

NLSA School Action Plan

School Name: Trinity Lone Oak Lutheran School

School Address: 2950 Hwy 55, Eagan, MN 551218

LCMS District: Minnesota South

Administrator: Kathryn Jones

Date of Most Recent NLSA Team Validation Visit: April 8-10, 2019

Accreditation Year		Preliminary		Year 1		Year 2		Year 3	X		Year 4		Year 5 *2023-24; NLSA re-accreditation & Validation Team Visit
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Standard & Indicator Number	Self-Study Concerns & Strategies	Target School Year	Responsible Party	Action Taken	School Year Addressed
1:04	Complete review of Purpose statements; roll out revised Mission statements across all communication platforms.	2019-20	Administration Faculty BoCE	Purpose, vision, core values statements have been updated and shared with stakeholders, changed on written materials, and updated on the website.	2019-20
1:06	Review the current new employee orientation information and meeting schedule to ensure that new employees are well equipped to be a part of the school community.	2019-20	Administration Faculty	New employee orientation materials were reviewed and a checklist and meeting schedule created.	2019-20
2A:03	Develop a written Evangelism plan reaching out to our school's unchurched families.	2022-23	Administration Pastor; BOCO; Faculty	Working with the Board of Christian Outreach we have developed a plan focusing on creating opportunities to build Church/School relationships through activities such as monthly morning Coffee Breaks as well as creating events that are sponsored	2022-23

				by both church and school, such as an Epiphany event held during Christmas break.	
2B:02	Look for ways to take advantage of and celebrate the diversity of the student body. (VTR)	2022-23	Administration Faculty	TLO has many community preschool students from India. This year's Gospel Adventure was focused on India which created a wonderful opportunity for these families to share their culture in an authentic and personal way. We are continuing to look for ways to do this throughout the year by tying in many of the cultures represented at TLO during special events we already do, such as Reading and Poetry month, as well as finding those connections to celebrate in the Literature our students read, the Music they listen to or learn to play, and Social Studies and Current Events lessons.	2022-23
2B:04	PTCO - develop opportunities for parent education programming.	2022-23	Administration PTCO	Our Parent Teacher Congregation Organization has undergone changes in leadership and is focusing on developing volunteerism in support of school activities, providing financial resources for special projects, and organizing opportunities for the school community to come together in fellowship and support of each other.	2022-23
3A:05	Update governance support documents including policies and job descriptions to provide clear direction to staff and stakeholders.	2020-21	BOCE	Job descriptions have been updated and added to an Operations Manual along with other governance	2020-21

				support documents including Board policy manual and updated policies.	
3A:05	Disseminate the progress made in the revision of policies to stakeholders. (VTR)	2019-20	BOCE Administration	A process for the sharing of policy revisions and new policies has been established to ensure information is shared with TLO stakeholders in a timely manner.	2019-20
3A:06	Develop consistent approach to BOCE training - including new member orientation as well as ongoing board member development.	2021-22	BOCE	The Board of Christian Education (BOCE) chair reviewed various training materials. We adapted a powerpoint presentation to use with new members. We also use portions of the Governing Board Resource for Lutheran Schools with the board as a whole. We have also created a calendar that includes the annual review of TLO's BOCE policy manual and all school policies. We also use materials shared in the LCMS School Ministry Mailing for discussion and board member development.	2022-23
3A:07	Developing a strategic plan with the updated mission and vision at hand.	2022-23	Administration BOCE	BOCE and Staff participated in SWAT analysis session and is using that information as well as survey data to begin the process of creating a comprehensive strategic plan.	2022-23
3A:08	Find a workable budget model for funding the school as the church struggles with cash flow.	2022-23	BOCE Church Council	Cash flow issues have greatly improved; the church has just completed a major fundraising project, YTF2, to help fund some of their ministry goals. Our annual Tiger Gala continues to grow and have a positive impact on the budget. It is our intent to address a	2022-23

