

School Action Plan for St. John's Norwood Young America

3LCMS District: MNS School Address: 27 1st St. NW Norwood Young America MN 55397 E-mail: office@sjsnya.org
Street City State Zip

Date of most recent NLSA site visit: April 2018 Captain: Sean Martens This is year 1 **2** 3 4 of the current cycle.

Date: May 8, 2020 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:
- Year 2: During this past year, the principal has taken on more classroom duties with grades 7 & 8 due to a resignation and budget concerns. The school board has a goal of returning the principal to 75% administration and 25% classroom. One to one and classroom technology usage has increased with the help of a teacher's involvement with TEC21 and purchasing Chromebooks for each student in grades 3-8. A new office manager was hired.
- 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
4:03 5:06 Required Evidence Standard 4	There is no professional development plan document (Required Evidence Standard 4). While some of the elements of the staff development plan exist, not all do, nor are they compiled into one document. A new plan needs to be created. The plan should addresses staff supervision, evaluation, professional development (both individually and staff-wide), spiritual development, and the orientation of new staff needs. The plan is to be presented to the District Accreditation Commissioner (currently Cletus Pfeiffer) or to	Before 4/26/2019	2018	David Polzin ↓ Scott Johnson	Plan was authored by David Polzin and submitted to Sean Martens

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	Team Captain Sean Martens before 4/26/2019.				
6:04	At the time of the visit there were only 2 lock-down drills completed on the year of the 5 required. Also, there has not been regular annual training on mandated reporting and the protection children for all who have contact with students on a regular basis (6:04). Submit documentation that these 2 benchmarks have been met to the District Accreditation Commissioner (currently Cletus Pfeiffer) or to Team Captain Sean Martens before 4/26/2019.	Before 4/26/2019	2018	David Polzin ↓ Scott Johnson	Dave completed these by the end of the 17-18 school year. A schedule has been established for the 2018-19 school year. Mandated Reporting is part of our August Teacher meetings.
1:03	The Board of Education should officially adopt the new mission statement for the school and apply it to the school ministry.	2018	2018	BOE/ Scott Johnson	MSC by BOE at October 8, 2018 meeting to adopt the "4 L's" Learn, Love, Lead, Live mission statement and apply it to St. John's School.
1:04	Create a policy that regularly reviews and considers updates of the mission/vision/philosophy of the church and school.	2020		BOE/Scott Johnson	
1:05	Update handbooks, promotional materials, curriculum, job descriptions, and documents to incorporate the new mission statement.	Summer of 2020		Scott Johnson & Admin. Asst.	
1:06	With a new principal coming, the orientation process is not completely developed nor has it been regularly utilized, and should be formalized.	2019	2019	Scott Johnson	New Worker orientation document is available to use with new workers.

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The annual fee is payable to NLSA (national office) no later than October 1 of each year.

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2B:05	To help the school become more known in the community the school should consider expand marketing efforts that are focused on community member relationship building and telling the stories of positive outcomes students receive from a Lutheran school.	Ongoing	2018	Scott Johnson & marketing committee	Principal attends the NYA Chamber of Commerce general meetings. St. John's School will be active at three or more community events each year.
7:04	Consider updating outdoor signage to draw attention to the facility.	2019	2019	Scott Johnson & Trustees	New signs are designed and in process of ordering and replacing (5/2019)
3A:07	Develop a formal process to evaluate the effectiveness of the school based on a need assessment.	2020		Board of Education	
3A:08	Consider an audit of the school, congregation, and ancillary organizations.	Annually	2019	Admin. Asst.	The books were audited this year for church and school. This will take place annually.
3B:08	Create a professional development plan that includes regular faculty observation, evaluation, and development.	2019		Scott Johnson	
4:03	All teachers should be members of a professional organization.	2019	2020	Scott Johnson	Scott Johnson – LEA, ASCD Dan Young – AAHPERD Lori Schroeder- Becky Bernau – LEA Lisa Johnson – LEA Renee Bartels – LEA Ann Young – Jody Stender – Bill Husberg -
5:04	Consider utilizing a web-based curriculum mapping service to create a preschool through grade 8	2020		All teaching staff	

3

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	scope and sequence connected to appropriate state or national standards.				
5:04	Formalize the pre-school curriculum by documenting and connecting to appropriate standards.	2020	2019	Lisa Johnson/ Jody Stender	New curriculum was purchased.
6:02	Create a written procedure for addressing students' emotional, social and psychological needs.	2021		Scott Johnson	
6:02	Safely secure all health records	2019	2020	Laurie Noennig	Nurse Noennig has relocated the health records to a cabinet that locks in her office.
6:03	Complete background checks on all volunteers with direct contact with students.	2020	2020	Scott Johnson	Began utilizing "Protect My Ministry" to run background checks on volunteers.
6:03	Require coaches to receive concussion training before beginning of the athletic season.	2019	2019	Dan Young	CDC Heads Up training online
7:05	Consider assigning an adult (staff member or volunteer) to open doors and greet students and families, particularly at the pre-school entrance.	2019	2019	All Staff	Staff spend time greeting the students each morning along with the principal, pastor, and DCE
7:05	Consider utilizing door shields on all pre-school doors.	2019	2018	Scott Johnson	Finger pinch guards were installed on Early Child hood doors in the Fall of 2018
7:05	Explore and adopt a method to secure the classroom doors from inside of the room during lockdown drills.	2018	2018	Trustees	Trustees are replacing classroom doors with new doors and locks to meet school safety guidelines.
7:05	Consider requesting a study with the Department of Transportation to determine if a school speed zone is warranted.	2019	2018	Scott Johnson & Trustees	Phone call was made to City of NYA on 10/03/18. School pedestrian sign was installed.

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