold a current Minnesota Educator License.	2021-22	Staff Administration		
4:03	Implement the MN South District Teacher Performance Evaluation (Genesis Teacher Performance Evaluation) process.	2019-20	Administration	We took first steps in implementing this process, setting up a three year plan based upon the Genesis model. This year our school areas of focus were: Curriculum Design-ELA and Missional Mindset. Teachers set individual goals in the area of Mission & Core Values and Meaningful Work.	2019-20
4:04	Implement a formal mentoring program for new staff members. (VTR)	2019-20	Administration Staff	We have established a year-long mentoring program for our new staff members using the LESA Mentoring Handbook as a resource for structure and program components.	2019-20
5:04	Complete the process of aligning curriculum to standards using Curriculum Trak. (VTR)	2022-23	Faculty Administration		
5:04	Schedule time for the preschool director and staff to plan, study, and develop curriculum. (VTR)	2020-21	Administration PS Director PS Staff	The early childhood team has scheduled inservice meetings for curriculum development in August, November, February, and June.	2020-21
5:06	Develop a systematic approach to writing a paper across grade levels, beginning at the earliest appropriate grade.	2020-21	Faculty	Developed as part of our ELA curriculum review; Staff PD during 2020-21 school year focusing on Writing Strategies; K-8 implementation fall of 2021	2020-21

5:07	Provide professional development in application and creativity-based technology integration methods; followed by focused implementation of such methods.	2019-20	Administration Faculty	Two teachers participated in Tech21, and we have plans to send a third next year. Teachers also had the opportunity to attend the MISF summer STEM workshop. We applied for and received a MISF STEM Starter Grant which will allow us to purchase additional resources. We have dedicated a classroom space for STEAM activities.	2019-20
5:08	Improve accountability of instructional standards through the implementation of Curriculum Trak.	2021-22	Administration Faculty		
6:03	Explore the desire for more extra-curricular activities. (VTR)	2021-22	Faculty Administration		
6:11	Add "Reverse Evacuation" procedure to ensure safety of students who are outside but need to get inside for safe shelter.	2021-22	Administration Faculty		
7:03	Increase curricular programming in the School Forest. (VTR)	2021-22	Faculty		
7:05	Develop a long term, sustainable plan for building maintenance and updating.	2022-23	Trustees Administration		
7:05	Investigate fencing the athletic field.	2019-20	Trustees	This item was placed on our Action Plan by the group that worked on this area for NLSA as it was their understanding it was required. After discussion with the Visiting Team and based upon the location of our	2019-20

				athletic field this is not deemed necessary.	
7:05	Provide drop-off supervision. (VTR)	2019-20	Administration Staff	Before school supervision is provided from 6:30-7:30 for a fee; and from 7:30-7:45 for no fee.	2019-20
7:05	Add parking lot signage, painting, and potentially student safety patrol. (VTR)	2021-22	Administration Trustees Staff		
7:05	Fix the west front church door latch so it consistently functions. (VTR)	2021-22	Trustees		

“VTR” recommendations have been made by the Visiting Team, and will also be located in the Visiting Team Report (the “VTR”).