

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

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*Street City State Zip*

Date of most recent NLSA site visit: February 2018 Captain: Dennis Gehrke This is year 2 of the current cycle.

Date: 5/13/2020 Lead Administrator: \_\_\_\_\_ Rev. Mark Loder \_\_\_\_\_ Board Chair: \_\_Kelly Zander\_\_\_\_\_

*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:** St. James did some immediate corrections such as securing the school entrances as recommended during the site-visit. St. James easily addressed topics of Purpose Statement in the following month after the site visit. The School Board was able to pass a teacher evaluation tool through the summer school board meetings. Addressing curriculum alignment and design was earmarked for the 2019/20 school year.

**Year 2:** St. James entered the 2019/20 school year with a new administration approach. Upon Principal Roslansky’s departure, the School Board asked Pastor Loder to serve as Lead Administrator. Pastor Loder agreed to serve in this position with the assistance of Mrs. Butterfass (School Secretary/Teacher) and Mr. Dahl (3rd/4th Grade Teacher) as a partnership approach to administration. This system seemed to work well for the year and will continue to be the administrative operational approach moving forward. Further discussion and research were done considering curriculum tracking and development.

Staff evaluations and professional development was implemented and completed along with an on-sight evaluation by and outside contracted professional. Vision Casting was completed with the Board of Education.

**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.**

Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
1 Purpose 1:04	Concern: The Purpose Statement is not regularly and systematically reviewed by constituents. Strategy: Develop a process and schedule for annual review of the Purpose Statement.	2018	2018	Principal & School Board	The School Board put review of its Purpose Statement in the August Meeting. Update 2020: Review of the Purpose Statement and Motto has been incorporated into the Fall Teachers Retreat as well as referred to regularly at various meetings and discussions.

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1 Purpose 1:05	Concern: The Purpose Statement is not consistently displayed or used in all school materials. Strategy: Incorporate the approved Purpose Statement in all school materials.	2018	2018	Principal & Staff	The Purpose Statement is now found through-out the school, in hand-outs, in school media and social media. Update 2020: The Church has also posted the motto throughout the church building and office as well as print it on the Sunday bulletins.
1 Purpose 1:05	Concern: The Purpose Statement is not displayed in the school. Strategy: Post the Purpose Statement in classrooms, hallways, and other rooms throughout the school.	2018	2018	Principal & Staff	The Purpose Statement is now found through-out the school in classrooms, hallways, and other rooms throughout the school.
1 Purpose 1:06	Concern: The Purpose Statement is not incorporated in the orientation process for new employees. Strategy: Revise the Orientation process to include Purpose Statement of the church and school.	2019	2019	Principal	The Purpose Statement and review of the Purpose Statement is now a part of the orientation process.
2 Relationships 2B:03	Concern: A lack of community involvement exists, as a school and as individual teachers. Strategy: Encourage the development of community involvement on both a school-wide and individual basis.	2019	2019	Principal, Staff, & PTL	The St. James Chapel families have been coordinating with the Good Samaritan Care Center Home in Howard Lake to participate in intergenerational activities on site at the Care Center. Update 2020: St. James School went to St. Mary's Care Center in Winsted and performed their Christmas Program for the residents. St. James teachers reach out to civic leaders and service members to come and

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					participate in various educational opportunities within their classrooms.
2 Relationships 2B:04	Concern: There is a lack of educational opportunities and resources for the parents of St. James. Strategy: Develop an annual schedule for parent education opportunities.	2020	2020	Lead Administrator	A quarterly Parent Workshop has been scheduled for the 2020/21 school year. Each quarter will address a different topic suggested by school families. These workshops will be held at the school.
2 Relationships 2C:03	Concern: Students lack opportunities to participate in helping make appropriate school decisions. Strategy: Initiate opportunities for students to take part in the process of decision-making when appropriate.	2020	2020	Lead Administrator & Staff	While still being developed, student were invited to participate in planning class activities for National Lutheran Schools Week.
3 Leadership 3A:05	Concern: There is currently no plan in place to evaluate the administrator. Strategy: School Board and administrator design and execute a regular administrator evaluation.	2020	2020	Lead Administrator & School Board	An evaluation for the Lead Administrator has been developed and is completed by staff members who choose to complete the evaluation each spring.
3 Leadership 3A:07	Concern: The School Board has not engaged in a long-range planning process. Strategy: Establish a process for developing a long-range plan.	2020	2020	School Board & Principal Lead Administrator	The School Board has sent members to a joint Church and School committee that has surveyed stakeholders and has held meetings working through a procedure to develop a long-range plan jointly. Update 2020: The Lead Administrator led the School Board through a Vision Casting seminar which produced action points moving forward. This seminar will happen each year in the fall in order to review current action points as well as time for further discover.

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3 Leadership 3B:02	Concern: The principal is not on the Roster of the Lutheran Church – Missouri Synod. Strategy: Have the principal complete the colloquy program.	2021	2020	Principal Lead Administrator	The Principal is enrolled in the colloquy program. Update 2020: Principal Roslansky accepted employment at another school in the Spring of 2019. Per the School Board’s request, Pastor Loder stepped in to serve as the Lead Administrator. Pastor Loder is on the roster of the Lutheran Church – Missouri Synod.
4 Professional Personnel 4:03	Concern: There is a lack of understanding of whether or not preschool program is properly credentialed and if staff meets professional development requirements. Strategy: Investigate if preschool program is required to be licensed through the state or county.	2020	2020/21	Lead Administrator	The previous principal researched this and found that the St. James preschool was following state requirements. This will be reviewed by the current Lead Administrator.
4 Professional Personnel 4:03	Concern: There is not a program in place for ongoing teacher supervision/evaluation/growth. Strategy: Develop an ongoing plan for teacher growth through the implementation of a collaborative teacher evaluation system such as the Danielson Framework.	2019	2019	Principal & School Board Lead Administrator	Through a survey with staff/administration/school board an evaluation tool rooted in the Danielson Framework was adopted. Update 2020: At the start of the 2019/20 school year, the Lead Administrator had each teacher complete a Professional Development Plan which identified strengths and growth areas. They then initiated a personal plan to address growth areas. This was followed up by an assessment of progress. Further, an outside education professional was contracted to do classroom and school evaluations.

