

School Action Plan for St. James, Howard Lake, MN

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Street

City

State

Zip

Date of most recent NLSA site visit: February 2018 Captain: Dennis Gehrke This is year 5 of the current cycle.

Date: 5/1/2023 Lead Administrator: _____ Rev. Mark Loder _____ Board Chair: ___Kelly Zander_____

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: St. James did some immediate corrections such as securing the school entrances as recommended during the site visit. St. James easily addressed topics of the Purpose Statement in the following month after the site visit. The School Board was able to pass a teacher evaluation tool through the summer school board meetings. Addressing curriculum alignment and design was earmarked for the 2019/20 school year.

Year 2: St. James entered the 2019/20 school year with a new administration approach. Upon Principal Roslansky's departure, the School Board asked Pastor Loder to serve as Lead Administrator. Pastor Loder agreed to serve in this position with the assistance of Mrs. Butterfass (School Secretary/Teacher) and Mr. Dahl (3rd/4th Grade Teacher) as a partnership approach to administration. This system seemed to work well for the year and will continue to be the administrative operational approach moving forward. Further discussion and research were done considering curriculum tracking and development.

Staff evaluations and professional development was implemented and completed along with an on-sight evaluation by an outside contracted professional.

Vision Casting was completed with the Board of Education.

Year 3: St. James opened for the 2020/21 school year with in-person instruction after moving to distance instruction at the end of the previous academic year (as did most of the country). At least 35 new students joined the St. James family just a couple of weeks before school started. Staffing was able to be shifted to accommodate the biggest change coming in the 1st and 2nd grades which were split into individual classes.

Pastor Loder continues to serve as the Lead Administrator with the assistance of Mrs. Butterfass and Mr. Dahl. The system seems to be working. Pastor Loder has been nominated to attend SLED training of which he is awaiting information.

Year 4: The 2021/22 School Year has been a normal school year. Our younger grades (PK-4th) are seeing an increase, and with the projections over the next couple of years, we will be calling/hiring a 2nd-grade teacher for this coming year. Our current 2nd-grade teacher will move to 4th grade. This is a blessing for St. James and puts our younger grades at single-grade classrooms. St. James continues to field calls for new enrollments each week.

Pastor Loder will be finishing SLED training in June. As a part of this SLED training, Pastor Loder is currently revising and developing various documents, focuses, and opportunities. These include revising the St. James' family handbook and Teacher/Staff Handbook, developing a Character Development focus for all curricula and classrooms, developing a Life Skills class for the 7th and 8th graders, and creating an onboarding manual for new teachers and staff.

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Use this form as a cumulative report to your District Accreditation Commission and submit by May 15 of each year. You do not need to re-do the form each year, but simply add to it so that information from previous years' reports also shows. Submit this form electronically to the district office no later than May 15.

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Year 5: 2022/23 was a normal school year for St. James. One change coming into the year was having 3rd and 4th grades as individual classrooms again. The 2nd-grade teacher requested to move to 4th grade, and the former 3rd/4th-grade teacher remained with 3rd grade. A 2nd-grade teacher was hired. A soft push of Connected Families “Discipline that Connects” was done with the teachers and staff along with a couple of parent workshops. Connected Families is a Christian Parent Coaching service based in Plymouth, MN that has great resources for approaching behavior in a biblical way. A hard implementation of their material will come next year.

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Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
1 Purpose 1:04	Concern: The Purpose Statement is not regularly and systematically reviewed by constituents. Strategy: Develop a process and schedule for annual review of the Purpose Statement.	2018	2018	Principal & School Board	The School Board put a review of its Purpose Statement in the August Meeting. Update 2020: A review of the Purpose Statement and Motto has been incorporated into the Fall Teachers Retreat as well as referred to regularly at various meetings and discussions. Update 2023: An in-depth Bible study is being completed upon the Bible references connected with the Purpose Statement and will be made into a study for staff during the beginning of the year sessions for the coming school year.
1 Purpose 1:05	Concern: The Purpose Statement is not consistently displayed or used in all school materials. Strategy: Incorporate the approved Purpose Statement in all school materials.	2018	2018	Principal & Staff	The Purpose Statement is now found through-out the school, in hand-outs, in school media and social media. Update 2020: The Church has also posted the motto throughout the church building and office as well as print it on the Sunday bulletins. Update 2023: The Purpose Statement is recited at the opening of all Staff Sessions and will be recited at the end of chapel beginning next school year.

