NATIONAL LUTHERAN SCHOOL ACCREDITATION

ONGOING IMPROVEMENT CUMULATIVE ANNUAL REPORT/School Improvement Plan

# Part I: Basic Information

School: **St. John’s Lutheran School** Address:   **9141 County Road 101** City, State, Zip:   **Corcoran, MN 55340**

LCMS District **Minnesota South District**   School e-mail address:  School Administrator:   **Gary Volberding**

 **gary.volberding@stjlutheran.org**

Co-accredited by (if applicable): **none**

Report is for year (Circle one) 1 2 3 4 5 **6** (Time to Re-apply) Date of most recent NLSA site visit: **March 22, 23, 24, 2006**

**Administrator’s Signature Date 5-14-12**

**School Board Chair’s Signature Date 5-14-12**

(By this coming from the email address above I state that each recommendation in the Visiting Team Report either has or will receive serious consideration for action.)

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

**The annual fee is due in the NLSA office no later than October 15.**

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| Section &Standard Number | Part II: Recommendation Report for Standards -- Visiting Team Concern and Recommendation | TargetYear | YearAddressed | Part III: Goal Completion Report – Action Taken |
| 1:01  | Carry out the plan to research the issue as stated in the self-study report. (The staff will research with the School Counselor the aspects of sound psychological principals and determine if they apply to our philosophy.) | 2007-08 | **2010-2011** | **After studying our philosophy and reviewing psychological principles that include educational psychology, best practices and classroom management we determined that our philosophy does meet the accreditation standard. For example the following statements from our philosophy are in accordance with sound psychological principles:*** **Equiping children**
* **Careful instrucion**
* **Education occurs daily**
* **Students receive encouragement and instruction to live in service to Christ and others**
* **Develop and use their abilities in further schooling and in adult life**
* **Teachers strive for excellence as they use effective up-to date learning and teaching materials**
* **Students are prepared to become responsible stewards of their talents**
* **Teachers provide a Christian model**
* **Fellowship is enjoyed by all members of the school community**
* **Each person’s uniqueness is recognized**
* **Individuals are helped to achieve their full potential**
* **Teachers and students work together to maintain a classroom atmosphere of love and joy.**
* **Children at led to help others not only in the school but also in the community and the world**
* **Teachers encourage Christlike compassion and love for all people.**
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| 1:02  | Continue to encourage present faculty members to complete the colloquy program and make rostered status financially attractive for all faculty members. Call rostered teachers for all new hires or require new teachers to enter the colloquy program to achieve roster status. | 2007-08(on going) | 2008-09 | The Board of Education continues to encourage present faculty members to become rostered. The BOE has decided that no lane changes can be made on the pay scale unless a teacher is rostered. All full time teachers who are not rostered have a spouse that is rostered; working as a Pastor, DCE, or teacher/ principal. Current tax laws make it financially difficult for these staff members to have both spouses on the roster at the same time. |
| 2:01  | Consider having a yearly re-commissioning of teachers in a Sunday service at the beginning of each school year.  | 2006-07 | 2007-08 | 2007-2008: The pastors decided that it was not appropriate to have a re-commissioning of teachers on a yearly basis as this is not done with other professional church workers. Instead the Board of Education will recognize teachers at milestone years of service during a worship service during National Lutheran Schools week each year.. |
| 2:02  | Look for ways to implement additional activities to include the congregation, especially service projects, e.g., clean up grounds, writing letters to shut-ins, writing thank you notes to members of the congregation for supporting the school, sing-ing for groups meeting during the day, etc.  | 2006-07(on going) | 2006-072007-08 | 2006-2007 This year the students made bookmarks for the congregation members for Christmas. The fourth grade students wrote thank you notes to the members of the congregation who served in the military. Students sing during church services nine times during the school year. During our annual walk-a-thon students made donations to the local food shelf and parents and congregational members were given the opportunity to donate blood at the Blood Mobile which was sponsored by Memorial Blood Drive.2007-2008: We made a thank you book for the veterans of our congregation. |
