

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
CUMULATIVE ANNUAL REPORT/School Improvement Plan**

(Please use this form and complete on computer.)

Part I: Basic Information

School: **Bethany Lutheran School** Address: **5100 Arbor Rd.** City, State, ZIP: **Long Beach, CA 90808**

LCMS District: **PSWD** School email address: **mfink@bethanylutheran.org** School Administrator: **Mary Fink**

Co-accredited by (if applicable): **WASC**

Date of most recent NLSA site visit: **3/11/15**

Report is for year (Circle one) Five-year Cycle 1 2 3 4 Site visit (NLSA only)
Six-year Cycle 1 ② 3 4 5 Site visit (WASC/NLSA)

Administrator Signature *Mary Fink* Date *4/7/16*

Governing Authority Chairperson Signature *Gregory K. Seibel* Date *6 April 2016*

This report is due in your district office no later than April 15. The district accreditation committee will review by May 15.

The annual fee is due in the NLSA office no later than October 1.

Additional Developments/School Improvement:

- Launched a Bethany Lutheran School app for Apple and Android devices. The app is designed to keep parents engaged and informed.
- Adopted a uniform school dress code for the 2016-2017 school year.
- Called a new middle school math teacher and coach.
- Created teacher assistant positions in Grades 1-2 and expanded teacher assistant position in Kindergarten.
- Gave teachers a 3% COLA salary adjustment in January and re-aligned salaries beginning July 2016 to provide a higher beginning salary and steeper increases the first 10 years of service.
- Re-wrote Bethany's personnel policy manual.
- Added an interactive white board to the middle school math classroom.
- Held an all-day inservice to train teachers to use Thinking Maps.
- Instituted Kindergarten screening and trained teachers to give Chancy Bruce readiness assessment.
- Started a Math Club for students in Grades 5-8. The club participated in a recent MathCounts competition.
- Replaced our parking lot.
- Replaced all lab computers and monitors.
- Installed earth-friendly LED lighting and new scoreboards in the gym.
- Transitioned to an online library file system with opportunities for students to check out e-books.
- Adopted a new English/Grammar curriculum in Grades 3-8.

- Teachers are mapping math instruction/tracking standards for 2015-2016.
- Installed water bottle-filling stations on each story.
- Installed new furniture and lighting in the school square.
- Held a week-long bake sale to raise money for three rain barrels, now installed on campus.

2015-2016 Action Plan Progress

Task 1: Adopt a benchmark and progress-monitoring program for mathematics that includes intervention for students with specific learning needs.					
Action Plan Tasks	Strategy	Person(s) Responsible	Target School Year	School Year Addressed	Action Taken
1A	Explore mathematics benchmarking systems.	Principal, Key Teachers	Spring 2015	2015-2016	Explored Dibels, FrontRow Math, and built-in system from currently adopted curriculum, Envision Math.
1B	Adopt benchmark system.	Key Teachers, Principal	Spring 2015	2015-2016	Adopted Dibels-Math as benchmark system.
1C	Train teachers to administer assessments.	Principal	August 2015	2015-2016	Four teachers attended Dibels training in July, then returned to train all other teachers in August.
1D	Establish benchmark assessment dates.	Student Success Coordinator, Principal	August 2015	2015-2016	Dibels testing dates established and communicated to teachers.
1E	Draft job description for staff math specialist.	Principal, BOS	Fall 2015	2015-2016	In process...scheduled for Board approval in May 2016.
1F	Hire math specialist to work under Student Success Coordinator.	Principal, BOS	Summer 2016	2015-2016	Math interventionist position is included in budget plans for 2016-2017.
1G	Schedule "push-in" sessions with Grades K-1.	Math Specialist	August 2016		
1H	Explore and adopt developmentally-appropriate math intervention programs.	Math Specialist	Fall 2016		
1I	Determine math intervention parent communication and protocols.	Student Success Coordinator, Principal, Math Specialist	August 2016		
1J	Launch math intervention program.	Student Success Coordinator, Math Specialist	Fall 2017		

Task 2: School leadership should actively seek, evaluate and secure third-source funding.

