

# Component One

## Bloomington Living Hope School

2007-2008

# 1 School Improvement Plan

Bloomington Living Hope Lutheran School received reaccreditation status through MNSAA in the fall of 2003. Our goal is to provide an ongoing progress report which we will update each year. This progress report has been formatted to show objectives, strategies, action steps, timeline, responsibility, and progress report.

---



**SCHOOL STRATEGIC PLAN – Objective I Mission Statement**  
**Bloomington Living Hope will continue to advance the teaching of Biblical truths to all of its students.**

<p><b>Strategy I. A:</b> Bloomington Living Hope Lutheran School shall continue to reach out into the community with the Gospel message, according to our mission statement, through our Christian day school campuses.</p>				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<p><b>ACTION STEP I. A. 1:</b> By the spring of 2004, the Principal will verbally reinforce our mission statement at all Kindergarten recruitment meetings and with all prospective new students and families.</p>	ongoing	Principal	Objective accomplished in the spring of 2004, 05, 06, 07, and 08. Mr. Schmidt (Principal) held Kindergarten recruitment meetings at Bloomington Lutheran (BLS) 02/07/08 and Living Hope (LH) on 02/05/08 in which he verbally reinforced our mission statement. It is common practice with our principal to inform prospective families of our mission statement.
	<p><b>ACTION STEP I. A. 2:</b> Beginning with the 2004-05 school year, our school's <del>mission statement</del> yearly theme will appear once per quarter in our weekly newsletter, and at least twice per year in our school's newsletter.</p>	ongoing	Assistant Principal	This action step was modified in 2004-05 year. This year's school theme "Shine Like Stars for Jesus" was used in place of our mission statement because it is more direct. This was recommended by the Assistant Principal and approved by the Principal. <b>See attachment IA2.</b>
	<p><b>ACTION STEP I. A. 3:</b> By the summer of 2004, the Pastoral staff, teachers, Board of Education, and the Board of Christian Growth</p>	ongoing	Pastoral staff, teachers, Board of Education, Board of Christian Growth and Outreach	Objectives accomplished and action continues to be taken on recommendations made by the above committees. The updated church web site <a href="http://www.bloomingtonlutheran.org/contact">http://www.bloomingtonlutheran.org/contact</a> includes a hyperlink to the already existing school web site. An

MNSAA Annual Progress Report 2007-2008 School Year

	and Outreach will develop and implement ways to increase recruitment efforts throughout our community and among our own congregational members.			updated school tri-fold brochure printed this past summer is in circulation. The upper grade choir, Joyful Noise, promoted the school by performing at a variety of churches and the airport. Plays and the Christmas program are available to view either via cable or DVD. A school newsletter is sent to parents, grandparents, and those interested in enrolling their children in our school. These modes, as well as others, have produced mixed results. Enrollment increased from 375 (PK-8) in 2003-04 to 379 in 2004-05 School Year to 392 in the 2005-06. Following 2005-06 enrollment reached a plateau: 391 for the 2006-07 and 386 2007-08. <b>See attachment IA3.</b>
	<b>ACTION STEP I. A. 4:</b> During the summer of 2004, all teachers will emphasize our <del>mission statement</del> school theme during home visits and school orientation meetings.	ongoing	Principal, Assistant Principal	This action step was modified three years ago and continues to be implemented. It was recommended by the Assistant Principal and approved by our Principal that the school theme be substituted in place of our mission statement. Teachers were reminded of this emphasis at our August faculty in-service on 08/08/07.
	<b>ACTION STEP I. A. 5:</b> By the fall of 2004, the Principal, Pre-school teachers, and Kindergarten teachers will develop ways to increase enrollment among our pre-school students	ongoing	Principal, Pre-school teachers, Kindergarten teachers	Advertising through different medias (newspaper, cd, internet), signs at each of the three locations, word of mouth, and our Vacation Bible School program were used again this year to encourage parents of pre-school students to enrolling their children in our kindergarten program. In the 2003-2004 school year a total of 18 preschoolers continued their education in our kindergarten programs. In 2004-05, 2005-06, and again in 2006-07 twenty-five students from pre-school continued in our system. Twenty are projected for the upcoming year. This continues to be a point of discussion in our school board meetings.



