

**NATIONAL LUTHERAN SCHOOL ACCREDITATION  
CUMULATIVE ANNUAL REPORT/School Improvement Plan**  
(Please use this form and complete on computer.)

**Part I: Basic Information**

School: St. John's Lutheran Address: 9141 County Road 101 City, State, ZIP: Corcoran, Minnesota, 55340  
 LCMS District: Minnesota – South School email address: secretary@stjlutheran.org School Administrator: Mr. Scott Kloetzke  
 Co-accredited by (if applicable):

Date of most recent NLSA site visit: April, 2013 Report is for year (Circle one) 2014 Five-year Cycle (1) 2 3 4 Site visit  
 Seven-year Cycle 1 2 3 4 5 6 Site visit

Administrator Signature [Signature] Date 5/17/14

Governing Authority Chairperson Signature [Signature] Date 14-May-2014

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 1.

**Part II: Recommendation Report for Indicators:**

1. List any Major Deficiencies first.
2. List all recommendations made by the visiting team and a Target School Year to be addressed.
3. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
4. To move to the next column, click "Tab."
5. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
1:06	Mission & Vision more visible	2016	2013+	Reviewing current Mission
2:12	Volunteer background checks	2015		

2:18	Public use of facilities plan	2017		
3B:43	Digital learning	2015		
8	Exit signage	2014		
8	Bathroom hand washing signage	2013	2013	Hand washing signage added

Part III and Part IV are also to be completed by Ongoing Improvement schools

Part III: Recommendations made by the visiting team on the school Improvement Plan:

1. List all recommendations made by the visiting team and a Target School Year to be addressed.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
2:09	Formal written evangelism plan	2017		
3A:05	Document BOE meeting attendance	2013	2013	Updated BOE handbook with meeting attendance policy
3A:08	Define BOE meeting quorum in handbook	2014		
3A:17	School survey integrated into planning	2016		
3A:18	Develop school effectiveness metrics	2016		
3A:19	Add meeting rules to handbook	2013	2013	Added Roberts Rules of Order to handbook
3A:20	Create policy concerning staff/spouse involvement	2015		
3B:24	Add administrator credential requirements to job description	2014	2013	Credentials added to Administrator job description
3B:32	Add responsibility/accountability for staff	2016		
7B:08	Cold lunch storage	2017		
10:06	Income/expenditure reflects school philosophy	2018		
10:07	Salary base rate improvement	2018	2013+	Increased base pay 2014, not at full rate

#### Part IV: School Improvement Plan Completion Report:

1. List all strategies from the School Improvement Plan.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Goal Obj. Strategy Number	Strategy	Responsible Person or Group	Target School Year	School Year Complete	Action Taken
1:1:1	Formal Marketing Committee		2013	2013	Added formal marketing group to the BOE
1:1:2	M,V,G Marketing Committee		2013	2013+	Mission, Vision, Goals developed, and being refined
1:1:3	School SWOT analysis		2013		
1:1:4	Communication plan		2013		
1:1:5	Website Improvement		2013	2013+	Great Improvement in School Website, continually improving
1:2:1	Sister LCMS blanket plan		2014		
1:2:2	SWOT of competing schools		2014	2013	Analysis of local private/parochial schools completed
1:2:3	SWOT of sister LCMS schools		2014		
1:2:4	Grant Plan		2014		Administrator developing Grant Plan
1:3:1	Alumni Communication		2014		Developing Alumni list
1:4:1	Documented volunteer plan		2015		
1:4:2	NLSW & LCMS school/church		2015		
1:4:3	Third source funding plan		2015		
1:5:1	BOE focused fundraising plan		2016	2014	Marketing developing Golf and Gala as fundraisers
1:5:2	Improve media communication		2016		
1:5:3	Parent/teacher communication		2016		
1:6:1	Improve MN-South communication		2016		
1:7:1	Utilize synod resources		2017		
1:7:2	Public school communication		2017		

1:7:3	Cross board communication		2017		
1:8:1	Closed loop feedback		2018		
1:8:2	Community event plan		2018		
1:8:3	Internal customer reviews		2018		
2:1:1	New board member packet		2015		
2:2:1	School software structure		2014	2014+	Added Credit Card capability for school
2:3:1	Staff goals		2015		
2:3:2	BOE decision methodology		2015		
2:3:3	School year planning method		2015		
2:3:4	STJL niche		2015		
2:4:1	Employee development & rqmts		2018		
2:4:2	Staff leadership		2018		
3:1:1	Legal liabilities		2016		
3:1:2	Accounting review		2016		
3:1:3	BOE, faculty, PTL, etc. handbooks		2016		
3:1:4	BOE member policy and limitations		2016		
3:1:5	Job description review		2015		
3:2:1	Public school support		2013		
3:2:2	Calendar includes accreditation		2013	2013	Calendar of duties updated for Accreditation duties
3:2:3	School Handbook analysis		2013	2014	Creating St. Johns all staff handbook to simplify BOE handbook
3:3:1	Electronic Payment Plan		2015	2014	Credit Card payment system in place -- Vanco
3:3:2	School security		2015		
3:3:3	Future extra-curricular activities		2016		
4:1:1	Evangelism plan		2017		
4:1:2	School / church alignment		2014		
4:1:3	Offsite BOE retreat		2016		
4:1:4	Improve school reporting to cong.		2015		
4:2:1	Expenditure analysis		2013	2013	Analyzed expenses for possible cost reduction.
4:2:2	Tuition calculation methodology		2015	2014	Moving toward a market price method, rather than school cost method
4:3:1	Endowment fund improvement		2018		

4:3:2	Capital plan			2016			
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