

# 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.**

- With the COVID-19 pandemic, Trinity faculty and staff worked diligently over the summer months to put together a safe school reentry plan for the start of the 2020-2021 academic year. The plan included protocol and guidelines for the safe return to campus and continued onsite learning throughout the school year. To date, we have continued with onsite learning all school year.
- New student drop off and pick up procedures were implemented in response to some ongoing safety concerns and to adapt to COVID-19 protocol.
- A new middle school teacher was hired in August to fill a position vacated in late July by a faculty member that decided to retire early due to health concerns.
- Trinity's senior pastor retired in September. A new senior pastor accepted the call to serve at Trinity in March and was installed in April.
- A DCE intern from Concordia University-Nebraska is currently completing her internship at Trinity with the congregation's intent to call her to serve in a full-time capacity..
- Three student teachers (two from Concordia University-St. Paul, one from Crown College) completed teaching practicums at Trinity during the 2020-2021 school year.
- In addition to COVID-19 protocol, Trinity successfully navigated through three maternity/paternity leaves during the 2020-2021 school year.
- All parent-teacher conferences were adapted to a hybrid model to safely and comfortably meet the needs of all families and faculty members. They included opportunities for both onsite and virtual Zoom conferences.
- Continued growth and development of our social media presence and school website improvements continued throughout the year.
- Work continued with our online curriculum mapping using Curriculum Trak.
- Additional Chromebooks were purchased to achieve our 1:1 initiative for all students in grades 1-8. This expansion allowed for a quick pivot to hybrid/distance learning when quarantine situations arose. Extra Chromebooks were also made available for students in kindergarten if devices were needed at home for a period of distance learning due to quarantine.
- Trinity was a recipient of a MISF Sustainability Grant. Funds will be used to cover the cost of supplies of our 3D printers and for expansion of our STEM programming.
- Two faculty members from Trinity participated, and successfully completed, the 2020-2021 Tec21 program. Two additional faculty members have been identified to participate in the 2021-2022 program, which will again be hosted at Mayer Lutheran High School.
- Our annual fall fundraiser, the Chromadash (a non-public school marathon), pivoted from an early fall activity to a year-long event in which our students raised money as they worked together, all year long, to run a total distance of 7,819 miles - the distance from Waconia, MN to our Carepoint in Shashemene, Ethiopia. Ten percent of the funds raised are supporting our adopted students at Shashemene while the remaining funds are designated for classroom technology and athletic uniforms. To date, our financial goal has been surpassed and the students are closing in on tracking the final miles by the end of the school year.
- Continuous enrollment through TADS is utilized for returning students in grades K-7. This process, now in the second year, has successfully streamlined the enrollment process for both families and the school administration.
- The school hot lunch program has been able to offer free lunches to all K-8 students throughout the school year as part of the federally funded USDA option two hot lunch program.

- Trinity contracted with GiveSmart after postponing the 2020 Legacy of Learning, our annual spring gala and auction. We quickly pivoted the event from a traditional in-person event to a virtual online format and succeeded in netting our second highest fundraiser in the history of the event. In 2021 we continued with the virtual format using the GiveSmart platform, added a talent show, and were pleasantly surprised as we far surpassed all previous totals. One hundred percent of the net proceeds for the Legacy of Learning are used to fund our financial aid scholarship program.
- The Trinity Drama Club presented a virtual play by Brianna Dehn, “Objection! Disorder in the Court!” This was the second year in a row a virtual format was used.
- Notwithstanding modifications to schedules and mandated protocol due to the COVID-19 pandemic, Trinity was able to offer students the majority of its extracurricular athletic and co-curricular activities during the 2020-2021 school year.

### NLSA School Action Plan 2020-2021

| Section and Standard # | Concerns<br>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        | <b>2017-18</b> - 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     | <b>2019-2020</b> - 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     | <b>June 2017</b> - Discussion<br><b>2018</b> - Continue to brainstorm ways to welcome families into our community.<br><b>2019-2020</b> - 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 |