**SCHOOL STRATEGIC PLAN – Objective I (continued)**

<p><b>Strategy I. B:</b> Bloomington/Living Hope Lutheran’s Board of Education members shall uphold and promote our mission statement in all school related events.</p>				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<p><b>ACTION STEP I. B. 1:</b> Beginning with the 2005 school year, the Board of Education will review our school’s mission statement and update any necessary language changes every three years.</p>	2006, 2009	Board of Education	A subcommittee was established to review our mission statement. The committee’s recommendation was to keep the mission statement as written. (additional sub points listed with the mission statement would not be emphasized). This recommendation was approved by the B of E on 05/01/06.
	<p><b>ACTION STEP I. B. 2:</b> By the summer of 2005, Board of Education goals, which are in line with our mission statement, will be assigned to individual Board members.</p>	ongoing	Principal	This action step was accomplished last year and improvement efforts continue to be ongoing. Individual board members are currently assigned goals. Both the goal and the board member are listed on Board of Education Meeting agenda. <b>See attachment IB2.</b>
	<p><b>I. B. 3:</b> By the fall of 2005, the Board of Education will develop ways to take a more pro-active approach to recruitment ideas and be more visible at school related events.</p>	ongoing	Board of Education	Open Enrollment continues to be published in the local paper. The school was represented via a booth at Prior Lake community center. Board of Education members were more visible at school related events. The chairman was in attendance at lower grade and upper grade plays, numerous basketball games, track day, etc.



**SCHOOL STRATEGIC PLAN - Objective I (continued)**

<p><b>Strategy I. C:</b> The Board of Education will be pro-active ensuring that all subjects are taught in the light of God's Word and are according to our mission statement.</p>				
		<p><b>TIME LINE</b></p>	<p><b>RESPONSIBILITY (Who?)</b></p>	<p><b>PROGRESS REPORT (Results/Outcomes?)</b></p>
	<p><b>ACTION STEP I. C. 1:</b> Beginning with the 2005 school year, each member of the Board of Education will be assigned to one area of the curriculum and meet with the department head in the fall, winter, and spring. These meetings will assess progress made on the standards of the subject.</p>	<p>ongoing</p>	<p>Assistant Principal</p>	<p>It was deemed more productive for the assistant principal to meet initially with the department heads because by the fall of 2008 the faculty under the direction of the AP will have developed a written curriculum in line with our school's philosophy for each subject area. Meetings regarding assessment of math standards were made with the Mark the math department head 02/26/08, 05/23/08. Informal meetings regarding Science were made with Becky and Language Arts with Sheryl throughout the year.</p>



**SCHOOL STRATEGIC PLAN – Objective II Instruction**  
**A comprehensive plan will be developed to include parents and teachers in decision-making processes that will improve the quality of instruction.**

<b>Strategy II. A: The staff will keep current with educational trends and methods for effective teaching.</b>				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>II. A. 1:</b> By the summer of 2005, the Assistant Principal will hold yearly in-service meetings highlighting educational trends and methods.	ongoing	Assistant Principal	In-service meeting on 08/15/07 hosted by St. Croix Lutheran High School and Teachers' Conference on 10/18/08 & 10/19/08 in Mankato, MN met this objective.
	<b>I. A. 2:</b> By the fall of 2009, all teachers will be state certified.	<b>2009</b>	<b>Principal</b>	The availability of continuing education funds and the teacher's willingness to comply are two obstacles encountered. Principal encouraged faculty to continue professional growth throughout the summer 04/07/08 and 05/05/08. Principal noted current
	<b>II. A. 3:</b> By the fall of 2009, the Principal or Assistant Principal should be working to obtain a MA/MS degree.	<b>2005</b>	Assistant Principal	In 2005 the AP completing his course work for a MA in School Leadership from Concordia University – River Forest, IL.
	<b>II. A. 4:</b> Within seven years of employment, teachers are required to obtain their Minnesota State Teaching License.	ongoing	Principal	The availability of continuing education funds and the teacher's willingness to comply are two obstacles encountered. Principal encouraged faculty to continue professional growth throughout the summer 04/07/08 and 05/05/08. Principal noted current salary structure is being reviewed and will be more conducive to those who achieve licensure and/or pursue a post graduate degree.