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4 Professional Personnel 4:03	Concern: Current professional development is limited to the implementation of management programs such as Fast Direct or Stars verses growth in curriculum development or delivery of instruction. Strategy: Implement the academic portion of the Staff Development Plan.	2020	2020	Principal Lead Administrator	In-progress. Recent staff training included training on differentiated instruction using STAR assessment and Accelerated Math. Update 2020: The School Board has developed a fund for providing each teacher with funds for pursuing professional development.
5 Teaching and Learning 5:03	Concern: The administration does not have a documented process for teacher observation and evaluation. Strategy: Establish and implement a process for regular teacher observation and evaluation with the goal of instructional improvement.	2019	2019	Principal Lead Administrator	Through a survey with staff/admin/school board an evaluation tool rooted in the Danielson Framework was adopted. Update 2020: The Lead Administrator began to utilize a Professional Development Self-Assessment with the teachers as well as bringing in an outside Education Professional to do onsite, in-class observations. The Lead Administrator also makes regular casual visits to the classrooms.
5 Teaching and Learning 5:04	Concern: The curriculum is not clearly and consistently organized or aligned with established state and/or national standards. Strategy: Standardize the documentation of standards and utilize existing standard numbering.	2021		Principal & Staff Lead Administrator	In Progress. St. James is enrolled to use Curriculum Track Update 2020: After some research of other tracking tools, Curriculum Track is the method of which will be used.
5 Teaching and Learning 5:04	Concern: The curriculum is currently not being consistently monitored for changes and needed updates. Strategy: Include a yearly review of standards in the curriculum cycle.	2021		Principal & Staff Lead Administrator	In Progress. St. James is enrolled to use Curriculum Track. Update 2020: Teachers did review standards this year and checked collaboration with curriculum.

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5 Teaching and Learning 5:04	Concern: There is no written curriculum for music. Strategy: Establish a written curriculum using delineated standards for music instruction.	2021		Principal & Music Staff Lead Administrator	In progress. St. James is enrolled to use Curriculum Track. Update 2020: Though a curriculum was previously provided, it does not accurately represent what is provided at St. James. A revamp of that curriculum is underway.
5 Teaching and Learning 5:05	Concern: Direct instruction is the predominant teaching modality. Strategy: Include a variety of teaching modalities in a professional development program while celebrating and sharing innovations and successes.	2020	2020	Lead Administrator & Staff	The Lead Administrator as observed the teachers utilizing various means of instruction delivery. Further, the teachers are encouraged to seek out training opportunities for expanding their skills.
5 Teaching and Learning 5:05	Concern: Student engagement is not evident consistently throughout lessons. Strategy: Explore a variety of methods through which the students can engage, collaborate, or lead instruction.	2020	2020	Lead Administrator & Staff	The Lead Administrator has observed the teachers utilizing various means of engaging their students during instruction. Evidence for this includes student led discussions, delivery of material, and direct dialogue.
5 Teaching and Learning 5:06	Concern: Teachers do not have an effective opportunity for collaboration on instruction. Strategy: Establish a consistent time frame for meeting collaboratively.	2020	2020	Principal & Staff Lead Administrator	Development of the 2018/19 schedule prohibited once again teacher collaboration. Update 2020: Staff meetings are held the first Monday of the month during which time discussion and collaboration on instruction is had when needed.
5 Teaching and Learning 5:07	Concern: Technology is not consistently a vital part of lessons throughout the day. Strategy: Integrate technology components in instructional and assessment methods, and include technology in professional development.	2019	2019	Principal & Staff	Strides have been made to utilize Google Classroom and accelerated math. Update 2020: Students are using technology in various parts of their classwork for each class.

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5 Teaching and Learning 5:07	Concern: There is no technology plan or written curriculum. Strategy: Establish a technology plan or written curriculum.	2021		Principal & Staff Lead Administrator	In progress.
5 Teaching and Learning 5:08	Concern: Testing data is not being used consistently to guide instruction. Strategy: Establish a regular cycle of school-wide assessment and evaluation of data for guiding instruction.	2018	2018	Principal & Staff Lead Administrator	Since the site visit all students have been assessed in a three window period and after each assessment teachers have used data to modify instruction, identify students for academic assistants through our paraprofessional program, and consulted with parents concerning student progress.
6 Student Services	No concerns were noted.				
7 Facilities 7:05	Concern: The school does not limit access to the building during the school day. Strategy: Address the issue of doors being open during the school day from two time frames: A. Immediately, lock all outside entrances to the school during the school day. B. By the start of the 2018-19 school year implement a security system that ensures that doors are locked and controls access to the building.	2018	2018	Principal, Staff, School Board Lead Administrator	This issue was taken care of immediately with the school being locked since the on-site visit. Update 2020: A security system is not in place, but the location of the church office has moved to accommodate a change in main entrance location. Further, a volunteer greeter is at the main door during school hours permitting access to those who need.
7 Facilities 7:05	Concern: Unattended students were observed crossing the street during arrival and during the school day. Strategy: Develop a procedure that ensures that students do not cross the street unattended.	2018	2018	Principal, Staff, Church Staff Lead Administrator	Taken care of immediately. All classes are now scheduled in the school instead of going over to the church.