

School Action Plan for Loving Shepherd Early Learning Center

S & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
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LCMS District: MN-South School Address: 5501 Glenwood Avenue, Golden Valley, MN 55422 E-mail: brendal@gvlc.net

Street City State Zip

Date of most recent NLSA site visit: April 24-26, 2022 Captain: Bonnie Stottlemeyer This is year 1 2 3 4 of the current cycle.

Date: May 31, 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: Church staff is changing significantly which has caused some of our strategies to go unfinished for this year due to responsible parties no longer at GVLG/LSELC.

Year 2:

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.

2A:02	<p>Concern: Loving Shepherd ELC does not provide educational opportunities for families.</p> <p>Recommendation: Develop and implement a variety of educational opportunities for families.</p>	2022-2023 change d to 2024-2025		Jen Hall & Community Outreach Team Brenda Lovhaug Laura Weber	January 2023 – Jen Hall took a call to another school and Cindi Inselmann was planning to offer opportunities for parenting classes in the Spring and fall of 2023. Cindi is currently completing her graduate program and was offered an early internship and is taking a leave of absence. This recommendation needs to be changed to 2024-2025 as our staffing is currently changing.
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2A.07	<p>Concern: Parents and guardians are not asked to evaluate the center program based on purpose, goals, and objectives on an annual basis.</p> <p>Recommendation: Develop an instrument to evaluate the center program based on purpose, goals, and objectives and administer it annually.</p>	2022-2023		LSELC Board Kim Lochner Brenda Lovhaug Laura Weber	April 2023 – The parent survey was updated and will be sent out families in late October each year.
2B:19	<p>Concern: More involvement of congregation members in the Loving Shepherd ELC is desired.</p> <p>Recommendation: Explore ways to connect with congregation members in meaningful ways that comply with state licensing and health and safety guidance.</p>	2022-2023		Jen Hall Brenda Lovhaug Laura Weber	Summer 2023 – Congregation members are scheduled to be special storytime readers throughout the summer. We will look for other opportunities for guest readers to periodically come in to LSELC ie Dr Suess’ birthday, Lutheran Schools Week, Week the Young Child, etc.
2B:21	<p>Concern: While a formal written evangelism approach does not exist, an outline of informal practices is recorded.</p> <p>Recommendation: Develop, expand, and implement the informal practices into a written evangelism approach.</p>	2024-2025		Brenda Lovhaug Laura Weber	

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2B:25	<p>Concern: Not all Loving Shepherd ELC teachers are actively involved in worship and the congregational life of a home church.</p> <p>Recommendation: Explore ways to increase opportunities for Bible Study and fellowship for staff to share their faith with each other.</p>	2022-2023		Kurt Weber, Brenda Lovhaug Laura Weber	May 2023 – Staff devotions led by Pastor Kurt Weber are being offered every Wednesday at 1:30 and 2:00 for all staff who want to attend. This is during nap time, so it is easier for staff to leave the room without being out of ratio.
3A:06	<p>Concern: The Board does not have a policy about open board meetings.</p> <p>Recommendation: Develop an open meeting policy and add to the Board Handbook.</p>	2022-2023		Board Members Kim Lochner Brenda Lovhaug	April 2023 – The board researched, created, and approved a policy which allows for the first part of the board meeting to be open to parents and staff members.
3A:12	<p>Concern: The job description for the director needs to be updated and a job description for the assistant director needs to be written.</p> <p>Recommendation: Review and update job descriptions. Add a job description for the assistant director.</p>	2022-2023		Bev Mestelle Brenda Lovhaug	April 2023 – The positions of Director and Assistant Director are being evaluated before job descriptions are updated and written. Questions are being asked like, “Do we need a third person/Associate Director?”
3A:13	<p>Concern: The Board does not provide an annual evaluation of the director based on job description.</p> <p>Recommendation: Schedule annual director evaluations based on the job description.</p>	2022-2023		Bev Mestelle Kim Lochner LSELC Board	February 2023 – An evaluation of the director was completed.