MNSAA Annual Progress Report 2007-2008 School Year

<b>Strategy II. B</b> Bloomington/Living Hope Lutheran School will involve parents in a review process for a selected textbook series.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>II. B. 1:</b> By the fall of 2004, the Assistant Principal will form a collaborative review process for curricula that includes teachers and parents.	ongoing	Assistant Principal	Faculty received new Saxon math series for review 10/07. Saxon representative presented 2/13/08. Curriculum review committee including parents determined to purchase the most recent Saxon math series K-5. Gr 6-8 will remain with older version while the school watches how the public school implements mandate by the state to teach Algebra to grade 8. ITBS test scores justify continue use of curriculum. Entitlement money will be used to purchase.

<b>Strategy II. C:</b> All subjects taught within our school shall have a written curriculum.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>II. C. 1:</b> By the fall of 2008, the faculty, under the direction of the Assistant Principal, will have developed a written curriculum in line with our school's philosophy for each subject area.	ongoing	Assistant Principal	Science, Language Arts, and Math have been reviewed and updated.
	<b>II. C. 2:</b> The faculty will continue to review and revise our school's curriculum on a yearly basis according to the schedule rotation of curriculum review.	ongoing	Assistant Principal	Mathematics curriculum was reviewed this year.

MNSAA Annual Progress Report 2007-2008 School Year

<b>Strategy II. D:</b> Students with special needs will have the opportunity to receive remedial or enrichment lessons.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>II. D. 1:</b> In the fall of 2004, the faculty will identify students who have special needs during the first 3 weeks of school.	ongoing	faculty	See below II. D. 3
	<b>II. D. 2:</b> By the fall of 2004, the remedial/enrichment teacher will develop a schedule to meet the needs of students identified by their teacher.	ongoing	Remedial /enrichment teachers	See below II. D. 3.
	<b>II. D. 3:</b> By the fall of 2004, 20% of the remedial/enrichment teacher's time will be devoted to gifted students.	ongoing	Remedial /enrichment teachers	This year these goals were met cumulatively. At a faculty meeting on 8/21/07 the Principal instructed the faculty to identify remedial/enrichment students at both BLS & LH during the first three weeks of school. A total of 71 students received remedial/enrichment. At the BLS campus the following received remedial / enrichment: 2 kindergartener, 19 first graders, 16 second graders, 6 fourth graders, 2 sixth graders, 3 seventh graders, and 6 eighth graders. At the LH campus 3 first graders, 7 second graders, 3 third graders, and 4 fourth graders received remedial/enrichment. Each remedial/enrichment teacher posted their schedule. The BLS teacher spend 11% of her time on gifted students, while the LH teacher spend 46%.



**SCHOOL STRATEGIC PLAN – Objective III: Communication** By the year 2005, the administration, faculty and staff will build more effective communication among all members of the school community.

Strategy Objective II: Strategy III. A: Establish effective communication methods through the use of technology.				
		TIME LINE	RESPONSIBILITY (Who?)	PROGRESS REPORT (Results/Outcomes?)
	<b>III. A. 1:</b> By the fall of 2004, establish network capability between both campuses. (I.e. Internet, e-mail, ISP-same)	ongoing	Technology coordinators (Church/School)	This objective was accomplished and efforts this year were focused on continuing to maintain these forms of communication. All teachers (Grade 1 – Grade 8) have access to the internet in their classroom, each has an individual school e-mail address, the ISP is the same, at our school web site: <a href="http://www.blhschool.org">http://www.blhschool.org</a>
	<b>III. A. 2:</b> By the summer of 2005, develop a user-friendly website for teachers and parents as a source of daily/weekly information.	ongoing	Technology coordinators (Church/School)	Parents can access the school calendar, tuition, individual teacher web pages (daily assignments), etc. In addition to the web pages, each weekly note is available both in hardcopy and in e-mail form to the parents.
	<b>III. A. 3:</b> By the summer of 2005, all staff members will be trained in how to effectively use and maintain our school's website.	ongoing	Science department chair, Layperson	Mrs. Marti has offered training to all the teachers on how to effectively use and maintain their individual websites; Mr. Dietsche is responsible for updating the school's website.

