

Standard and indicator number	Plan of action	Attachments	Timeline						
1:05 The school name and mission/mission logo are not prominently placed on theme artwork, promotional materials or yearly theme t-shirts. The school's purpose is not currently displayed on theme artwork and all promotional materials.	Working with our Marketing team we will increase the visibility of our school logo and school t-shirts	<a href="#">Letter head as example</a>	Ongoing						
• 1:06 Develop and implement a formal mentoring process with different mentoring strategies for: o New graduates	Adopt and implement mentor training and handbook for all new teachers to the school	<a href="#">Mentor Handbook 2024 SJS NYA.docx</a>	August 2024						
2B:05 Scarce evidence was provided by the school that there is a positive perception of the school, or even awareness, in the greater Norwood Young America community and surrounding area. Interviews of the pastors, principal, board, and staff were mostly inconclusive or contradictory to these benchmarks.	The marketing team and administration will continue to work to connect with the community a	Facebook feed: <a href="https://www.facebook.com/SJJohnsN">https://www.facebook.com/SJJohnsN</a>	August 2025						
• 3A:04 The School Board does not have established processes and policies by which it governs itself.	The board has adopted a process and at May's meeting this process was updated, getting a	<a href="#">Board meeting May</a>	May 2024 and ongoing						
• 3A:04 The School Board does not utilize a policy manual to support effective personnel.	The policy manual from 2000 was the only one on file, and was the one submitted with the 20	<a href="#">Board Policy revision schedule</a>	May 2024 and ongoing						
• 3A:04 The Constitution of the congregation has language that influences the School Board into managing the school.	This was changed at the April 2024 voters meeting, and has been submitted to the District for	<a href="#">Church minutes</a> <a href="#">Proposed changes to the By La</a>	April 2024						
• 3A:05 The governing authority does not regularly evaluate the head administrator based on the job description.	The Chair of the board of education will be meeting with the head pastor in June to do a year	<a href="#">Principal Evaluation and Performance Review - FI</a>	June 2024 and ongoing						
• 3A:06 Board members are not selected to meet prescribed qualifications and are trained regarding roles and responsibilities.	Board training was started in January with recommendations from the LCMS MN south distric	<a href="#">LCMS_Governing_Board_Resource_2017_FINAL</a>	Jan. 2024 and ongoing						
• 3A:08 There has not been an annual audit nor a financial review by someone outside of the congregation.	Audits have been completed each of the last two years by three congregation members. Cos	<a href="#">Past Audit data</a>	Currently undergoing 2023						
• 3B:02 The administrator does not have a Minnesota school administrator's license.	Keith Traska, the current administrator does not hold a Minnesota Admin license. However he	<a href="#">Keith Traska FACT diploma.pdf</a> <a href="#">Welcome Le Van Lunen is 2024-2025, 2025 and after will be timeline to evaluate pursuit of admin license with state</a>							
3B:05: The validation team did not find evidence supported by extensive documentation [2]	Keith Traska the current administrator has been asked to be a part of the financial committee	<a href="#">Financial Committee.pdf</a>	Changed in Nov of 2023						
3A:04 Re-establish a board policy manual [1]	The board of education is now using this and has come up with a plan for reviewing and imp	<a href="#">Board meeting May</a>	May 2024 and ongoing						
3A:04 Consider changing the portions of the congregation bylaws that influence the school board to be managerial rather than policy-based over	This change occurred at the April 16th board meeting. After working with Pastor Wismar we h	<a href="#">Church minutes</a> <a href="#">Proposed changes to the By La</a>	April 2024						
• 3A:05 Study best practices in the evaluation of education staff (Principal and teachers) and implement a new system based on your findings.	We are implementing a new system for teacher evaluation, creating our own system with the	<a href="#">New Evalis</a> <a href="https://docs.google.com/document/d/1-q3F3SE44si0iSk4QoqdnFZzExTc89l/edit?usp=sharing&amp;oid=107152881722255788836&amp;rtopof=true&amp;ed=true">https://docs.google.com/document/d/1-q3F3SE44si0iSk4QoqdnFZzExTc89l/edit?usp=sharing&amp;oid=107152881722255788836&amp;rtopof=true&amp;ed=true</a>							
• 3A:06 Define the member roles, select specific members by needs, and prepare Board members for their service.	Board training was started in January with recommendations from the LCMS MN south distric	<a href="#">Board Training</a>	Jan 2024 and annual training moving forward						
• 3A:08 Complete an annual audit or review from someone outside of the church and school leadership (an unrelated to them) and then act on it	This is the in the process of planning within the next 5 years		August 2027						
4:03 Not all teachers hold membership in professional organizations.	We are developing a 3 year rotation to support teachers exploring and joining professional organizations		August 2024-2026						
4:04 New teachers do not receive thorough orientation and/or are supported with experienced, assigned teaching mentors.	All new teachers will be assigned an experience mentor teacher. A new practice this year wa	<a href="#">Mentor Handbook 2024 SJS NYA.docx</a>	August 2025 (no new teachers in 2024)						
4:05 Consider a more formalized volunteer policy be put in place and adhered to.	We will develop a volunteer policy and implement training		August 2024						
5:04 Create plans for thorough mapping of all curriculum so as to identify more specifically how the curriculum meets delineated standards.	We are looking into using curriculum mapping and have started review in post term meetings		August 2024-2026						
5:07 Consider using technology more intentionally as a way to encourage collaboration, creativity, and higher level thinking.	Staff will be presented with opportunities to attend technology training, including tech 21		August 2024-2026						
5:08 Develop a plan by which teachers use student assessment data to drive individualized instruction.	Maps score breakdowns and actions plans will be created during post term meetings	<a href="#">May 28th-30th staff meeting</a>	May 2024 and ongoing						
6:04 Create a policy for background checks relative to frequency and documentation.	Included with 4:05 and policy manual review within the board of education		December 2024						
6:04 Create a plan for all staff to complete the Ministry Safe training through the Minnesota South District.	This was completed in the spring of 2024	<a href="#">Ministry safe</a>							
7:04 Increase visibility to the school by adding signage and ensuring common messaging.	Signage was installed spring of 2024 and we are working as a staff to bring one vision and m	<a href="https://docs.google.com/document/d/11vqe5lQUgVEX">https://docs.google.com/document/d/11vqe5lQUgVEX</a>	Jan 2024 and ongoing						

[1] • 3B:05: The validation team did not find evidence supported by extensive documentation that the administrator's process of developing and managing the budget to such an extent for other Lutheran schools to consider. The school administrator's budgetary input is operational.

[2] • 3A:04 Re-establish a board policy manual that defines the board's own role through self-governing policies that are regularly reviewed and sets the direction and policies of the schools whereby the school administrator and staff know the direction and space they are to function.