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| 3:01  | Work closely with the marketing team to consider every opportunity for publication of school events and activities as well as search out new ways for advertising St. John’s in the surrounding communities. | 2006-07 | 2006-072007-08 | A new roadway sign for the school was purchased and installed on Co. Rd. 101. We are able to put messages on the sign. New color brochures were developed by the marketing team and printed. Notification was sent to area day care centers, pre-schools and churches with information regarding our school. We advertise in 3 community resource books. We have a booth at Maple Grove Days, Pre-K information is mailed to over 300 area families. Joined the I-94 West Chamber of Commerce.2007-2008: The administrator takes a St. John’s display to the Maple Grove Days information day. He also started to take the display to each of the LC-MS churches in the area to promote the school in area churches. The display has also been up at our own church. |
| 4:01  | The Board of Education may wish to consider implementing a stricter dress code that would reflect a less casual standard for clothing worn in school. | 2007-08 | 2006-07 | The school board addressed this issue this year and decided to keep the dress code as is at this time. As we do not have a gym and the students have to go outside for P.E. and recess without changing into P.E. clothing, the staff and parents decided it was not the time for a uniform type of dress code. |
| 4:02  | Implement plans for better communication regarding the Discipline Policy and field trips. | 2006-07 | **2010-2011** | **The staff will communicate this information with parents during homevisits and parent/teacher conferences. The information will also be written in the parent handbook, which is now posted on our new website. For field trips teachers are to write up an information sheet regarding the field trip that will be sent home with the permission slip so parents can keep this information at home.. Teachers are also encouraged to communicate field trip information and reminders through follow up notes, e-mails, their classroom websites, and classroom calendars that are posted on-line.** |
| 4:03  | Continue to emphasize the need to complete Phase II of the current plans for expansion of the church and school facility. | 2012-13 | 2006-072007-08 | The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008..March 2008 Occupancy was granted the middle of March. |
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| 5(A):01  | Continue to revise and refine the administrator’s job description. | 2008-09 | **2009-2010** | **The Board of Education continues to revise and refine the administrator’s job description.** |
| 5(A):02  | Continue to develop an evaluation tool in order to accommodate an annual evaluation of the administrator. | 2008-09 | **2009-2010** | **The Board of Education continues to develop an evaluation tool that accommodates an annual evaluation of the administrator.** |
| 5(A):03  | Design a system and methodology for regularly and consistently receiving input from the various constituent groups at St. John’s Lutheran Church and School. | 2011-12 | **2010-2011** | **The Board of Education is working in conjunction with various boards within the organization to develop systems and processes for the gathering, analysis, and measurement of feedback which will lead to actionable improvements or changes, provided they are in accord with the corporate mission and ministry of St. John’s Lutheran Church and School. We will leverage a variety of methods for acquiring feedback to enable all constituencies the opportunity to participate. An initial information gathering campaign was launched during Q1 of 2011, with results expected in May of 2011. This inventory was developed to assess the general satisfaction level with the overall ministry of the church and those who serve in pastoral or diaconal roles, and to solicit feedback for improvements in certain vital ministry areas. After evaluation of the initial campaign, additional campaigns will be designed and deployed to gather feedback for other ministry areas, including the school. It is the intention of the Board to ensure all who desire to participate in the feedback and communication process will have an opportunity to do so.** |
| 5(B):01 | Consider the feasibility of pursuing Administrative licensure. | 2011-12 | **2010-2011** | **As the Board of Education continues to develop and refine the role of administrator, due consideration will be given to the requirement of administrative licensure. However, it is the board’s opinion that this is not a priority item to complete in the current accreditation cycle.**  |
| 5(B):02 | Consider making available to Mr. Volberding (or whoever becomes responsible for these areas) the proper training, tools, and time to become successful in the areas of public relations, marketing, and third source income.  | 2007-08 | 2007-08 | The administrator has attended various training sessions provide to the principals through their administrators group. The administrator has implemented various programs to market the school during the past two year. |
