

PRELIMINARY SCHOOL ACTION PLAN

A preliminary School Action Plan is developed as the concluding process of the school's Self-Study. The plan must address every area of concern ("emerging" [2] and "not evident" [1]). Each concern must be noted and addressed. "Operational" [3] indicators may also be addressed in the preliminary School Action Plan. The preliminary School Action Plan must be attached to the Self-Study document.

NLSA Preliminary School Action Plan												
School Name: St. John Lutheran School												
School Address: 9243 Viking Blvd NW, Elk River, MN 55330												
LCMS District: Minnesota South												
Administrator: Brett Hardecopf												
Date of Most Recent NLSA Team Validation Visit: April 14th through 16th, 2019												
Accreditation Year	X	Preliminary		Year 1	X	Year 2		Year 3		Year 4		Year 5
Standard & Indicator Number	Self-Study Concerns & Strategies			Target School Year	Responsible Party	Action Taken	School Year Addressed					
1.06	Mentoring programs will be established for all incoming employees and called workers.			Fall 2019	Principal and support staff	Mentoring Handbook created - still being edited and updated. New workers assigned mentors.	2019					
2A.03	Families without church homes enroll their children in St. John, and these families will be identified, and a more deliberate process will be put into place by the pastor and principal to work on behalf of these families.			2021	Pastor, Principal, Board of Directors							

2B.04	St. John will develop a formal parent organization	January 2020	Principal, Board of Education and Faculty	Parent organization established - PAWS	2021
3A.06	Orientation and training will be developed for all board members	2019	Principal	Developed a presentation to facilitate discussion that is used each year to help train new board members.	2019
3A.07	A more intentional process will be put into place to develop and maintain long term plans for the church and the school	2021	School Board, Principal, Board of Directors, Pastor	School board has developed a long term plan, set goals, and developed a simple process for review. Board of Directors/ church does not currently have plans to do so.	2020
3A:05	The school board regularly evaluates the administrator, but it will now be done so on an annual basis, based on goals and job descriptions	2019	School Board	Postponed due to Covid-19, on the agenda for this summer	
4.04	A mentoring and orientation program will be developed for new teachers	2019	Principal	Mentoring Handbook created - still being edited and updated. New workers	2019

				assigned mentors	
4.04	A fair and consistent salary schedule for teachers and staff will be developed	2022	School Board, Principal, Board of Directors		
4.05	A policy manual and training for volunteers and support staff will be developed	2020	Principal		
5.02	St. John will complete a curriculum map for one subject area per school year until completed. After each subject area has been added, a rotation for updates will be developed and implemented	2023	Principal and teachers	Work continues in this area.	Ongoing
5.03	Teachers and administrator will regularly meet and analyze data provided by standardized testing, using it to align curriculum and instruction and meet student learning targets. Procedures will be put into place to continue this process.	2021	Principal and teachers	Teachers and Principal began developing the plan for St. John to use objectives based instruction, and have been meeting regularly to address this. Data driven instruction will be the next step. This is ongoing	Ongoing
5.04	Policies and procedures for the assessment and monitoring of the curriculum will be written and implemented	2021	Principal and teachers		

6.04	The school will practice and document crisis situations more often, following state and federal mandates for fire drills and other emergency procedures	Fall 2019	Principal		
6.04	Background checks will be conducted on all volunteers and support staff	Fall 2019	Principal		
7.05	A better system for tracking building access and keys will be put into place	Summer 2019	Board of Directors		
7.05	Safety procedures for the lower playground will be updated, including a barricade to block traffic	2019	School Board, Principal, Board of Directors	Barricades established	2019