

# SCHOOL ACTION PLAN

**NOTE: DO NOT Complete Prior to Validation Team Visit**

The School Action Plan is developed from the Preliminary School Action Plan originally submitted with the school’s Self-Study and updated with the input from the Validation Team. The plan must address every area of concern (“partially met” [1] and “not presently met” [0]). Each concern must be noted and addressed. “Met in full” [2] indicators may also be addressed in the School Action Plan. This Plan will guide the school through the next five years in a process of continuous improvement prior to the next Self-Study process and Validation Team visit.

**The completed School Action Plan must be included with the final submission of the school’s Self-Study to the District Accreditation Commission.**

<b>NLSA Final School Action Plan</b>												
<b>School Name: Open Arms Christian Early Childhood Center</b>												
<b>School Address: 201 E 104th St Bloomington, Minnesota 55420</b>												
<b>LCMS District: Minnesota South District</b>												
<b>Administrator: Dawn Regan</b>												
<b>Date of Most Recent NLSA Validation Team Visit: April 28-30, 2024</b>												
<b>Accreditation Year</b>	<input checked="" type="checkbox"/>	<b>Initial</b>	<input type="checkbox"/>	<b>Year 1</b>	<input type="checkbox"/>	<b>Year 2</b>	<input type="checkbox"/>	<b>Year 3</b>	<input type="checkbox"/>	<b>Year 4</b>	<input type="checkbox"/>	<b>Year 5</b>
Standard & Indicator Number	Self-Study Concerns & Strategies				Target School Year	Responsible Party	Action Taken	School Year Addressed				
1A:03	<b>Concern:</b> The mission statement is not reviewed annually by the congregation. <b>Action/Strategies:</b> : At each voter’s meeting in the spring, on the agenda, it states that the mission statement is viewed.				2025-2026	Director						
2A:07	<b>Concern:</b> Parents / guardians have not been annually asked to evaluate the program based on purpose, goals and objectives. <b>Action/Strategies:</b> Provide the NLSA Survey for parents to				2024-2025	Director						

	complete each year at conferences in April.				
2B:25	<p><b>Concern :</b> Some staff employed by the center are not actively involved in worship and the congregational life of his / her home church.</p> <p><b>Action/Strategies:</b></p> <p><b>Concern :</b>Continue to share our faith and offer opportunities for staff to grow in their understanding of faith and relationship with Jesus Christ.</p>	Ongoing through 2029	Director and Pastor		
3A:06	<p><b>Concern:</b> The monthly meeting is held in executive session.</p> <p><b>Action/Strategies:</b> For accountability and transparency non-profit boards, and committee meetings should be held in open sessions for constituent members.</p>	2024-2025	Director and Board		
3A:12	<p><b>Concern:</b> A job description is needed for the new position of facilities coordinator and custodian.</p> <p><b>Actions/strategies:</b></p> <p>Descriptions for the Facilities Maintenance Coordinator and Custodian are completed and need to be reviewed and approved by the ECC Board.</p>	2024-2025	Board/Director		
3A:13	<p><b>Concern:</b> The governing authority has not consistently provided for the annual evaluation of the director based on job description.</p> <p><b>Actions/strategies:</b></p> <p>Add the director's evaluation to the board calendar and complete annually in May or June when other evaluations are completed.</p>	2025-2026	Board		
3A:15	<p><b>Concern:</b>The governing authority has approved a process for the supervision and evaluation of staff members that is implemented by the director annually.</p>	2024-2025	Director and Board		

	<p><b>Actions/strategies:</b> Create and implement an evaluation procedure for the Food Services Supervisor, the Facilities Coordinator and the Custodians for the May/June 2024 evaluation cycle.</p>				
3A:26	<p><b>Concern:</b> There is confusion between Open Arms leadership and Church leadership over the total costs and revenues associated with Open Arms ministry apart from church ministry. This separate accounting is necessary to determine the true cost of educating a child and to determine tuition costs and grants.</p> <p><b>Actions/strategies:</b> No one entity can make decisions without the other in regard to school financial revenue and expenses. Consider utilizing an outside consultant to advise on a budget spreadsheet structure that can help Open Arm's and Holy Emanuel's current realities and ease planning for the future.</p>	2025-2026	Board and Director		
6:15	<p><b>Concern:</b> Classroom decor has more commercial products than child-centered artwork, writing and Creations.</p> <p><b>Actions/strategies:</b> Reverse the percentage of what is displayed so the majority is student created and early writing/literacy attempts</p>	2025-2026	Educational Services coordinator and Lead Teachers		
6:16	<p><b>Concern:</b> Visual displays do not reflect the activities and interests of the children.</p> <p><b>Actions/strategies:</b> The room should reflect in materials and visuals what is being taught in the classroom each week.</p>	2025-2026	Educational Services coordinator and Lead Teachers		

	Try to keep the visuals at child-level.				
7A:09	<p><b>Concern:</b> ICCPP's Allergy and triggers are very vague - licensing expects details Numerous formats of ICCPP's used. No label RX label on Epi-Pen</p> <p><b>Actions/strategies:</b> Detailed explanation of allergy and what triggers it.</p> <p>A standardized format should be used throughout the school for posting allergy information.</p> <p>Parents need to give written permission (on newest DHS from) to post allergy information</p> <p>Follow the center plan for food allergies.</p>	2024-2025	Health and Safety Coordinator and director		
7A:19	<p><b>Concern:</b> Evacuation routes and Alternate routes are posted in not posted in hallways, kitchen and offices.</p> <p><b>Actions/strategies:</b> Create and post evacuation routes in hallways, kitchen, and offices</p>	2024-2025	Health and Safety Coordinator and director		
7A:34	<p><b>Concern:</b> Medication administration forms for both prescription and over the counter medications were not with medication</p> <p><b>Actions/strategies:</b> Create a procedure for storing medication and forms together</p>		Health and Safety Coordinator and director		
8:14	<p><b>Concern:</b> Curriculum should embrace families' cultures</p> <p><b>Actions/strategies:</b></p>				

	Implementing family & cultural diversity beyond posters, books and crayons.				
9:57	<p><b>Concern:</b> Infant feeding plans are not posted for everyone to see - they are kept private.</p> <p><b>Actions/strategies:</b> Get parents to give permission to post all feeding plans.</p>	2024-2025			
9:85	<p><b>Concern:</b> Parent-teacher conferences are not offered at least once every 3 months for infants.</p> <p><b>Actions/strategies:</b> Scheduling infant conferences every 3 months</p>	2025-2025	Director and Lead Infant Teacher		
10:02	<p><b>Concern:</b> Data and information collected annually from stakeholders does not include input about: Mission and ministry. Policies/procedures, Program quality. Children's progress / learning, Family and involvement and satisfaction.</p> <p><b>Actions/strategies:</b> Development of a more comprehensive survey to include additional questions regarding mission, ministry, program quality, family involvement and satisfaction. Such questions are being implemented in 2024.</p>	2024-2025	Director/Board		
10:09	<p><b>Concern:</b> The School Action Plan is shared with staff members, families and the congregation and is the basis for innovation and improvement.</p> <p><b>Actions/strategies:</b></p>	2025-2026	Director/Board		

	In 2024 we will begin publishing an Annual Program Report for all parents and stakeholders.				
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