

NLSA Action Plan for King of Kings Lutheran School

As you submit this form as your Annual Report, please include here a narrative of any significant changes that have occurred in your school during the past year.

- Significant fundraising efforts, approximately \$85,000 over the past two years, resulted in major technology improvements being implemented prior to the start of the 2017-2018 school year. Improvements included infrastructure updates (new wifi, VoIP telecommunications system, server, UPS) and new mobile devices including student chromebooks, mobile carts, and teacher laptops. New IT and telecommunication providers were also contracted.
- A new student character education program was implemented for all grade levels last year. This year the program focused on the “Armor of God” from Ephesians 6:10-18.
- Parental education opportunities expanded. We offered two workshops: *Beyond Birds and Bees* (multiple sessions, with expanded offerings to include preschool families) and *Parenting the iGeneration*.
- A new annual parent survey using Google Forms was introduced and implemented this spring. The survey aligned to the NLSA standards.
- The weekly school newsletter, *Royal Update*, was renamed and is now delivered electronically to all school families and congregation members using Constant Contact.
- The K-8 science curriculum was reviewed. *Foss Next Generation K-8* science curriculum materials were purchased and incorporated with the start of the 2017-2018 academic year.
- King of Kings switched from FastDirect to TADS Educate for their student management system. All student information and financial records are now managed through TADS. As a PK-8 feeder school, this system is now in alignment with Concordia Academy, our Lutheran high school.
- A parent support group, the King of Kings Community Boosters, was reorganized and developed. The focus of the Boosters is to support King of Kings by building community, making connections, and providing enrichment opportunities through volunteering and fundraising activities.
- The annual auction and dinner fundraiser was successfully restructured. This year’s event, *Wine in the Woods*, was moved off campus with 168 guests in attendance and over \$22,500 raised for playground improvements and scholarships.
- The implementation of curriculum mapping software is being explored. King of Kings collaborated with thirteen other MNS schools on a *To All Generations* grant application to assist with funding for Curriculum Trac. Results of the grant are pending.

- Efforts continue with the growth and development of our social media presence and school website improvements.
- Intermediate and long-term strategic planning are starting to become a focal point of the Board of Education.
- Initial efforts are underway to develop a new employee handbook.

| Section & Standard # | Self-Study Concerns & Strategies | Target Yr | Yr Addressed | Responsible Party | Action Taken |
|----------------------|--|-----------|----------------------------|--|---|
| 1.05 | The school's purpose is not effectively communicated to staff, students and stakeholders. (Self Study) | 2015-2016 | 2016-2017 2017-2018 | Administrator Faculty, & Board of Education | <p>Quarterly open forums have been added to the Board of Education calendar to better facilitate communication with all stakeholders.</p> <p>Social media is being leveraged and utilized on a regular basis to improve school communication.</p> <p>The weekly school newsletter, <i>Royal Update</i>, was renamed and is now delivered electronically to all school families and congregation members using Constant Contact.</p> |
| 1.06 | The school does not regularly evaluate and review the alignment of purpose, vision, values, school goals, learner outcomes and students activities. (Self Study) | 2015-2016 | 2016-2017 2017-2018 | Administrator, Faculty & Board of Education | <p>Evaluation and review are now a part of annual teacher workshops and in-service days.</p> <p>Strategic planning sessions with the Board of Education.</p> |

| | | | | | |
|-------|---|-----------|------------------|--|--|
| 1.06 | A regular review of the mission statement is not present. | 2015-2016 | 2015 2016 | Administrator, Faculty, Board of Education & PPC | The mission statement was reviewed and discussed by the Board of Education. This will be done annually prior to the beginning of each academic year. The mission statement is also included in the preface of every Principal Report presented to the Board of Education and at quarterly congregational voters' meetings. |
| 2A.07 | The school and church do not have an evangelism plan for unchurched or de-churched families. (Self Study) | 2016-2017 | 2016-2017 | Board of Evangelism & Board of Education | An associate pastor was called to serve at King of Kings in December 2016. Part of the associate pastor's job description includes evangelism and outreach to the unchurched school families. |
| 2B.11 | A parent support group is fully developed and implemented. (Self Study) | 2017-2018 | 2017-2018 | Administrator & Board of Education | A parent support group, the King of Kings Community Boosters, was reorganized and developed. |
| 2B.12 | Parent educational resources and opportunities are not evident. (Self Study) | 2017-2018 | 2017 2018 | Administrator, Faculty & PTL | Parental education opportunity was provided with the <i>Beyond Birds and Bees</i> program. Plans are to continue offering similar parental programming in the future. Parental education opportunities expanded. We offered two workshops: <i>Beyond Birds and Bees</i> (expanded to include |