MNSAA Annual Progress Report 2007-2008 School Year

<p>Strategy III <b>B</b>: To ensure proper communication among administration, staff, and parents, plans will be developed to keep the school family informed.</p>				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<p>III. B. 1: Beginning with the 2004-05 school year, pertinent information will be discussed at PTO informational meetings in an open format presentation.</p>	ongoing	Principal, Board of Education	<p>The Principal, along with the B of E, determined a “Night with the Principal” would be a better avenue to communicate with parents in an open format venue. This meeting was held on 10/10/06. Due to low attendance the B of E and Principal revisited this issue. The principal wrote a newsletter sharing information (i.e. concerns, cares, policies) with the parents. Feedback was positive.</p> <p>Pertinent school information is shared at congregational meetings which are held quarterly. After each report, time is allotted for questions from the congregation.</p>
	<p>III. B. 2: <b>By the fall of 2005, the school will publish an updated parent handbook.</b></p>	2005	Secretary	On file
	<p><b>III. B. 3:</b> By the fall of 2006, a summary of Board of Education meetings will be posted in the office for the staff.</p>	ongoing	Principal	<p>The Principal updated faculty of B of E decisions via faculty meetings and also has open door policy for attending B of E meetings.</p>
	<p>III. B. 4: By the 2004-05 school year, membership of the Board of Education will increase from 6 to 8 members.</p>	ongoing	Principal	<p>During the 2004-05 school year, membership of the Board of Education increased from 6 to 8 members. The current board consists of: Kevin, Liz, Mark, Joel, Rick, Kyle, Rhonda, and Paul.</p>
	<p><b>III. B. 5:</b> By the 2005-06 school year, membership of the Board of Education will increase from 8 to 10 members.</p>	ongoing	Principal	<p>The current board member for 2007-08 are: Principal Kurt Schmidt, Pastor Scott Spaulding, Assistant Principal Marty Miller, School Secretary Sue Dietsche, Joel Wendland (chair), John McCrea, Kyle Ballantyne, Tom Elander, Greg Kamin, Kevin Laleman, Joel Peterson, Liz Schelske and Jennifer Yotter.</p>

MNSAA Annual Progress Report 2007-2008 School Year

<b>Strategy III. C :</b> : The school will demonstrate compliance with all legal requirements.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	III. C. 1: Beginning immediately, the school will conduct background checks on all newly hired staff.	ongoing	Principal	The school has conducted background checks on one newly hired staff members during the 2007-08 school year.
	III. C. 2: The school will maintain complete documentation of Compulsory Instruction Laws.	ongoing	Principal	Documentation of Compulsory Instruction Laws is located in the Principal's Office.



**SCHOOL STRATEGIC PLAN – Objective IV Evaluation**  
**By the year 2006, establish a comprehensive and systematic method of regularly scheduled evaluation of curriculum, staff, facilities, and student related issues.**

<b>Strategy I. A:</b> Changes in education programs and extra-curricular activities will be publicized.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>Strategy IV. A. 1:</b> By the fall of 2005, the Assistant Principal will inform the school community of changes in educational programs and extra-curricular programs using newsletters, e-mail, our website and bulletin announcements.	ongoing	Assistant Principal	The Assistant Principal, in conjunction with the secretary, used the above forms of media to inform the school community of changes in education and extra-curricular programs. <b>See attachment IVA1.</b>

<b>Strategy IV. B:</b> Formal performance reviews will be developed to ensure objectives are met and tools are being used by instructors to achieve their annual goals.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>IV. B. 1:</b> By the summer of 2004 and each year thereafter, each instructor will be expected to prepare classroom goals that will be given to the administration	ongoing	Principal	See below IV. B. 4

MNSAA Annual Progress Report 2007-2008 School Year

	for their review.			
	<b>IV. B. 2:</b> In January of 2005 and each subsequent January, a formal documented meeting will occur between the teacher and administrator discussing the progress of the teacher's classroom goals.	ongoing	Principal	See below IV. B. 4
	<b>IV. B. 3:</b> By January of 2005, each teacher will receive written feedback from the administrator concerning the teacher's classroom evaluation of strengths and areas that need improvement.	ongoing	Principal	See below IV. B. 4
	<b>IV. B. 4:</b> By the spring of 2005, each teacher will have his/her performance review of the year's stated goals. These reviews will be filed in the teacher's permanent file.	ongoing	Principal	At the end of each school year, the Principal gives each teacher a Year-End Teacher Review form. Teachers formally write down their classroom goals for the upcoming year, which can be updated in August. Both the teacher and administration receive a copy of these goals. Face to face discussion of these goals took place during the last week in May and the first week of June 08. In August, any updated goals may be submitted to the administration. Teachers in conjunction with the principal also complete a Teacher Performance Assessment Form which is filed at the synods Commission of Parish Schools. <b>See attachment IVB4.</b>

