

School Action Plan for Emanuel 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: 18155 County Rd 50 Hamburg, MN 55330 E-mail: principalemanuel@gmail.com

Street City State Zip

Date of most recent NLSA site visit: October 7-9, 2020 Captain: Emily Anderson This is year 1 2 3 4 of the current cycle.

Date: 5/12/2022 Principal : _____ Board Chair: _____

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: We said goodbye to a teacher who taught at Emanuel for 40 years. We welcomed aboard a graduate who has been a wonderful addition to our staff.

The validation team made a special note of our PTL. We faced challenges this year as many of our great leaders had their final student graduate. I excitedly report that we had young families that stepped up into leadership roles. Not everything looked exactly the same, but that is OK.

This was our second year dealing with COVID. We employed extra cleaning measures in our classrooms. We asked parents to follow the current state health department recommendations and CDC recommendations in regards to isolation/quarantine. We had minor issues, but for the most part our students were in class the entire year.

This is the last year I will serve as principal and the search for a replacement began in January. We don't have a solution in place yet, but we trust that God is faithful. (I am moving into full time vicarage for Emanuel through the SMP program.)

Year 2: Once again we wished a long-standing employee, beloved by the staff and congregation, goodbye. Also, our first-year teacher married and located to the southern part of the state, so we had two roles to fill. Two young daughters of the congregation joined our staff. Both have been welcomed with open arms and much love. The principal of nine years has moved into the role as Vicar at Emanuel. An Interim Administrator filled the principal position for this school year. I am happy to say that we have had a Call accepted to fill the administration need and am excited to see her step into this new position. We truly saw the hand of God at work during this school year. A very large hurdle was placed in front of us as it was determined a six-year, contracted employee needed to be relieved of her duties. Emanuel was blessed to have two well-known educators in the area fill in to take her place. As of this writing, we have extended a Call to fill the seventh and eighth grade teaching position for the next school year. One other challenge we faced was having to insert three weeks of parent-drive days. The local school district began school in early August and will finish in early May for construction on their property. Therefore, our families are facing the last three weeks of school with no busing. So far, to my knowledge, everyone can work out rides for their children. Lastly, on a very bright note, our PTL raised a record dollar amount from their Silent Auction efforts. As much as we discussed the changes in leadership within PTL, they have done a fantastic job of picking up the mantle and carrying us forward.

Year 3:

Year 4:

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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.

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| 1:06 4:04 | <p>There is no formal mentor program for new staff members which would help communicate the mission & vision to staff.</p> <p>An intentional meeting was set in which policies and general operating information was shared per a written guideline.</p> | 21/22 | 21/22 Partially | Principal along with a faculty member | We developed and documented our onboarding process. This helped with our new teacher. The mentor program is still being developed. I have teachers without much room in their schedules to be away from class. Subs have been at a premium as well. |
| | | 22/23 | 22/23 | Principal along with faculty member. | An onboarding meeting took place with new staff members at the beginning of the year, and in March when our two new part-time subs came on board. In the primary room the mentoring comes organically with the two-teacher partnership. With the Interim Admin not having classroom responsibilities, it was easy to touch base with the new employees and answer questions. So, while a formal mentoring program has not been written, steps were taken to ensure a smooth transition. |
| 3A:04 | Board policies are not gathered into one policy manual | 22/23 | | School Board | |

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| 3A:05 | The working relationship between pastor and principal is not defined | 23/24 | | Pastor, Principal, Board of Elders, School Board | |
| 3A:07 | Absence of formal long range planning | 23/24 | | Principal and School Board | |
| 3B:06 4:03 | Limited evidence of formal teacher supervision through classroom evaluations | 22/23 | | Principal | |
| 4:03 | Not all teachers are actively involved in professional organizations | 21/22 | 21/22 | Faculty | The faculty members have become part of professional organizations. |
| 4:05 6:05 | The cook's certificate is not physically present in the building | 21/22 22/23 | 21/22 22/23 | School Cook and School Secretary School Cook and School Secretary | Our School cook finished up the classes needed to receive her certificate. Certificate is displayed in the kitchen. |
| 5:04 | The curriculum mapping and aligning with standards is incomplete within the tool of Curriculum Trak | 24/25 | | Faculty | |
| 7:05 | Emergency / lock down procedures are not easily accessible in the classrooms | 23/24 | | Principal with help of County official | |
| 6:04 | Emergency exit diagrams are not highly visible and not posted at every classroom exit | 22/23 | | Principal and School Secretary | Emergency exit diagrams are visible and placed in every classroom. |

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