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|           |   |   |         | throughout various activities during the school year.  |
| 3A:06     | Consistent training of new Board of Education members                                     | Board Chairman,<br>School Administrator | Ongoing | <b>January 2017</b> - All boards came together for a training<br><b>2019</b> - All board training continued with specific training added for the Board of Education.<br><b>2020</b> - 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,<br>School Administrator | Ongoing | This is now reviewed annually as part of the annual training/orientation, evaluation and committee assignments.  |
| 3B:11     | Increase the time allotted in the School Administrator's position                         | Board of Ed                             | 2017    | <b>2017</b> - The position has been increased from a $\frac{3}{4}$ time teacher/administrator to a full time teacher/administrator for the 2017-18 school year<br><b>2018</b> - 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.<br><b>2019-2020</b> - Status of full-time administrator was achieved. |
| 3B:11     | Increase the secretarial support time   | Board of Ed                             | 2017    | <b>2016-17</b> - 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,<br>Board of Ed    | 2017    | <b>2017</b> - A new administrator will be added to the team with some administrative certifications  |

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|                      |  |  |         | <b>2018</b> - New administrator has appropriate certification; MN K-12 Principal Licensure.  |
| Section 4<br>(3A:08) | Adjust the Staff Benefit and Salary Plan to come closer to the district guidelines   | Board of Ed,<br>School Administrator,<br>Financial Committee | Ongoing | <b>2017</b> - Benefit package has been adjusted and will be presented in the August of 2017 for the year 2018<br><b>2018-19</b> -Task force was established with the goal of implementing a plan to get all called workers to 80% of district guidelines.<br><b>2019-2020</b> - 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. |
| 4:05                 | Develop formal mentorship guidelines for newly employed faculty (see Section 1:06)   | School Administrator   | 2017    | <b>2017-18</b> - A plan was created and set in place.  |
| 5:07                 | Integrate scope and sequence technology benchmark activities into the K-8 curriculum | Faculty  | 2018    | <b>2016</b> - Technology curriculum introduced and begun implementation in 2015-16 with the goal to be fully implemented by 2018-19<br><b>2019-2020</b> STEM elective classes were added to the middle school course of studies.<br>Distance learning instruction was implemented with several technology components.  |
| 5:07                 | Addition of iPads and Chromebooks for whole class student use                        | Technology Committee   | 2018    | <b>2017</b> - More chromebooks were added 2016-17 year but we are still lacking at times as we move to more technology driven curriculum<br><b>2017</b> - Discussions 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  |

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|       |  |  |      | <p>being looked at for the beginning of 2018-19 school year.</p> <p><b>2019</b> -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><b>2019-2020</b> - 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><b>2016</b> - Volunteer training was offered at two different times for the parents in the fall of 2016</p> <p><b>2017</b> - 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><b>2016-17</b> - 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</p>   |

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|              |  |   |         | <p>updating fellowship hall bathrooms, Aug 2017 new sign installed on highway 5</p> <p><b>2018-19</b> -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><b>2019-2020</b> - 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, School Administrator, Faculty, Staff, and Board of Education | Ongoing | <p>The mission of Trinity Lutheran School, <i>“to provide a Christ-centered education that engages, equips, and empowers students to reach their God-given potential as servant leaders for Jesus Christ,”</i> is communicated and highlighted frequently. It is reviewed annually and often referred to when determining long-term goals and objectives.</p>  |
| 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><b>2019-2020</b> - School Administrator began the initial work of meeting and assembling a parent focus group.</p>  |

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| <p>Trinity goal</p> | <p>Incorporate School and Church year theme in various monthly and seasonal activities to build relationships and school spirit within school families</p> | <p>School Administrator,<br/>Communication<br/>Director</p>                         | <p><b>2018</b> - The theme for each school year will be developed and set into various months of the church year.<br/> <b>2019</b> - Family groups for students in grades K-8 were established for chapel with plans for future expansion into character education and service orientated projects.<br/> <b>2019-20</b> - Parental education opportunity was provided with the <i>Beyond Birds and Bees</i> program. Plans are to continue offering similar parental programming in the future.<br/> <b>2019-2020</b> -Family groups were expanded to include preschool students and additional monthly activities were added.</p> |
| <p>Trinity goal</p> | <p>Focus on increasing continuity of student enrollment from Preschool to Kindergarten</p>   | <p>School Administrator,<br/>Preschool Director,<br/>Communication<br/>Director</p> | <p><b>2019</b> - A half-day, five day a week preschool class is being added for the 2019-2020 school year.<br/> <b>2019</b> - Marketing information and school communications have been very intentional in making strong connections between preschool through eighth grade students and families.<br/> <b>2019-2020</b> - A kindergarten Signing Day was initiated to recognize preschool students enrolling for kindergarten.</p>   |