| 6:01  | We encourage teachers to complete requirements to earn a Minnesota Teaching license. | 2008-09 | 2008-09 | The current policy is that new teachers have to be in the process of obtaining a Minnesota Teaching license within two years of joining the staff. The newest staff member is in compliance of this policy. |
| 6:02  | Encourage teachers to join professional organizations that serve to enhance their teaching. | 2006-07 | 2007-082008-09 | All teachers are part of LEA and attended the national LEA convocation. Some teachers have another membership in a professional organization.Three of our teachers are members of the International Reading Association and the Minnesota Reading Association. |
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| 6:03  | Recognize the importance of having teachers on the roster of the Synod as Commissioned Ministers, make it an attractive status professionally and financially, encourage present faculty to complete the colloquy program and join the roster of Synod, and continue the board policy of recruiting rostered teachers for future hires. | 2008-09 | 2007-082008-09 | The Board of Education has a yearly meeting with each teacher in November. At this meeting the BOE encourages all teachers to be or stay rostered. The new teacher that was hired this year was a rostered teacher.The Board of Education continues to encourage present faculty members to become rostered. The BOE has decided that no lane changes can be made on the pay scale unless a teacher is rostered. All full time teachers who are not rostered have a spouse that is rostered; working as a pastor, DCE, or teacher/principal. Current tax laws make it financially difficult for these staff members to have both spouses on the roster at the same time.  |
| 7:01 General | The school should consider adding foreign language instruction at all grade levels. | 2009-10 | 2008-09 | A Spanish Club was formed for the Extended School program. Students in grades 5-8 meet twice a week with a Spanish instructor. If students complete the curriculum, they can “test” out of Freshmen Spanish. Grades 2-4 also have the opportunity to participate in an informal Spanish Club during the Extended School program once a week.  |
| 7:02 Religion | Continue to implement plans for improvement as indicated. (Teachers will continue to modify lessons to appropriate time and level. Teachers will write their own evaluations. Teachers will enhance applica-tions of lessons by including Bible History lessons.) | 2010-11 | 2009-2010 | Teachers continue to modify Religion lessons to appropriate time and level. Teachers write their own evaluations and enhance lessons. Our Deaconess and Pastors increased their role in assisting teachers in the classroom. Pastors lead chapel each Friday and many times include Bible History in their chapel lessons. Pastors also lead a staff bible study each week where teachers learn more about Bible History so they can implement various lessons into their classroom. |
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| 7:03 Religion | Recognize the importance of having teachers on the roster of Synod as Commissioned Ministers, make it an attractive status professionally and financially, encourage present faculty to complete the colloquy program and join the roster of Synod, and continue the board policy of recruiting rostered teachers for future hires. | 2008-09 | 2008-09 | The Board of Education continues to encourage present faculty members to become rostered. The BOE has decided that no lane changes can be made on the pay scale unless a teacher is rostered. All full time teachers who are not rostered have a spouse that is rostered; working as a pastor, DCE, or teacher/principal. Current tax laws make it financially difficult for these staff members to have both spouses on the roster at the same time.  |
| 7:04 Reading  | Continue to provide individual or small group support. LSEM staff teacher should continue to work with the identified students on their specific needs.  | 2006-07(on going) | 2006-07 | The Board of Education recommended to the Board of Deacons to sign a three year contract with LSEM which was approved and implemented. |
| 7:05 Reading | Encourage extended volunteer participation to have the library available more often. | 2008-09 | 2008-09 | An automated check-out/check-in system was purchased for the library this year. When it is up and running, the volunteer librarians will be able to staff the library on more than one day during the week. The goal is to move the library to a larger space, re-label all of the library books, and train the volunteer librarians this summer. The goal is to have the library staffed two to three days each week for the 2009-10 school year.  |
| 7:06 LanguageArts | Develop a consistent system of evaluating student writing which places an emphasis on the application of writing conventions. | 2008-09 | 2011 | After adopting our new reading curriculum this year, we also adopted the rubrics of writing that were part of this series in grades K-5; Grades 6-8 will follow the writing rubrics found in their language/reading curriculum. |