<b>Strategy IV. C:</b> Evaluation of the school's grading system will be discussed so it is uniform among all teachers.				
		<b>TIME LINE</b>	<b>RESPONSIBILITY (Who?)</b>	<b>PROGRESS REPORT (Results/Outcomes?)</b>
	<b>IV. C. 1:</b> By the summer of 2005, a uniform grading system will be in place.	2005	Assistant Principal	On file

## MNSAA Annual Progress Report 2007-2008 School Year

	<b>IV. C. 2:</b> By the summer of 2006, computerized grading software that matches the school's grading system will be available for the teaching staff.	2006	Assistant Principal	Pilot program using WELS skool-aid under consideration was reviewed and it was determined not to implement this software.
--	--	------	---------------------	---

# Component Two

Bloomington Living Hope School

2007-2008

**School  
Improvement  
Communication**

## MNSAA Annual Progress Report 2007-2008 School Year

### Component 2 – School Improvement Communication

#### A) Communication Process

Bloomington Living Hope School strives to keep an open line of communication between the school and the parents. Our faculty understands the importance of this process and is continually looking for ways to improve the process. We believe an open, honest, and timely communication is essential in order to maintain an efficient learning environment. It is with this belief that we have embraced newer technology to better inform our parents. Our weekly school note is e-mailed to any parent who desired this form of communication. Our church web site provides hyperlinks to the school web site. Our school web site provides access to daily assignments from many of the teachers. Excerpts from our reaccreditation report are also available for parents to read from our school web site. Technology is also incorporated to improve communication between the student and the teacher in the classroom and at home. Students in some of the classes are encouraged to e-mail their assignments (i.e. English class) to their teacher. Unit reviews via PowerPoint may be sent to students at home who want to review before a unit test. We have, in conjunction with the church, developed a promotional DVD for those parents who want to find out more about the church and school. Currently a new tri-fold brochure is available for handout. Although we embrace these newer medias, we still publish a school wide newsletter three times a year which is sent to parents, grandparents, and those who have inquired about the school. A hard copy of the school note is still given to all the students every Tuesday. And everyone stakeholder at the school can receive the annual report.

The following pages are examples of the information we give to our parents. Additional information can be accessed on our school and church website:

<http://www.bllhschool.org>

<http://www.bloomingtonlutheran.org/>

#### B) Documentation of Communication

**See attachments.**

# Component Three

Bloomington Living Hope School

2007-2008

**Monitor Learner  
Progress**

## MNSAA Annual Progress Report 2007-2008 School Year

### Component 3 – Monitoring Learner Progress

#### A) Process for Monitoring Learner Progress

Throughout the year, students at Bloomington Living Hope Lutheran continue to be assessed in a variety of ways. Book tests, the Iowa Tests of Basic Skills (ITBS), and the Presidential Fitness Test are means to measure both academic and physical achievement.

We are pleased with the overall group performance of grades three through eight on the ITBS. Our eighth grade group score when compared to the national averages scored 80% in Reading, 91% in Mathematics, and 82% in Language Arts. **See attachments.**

#### B) Analysis of Progress

This is the second year our school has used ITBS (previously we used MAT-7). You can not have a true comparison in scores; however, it was interesting to note there was no significant difference overall in scores from the MAT-7 to ITBS.

No significant school wide trends were noted in the analysis of the ITBS scores. Mathematic scores verify our current math curriculum series, Saxon Math, is a sound program. Based on these scores and feedback from faculty and parents, we will continue using the Saxon series. K-5 will use the newest series from Saxon, while 6-8 continues to use the existing program. The school will note how the public schools meet the upcoming state requirement to teach Algebra to all eighth graders and determine what Saxon series to use in 6-8..

While the demographical make up of the Bloomington area continues to become more diverse, particularly East Bloomington, our faculty will continue to help greater at risk students assimilate into the classrooms. This year we again offered remedial/enrichment help to students at both campuses.

It was particularly rewarding for our faculty to see the eighth graders grow academically, as well as athletically (the boy's were the Minnesota Lutheran State Runner Up and the girls were local conference champs in basketball). As a faculty we will continue to set high expectations striving to challenge each student individually.