

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
ONGOING IMPROVEMENT CUMULATIVE ANNUAL REPORT/School Improvement Plan**

(Please use this form and complete on computer.)

Part I: Basic Information

School: St. John's Lutheran School Address: 27 1st Street NW City, State, ZIP: Norwood Young America, MN 55397

LCMS District: MN South School e-mail address: office@sjsnya.org School Administrator: David M. Polzin

Co-accredited by (if applicable):

Report is for year (Circle one) 1 2 **3** 4 (Time to re-apply) Date of most recent NLSA site visit: April, 2013

Administrator's Signature David M. Polzin **Date** May 2, 2016

School Board Chair's Signature David Smith **Date** May 2, 2016

(By this coming from the e-mail address above I state that each recommendation in the Visiting Team Report either has or will receive serious consideration for action.)

This report is due in your district office no later than May 15. The district accreditation committee will review by June 15.

The annual fee is due in the NLSA office no later than October 1.

Part II: Recommendation Report for Standards: (List any Major Deficiencies first.) (To move to the next column, click "Tab.")

Section & Standard Number	Visiting Team Concern and Recommendation	Target Year	Year Addressed	Action Taken
2	Interaction between the church and school staff need to be more intentional	2014-15	2014-15	Principal is now included in church staff meetings.
2	The school principal and the pastors schedule a regular, extended planning time to discuss the ministry and mission of the church and school.	2014-15	2015-16	Members of the church, church staff, and school staff have begun a missional visioning process through MN South District.
4	Consider incorporating into a new hire or training someone currently on staff to be your IT specialist			No funding for additional staff at this time – must continue as is for now.
6	The entire staff access Smart board training at the same time so that you support each other	ongoing		We are learning from each other. Faculty is comfortable working with this tool. That said, there is so much that can be done than what is being done.
6	We commend to your consideration the possibility of LSEM services.	2013-14	2013-14 2015-16	We now have a .1 FTE LSEM worker on our faculty. We would love to change this position to a .2 FTE, but it can't happen financially at this point.
7	Expand your extracurricular offerings to include non-sport opportunities.	2016-17		
8	Store kitchen bleach out of reach of children.	2013-14	2013-14	Extra supplies of bleach have been removed; currently used containers are stored in a cupboard.
8	Location of the health room is not ideal because students are left unattended in close proximity to an exit door.	2016-17		
8	Explore some device which allows you to visually monitor and/or control who enters the school building.	2014-15 2015-16		New doors have been installed. All doors except the main office door are locked once school begins. A keypad on the main entrance door will be installed by August 1, 2016.
10	Plans and steps must be taken to resolve imbalances/inequities among St. John 's church and school salaries.	2015-16 ongoing		The gap, although still there, is closing. The board and principal make a point of sharing the discrepancy with budget committee members, who are the first in line for making a change at the church level.
10	A more aggressive tuition increase plan needs to be put in place.	2015-16		The tuition is in line with area Lutheran schools. If we raise it more than the \$50/yr that it was raised for the 2016-17 school year, families could switch schools. They have a choice of 6 additional schools within a 10-mile radius of St. John's.
10	You need to have a more aggressive plan in place to transition away from using the gift money (Hoffmann) to	2015-16		The Hoffmann grant is scheduled to be phased out by the end of the 2017-18 schoolyear.

supplement tuition payments.			
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Part III: Goal Completion Report

Goal 1: St. John's School is prominent within our church and community.

Objective 1: A marketing/PR committee is formulated to promote our school and its programs. This committee is responsible for implementing the following objectives.

Objective 2: Through written and visual materials, the church members are more aware of St. John's Lutheran School.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
1:1		6/2014				Committee formed and operational
2:2	1. Bulletin items	2013-14	1. Classroom submissions 2. Office / administrative / calendar reminders/ trivia	Principal	2013-14	This is an item at each Monday morning staff devotions/announcements meeting.
	2. Display board at church	2013-14	1. Qtrly activity update	Faculty	2013-14	The display board is assigned to four faculty members for updating.
	3. Classroom projects	2014-15	1. Display student projects at church	Faculty		Classroom projects/upcoming activities are shared with congregation as much as possible through neatly arranged displays.
	4. Utilize narthex monitor to display special events	2016-17	1. Classroom activities 2. Upcoming events calendar 3. Sports review 4. Honor roll students	Faculty Principal Coaches		
	5. Highlight student of the month	2016-17	1. Publish in church newsletter/bulletin	Principal		
	6. Promote student accomplishments	2014-15	1. Wall displays 2. Bulletin announcements	Faculty Principal		1. 2. A system for bulletin announcements has been implemented.
	7. Prayer list	2016-17	1. Develop system for weekly inclusion of school on St. John's prayer list	Faculty		
	8. Student "Minute-	2014-15	1. Develop system to highlight			Yr-end and "minicourse" commercials have

