

School Action Plan for Trinity Lutheran School

Standard & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
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LCMS District: MN-South School Address: 501 North Main, Janesville, MN 56048 E-mail: wstockman@trinityjanesville.com
Street City State Zip

Date of most recent NLSA site visit: April 23-25, 2019 Captain: Emily Anderson This is year 1 2 3 **4** of the current cycle.

Date: May 6, 2022 Principal : Wade Stockman Board Chair: Josh Berndt
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: Our 7th/8th grade teacher retired and a new 7th/8th grade teacher was called. We have added 20 additional chromebooks for students to use. We are currently 1-1 from 5-8, with an additional 20 chromebooks for K - 4 to use in classrooms. We added more materials to our Maker Space/STEM Lab. We are looking at offering Summer SAC for students in our area.

Year 2: Our school enrollment increased 23 students in grades K-8. We currently have 113 students K -8 and 16 in preschool. We have added additional Chromebooks and now have 112 in the school. Our 3rd grade teacher retired at the end of last year and we hired a new part-time 3rd grade teacher. We increased the hours of our 2nd grade teacher making the position full time. We added a summer SAC program last year and will continue to look to expand this program. Our congregation went through a self study with the help of the district. This process was delayed from last spring to November because of COVID. We received the prescriptions in December and voted to move ahead with the prescriptions in January. We also had one of our Pastors take a call and are just beginning the process of calling a Senior Pastor.

Year 3:We maintained our school enrollment from last year even though we graduated a large class in May of 2021. We have updated our oldest chrome books and all new chrome books are in cases. We started a bible study on Tuesday mornings for school parents led by the principal. We updated our Math textbooks and adopted new series for K-5 and 6th – 8th. Teachers virtually attended professional development for both series of math textbooks. Our school secretary is retiring this summer and we have already begun the process of taking resumes to find a replacement. We are still in the process of calling a Senior Pastor, but in March we added Pastor Ted Andrada as a contracted Senior pastor until a senior pastor accepts our call.

Year 4:We have staff changes with our church and school this year. We hired a new school administrative assistant, we also had our 5th grade teacher resign at the end of the year so we interviewed and offered the position but were turned down by our first two candidates, we finally were able to hire a part-time 5th grade teacher and were able to make that work for the school year. Pastor Johnston, our assistant pastor who had been at Trinity for three years accepted a call to another church. Pastor Andrada, the contracted vacancy Senior Pastor, took a call to serve as an intentional interim pastor. Pastor Bjornstad has stepped into the roll as vacancy Senior Pastor towards the end of February and has been serving us since. A lot of things with our church and school ministry are on hold, until we have a Senior Pastor accept the call to Trinity Lutheran Church. Our enrollment has stayed steady, a trend from the last three years.

Place cursor in appropriate box and populate with information. Then use tab key to move to next box, or from the last box to add a new row.

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2B:04	Explore the level of desire for additional parent education opportunities & resources.	2019-2020	2019 - 2020, now moved to fall 2020	Parent-Teacher-Organization and Principal	<p>Plans were being made for the showing of Screenagers for parents with a follow up discussion time. This was not able to be done with having to move to online schools and the stay at home order. Will plan for fall of 2020.</p> <p>With the continued restrictions in place we have not been able to provide the opportunities we were planning. The church this past year added Ramsey Plus which was made available to all school families. The church also has Right Now Media which our teachers can access for use in their classrooms.</p> <p>2022: The PTL has planned two evening parent education events for this upcoming year and we are looking into bringing in a speaker for one evening for church and school parents</p> <p>2023 We held a parent Bible study one morning a week during the school year. We had a few regular attendees, but not a lot of participation. The principal is currently working with the PTL to see what areas we could bring in a speaker that parents would be interested in attending and would be beneficial to the parents of our school.</p>

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3A:04	Consolidate policies into one board policy manual and review annually.	2020-2021		Board of Christian Education	<p>Plans to work on this during the summer with the BCE.</p> <p>We are currently working on this. It has been a slow process as our church and school went through a district self study and we have put a lot of our focus on that his past year.</p> <p>2022: The consolidation of policies is slowly taking place. We hope to have this finished by the end of the 2022-2023 school year.</p> <p>2023 - our church is looking at a change in governance to be better able to serve our church and school. We also went through a self study with the district and have been given prescriptions to accomplish, but without a senior pastor those prescriptions have been put on hold. We have rewritten our job descriptions and have gone through some of the policies and different handbooks to consolidate everything to one location, but this has been a very slow process.</p>
4:02	Follow through with renewing teaching licenses.	2019-2020		Principal	<p>Talked to all teachers and teachers are in process for renewing or acquiring their Minnesota State teaching license.</p> <p>2022: All teachers' licenses are current and on file. All teachers have their Minnesota teaching license or are in process of getting the license.</p>