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3A:16 3A:17	<p>Concern: Due to an industry-wide staffing shortage, the center is currently understaffed causing a need for administrators to frequently substitute in classrooms. This also necessitates frequent schedule shifts for center staff.</p> <p>Recommendation: Develop a plan to reach full staffing, allowing administrators and staff to fulfill their primary position roles.</p>	2022-2023		Brenda Lovhaug Laura Weber	September 2022 – Loving Shepherd ELC hired a hiring consultant (had hunter) to assist with our hiring needs. This took job posting and resume’ review off the director and asst director’s plate, allowing them to focus on their primary responsibilities.
3A:20 3A:21	<p>Concern: There is no written needs assessment process.</p> <p>Recommendation: Develop and implement a written needs assessment process.</p>	2023-2024		LSELC Board Brenda Lovhaug Laura Weber	
3A:22	<p>Concern: The current strategic plan, written in 2016, needs to be updated.</p> <p>Recommendation: Use accreditation results and other sources of information to develop a new strategic plan for the next 5 years.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	November 2022 – Board of Early childhood Ministries updated the strategic plan based on NLSA and NAEYC outcomes.

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3B:46	<p>Concern: Staff supervision is chiefly provided by informal observations and casual conversations. Formal observations, individual meetings, self-evaluations by staff members, and formal written evaluations are not done in an ongoing system.</p> <p>Recommendation: Develop a system and schedule for assuring ongoing staff supervision that includes informal and formal observations, individual meetings, self-evaluations by staff members and formal written evaluations.</p>	2022-2023		Brenda Lovhaug Laura Weber	May 2023 – With the continued staff shortage, formal observations followed with in-person meetings have not been possible. This will be completed during the summer 2023 when we have our college workers back.
3B: 51	<p>Concern: The Employee Handbook has not been reviewed and updated by legal consultation for a few years.</p> <p>Recommendation: Develop a schedule for the Employee handbook to be reviewed and updated regularly.</p>	2022-2023		Bev Mestelle Brenda Lovhaug Laura Weber	March 2023 – GVLC and LSELC is in the process of changing legal representation to one that is recommended by MN-S district. Once this has been completed, our Employee Handbook will be given to her for revision.
3B:53	<p>Concern: There is no official Board Handbook (History, Agendas, Minutes).</p> <p>Recommendation: Compile a history of board meetings (hard copy and digital).</p>	2023-2024		Brenda Lovhaug	

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3B:56	<p>Concern: Staff:child ratio policy for the center does not meet NLSA ratio requirements.</p> <p>Recommendation: Create a plan for moving toward adopting NLSA staff:child ratio requirements (i.e., 0-24 months=1:4 and 24-36 months 1:6).</p>	2025-2026		Diane Wagner LSELC Board Brenda Lovhaug Laura Weber	
4:03	<p>Concern: One lead teacher does not yet meet the NLSA standard of having a CDA (MN state variance).</p> <p>Recommendation: Support and encourage the teacher to complete her plan to complete her degree by the fall of 2023.</p>	2023-2024		Bernice Rotich Brenda Lovhaug Laura Weber	May 2023 – Bernice started her early childhood education journey in the Spring of 2022. She has now completed 57 credits, has 17 credits to complete, and plans to graduate in December 2023.
5:12	<p>Concern: There is room for greater proactive appreciation of the culture and traditions of the families served at Loving Shepherd ELC.</p> <p>Recommendation: Loving Shepherd ELC is encouraged to look for more opportunities to expose children to different cultures, traditions, and practices within the center and in the wider community.</p>	2024-2025		Lead Teachers Brenda Lovhaug Laura Weber	

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8:03 9:72	<p>Concern: A formal curriculum or curricula have not been selected, only a potential alignment with Creative Curriculum. Creative Curriculum is not used.</p> <p>Recommendation: Research and review curricular samples to meet Minnesota Early Learning Standards in all curricular areas for infants, toddlers, and preschoolers.</p>	2024-2025		Jamie Lodermeier Lead Teachers Brenda Lovhaug Laura Weber	
8:12 8:13	<p>Concern: These indicators share the following statement: “The lesson plans show that children have an opportunity to explore all these areas.” Implementation of specific curriculum types and strategies is not mentioned.</p> <p>Recommendation: Research and review curricular samples for language and literacy, math and science.</p>	2024-2025		Jamie Lodermeier Lead Teachers Brenda Lovhaug Laura Weber	
8:14	<p>Concern: Curricular strategies are not listed that foster self-identity and understanding and acceptance of others. Wall hangings and toys are mentioned.</p> <p>Recommendation: Research and review curricular samples for social-emotional growth.</p>	2024-2025		Jamie Lodermeier Lead Teachers Brenda Lovhaug Laura Weber	