	reports" at church		<p>school events in an after-service setting</p> <p>2. Produce 2-minute videos highlighting school (parent, student, staff-produced)</p>	Faculty/ Principal Teachers Students		been produced and played at the close of church services.
	9. Continue updating and improving school website	<p>2014-15</p> <p>2015-16</p>	<p>1. Explore other school websites for new ideas</p> <p>2. QR codes to link tech-savvy cong. members to the school website</p>	<p>Marketing/ Faculty</p> <p>Webmaster</p>		1. Items have been added to our website to meet more needs. An appearance revision is planned for this summer.
	10. Enhance church service	<p>2014-15</p> <p>2013-14</p>	<p>1. Christmas service</p> <p>2. Sing monthly</p> <p>3. Make bread for Maundy Thursday services</p> <p>4. Form a youth bell choir</p>	<p>Faculty</p> <p>Faculty</p> <p>Pastor H</p> <p>Music Teacher</p>		<p>1. We included a variety of music including handbells, our school band, and a variety of new songs/school-produced videos to enhance the Christmas service.</p> <p>2. A schedule is in place for student singing at church services.</p> <p>3. Perhaps part of confirmation class, as determined by our pastors</p> <p>4. We now have a bell choir (Gr 7-8). Tone chimes were also purchased by our PTL for student and adult use.</p>

Objective 3: Through written and visual materials, the community is aware of St. John’s Lutheran School.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
	1. Plan opportunities for school exposure	2013-14 ongoing	1. Harbor/Peace Villa projects 2. Search out singing/performance opportunities at community events 3. Display projects in area businesses 4. Utilize cable TV access opportunities 5. Utilize the Klein Bank sign to promote community opportunities 6. Set a schedule/rotation for newspaper submissions 7. Put together up-to-date Welcome Wagon items 8. Brochures in public places	Faculty Marketing/Faculty Marketing Faculty Marketing/Faculty Principal Principal/Marketing Marketing	2015-16 2013-14	1. As part of parent visit day, the families made vases and valentine flowers to bring to Peace Villa as part of our opening worship service. Projects continue with classes visiting at various times throughout the school year. 2. Annual singing at the Beyond the Yellow Ribbon banquet become a tradition that will continue. Our newly formed school band plans to play for the residents at the Harbor. 5. Are utilizing. Need to expand use. Ad re: PK/extended day now in WW booklet.
	2. Continue updating and improving the school website.	2014-15	1. Search other school websites for ideas that can be implemented at SJS 2. Look into the feasibility of expanding opportunities for online payments, filling out needed forms, and other types of parent conveniences. 3. Provide an area for student projects/activities to be displayed.	Marketing/Faculty Principal Principal	2014 – 2018+ 2014	This is an ongoing process. An appearance revision is in place for this the 2015-16 school year. There are some in-house school and church accounting items needed in place before this option can become available.

Objective 4: The students of St. John's Lutheran School are taking an active role in our church and community.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
1:4	1. Community service	2015-16	Clean yards	Faculty Students Principal	ongoing	Our 7-8 th grade class is doing this with a community member along with our school grounds
	2. Local recipient of chapel project during one quarter of the school year.	2014-15 / ongoing				2013-14 – 364 program (providing sandwiches to residents of downtown streets of Mpls. 2014-15 – Local food shelf – Birthday party supplies Coin wars earned over \$1200, with donations going to our Carver County Food Shelf
	3. Explore opportunities for a local surrogate grandparent program within the church and community.	2016-				
	4. Shut-ins	2016-17	1. Initiate a card/craft program to be used for shut-ins.	Faculty		
	5. Explore ways to include the community with our school.	ongoing	1. School events / programs	Faculty Principal	ongoing	
	6. Utilize community businesses and services	2014-	1. NYA library 2. Historical society 3. Bank, etc.	Faculty	ongoing	1. Some of our classes have had field trips to the local library; arrangements with library speakers were made this year for school visits. 2. Field trips to the Historical Center 3. Bankers have visited to discuss financial responsibilities

Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 1: St. John's strives to improve, update, and add curricular offerings.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:1	1. Curriculum review rotation is re-examined and revised as needed.	2014-15	<p>1. Review curriculum rotation to determine whether or not it fits our needs.</p> <p>2. Project the curriculum into the future through one cycle.</p>	Faculty Principal		<p>ongoing</p> <p>2013-14 Reading</p> <p>2014-15 Science</p> <p>2015-16 Math</p>
	2. A system of curriculum mapping is adopted school-wide.	2015-16	<p>1. Review curriculum mapping alternatives.</p> <p>2. Select a mapping format that communicates desired information.</p> <p>3. Develop and provide a model of the format for each classroom.</p> <p>4. Implement curriculum mapping in PK-8.</p>	Faculty Principal		<p>This is a topic at our June meetings. Social Studies and Math will be studied as a faculty this year. Implementation in these two subjects will begin with the 2016-17 school year.</p>
	3. Revise our current Learner Outcomes – one subject per year.	<p>2013-14</p> <p>2014-15</p>	<p>1. Review the MN Academic Standards for each curricular area.</p> <p>2. Make additions, deletions, and other modifications as appropriate.</p> <p>3. Place a copy of the learner outcomes in a central location accessible to the teaching staff.</p> <p>4. Each teacher keeps track of quarterly progress by marking completed learner outcomes. This list is shared with the following year's homeroom teacher.</p>			<p>This process will officially begin with the 2013-14 after-school meetings and continue each year. This will allow us to have a new and updated set of learner outcomes for all to reference.</p> <p>We have unofficially done #4 in the past two years. This will become a necessary and useful tool for teachers to track their progress throughout the year.</p>

	<p>4. Review and evaluate our achievement testing program to determine its correlation and relevance to our learner outcomes. Consider alternatives to the ITBS and implement a new program, if deemed advantageous to student learning.</p>	<p>2014-15</p>		<p>Faculty Principal Bd of Ed</p>	<p>2014-15</p> <p>2015-16</p>	<p>2014-15 is the last year that we will be using ITBS tests. We are switching to MAP testing through NWEA for the 2015-16 school year. Faculty will be in-serviced in June and again in August at our faculty meetings.</p> <p>We implemented MAP tests two times this year. After school faculty meetings will be used to analyze the test results, learning how to best use them.</p>
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Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 2: Faculty/staff workshops are designed to keep faculty/staff members current and adding new skills.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:2	1. St. John's faculty and staff will be provided with opportunities to stay current and look at new trends, in all areas of curriculum and their profession, including curriculum mapping and strategies to meet individual student needs.	2016-17	1. A workshop committee is formed by the principal and two faculty members to look into trends and areas that need to be covered by workshops. 2. Results are compiled by the committee and a long range plan is developed. 3. Results are presented to the staff by the principal. 4. Workshops are set up by the principal, with input from the faculty.	Prin/Fac Prin/Fac Prin Prin		
	2. Future workshop days will be build into the yearly calendar during the school year or on days before or after student contact days.	2016-17	1. The principal and school board, when setting up the school calendar will decide how many workshop days are appropriate, using results from 2:2:1 (above) 2. Using the results from the meeting, workshop days are then determined and put on the school calendar for the year.	Fac/Bd Fac/Bd		Because we quite closely follow the public system's calendar because of bussing, it's hard to add workshop days during the school year. After school workshops work much better and will begin with the MAP test result interpretation and curriculum mapping at the end of the 2015-16 school year.

Goal 2: St. John's Lutheran School enables and encourages students to engage in learning, acquire knowledge, and develop lifelong learning.

Objective 3: St. John's faculty concentrates on the improvement of school-wide programs.

Goal Obj.	Strategy	Target and Status	Action	Person	Target and Status	Validation/Effect
2:3	1. Students will focus each year on one school-wide program that promotes wellness.	2015-16	<p>1. Wellness programs will be considered each year by the faculty.</p> <p>2. One program is chosen to concentrate on each year.</p> <p>3. Faculty members are selected to research the program chosen.</p> <p>4. The results will be shared with the faculty/staff and the program will be implemented and promoted throughout the school year.</p>	<p>Faculty</p> <p>Faculty</p> <p>Faculty</p> <p>Faculty</p>	ongoing	<p>Our Wellness policy has been updated and includes the formation of a committee that looks at new ways that wellness can be stressed.</p> <p>We have ceased our snack-selling during the morning recess.</p>
	2. Students engage in activities that focus on Christian outreach and community service each year.	2016-17	<p>1. A community service project is chosen each year by the students.</p> <p>2. A committee of 2 faculty and 2 students is selected to research the service project chosen.</p> <p>3. The information is presented to the faculty/staff.</p> <p>4. The service project is implemented and promoted by faculty and staff throughout the school year.</p>	<p>Fac/Staff</p> <p>Fac/Staff</p> <p>Fac/Staff</p> <p>Fac/Staff</p>	<p>Yrly ongoing</p> <p>Yrly ongoing</p> <p>Yrly ongoing</p> <p>Yrly ongoing</p>	