**NATIONAL LUTHERAN SCHOOL ACCREDITATION**

 **ONGOING IMPROVEMENT CUMULATIVE ANNUAL REPORT/School Improvement Plan**

 **Part 1: Basic Information**

 School: Cross View Early Childhood Center Address: 6645 McCauley Trail City, State, Zip: Edina, MN 55439

 LCMS District: MN South School email address: ecc@crossview.net School Administrator: Jan Stockman

Report is for year (Circle one) 1 x2 3 **4x** 5 6 (Time to Re-apply) Date of most recent NLSA site visit: **March, 2009**

 **Part II: Recommendation Report: (To move to next column, click “tab”) (List any Major Deficiencies first.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard****Number** | **Visiting Team Recommendation** | **Target****Year** | **Year****Addressed** | **Action Taken** |
| A1h | Review the center’s Mission Statement and consider revision to connect the vocabulary with the church’s statement." | 2013-20145 | 2010-2011 | Mission Statement has been revised to mirror church’s new mission statement:. |
| A. | Consider revising logo and presentation materials making them more contemporary and/or designed to relate to the church logo and materials. | 2013-20145 | 2011-2012 | New logo was set up for the Early Childhood Center. The logo is going on all the materials for the Center. The marketing committee put this together to fit with the churches overall plan. |
| A.2d | Use additional ways to communicate the two statements to the congregation and the concerned families through a variety of resources including options that use current technology | 2013-20145 | 2012-2013 | Working with marketing committee to enhance the process for sharing the information. Newsletters, web page, & facebook have all been updated. |
| B1a | Develop a parent education program and coordinate with the Children’s Ministry to share the strengths of each group and reach out to the center families and congregation | 2012-20134 | 2012-2013 | We did one event this year but hope to expand to one a quarter. |
| B1j | Expand and update the resource cart with new materials such as DVDs, updates books and pamphlets. | 2012-20134 | 2012-2013 | Resources have been purchased and cart has been updated. |
| B1b | Further develop the orientation program, possibly including current families in a mentoring role. | 2012-20134 | 2012-2013 | Developing a new plan for orientation to the Center which includes individual meetings with teachers. |
| B1e | Plan and implement a volunteer program for parents. This could include the distribution of a list of volunteer opportunities for parents. | 2012-20134 |  | Parents do volunteer in a number of ways but we do not have a specific plan in place yet. |
| C1a | Discuss the merits of congregation imposing term limits on board members. | 2009-20101 | 2009-2010 | Reviewed with Church Council. Board Chair may only serve for 4 years. |
| B2e,f | Open dialogue to continue so that an appreciation can be built regarding expected wishes and time and schedule constraints. | 2012-20134 |  | On-going |
| B2g | Put together an intentional evangelism program for un-churched families. | 2013-20145 | 2012-2013 | A plan has been written and begun implementation this year.. |
| C1f,h,l,p,v | Adopt formal policy for: Abuse/Neglect policy Board policy manual Clarify the policy regarding extending calls Evaluation of director Evaluation of teachers Staff development | 2011-20123 | 2012-2013 | A board manual is in place with the evaluation and staff development policies. The congregation is currently revising the governance structure and therefore the call process will be addressed as this is completed. |
| C1o | Institute a plan to assure board visibility; reviewing at monthly meetings and assigning responsibilities | 2011-20123 | 2011-2012 |  Board names are going on all letters sent out from the Board. Board members have nametags to wear at all major events. |
| D | Ensure that classroom and staff members have secured area to store their personal belongings | 2010-20112 | 2011-2012 | Lockers were purchased and installed. Staff now have an area where they can put personal items and they can be locked away. |
| D17 | Provide a thorough description of what the Concordia Plans includes and insure that in-house benefits are explained as well. | 2009-20101 | 2009-2010 | Brochures were acquired from Concordia Plan and benefits were explained at meeting. Will look to place on annual review. |
| D7 | Create a mentoring program for new employees who will continue to acclimate the new employee into the family and relationships at Cross View. | 2012-20134 | 2012-2013 | Created a plan where each new staff will meet with a director once a month for the first 3 months and then 2 follow up visits at 3 month intervals to cover the first year. |
| E11 | Develop a behavior guidance plan used for different ages of children such as infant/young toddler who continue to bite. | 2009-20101 | 2009-2010 | Behavior/Guidance plan was revised and shared with the staff especially in regards to infant/young toddlers. Jan. ‘10 |
| F | Look into larger, professionally made signs for hallway. | 2013-20145 | 2012-2013 | Old signs have been removed and new signage is not necessary at this time. |
| F2 | Create a schedule for rotation of equipment upgrades for the classrooms and office. Schedule an annual center walk through with the board to view recent improvements and needs for improvements. | 2010-20112 | 2010-2011 | Created facility spreadsheet to use for annual walk-throughs done by the board.  |
| F4 | Monitor safety issues on the large playground equipment. | 2009-20101 | 2012-2013 | On-going; Reviewed annually at fall staff workshop |
| F4 | Purchase an appropriate cover for the sandbox. | 2011-20123 | 2012-2013 | Playground has been updated. Cover is still on hold. |
| F31 | Work on short & long range security plans. | 2011-20123 | 2010-2011 | New doors were installed with security locks. All who enter must be let in or have a key card for admittance. |
| F31 | Establish written policy and procedures for lock down situations and train staff on these policies. | 2009-20101 | 2009-2010 | Policy is written and implemented in the Center. Sept. ‘09 |
| G1v | Incorporate a plan that would address meeting the need for scope and sequence of curriculum. | 2011-20123 | 2012-2013 | We are working on this and will finalize by the end of the summer. We are waiting for the new CPH religion curriculum . |
| G1o | Develop a plan to improve the creative curriculum needs identified in the self study for continued growth for the staff. | 2011-20123 | 2011-2012 | This was a topic at the staff workshop in 2011. All staff received training.. |
| G1c | Purchase additional multi-cultural materials for the classrooms. | 2010-20112 | 2010 | Additional multi-cultural materials were purchased for each classroom. |
| E8 | Review plan and procedures for staff referrals of students with special needs to assist with their comfort level of initiating the process. | 2010-20112 | 2010-2011 | Set up workshop with staff to review steps and process for referrals. Explained resources available and had additional training from child specialists.  |
| E11 | Develop additional support for periodic challenging students with aggressive or challenging behaviors. | 2010-20112 | 2010-2011 | Addressed and discussed at staff workshop;  |
| G1x | Provide additional training for staff on creative transition strategies. | 2010-20112 | 2010-2011 | For our preparations for summer, we are having training on transition activities which will also correlate with movement and creative dramatics. |

 **TO ADD LINES TO THE TABLE FOR MORE RECOMMENDATIONS, PUT THE CURSER IN THE LAST (BOTTOM, RIGHT) BOX AND CLICK “TAB”**

 **Part III: Goal Completion Report (Parenthetical comments are samples of how the form is to be completed)**

|  |  |  |
| --- | --- | --- |
| **Number of goal. objective. strategy****(4.7.2)** | **Planned date****For Completion****(Nov. ’04)** | **Action Taken and Date It Was Taken****(Computer curriculum finished and adopted. Oct. ‘04)** |
|  |  |  |
|  |  |  |
|  |  |  |

 **Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_ (By my signature I state that each recommendation in the Visiting**

 **Team Report either has received or will receive serious consideration for action.)**

This report and the annual fee are due in the NLSA office no later than May 15. If not received by August 15, the school loses its accreditation.