

School Action Plan for St. James, Howard Lake, MN

LCMS District: MN South School Address: 1000 6th Ave PO Box 680 Howard Lake, MN 55349 E-mail: revloder@gmail.com
Street City State Zip

Date of most recent NLSA site visit: April 2024 Captain: Hannah Incitti This is year 1 of the current cycle.

Date: 4/24/2024 Lead Administrator: _____ Rev. Mark Loder _____ Board Chair: _____ Kelly Zander _____

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: St. James has just completed a re-accreditation visit and has compiled the following School Action Plan for the next five years.

Year 2:

Year 3:

Year 4:

Year 5:

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.

Standard & Indicator #	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
1 Purpose	Concern: The Strategic Plan is outdated and incomplete. Strategy: Revisit and carry out a Strategic Plan	2024		Pastor Loder and Board of El. Ed.	
1 Purpose 1:06	Concern: There is no formal implementation of a mentor program. The document is 40 pages long which is intimidating for all involved. Strategy: Revise Mentor Handbook. Ensure new employees are partnered with a mentor and intentionally carry out a mentor program.	2026		Pastor Loder	

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2 Relationships 2C:03	<p>Concern: Provide consistent language and support throughout Pk-8 grades and amongst families.</p> <p>Strategy: Continue to grow and expand utilization of "Connected Families" or similar program throughout all grade levels of the school.</p>	2026		Administrator	
Standard & Indicator #	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
3 Leadership 3A:05	<p>Concern: Having enough time to complete duties of a pastor and administrator by one person, to delineate between the roles, and prepare for a succession plan.</p> <p>Strategy: Policy defining relationships between administrative and pastoral roles.</p>	2025		Administrator and Board of El. Ed.	
3 Leadership 3A:06	<p>Concern: Lack of formal training.</p> <p>Strategy: The Board of Elementary Education should engage in training and intentional professional development.</p>	2026		Administrator and Board of El. Ed.	
3 Leadership 3A:07	<p>Concern: Protection of St. James Church and School Financially.</p> <p>Strategy: Carry out a financial review or audit.</p>	2026		Financial Directors and Board of El. Ed.	
3 Leadership 3A:07; 3B:03	<p>Concern: Long-term sustainability</p>	2027		Administrator and Board of El. Ed.	

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	Strategy: As part of the strategic plan review (Standard 1) consider the long-term finance, staffing, and curriculum needs of the school.				
3 Leadership 3B:02	Concern: The administrator does not currently meet the qualifications required for the position. Strategy: Consider options for licensure and further professional development.	2028		Administrator	
Standard & Indicator #	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
4 Professional Personnel 4:02	Concern: Not all full-time teachers have state licensure. Strategy: All full-time teachers obtain teaching license.	2026		Administrator and Teachers	
4 Professional Personnel 4:03	Concern: Teachers lack memberships in professional organizations. Strategy: Support teachers in obtaining memberships.	2026		Administrator, Board of El. Ed., and Teachers	
Standard & Indicator #	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
5 Teaching and Learning 5:02	Concern: 7 th /8 th Grade Technology and 5 th /6 th Physical Education do not have units listed in Curriculum Trak Strategy: Complete entry of course information in Curriculum Trak	2027		Teacher	

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5 Teaching and Learning 5:08	Concern: There is not a clear protocol for using progress monitoring to individualize instruction for student success. Strategy: Implement discussion sessions and policy for progress monitoring.	2027		Administrator and Teachers	
5 Teaching and Learning 5:08	Concern: A lack of a school-wide approach of evaluating student data generated my multiple tools and surveys to improve curriculum and instruction. Strategy: Figure out what this means and be intentional about discussion and use of means to improve curriculum and instruction.	2029		Administration and Teachers	
6 Student Services	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
6 Student Services 6:02	Concern: A lack of extracurricular and co-curricular activities Strategy: Consider expanding extracurricular and co-curricular activities.	2028		Administrator, Board of El. Ed, Teachers, and PTL	
6 Student Services 6:02	Concern: There are no written procedures for addressing students' emotional, social, and psychological needs. Strategy: Develop procedures for addressing student's E.S.P. needs.	2025		Administrator and Teachers	
6 Student Services 6:02	Concern: Crisis Plan is inadequate Strategy: Revise and develop a more comprehensive Crisis Intervention Plan.	2025		Administrator and Bd. of El. Ed.	

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Standard & Indicator #	Self-Study Concerns & Strategies	Target Year	Year Addressed	Responsible Party	Action Taken
7 Facilities 7:03	Concern: Playground safety. Strategy: Complete fencing around the playground and maintain edging around the playground.	2025		Trustees and Bd. of El. Ed.	

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