

NLSA Action Plan for Trinity Lutheran School Waconia

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.

- A full transition and implementation to TADS and TADS Educate were in place for the start of the 2019-2020 school year. Financial aid, tuition management, admissions and enrollment, and SIS/SMS services are now managed through these unified platforms.
- Trinity transitioned from a quarter system to trimesters during the 2019-2020 school year.
- The middle school schedule was revamped. New elective classes were developed and added including: STEM I & II, FACS, Geopolitics, Junior Achievement, Handbells, Choir, Praise Team and Creative Writing & Speaking.
- Listening Conferences were added to our back-to-school night allowing parents to meet individually with teachers prior to the start of the school year.
- Continued growth and development of our social media presence and school website improvements occurred throughout the year.
- Work began transitioning to online curriculum mapping using Curriculum Trac.
- New water fountains with bottle filling stations were installed in the hallway outside the locker rooms and in the middle school hallway.
- A new sink was installed in the girls locker room.
- Additional Chromebooks were purchased to achieve our 1:1 initiative for the middle school (Gr. 5-8). This was expanded to include fourth grade with the start of distance learning in March. Extra Chromebooks were also made available for students in grade K-3 if devices were needed at home for distance learning.
- Trinity was a recipient of a MISF microgrant. Funds were used to cover the cost of 12 document cameras that were purchased to assist teachers with delivering distance learning instruction.
- Funds were raised and designated for additional early childhood playground equipment and expansion.
- Two faculty members from Trinity will participate in the Tec 21 program, attending a series of seven monthly workshops held throughout the 2020-2021 school year at Mayer Lutheran High School.
- Parental education opportunity provided with the *Beyond Birds and Bees* program. Plans are to offer this program on an annual basis and expand it in the future.
- After school clubs were added for students in grades 3-8 including art, knitting, games, service and coding.
- Continuous enrollment through TADS was initiated for returning students in grades K-7.
- A marketing and promotional program to boost student participation numbers in our school hot lunch program was completed in the fall. The student participation rate did increase as a result.
- The church and school collaborated on a community outreach project entitled The Journey to Bethlehem. Taking place during the Advent season, the live, walk-through experience centered around the birth of Christ. Over 300 people participated in the experience.
- With the COVID-19 pandemic, Trinity quickly and effectively transitioned to distance learning within three school days. Zoom, Google Classroom and Seesaw were utilized as the main platforms for delivering content and instruction. In addition to our weekly school newsletter, Tiger Tigers, we added two other weekly school wide electronic publications: a Monday morning Tiger Express and a Wednesday afternoon Chapel Times. All three weekly publications are delivered via email utilizing Mailchimp.
- Trinity contracted with GiveSmart after postponing the Legacy of Learning, our annual spring gala and auction. The event will now take place in a virtual format online in late May.

- Trinity was granted permission by the playwright to adapt an original play from an onstage performance to a 1930's-style radio drama. The play was split into three episodes of about 20-30 minutes each and released as a YouTube link on our Facebook page three successive nights in early May.
- Trinity partnered with Mayer Lutheran H.S. in using our 3D printers to print a key component for face mask shields for health care professionals at Auburn Homes and Services in Waconia.

NLSA School Action Plan 2019-2020

Section and Standard #	Concerns Action Plan	Party Responsible	Target Year	Year completed/ Action taken
1:06	Develop a written Mentor Plan for new faculty/staff/classroom aides	School Administrator	2017	2017-18 - A plan was created and set in place.
2A:03	Identify and assimilate school families without a church home and incorporate them into the life of Trinity	Faculty, Theme Committee, Pastor	2017-18	2019-2020 - An additional focus was placed on expanding church and school outreach events and activities including parent education (<i>Beyond Birds and Bees</i>) and family friendly activities (<i>The Journey to Bethlehem</i>),
2C:11/12	Create a welcoming environment for school families		Ongoing	June 2017 - Discussion 2018 - Continue to brainstorm ways to welcome families into our community. 2019-2020 - Our school theme this year was "Live Joyfully" and our primary goal as a faculty/staff was to joyfully reflect Christ's love everyday in all our interactions with families. One small step was having the principal and a faculty member greeting families everyday at the front door. In addition our theme was visible throughout the building and woven throughout various activities during the school year.

3A:06	Consistent training of new Board of Education members	Board Chairman, School Administrator	Ongoing	January 2017 - All boards came together for a training 2019 - All board training continued with specific training added for the Board of Education. 2020 - Annual Board of Education training was completed.
Section 3	The duties delegated to Board of Education members will match their interests and talents	Board Chairman, School Administrator	2016	
3B:11	Increase the time allotted in the School Administrator's position	Board of Ed	2017	2017 - The position has been increased from a ¾ time teacher/administrator to a full time teacher/administrator for the 2017-18 school year 2018 - The administrator's teaching was limited to one class period. The 2019-2020 goal is for the administrator to be full time with no teaching responsibilities. 2019-2020 - Status of full-time administrator was achieved.
3B:11	Increase the secretarial support time	Board of Ed	2017	2016-17 - More consistent support was implemented. We went from different volunteers every day to one consistent school secretary here daily from 7:30-1:30. The church secretary then consistently covers the remainder of the day with a volunteer on the school side
3B:10	School administrator begins administrative certification	School Administrator, Board of Ed	2017	2017 - A new administrator will be added to the team with some administrative certifications 2018 - New administrator has appropriate certification; MN K-12 Principal Licensure.