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					<p>2023 All teachers are taking classes to finish a degree so they can obtain a teaching license or they have attained their teaching license for the state of Minnesota.</p>
4:02	Encourage non-rostered teachers to begin the colloquy process.	2021-2022		Principal and Board of Christian Education	<p>Have had beginning discussion with teachers</p> <p>2022: The Board of Christian Education is working on a plan to be able to fund this process for our teachers. When this plan is in place non-rostered teachers will begin the colloquy process.</p> <p>2023 We have had many changes this past year in staffing, some of which were last second that did not give us a chance to call a teacher. When we have a senior pastor in place, the principal plans to meet with the senior pastor to have discussion with non-called teachers about going through the colloquy process and have a plan to help teachers pay for the classes.</p>
4:04	Take steps to get all teachers at an equitable salary level.	2019-2020	2019	Board of Christian Education	<p>For the 2019 -2020 budget cycle all teachers were moved to 80% of the Minnesota South teacher salary scale.</p> <p>2022: Each year with the approved increase in salaries the Board of Christian Education is examining salaries to make sure all teachers are at the same percentage level.</p> <p>2023 This continues to be a topic of discussion. As we are currently without any called pastor and are being served by a</p>

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					vacancy pastor, the priority for our congregation is to get a called pastor in place to stabilize our congregation and to hopefully bring back inactive members and members who have left and to get our members actively involved in our ministries. We currently have all teaching staff within a percent or two of each other and are moving everyone currently employed that is paid by a pay scale to be at the same percent of that payscale.
5:04	Align TLS written curriculum with specific standards.	2022-2023		Principal and Faculty	Discussion has taken place on how to accomplish this. We are review math this year as we are moving to new textbooks for the upcoming year and look to align as we add new textbooks for subjects 2022:We have aligned our math curriculum this past year and are moving forward with science for the upcoming year. As we evaluate each curriculum area for alignment we use this information when reviewing new teaching materials and textbooks. 2023 This year there has been an emphasis on curriculum alignment with Science standards. Next year we will be looking at our Reading/Literature program and the year after we will be going through our English curriculum. We teach separate Reading and English classes, and feel we should look at these subjects separately.

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6:02	Develop written procedures for identifying and addressing all student needs.	2021-2022		Principal and Faculty	<p>Plans are to begin this process this fall and to devote several workdays to developing these procedures.</p> <p>2022: This is a continually evolving process for our staff. We are continue to look for how best to meet the needs of our students and develop written policies that will help identify all of our students needs. We continue to review and update our procedures.</p>
7:03	Review the need for additional restroom facilities	2022-2023		Board of Christian Education and Trustees	<p>Discussion has not taken place yet, but will be discussed in the near future.</p> <p>We are still in the discussion stage. The church has moved money from a large gift to help with upkeep and repairs and additions needed for our church and school.</p> <p>2022: We have been working with our trustees to develop a plan to meet the needs of more restrooms. As repairs and maintenance of the church and school buildings come up the trustees have had to spend additional time working in other areas. We do have it on their agenda to be addressed by looking at possible plans to how this can be best accomplished</p> <p>2023 This spring the trustees had a company come in and look over our school. They took our blueprints of the building and are looking for ways to add an additional</p>

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					set of restrooms for our students and also add a faculty bathroom area. We are still waiting to hear back from them, to see what the possibilities are for doing this and what a cost would be.
7:04	Explore the available options for customizable outdoor signage.	2021-2022		Trustees, Pastors and Principal	<p>The Church is currently looking into an electronic sign.</p> <p>No action has been taken on the electronic outdoor sign for the church. We are currently in the process of calling a senior pastor so many things have been put on hold.</p> <p>2022: We have the funds for an outside electronic sign for the school and are in the process of looking at vendors and hope to have this in place during the 2022-2023 school year.</p> <p>2023 We were in talks with a company to install an outdoor digital sign for us. We found the sign we had looked at had some limitations, including how long the lifespan for the sign. They recommended another sign that was more expensive, but would offer us more flexibility, ease of use and a longer guarantee. We are back looking at funding to be able to install the newly recommended sign.</p>
7:05	Continue to monitor the outdoor areas for safety concerns.	2019-2020	2019 and ongoing	Principal and Faculty	Discussion with staff, Board of Christian Education and trustees has taken place and

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					<p>so far parties are in agreement that the current set up is safe for our students.</p> <p>We will be adding a new piece of equipment to our playground. We continue to evaluate our facilities for safety concerns and repairs that need to be made.</p> <p>2022: This is discussed by the Principal and Staff along with the Board of Christian Education. We continue to monitor our playground, look for ways to improve what we have and continue to evaluate the safety of our students while using our playground.</p> <p>2023 We continue to monitor, evaluate and discuss the safety of our playground and if we need to make any changes. This is a situation that is regularly discussed and at this time everyone is in agreement that currently our playground is safe, but if changes are needed to make the area safer, we will make those needed changes.</p>

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