| 7:07Math | Consider developing supplemental materials for practice to improve computation scores. | 2006-07 | 2006-07 | Many of the teachers have obtained supplemental materials and have revised their math program so students have more practice with computation. |
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| 7:08Math  | Look for ways to modify the assessment tools. | 2006-07 | 2006-07 | Teachers have modified the math assessment tools, by eliminating various problems, working problems together as a class or rewriting the assessment. |
| 7:09Math  | Consider ways to add additional resources to supplement extra practice so mastery can occur. | 2006-07 | 2006-07 | Teachers have found supplemental materials so that students can have extra practice. This will be an ongoing situation. |
| 7:10Art  | Continue to increase the availability of instructional materials and investigate programs that will serve as teacher support. | 2006-07(on going) | 2006-07 | We continue to subscribe to the Arts and Activities publication. Teachers attend conference workshops to obtain new art ideas. This is an ongoing situation. |
| 7:11Social Studies  | Staff should decide on what materials or subscriptions should be obtained in order to supplement the Social Studies curriculum at all levels. | 2007-08(on going) | 2008-09 | The Staff continues to obtain supple-mentary materials for the Social Studies curriculum at all levels. Books, posters, and technology supplements were obtained this year. |
| 7:12 Music | Create an area dedicated to music resources and classes in the next phase of building. | 2012-13 | 2006-07 | The Phase II building plan has a designated music room. The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008. |
| 7:13 Science | Continue pursuing Phase II of the building program to include a science lab. | 2012-13 | 2007-2008 | The Phase II building plan has a designated Science Lab. The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008. |
| 7:14 Science | Consider arranging the schedules to allow for longer science periods when needed. | 2006-07(on going) | 2006-07 | Teachers have arranged formal schedules to allow for longer science labs when needed. |
| 7:15 Physical Education | Phase II of the most recent building project includes a gymnasium. We encourage continued pursuit of this goal. | 2012-13 | 2007-2008 | The Phase II building plan has a gymnasium The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008. |
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| 7:16 PhysicalEducation | Develop the curriculum into a seasonal and week-by-week set of activities which are chosen to support the development of the larger and broader goals already in place. | 2006-07 | 2006-07 | The teachers will accomplish this goal by the end of the 2006-2007 school year. |
| 7:17 Technology | Implement plans (Phase II in the building program) for a new, larger computer lab facility as soon as possible. | 2012-13 | 2007-2008 | The Phase II building plan has a larger computer lab. The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008. |
| 7:18 Technology | Implement the plan to develop a technology committee that will help with long range planning and the development of procedures for the use of technology. | 2007-08 | 2009-2010 | An official church board was created led by an elected deacon to oversee all of the technology in the building including school and church needs. This board has one faculty member on it and another faculty member is on a sub-committee of this board. Three teachers also applied for and were accepted to District 281’s Technology Academy and will have a technology certification in August 2010. |
| 8:01  | Consider implementing a bell system. | 2008-09 | 2009-2010 | The bell system is being considered by the newly created Technology Board. This year the computer lab will be updated, but as other monies become available the bell system will be on the list of priorities. |
| 8:02  | Seek to create a designated planning period for all teachers. | 2008-09 | **2010-2011** | **The staff discussed ways that every teacher could have designated planning periods each week. All full time teachers have at least 120 minutes of planning time during the week unless we have indoor recess then it might be as low as 90 minutes per week. However, some teachers choose to use this planning time to work with individual students instead of using it as a planning period. Our staff attendance policy also states that teachers are to be in the building 30 minutes prior to the beginning of school and 30 minutes after the school day ends. This hour each day is also considered as planning time for each teacher.** |