Section 4 (3A:08)	Adjust the Staff Benefit and Salary Plan to come closer to the district guidelines	Board of Ed, School Administrator, Financial Committee	Ongoing	<p>2017 - Benefit package has been adjusted and will be presented in the August of 2017 for the year 2018</p> <p>2018-19 -Task force was established with the goal of implementing a plan to get all called workers to 80% of district guidelines.</p> <p>2019-2020 - Plans are being developed to transition to the new MNS guidelines starting with the 2020-2021 fiscal year. The lower pay guidelines will be the first goal to achieve.</p>
4:05	Develop formal mentorship guidelines for newly employed faculty (see Section 1:06)	School Administrator	2017	2017-18 - A plan was created and set in place.
5:07	Integrate scope and sequenced technology benchmark activities into the K-8 curriculum	Faculty	2018	<p>2016 - Technology curriculum introduced and begun implementation in 2015-16 with the goal to be fully implemented by 2018-19</p> <p>2019-2020 STEM elective classes were added to the middle school course of studies.</p> <p>Distance learning instruction was implemented with several technology components.</p>
5:07	Addition of iPads and Chromebooks for whole class student use	Technology Committee	2018	<p>2017 - More chromebooks were added 2016-17 year but we are still lacking at times as we move to more technology driven curriculum</p> <p>2017 - Discussion are being made to move to a purchase by all 5th graders of a chromebook for the 4 years they are in school. This is being looked at for the beginning of 2018-19 school year.</p>

				<p>2019 -Plans are moving forward with our 1:1 initiative. The goal is to have enough devices in place at the beginning of the 2019-2020 school year for each middle school student to be assigned a Chromebook.</p> <p>2019-2020 - Additional Chromebooks were purchased and grades 5-8 moved to 1:1. With distance learning fourth grade 1:1 was added and Chromebooks were also made available for primary grade students that needed access to a device.</p>
6C:04	Reinstate annual training for classroom volunteers and update training for clerical volunteers	School Administrator, Director of Operations	2016	<p>2016 - Volunteer training was offered at two different times for the parents in the fall of 2016</p> <p>2017 - Each year volunteers will be offered times for training</p>
7:03	Building maintenance and improvements (boiler heating system and Sanctuary roof replacement)	Director of Operations, Building Manager	2017	<p>2016-17 - Nov 2016 roof replaced, Nov 2016 boiler updated (new steam traps-repaired and added a redundancy pump-currently functioning as it should), June 2017 - 39 new windows throughout older part of the building done, Summer 2017 upgrading 1st - 2nd - nursery - WCCC - Rm 137 with new efficient air conditioning units, May 2017 new gym curtain divider installed, researching putting a door between two rooms in Kingdom Kids area to enlarge area, investigating updating fellowship hall bathrooms, Aug 2017 new sign installed on highway 5</p>

				<p>2018-19 -New early childhood playground equipment was installed in November. A new VOIP phone system was implemented in January. New water fountains with bottle filling stations have been purchased and will be installed during the summer.</p> <p>2019-2020 - New water fountains were installed, a new sink was installed in the girls locker room and additions to the early childhood playground are underway. Additional space was dedicated and remodeled for the our All Star, extended care program.</p>
Trinity goal	Church and School staff will develop our Mission Statement and determine the metrics for a disciple/servant leader	Pastor Wagner		
Trinity goal	Form a Visioning Team to analyze current and future activities, programs, and curriculum to support and reinforce our mission of engaging, equipping, and empowering students to be servant leaders for Jesus Christ	Pastor Wagner, School Administrator		<p>2019-2020 - School Administrator began the initial work of meeting and assembling a parent focus group.</p>
Trinity goal	Incorporate School and Church year theme in various monthly and seasonal activities to build relationships and school spirit within school families	School Administrator, Communication Director		<p>2018 - The theme for each school year will be developed and set into various months of the church year.</p> <p>2019 - Family groups for students in grades K-8 were established for chapel with plans for future expansion into character education and service orientated projects.</p> <p>2019-20 - Parental education opportunity was provided with the <i>Beyond Birds and Bees</i> program. Plans are to</p>

				<p>continue offering similar parental programming in the future.</p> <p>2019-2020 -Family groups were expanded to include preschool students and additional monthly activities were added.</p>
Trinity goal	Focus on increasing continuity of student enrollment from Preschool to Kindergarten	School Administrator, Preschool Director, Communication Director		<p>2019 - A half-day, five day a week preschool class is being added for the 2019-2020 school year.</p> <p>2019 - Marketing information and school communications have been very intentional in making strong connections between preschool through eighth grade students and families.</p> <p>2019-2020 - A kindergarten Signing Day was initiated to recognize preschool students enrolling for kindergarten.</p>