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1 Purpose 1:05	Concern: The Purpose Statement is not displayed in the school. Strategy: Post the Purpose Statement in classrooms, hallways, and other rooms throughout the school.	2018	2018	Principal & Staff	The Purpose Statement is now found through-out the school in classrooms, hallways, and other rooms throughout the school.
1 Purpose 1:06	Concern: The Purpose Statement is not incorporated in the orientation process for new employees. Strategy: Revise the Orientation process to include Purpose Statement of the church and school.	2019	2019	Principal	The Purpose Statement and review of the Purpose Statement is now a part of the orientation process. Update 2022: An Onboarding Manual is being developed for new teachers/staff.
Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
2 Relationships 2B:03	Concern: A lack of community involvement exists, as a school and as individual teachers. Strategy: Encourage the development of community involvement on both a school-wide and individual basis.	2019	2019	Principal, Staff, & PTL	The St. James Chapel families have been coordinating with the Good Samaritan Care Center Home in Howard Lake to participate in intergenerational activities on site at the Care Center. Update 2020: St. James School went to St. Mary's Care Center in Winsted and performed their Christmas Program for the residents. This will be an annual opportunity. St. James teachers reach out to civic leaders and service members to come and participate in various educational opportunities within their classrooms. Update 2021: Service projects were incorporated into the school year which may impact entities within the community. Update 2023: St. James' music ensembles go to the nursing home a couple of times a year to provide music for residents.

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2 Relationships 2B:04	Concern: There is a lack of educational opportunities and resources for the parents of St. James. Strategy: Develop an annual schedule for parent education opportunities.	2021	2021	Lead Administrator	A quarterly Parent Workshop has been scheduled for the 2021/22 school year. Each quarter will address a different topic suggested by school families. These workshops will be held at the school. Update 2021: These workshops have been rescheduled to begin during the 20/21 academic year. Update 2023: Parent workshops have been held with minimal participation. Consideration of alternative means of distribution of parent/family education material is being considered.
2 Relationships 2C:03	Concern: Students lack opportunities to participate in helping make appropriate school decisions. Strategy: Initiate opportunities for students to take part in the process of decision-making when appropriate.	2020	2020	Lead Administrator & Staff	While still being developed, students were invited to participate in planning class activities for National Lutheran Schools Week. Update 2022: Students are involved in making decision for various activities within the school such as during NLSW. Update 2023: Upper grade students provide suggested Bible Memory Work passages for the year.
Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
3 Leadership 3A:05	Concern: There is currently no plan in place to evaluate the administrator. Strategy: School Board and administrator design and execute a regular administrator evaluation.	2020	2020	Lead Administrator & School Board	An evaluation for the Lead Administrator has been developed and is completed by staff members who choose to complete the evaluation each spring.
3 Leadership 3A:07	Concern: The School Board has not engaged in a long-range planning process. Strategy: Establish a process for developing a long-range plan.	2020	2020	School Board & Principal Lead Administrator	The School Board has sent members to a joint Church and School committee that has surveyed stakeholders and has held meetings

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					<p>working through a procedure to develop a long-range plan jointly.</p> <p>Update 2020: The Lead Administrator led the School Board through a Vision Casting seminar which produced action points moving forward. This seminar will happen each year in the fall in order to review current action points as well as time for further discover.</p> <p>Update 2022: The Lead Administrator led the School Board through a Vision Casting seminar which, as in 2020 produced action points moving forward.</p> <p>Update 2023: The same process as the previous two years was taken.</p>
3 Leadership 3B:02	<p>Concern: The principal is not on the Roster of the Lutheran Church – Missouri Synod.</p> <p>Strategy: Have the principal complete the colloquy program.</p>	2021	2020	Principal Lead Administrator	<p>The Principal is enrolled in the colloquy program.</p> <p>Update 2020: Principal Roslansky accepted employment at another school in the Spring of 2019 Per the School Board’s request, Pastor Loder stepped in to serve as the Lead Administrator. Pastor Loder is on the roster of the Lutheran Church – Missouri Synod.</p> <p>Update 2023: Pastor Loder (Lead-Administrator) completed SLED in the summer of 2022.</p>
4 Professional Personnel 4:03	<p>Concern: There is a lack of understanding of whether or not preschool program is properly credentialed and if staff meets professional development requirements.</p> <p>Strategy: Investigate if preschool program is required to be licensed through the state or county.</p>	2020	2020/21	Lead Administrator	<p>The previous principal researched this and found that the St. James preschool was following state requirements. This will be reviewed by the current Lead Administrator.</p> <p>Update 2023: With the current accreditation status and a county childcare license, the preschool is in proper standing. Further consultation with Sean Martens will occur.</p>