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8:25	<p>Concern: Review of the written curriculum requires a systematic review cycle to ensure up-to-date implementation and student growth.</p> <p>Recommendation: Review, revise, and update curriculum following a specific schedule so curricular areas are more thoroughly researched to ensure the most viable curricular experiences for the students and staff.</p>	2024-2025		Jamie Lodermeier Lead Teachers Brenda Lovhaug Laura Weber	
9:10	<p>Concern: Teacher share pictures of the children with parents through HiMama but do not share or explain developmental milestone.</p> <p>Recommendation: Infant and toddler staff should use developmental tags with pictures they send to families.</p>	2022-2023		Bernice Rotich & Infant team Danielle Hicks & Waddler team	September 2023 – Loving Shepherd ELC changed to Brightwheel app which is a bit more difficult for all ages to use developmental tags with the pictures that are sent to parents. Discussion continues regarding which app to use long term.
9:85	<p>Concern: Parent teacher conferences are offered twice a year for infants.</p> <p>Recommendation: Conduct parent teacher conferences every three months for infants to meet NLSA requirements (quarterly).</p>	2023-2024		Bernice Rotich Danielle Hicks Brenda Lovhaug Laura Weber	May 2023 – Infant parent teacher conferences will NOT be offered when toddler and preschool conferences are offered in October and March but rather infant conferences will be offered the second month of each quarter – February, May, August and November.

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10:05	<p>Concern: Professional Development, quality assurance activities, and policy and operation improvements are not included in the School Action Plan.</p> <p>Recommendation: Develop and include professional development, quality assurance activities, and policy and operation improvements in the School Action Plan.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	May 2023 – We are not sure what the visiting team is asking for in the concern. We are going to push the target year to 2023-2024 and contact our team captain, Bonnie Stottlemeyer, for clarification.
10:06	<p>Concern: The preliminary School Action Plan does not include measurable objectives and strategies.</p> <p>Recommendation: Fully develop existing recommendations in the School Action Plan with measurable objectives and strategies.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	May 2022 – The School Action Plan was completed and submitted to the MN-S District and NLSA. It includes measurable objectives and strategies.
10:07	<p>Concern: The preliminary School Action Plan is missing a more specific timeline and assignment of responsible parties.</p> <p>Recommendation: Fully develop a timeline with the use of a school year identification of the date (ex. 2022-2023) and clarify groups and individuals responsible for the goals identified in the School Action Plan.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	May 2022 – The School Action Plan was completed and submitted to the MN-S District and NLSA. It identifies the school year and clarifies who is responsible for the goals identified.

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10:08	<p>Concern: The School Action Plan is not reviewed annually by center staff and church leadership.</p> <p>Recommendation: Develop a timeline for an annual review of the School Action Plan with center staff and church leadership.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	April 2023 – The School Action Plan was reviewed by the LSELC Board of Early Childhood Ministries and GVLC Staff.
10:09	<p>Concern: The School Action Plan is not shared with congregation members and Loving Shepherd ELC families.</p> <p>Recommendation: Develop a timeline for sharing the School Action Plan with all stakeholders on an annual basis.</p>	2022-2023		LSELC Board Brenda Lovhaug Laura Weber	November 2022 – School Action Plan was shared with the GVLC congregation at the annual Voter’s meeting as part of the LSELC report.
1-10	<p>Concern: Some of the sub-committees could have been more time efficient if they had been able to use an electronic form of the Self-study.</p> <p>Recommendation: Transition the self-study to Google Docs to make 2027 reaccreditation easier for everyone involved.</p>	2025-2026		Brenda Lovhaug	