| | | | | | |
|-------|---|-----------|------------------|---|---|
| | | | | | preschool families) and <i>Parenting the iGeneration</i> . |
| 2C.21 | Clear lines of decision-making authority need to be honored. | 2015-2016 | 2016-2017 | Administrator, Board of Education & Church Officers | Communication and cooperation has greatly improved with more intentional advanced planning for meetings, committee assignments and focus groups. |
| 3A:08 | The Board of Education has participated in limited board training in recent years. (Self Study) | 2015-2016 | 2015 2017 | Administrator & Board of Education | Annual Board of Education training was implemented in August 2015. Cletus Pfeiffer led a four hour workshop. Board of Education chairperson and school administrator attended the <i>Church with School's Workshop</i> hosted by the MN South District in April 2015. Annual training sessions are led by the school administrator at the beginning of each new term. |
| 3A:12 | Annual performance reviews for the principal have only just begun. | 2015-2016 | 2016 | Pastor & Board of Education Chair | Annual performances reviews are now scheduled to be completed with the Senior Pastor and the Board of Education Chair. |
| 3A.13 | A written policy is not in place delineating a working arrangement between the pastor and principal. (Self Study) | 2015-2016 | 2017 | Administrator, Pastor, Board of Education & Board of Lay Ministry | Job descriptions for the Pastors, Principal and Director of Christian Education have been reviewed and updated. Part of the review included delineation of responsibilities between the leadership positions. |
| 3A.15 | There is no system in place to evaluate | 2016-2017 | 2016 | Administrator | A school satisfaction survey for |

| | | | | | |
|-------|---|-----------|------------------------|---|--|
| | the effectiveness of the school and to determine a needs assessment. (Self Study) | | 2017 | | parents, alumni, employees and congregational members has been conducted annually in the early spring using <i>GraceWorks Ministries, Inc.</i> |
| | | | 2018 | | An annual parent survey using Google Forms was implemented. |
| 3A.17 | Reportedly board members involve themselves in day-to-day school operations and decisions. (Self Study) | 2015-2016 | 2015 | Administrator & Board of Education | First step in the process was to initiate annual Board of Education training (see 3A:08). |
| 3A.18 | Reportedly the Board of Education does not monitor itself well for adherence to policies. (Self Study) | 2015-2016 | 2016-2017 | Administrator & Board of Education | The Board of Education has become more structured with well developed agendas, planning meetings, advanced reports, and committee work. |
| 3B.36 | The lines of responsibility for volunteers seem to be blurred. (Self Study) | 2016-2017 | 2016-2017 | Administrator | Communication has improved with more focused committee work and frequent communication with administration, faculty, and staff. |
| 3B.27 | There is possible confusion over the development and administration of the school budget. (Self Study) | 2015-2016 | 2016-2017 2017-2018 | Administrator, Board of Education & Church Officers | A finance committee with designated Board of Education representatives and the school administrator has greatly improved the school budgeting process. |
| 3B.42 | The administrator doesn't secure third source funding adequately. (Self Study) | 2016-2017 | | Administrator | The administrator's job description is being reviewed in May 2015 with suggestion to further define "secure third source funding" in list of responsibilities. |
| 4.09 | Appropriate policies and job descriptions | 2018-2019 | | Administrator | |