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Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
4 Professional Personnel 4:03	Concern: There is not a program in place for on-going teacher supervision/evaluation/growth. Strategy: Develop an ongoing plan for teacher growth through the implementation of a collaborative teacher evaluation system such as the Danielson Framework.	2019	2019	Principal & School Board Lead Administrator	<p>Through a survey with staff/administration/school board an evaluation tool rooted in the Danielson Framework was adopted.</p> <p>Update 2020: At the start of the 2019/20 school year, the Lead Administrator had each teacher complete a Professional Development Plan which identified strengths and growth areas. They then initiated a personal plan to address growth areas. This was followed up by an assessment of progress. Further, an outside education professional was contracted to do classroom and school evaluations.</p> <p>Update 2022: The Professional Development Assessment has been in place for two years and is working well. There are three steps throughout the year. At the beginning of the year the teachers/staff fill out a Personal Professional Assessment form which is handed into the Lead Administrator. This is reviewed by the staff/teachers midway through the year and a one on one conversation is had with the Lead Administrator. Finally, at the end of the year, each staff/teacher completes and end of the year Professional Development Assessment.</p> <p>Update 2023: In addition to the above, regular pop-in observations have been implemented as well as two formal observations each year. Further, the teachers will be required to complete two peer observations a year.</p>

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4 Professional Personnel 4:03	Concern: Current professional development is limited to the implementation of management programs such as Fast Direct or Stars verses growth in curriculum development or delivery of instruction. Strategy: Implement the academic portion of the Staff Development Plan.	2020	2020	Principal Lead Administrator	In-progress. Recent staff training included training on differentiated instruction using STAR assessment and Accelerated Math. Update 2020: The School Board has developed a fund for providing each teacher with funds for pursuing professional development.
5 Teaching and Learning 5:03	Concern: The administration does not have a documented process for teacher observation and evaluation. Strategy: Establish and implement a process for regular teacher observation and evaluation with the goal of instructional improvement.	2019	2019	Principal Lead Administrator	Through a survey with staff/admin/school board an evaluation tool rooted in the Danielson Framework was adopted. Update 2020: The Lead Administrator began to utilize a Professional Development Self-Assessment with the teachers as well as bringing in an outside Education Professional to do onsite, in-class observations. The Lead Administrator also makes regular casual visits to the classrooms. Update 2023: Regular pop-in observations have been implemented as well as two formal observations each year. Further, the teachers will be required to complete two peer observations a year.
Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
5 Teaching and Learning 5:04	Concern: The curriculum is not clearly and consistently organized or aligned with established state and/or national standards. Strategy: Standardize the documentation of standards and utilize existing standard numbering.	2022	2022/23	Principal & Staff Lead Administrator	In Progress. St. James is enrolled to use Curriculum Trak Update 2020: After some research of other tracking tools, Curriculum Trak Is the method of which will be used. Update 2021: Curriculum entry has begun, however with 2-hour late starts being removed from the calendar this year, the target year has been moved to 2022.