Action Plan Tasks	Strategy	Person(s) Responsible	Target School Year	School Year Addressed	Action Taken
2A	Perform cost/benefit analysis for a thrift store.	BOS Subcommittee	Spring 2015		
2B	Gather input from other Christian schools with thrift stores.	BOS, Principal	<i>Done</i>	2014-2015	
2C	Secure start-up capital	BOS, Principal	<i>Done</i>	2014-2015	
2D	Meet with Board of Finance representatives and Church Treasurer to determine the need, if any, to form a separate non-profit entity as well as additional liability insurance.	BOS Subcommittee, Principal	April 2015		
2E	Form thrift store governance board with BOS member as ex-officio member.	BOS Subcommittee	April 2015		
2F	Write thrift store business plan.	Thrift store governance board			
2G	Name the thrift store and develop a logo, website and social media presence.	Principal, Concordia University marketing students	<i>Done</i>	2014-2015	
2H	Secure rental property.	Thrift store governance board	Summer 2015		
2I	Apply for business license.	Thrift store governance board	Summer 2015		
2J	Hire thrift store manager.	Thrift store governance board, BOS	Summer 2015		
2K	Establish volunteer protocols/policies.	Thrift store governance board, store manager	Summer 2015		
2L	Train and schedule volunteers.	Thrift store governance board, store manager	Fall 2015		
2M	Establish donation procedures/begin accepting thrift store donations.	Thrift store governance board, store manager	Fall 2015		
2N	Open thrift store doors for business.	Thrift store governance board, store manager	January 2016		

Task 3: Develop a long-range strategic plan for church and school.

Action Plan	Strategy	Person(s)	Target	School Year	Action Taken
-------------	----------	-----------	--------	-------------	--------------

Tasks		Responsible	School Year	Addressed	
3A	Engage Church Council and BOS in strategic plan discussions.	Principal, Preschool Director, Pastors	Fall 2017		
3B	Hire consultant to lead key church and school stakeholders in strategic planning process	Consultant, BOS, Church Council	Fall 2017		
3C	Finalize strategic plan and outline action steps.	Church Council, BOS, Congregational President, Senior Staff	January 2018		
3D	Monitor strategic plan monthly.	Church Council, BOS, Congregational President, Senior Staff	April 2018 ff		
3E	Revise and update strategic plan annually.	Church Council, BOS, Congregational President, Senior Staff	Fall 2018 ff		

Task 4: Evaluate and refine the Schoolwide Learner Outcomes and develop processes for measuring their effectiveness win student achievement.

Action Plan Tasks	Strategy	Person(s) Responsible	Target School Year	School Year Addressed	Action Taken
4A	Participate in “Understanding by Design” training	Principal and Faculty	Spring 2018		
4B	Evaluate and refine Schoolwide Learner Outcomes and ensure that outcomes are written to be measurable using the UbD model.	School leadership, Faculty, Parents, BOS	Fall 2018		
4C	Develop means to assess Schoolwide Learner Outcomes	Department leaders, Faculty, Parent Representatives	January 2019		
4D	Communicate SLO’s and assessment measures with all key stakeholders	Principal	April 2019		

Task 5: Collaborate with church leadership to assess, document and strengthen evangelistic outreach to school students, families and the community.

Action Plan Tasks	Strategy	Person(s) Responsible	Target School Year	School Year Addressed	Action Taken
5A	Working with the Board of Evangelism, the Pastor of Family Life and the Family Ministry Team, identify key players in the evangelism plan.	Principal, Preschool Director, Board of Evangelism, Pastor of Family Life	Fall 2016		
5B	Recruit a prayer team who will commit to pray for the efforts of the Evangelism board and the school.	Family Ministry Team	Fall 2016		
5C	Utilize the Lutheran School Outreach materials from Lutheran Hour Ministries to evaluate current	Principal, Preschool Director, Board of	Fall 2016		

	evangelism efforts and identify new possibilities.	Evangelism, Pastor of Family Life			
5D	Train the Board of Evangelism and current staff members using the video training series from Lutheran Hour Ministries.	Principal, Preschool Director, Board of Evangelism, Staff Members	February 2017	2015-2016	All Bethany staff members participated in evangelism training utilizing materials from Lutheran Hour Ministries.
5E	Evaluate and document current evangelism efforts already in place.	Principal, Preschool Director, Board of Evangelism, Family Ministry Team, Pastor of Family Life	Spring 2017	2015-2016	As part of the staff retreat, all staff members identified current evangelism (outreach to unchurched parents) efforts.
5F	Working with the Board of Evangelism, the Family Ministry Team and the Board of Evangelism write a formal evangelism plan for outreach to unchurched families.	Principal, Preschool Director, Board of Evangelism	Spring 2017	2015-2016	Participated in evangelism plan training provided by the PSWD and Charlene Soon.
5G	Establish annual evaluation protocols for evangelism plan.	Principal, Preschool Director, Board of Evangelism	Spring 2017		