| | | | | | |
|------|---|-----------|----------------------------|--|---|
| | related to support staff are not current with recent staffing changes. | | | & Board of Education | |
| 4.10 | Appropriate policies and training for volunteers are needed. (Self Study) | 2016-2017 | 2016-2017 | Administrator & Board of Education | Volunteers now complete child sexual abuse prevention training as part of our standard background check procedure. |
| 4.15 | Programs for teacher supervision/evaluation/growth are not being consistently implemented. | 2016-2017 | 2016-2017 2017-2018 | Administrator | The school administrator is currently reviewing different teacher evaluation tools for implementation during the 2016-2017 academic year. A new walk-through observation tool was implemented as part of the teacher evaluation process. |
| 4.21 | The school does not have an effective computer network nor effective professional development for complete engagement of technology in classroom instruction. | 2016-2017 | 2015-2016 2016-2017 | Administrator, Faculty & Tech. Committee | King of Kings currently maintains an annual membership with TIES (Technology and Information Educational Services). The membership includes access to numerous professional development workshops, classes, and seminars in the area to technology integration. As a member of MISF (Minnesota Independent School Forum), the faculty and administration attend the annual STEM workshop and technology seminars that are presented throughout the school year. Significant fundraising efforts |

| | | | | | |
|------|---|-----------|------------------|-------------------------|--|
| | | | 2017-2018 | | <p>have been implemented with funding tagged for technology improvements to include infrastructure updates (improved wifi, security systems, telecommunications), mobile and classroom devices, and IT support for the 2017-2018 academic year.</p> <p>Major technology improvements were implemented prior to the start of the 2017-2018 school year. Improvements included infrastructure updates (new wifi, VoIP telecommunications system, server, UPS) and new mobile devices including student chromebooks, mobile carts, and teacher laptops. We also contracted with new IT and telecommunication providers.</p> |
| 5.03 | Written curriculum lacks written standards for Spanish. (MAJOR DEFICIENCY) | 2015-2016 | 2015-2016 | Administrator & Faculty | Spanish curriculum was completed and submitted to NLSA for review in June 2015 |
| 5.03 | Curriculum does not use a standard format. | 2015-2016 | 2015-2016 | Administrator & Faculty | A standard format has been developed. |
| 5.04 | Collaboration is needed to continue the curriculum mapping. (Self Study) | 2016-2017 | 2017 2018 | Administrator & Faculty | <p>The K-8 science curriculum is under review and will be updated for the 2017-2018 academic year.</p> <p>Implementation of curriculum mapping software is being</p> |

| | | | | | |
|------|---|-----------|----------------------------|-------------------------|---|
| | | | | | explored. King of Kings collaborated with thirteen other MNS schools on a <i>To All Generations</i> grant application to assist with funding for Curriculum Trac. |
| 5.12 | Current technology plan is not being implemented completely. (Self Study and Site Team) | 2016-2017 | 2017 | Administrator & Faculty | Our technology committee is reviewing current technology usage and will make recommendations to the Board of Education for major technology upgrades for the 2017-2018 school year. The committee has also been tasked with updating and realigning the technology plan. |
| 5.06 | Math instruction does not allow for meeting the needs of all learners. (Self Study) | 2016-2017 | 2015-2016 2016-2017 | Administrator & Faculty | <p>Volunteer tutor was added to assist pre-algebra students.</p> <p>Math classes in upper grades (6-8) were aligned to be taught during the same class period to allow for greater differentiation among student learners.</p> <p>All students completing pre-algebra complete an algebra readiness assessment to qualify for Algebra I at Concordia Academy.</p> <p>Students that complete Algebra I as seventh graders now take</p> |

| | | | | | |
|-------|--|-----------|-------------------------------------|------------------------------------|--|
| | | | | | Geometry at Concordia Academy as eighth graders. |
| 5.13 | More opportunities for professional development are needed. (Self Study) | 2016-2017 | 2015-2016 2016-2017 2017-2018 | Administrator & Faculty | Professional development opportunities within TIES, MISF, and LEA are currently being used and progress is being made to better leverage/utilize these programs. |
| 6C.13 | Establish policy and method for training volunteers. | 2018-2019 | | Administrator & Board of Education | |