| 8:03  | Create a standard for determining which students would benefit from enrichment and communicate such program goals with parents via school publications. | 2009-10 | 2008-09 | St. John’s Lutheran School has initiated a small group of advanced learners. This group of students includes students from grades 2-4. Due to time schedules and space limitations, it was not feasible to open up enrollment for this group to the whole school. At present the group meets for 40 minutes once a week. The students were selected by teachers and parents recommendations. Also classroom performance, work ethic, IOWA test scores, and student interest were considering factors. St. John’s has placed as its first priority to service the struggling learner. As time, space, and money allow, the program for advanced  |
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|  |  |  |  | learners can potentially grow in the years to come. A few enrichment classes are also offered to the whole school during the Extended School Program. The classes at this time include an Art program, piano lessons, and a Spanish Club. The information regarding the Extended School enrichment classes are communicated through the school newsletter.  |
| 8:04  | Consider the implementation of a uniform assignment book system. | 2009-10 | 2010-2011 | A uniform assignment book has been adopted for all students in grades 4-8 and will be implemented during the 2011-2012 school year. |
| 9:01  | Research available useful professional materials that can be added to the professional resources. | 2006-07(on going) | 2006-07 | 2006: Three discipline books were added to the professional library all by Madelyn Swift: Teach Your Children Well, Getting it Right with Teens, Discipline for Life: Getting it Right with Children |
| 10:01 Guidance | Write a procedure plan with the help of the school’s guidance counselor to handle student’s emotional, social, and psycho-logical needs. | 2008-09 | **2010-2011** | **The special education teacher with the help of the school counselor wrote a procedure plan to handle student’s emotional; social and psychological needs.** |
| 10:02 Health & Safety | Consider relocating computer room when more appropriate space becomes available. | 2012-13 | 2006-07 | The Phase II building plan has a larger computer lab space as part if its plan. The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008. |
| 10:03 Food Services | Encourage exploration for a variety of healthy choices. An advisory committee that includes teachers, parents, and students is suggested.  | 2010-11 | 2006-07 | In the spring of 2006 a committee was formed to develop a Wellness Plan this was done in accordance with a Minnesota mandate. The Wellness Plan addresses healthy food choices. |
| 10:04 Child Care Services | Revisit the issue of offering after-school child care as a vital service to current and potential families. | 2006-07 | 2006-07 | An Extended School Program was implemented at the beginning of the 2006-07 school year. It is an after school program with 30 students enrolled. |
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| 10:05 Activities | Continue to pay down current debt while pursuing and securing additional funds to build. | 2006-07(on going) | 2006-072007-08 | The current debt has been paid down enough for the congregational assembly to vote on the start of building Phase II of the building plan. The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008.March 2008: The current debt was retired before the new loan was signed. |
| 11:01  | Continue pursuing Phase II of the building program as space is needed for a gymnasium, larger computer room, library, and etc. | 2012-13 | 2006-072007-08 | The congregational assembly voted on April 15, 2007. Phase two of the building project will break ground at the beginning of August with a completion date in February 2008..March 2008 Occupancy of the new building was granted. |
| 11:02  | Continue pursuing Phase II of the building program and address ventilation concerns at that time. | 2012-13 | 2007-08 | March 2008 Occupancy of the new building was granted. Ventilation concerns have been identified and have been addressed. |
| 11:03  | Explore options for a tone or bell system. | 2010-11 | **2009-2010** | **The bell system is being considered by the newly created Technology Board. This year the computer lab will be updated, but as other monies become available the bell system will be on the list of priorities.** |
| 11:04  | Consider posting signs throughout the building to direct guests to classrooms. | 2006-07 | **2010-2011** | **After discussions with the Board of Education, and the Board of Properties and Grounds and upon the recommendation of law enforcement officers of our school community we decided it was not wise to direct people to various classrooms around our building with signage. If people need to find a classroom they first need to check into the office and the secretary will either escort or direct guests to the correct classroom in the building.** |
| 12:01  | Continue to work at finding ways to increase salaries toward an eventual goal of 100% of district recommendations. | 2007-08 | 2007-08 | The church body formed a compensation committee. They got all parts of the district recommendations up to 100% except for the base salary which they will continue to work on. |