				plan for sustainability as we develop a more comprehensive strategic plan.	
3B:03	Provide adequate administrative time and space for preschool director. (VTR)	2019-20	BOCE Administration	Additional staffing provides the preschool director with three afternoons of release time for administrative tasks. The preschool director is able to use the former parish music director's office space.	2019-20
4:02	All PS-8 full-time teachers will hold a current Minnesota Educator License.	2022-23	Staff Administration	Our K-8 full-time classroom teachers hold current Minnesota Educator Licenses. Our Preschool Staff, while not licensed, is highly qualified. Our director holds a Masters in Early Childhood Education, and our lead teacher has a B.S. in Early Childhood Ed.	2022-23
4:03	Implement the MN South District Teacher Performance Evaluation (Genesis Teacher Performance Evaluation) process.	2019-20	Administration	We took first steps in implementing this process, setting up a three year plan based upon the Genesis model. This year our school areas of focus were: Curriculum Design-ELA and Missional Mindset. Teachers set individual goals in the area of Mission & Core Values and Meaningful Work.	2019-20
4:04	Implement a formal mentoring program for new staff members. (VTR)	2019-20	Administration Staff	We have established a year-long mentoring program for our new staff members using the LESA Mentoring Handbook as a resource for structure and program components.	2019-20
5:04	Complete the process of aligning curriculum to standards using Curriculum Trak. (VTR)	2022-23	Faculty Administration	Units and Benchmarks have been mapped for the five core subject	2022-23

				areas: Religion, Math, ELA, Science and Social Studies.	
5:04	Schedule time for the preschool director and staff to plan, study, and develop curriculum. (VTR)	2020-21	Administration PS Director PS Staff	The early childhood team has scheduled inservice meetings for curriculum development in August, November, February, and June.	2020-21
5:06	Develop a systematic approach to writing a paper across grade levels, beginning at the earliest appropriate grade.	2020-21	Faculty	Developed as part of our ELA curriculum review; Staff PD during 2020-21 school year focusing on Writing Strategies; K-8 implementation fall of 2021	2020-21
5:07	Provide professional development in application and creativity-based technology integration methods; followed by focused implementation of such methods.	2019-20	Administration Faculty	Two teachers participated in Tech21, and we have plans to send a third next year. Teachers also had the opportunity to attend the MISF summer STEM workshop. We applied for and received a MISF STEM Starter Grant which will allow us to purchase additional resources. We have dedicated a classroom space for STEAM activities.	2019-20
5:08	Improve accountability of instructional standards through the implementation of Curriculum Trak.	2021-22	Administration Faculty	Units and Benchmarks have been mapped on Curriculum Trak for the five core subject areas: Religion, Math, ELA, Science and Social Studies.	2022-23
6:03	Explore the desire for more extra-curricular activities. (VTR)	2021-22	Faculty Administration	A student interest survey was given; have leaders for Chess Club, Lego Club, Drama Club; exploring Math Club and STEM/Robotics.	2021-22

6:11	Add "Reverse Evacuation" procedure to ensure safety of students who are outside but need to get inside for safe shelter.	2021-22	Administration Faculty	Reverse Evacuation procedure and practice implemented.	2021-22
7:03	Increase curricular programming in the School Forest. (VTR)	2021-22	Faculty	Faculty participated in a fall workshop led by the MN DNR School Forest Specialist. Staff developing plans to integrate the school forest into their lessons including the use of GPS Loaner Kit.	2021-22
7:05	Develop a long term, sustainable plan for building maintenance and updating.	2022-23	Trustees Administration	The Trustees have a building maintenance/update plan which includes items such as HVAC and classroom carpet replacement.	2021-22
7:05	Investigate fencing the athletic field.	2019-20	Trustees	This item was placed on our Action Plan by the group that worked on this area for NLSA as it was their understanding it was required. After discussion with the Visiting Team and based upon the location of our athletic field this is not deemed necessary.	2019-20
7:05	Provide drop-off supervision. (VTR)	2019-20	Administration Staff	Before school supervision is provided from 6:30-7:30 for a fee; and from 7:30-7:45 for no fee.	2019-20
7:05	Add parking lot signage, painting, and potentially student safety patrol. (VTR)	2021-22	Administration Trustees Staff	The lower level 'school' parking area is being resurfaced in the summer of 2023. Painting and striping for safety may be done when that work is done.	2022-23
7:05	Fix the west front church door latch so it consistently functions. (VTR)	2021-22	Trustees	Church door latches are scheduled to be replaced Summer 2022.	2021-22

"VTR" recommendations have been made by the Visiting Team, and will also be located in the Visiting Team Report (the "VTR").