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					<p>Update 2022: Much progress has been made with Curriculum Trak entry with the goal still being completion this spring/early summer.</p> <p>Update 2023: As of the end of the 2022/23 School year, Curriculum Trak entries are complete by all teachers.</p>
5 Teaching and Learning 5:04	<p>Concern: The curriculum is currently not being consistently monitored for changes and needed updates.</p> <p>Strategy: Include a yearly review of standards in the curriculum cycle.</p>	2021	2020	Principal & Staff Lead Administrator	<p>In Progress. St. James is enrolled to use Curriculum Trak.</p> <p>Update 2020: Teachers did review standards this year and checked collaboration with curriculum.</p> <p>Update 2022: A Curriculum Review Policy is being developed with the revision of the Teacher/Staff Handbook.</p> <p>Update 2023: A Curriculum Review Policy has been developed and will be implemented at the start of the next school year.</p>
5 Teaching and Learning 5:04	<p>Concern: There is no written curriculum for music.</p> <p>Strategy: Establish a written curriculum using delineated standards for music instruction.</p>	2023	2023	Principal & Music Staff Lead Administrator	<p>In progress. St. James is enrolled to use Curriculum Trak.</p> <p>Update 2020: Though a curriculum was previously provided, it does not accurately represent what is provided at St. James. A revamp of that curriculum is underway.</p> <p>Update 2023: A Music Curriculum is in place.</p>
5 Teaching and Learning 5:05	<p>Concern: Direct instruction is the predominant teaching modality.</p> <p>Strategy: Include a variety of teaching modalities in a professional development program while celebrating and sharing innovations and successes.</p>	2020	2020	Lead Administrator & Staff	<p>The Lead Administrator as observed the teachers utilizing various means of instruction delivery. Further, the teachers are encouraged to seek out training opportunities for expanding their skills.</p>
5 Teaching and Learning 5:05	<p>Concern: Student engagement is not evident consistently throughout lessons.</p> <p>Strategy: Explore a variety of methods through which the students can engage, collaborate, or lead instruction.</p>	2020	2020	Lead Administrator & Staff	<p>The Lead Administrator has observed the teachers utilizing various means of engaging their students during instruction. Evidence for this includes student led discussions, delivery of material, and direct dialogue.</p>

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5 Teaching and Learning 5:06	Concern: Teachers do not have an effective opportunity for collaboration on instruction. Strategy: Establish a consistent time frame for meeting collaboratively.	2020	2020	Principal & Staff Lead Administrator	Development of the 2018/19 schedule prohibited once again teacher collaboration. Update 2020: Staff meetings are held the first Monday of the month during which time discussion and collaboration on instruction is had when needed.
5 Teaching and Learning 5:07	Concern: Technology is not consistently a vital part of lessons throughout the day. Strategy: Integrate technology components in instructional and assessment methods and include technology in professional development.	2019	2019	Principal & Staff	Strides have been made to utilize Google Classroom and accelerated math. Update 2020: Students are using technology in various parts of their classwork for each class. Update 2021: New devices were purchased for 1 st – 4 th grade.
5 Teaching and Learning 5:07	Concern: There is no technology plan or written curriculum. Strategy: Establish a technology plan or written curriculum.	2022	2022	Principal & Staff Lead Administrator	In progress. Update 2021: With the loss of extra time built into school year, the target year for this concern has been shifted to 2022. Update 2022: A Technology Curriculum has been established and will be introduced school-wide in 2023.
5 Teaching and Learning 5:08	Concern: Testing data is not being used consistently to guide instruction. Strategy: Establish a regular cycle of school-wide assessment and evaluation of data for guiding instruction.	2018	2018	Principal & Staff Lead Administrator	Since the site visit all students have been assessed in a three-window period and after each assessment teachers have used data to modify instruction, identify students for academic assistants through our paraprofessional program, and consulted with parents concerning student progress.

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6 Student Services	No concerns were noted.				
Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
7 Facilities 7:05	<p>Concern: The school does not limit access to the building during the school day.</p> <p>Strategy: Address the issue of doors being open during the school day from two time frames:</p> <ul style="list-style-type: none"> A. Immediately, lock all outside entrances to the school during the school day. B. By the start of the 2018-19 school year implement a security system that ensures that doors are locked and controls access to the building. 	2018	2018	Principal, Staff, School Board Lead Administrator	<p>This issue was taken care of immediately with the school being locked since the on-site visit.</p> <p>Update 2020: A security system is not in place, but the location of the church office has moved to accommodate a change in main entrance location. Further, a volunteer greeter is at the main door during school hours permitting access to those who need.</p>
7 Facilities 7:05	<p>Concern: Unattended students were observed crossing the street during arrival and during the school day.</p> <p>Strategy: Develop a procedure that ensures that students do not cross the street unattended.</p>	2018	2018	Principal, Staff, Church Staff Lead Administrator	<p>Taken care of immediately. All classes are now scheduled in the school instead of going over to the church.</p>