

NLSA School Action Plan

School Name: Immanuel Lutheran School - Silo

School Address: 22591 County Road 25, Lewiston, MN 55952

LCMS District: Minnesota South

Administrator: Mr. Kevin Meyer

Date of Most Recent NLSA Validation Team Visit:

Accreditation Year Initial Year 1 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
1:05	Update and include the mission statement in all school publications	2022-2023	Emily Anderson Kevin Meyer	-Mission statement is included on school newsletter, email signatures, and board agendas	2022-2023
1.06 4:04	Immanuel does not have a formally implemented mentor program.	2022-2023	Emily Anderson Kevin Meyer	-Immanuel has a "New Teacher Orientation" document that will be implemented in the fall of 2023	
2B:02	Immanuel offers financial aid to families, but does not require any sort of documentation/verification of the need.	2023-2024	Kevin Meyer Board of Ed	22-23 We have drafted a more detailed form asking families to declare income and also to justify the	

				request for aid. The form also asks for families to acknowledge a financial commitment.	
3A:05	The administrator should be evaluated annually.	2021-2022 and ongoing	Board of Ed Kevin Meyer	-Board of Ed and principal are working on an evaluation tool.	2022-2023
3A:07	Continue on with strategic planning efforts that began in Dec. 2021.	Ongoing	Planning Committee, Pastor Mueller, Chris Sauer, Emily Anderson	22-23 planning has been on hold due to demands of the school year. -developing a plan for paying off debt and new means for school growth -4Giving has been approved by Voter's Assembly	2022-2023
3A:08	Develop budgetary practices that consider and evaluate the present and anticipated growth of the school.	2023-2024	Kevin Meyer Board of Ed Voter's Assembly	-tuition rates for preschool and nonmember tuition are increasing for the 23-24 school year -Plan is in place for annual tuition review	2022-2023
3B:02	Review the feasibility of the administrator obtaining appropriate state certification for administration	2021-2022	Kevin Meyer Board of Ed	-time constraints do not make it feasible for the principal to obtain a state administrator's license	2022-2023
3B:03	Find ways to increase release time for administrative duties.	2022-2023	Kevin Meyer Board of Ed	-2022-2023 hired departmentalized teacher to provide additional release time	Ongoing

3B:03	Review the positions of administrator and administrative assistant to clearly define roles, responsibilities and compensation.	2022-2023	Kevin Meyer Emily Anderson Board of Ed	-administrative assistant will receive rate increase in Aug 2023	2023-2024
3B:05	Implement a practice of regularly auditing accounts.	2023-2024	Kevin Meyer Board Treasurer Voter's Assembly		
4:02	Assist all teachers in obtaining current state teaching licenses.	2022-2023	Kevin Meyer Board of Ed	-tabled to 2023-2024	
4:04	Review teaching assignments and find ways to provide teachers with daily prep time.	2022-2023	Kevin Meyer Teaching Staff	-one full time teacher was added for 22-23 school year. This teacher covered PE classes to provide classroom teachers with prep time twice weekly.	
4:05	Some clarification on policies needs to be made in regards to leave time.	2022-2023	Kevin Meyer Board of Ed	-tabled to 2023-2024	
4:05	Formal implementation of the Volunteer handbook is absent.	2022-2023	Emily Anderson Kevin Meyer	-working on developing a training during the summer of 2023 for implementation in fall of 2023	
4:05	There is not a comprehensive personnel manual.	2024-2025	Kevin Meyer		

			Emily Anderson Board of Ed		
5:04	Further develop curriculum and align it to delineated standards. (Mapping)	2023-2024	Teaching Staff	-teachers are working on mapping out math curriculum. -one or two additional subjects will be mapped each school year	2022-2023 Ongoing
5:07	Continue to support all teachers in attending TEC21 training.	Each year	Kevin Meyer Board of Ed Teaching Staff	One teacher completed Tec21 during the 21-22 school year. Another teacher is enrolled for Tec21 during the 22-23 year. -a third teacher is enrolled for Tec21 during the 23-24 school year. -Immanuel plans to send one teacher per year until all staff have completed Tec21 training	2022-2023 2023-2024 Ongoing
5:08	Engage in professional development training specific to integrating multiple forms of assessment.	2023-2024	Teaching Staff		
5:08 6:02	Formalize plan for documenting student needs, accommodations, and learning.	2023-2024	Teachers		

6:03	Formal training for volunteers does not occur. Develop and implement a mandatory volunteer training workshop.	2022-2023	Emily Anderson	-working on developing a training during the summer of 2023 for implementation in fall of 2023	
6:04	First aid supplies are available in classrooms, gym, and copy room. Immanuel would like to ensure that first aid supplies are easily recognizable and accessible in these areas. This will be done by creating first aid kits that all look the same and have an inventory of materials.	2022-2023	Teaching Staff	-first aid bags were purchased for each classroom and are hung on hooks by classroom doors. -an additional first aid bag is accessible in the cafeteria	2022-2023
7:03	Develop a plan for relocating the church offices in the same building as the school.	2023-2024	Pastor Mueller Kevin Meyer Board of Trustees	-discussions are ongoing in how to best use the facility's space	
7:03	Immanuel will be hiring a new custodian to begin the summer of 2022. School administration should work with the Board of Trustees to review job description, cleaning schedules, and other expectations for the position.	2022-2023	Kevin Myer Board of Trustees	- a part-time custodian was employed during the 22-23 school year.	2022-2023 Further assessment needed