NATIONAL LUTHERAN SCHOOL ACCREDITATION

**STANDARDS BASED CUMULATIVE ANNUAL REPORT/School Improvement Plan**

**(Please use this form and complete on computer.)**

**Part I: Basic Information**

School: St. Peter’s Lutheran School

Address: 5421 France Ave S. City, State, ZIP: Edina, MN 55410

LCMS District: MN South School E-mail address: info@stpetersedina.org School Administrator: Jeremy Ashley

Co-accredited by (if applicable):

****Report is for year (Circle one) 1 **2** 3 4 5 6 (Time to re-apply) Date of most recent NLSA site visit: May 4-5, 2011

**Administrator’s Signature Date** May 15, 2012

**School Board Chair’s Signature Matt Yeager Date** May 15, 2012

**(By this coming from the e-mail 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.**

**Part II: List any significant School Improvements or Changes this year: (Fill in as needed.)**

* **iPads were integrated into all elementary classrooms, including each 3rd-6th grader being assigned their own iPad for use at home and school throughout the year. Teachers also received an iPad.**
* **An access control security system was added to increase safety of students and staff.**

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

**(Parenthetical comments are samples of how the form is to be completed.)**

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| **Section****&****Standard Number** | **Visiting Team** Concern **and Recommendation** | **Target****Year** | **Year****Addressed** | **Action Taken** |
| **1:****Mission and Vision** | Saint Peter’s mission and vision is not effectively communicated to intermittent on-site visitors and those that receive only written communication (Newsletters, bulletin, email). (1, 4)**Conduct a communication audit by having someone outside the congregation seek information about St. Peter’s through a variety of modes and report on the success of communicating the mission and vision.** | **On-going** |  |  |
|  | The school mission statement is long. (1, 2, 3, 4) **Consider refreshing the mission statement or adopting a tag-line that succinctly communicates the mission in a shorter, easier to remember phrase. Utilize congregation membership, parents, and staff (church, elementary school, and ECE) in this effort so that there is complete buy-in to the new****statement and/or tag-line.** | **2013-2014** |  | **We are currently undergoing a re-visioning process and this will be addressed during that process.** **2013 – Being addressed this summer to coincide with new vision and mission for entire St. Peter’s ministry.** |
| **2A:****Relationships (School and Congregation)** | Some staff feel that there are expectations placed on them that are not in the personnel manual. (1, 2) **Revise the personnel manual to reflect all expectations of existing staff and new****hires.** | **2013** |  | **The current position descriptions accurately describe expectation, but we will be reviewing the position descriptions and Personnel Policy Manual in summer of 2013** |
|  | St. Peter’s has identified the need for the development of a missional attitude and program as they continue to reach out to the community in new and different ways. (1, 2) **Continue to work with the Minnesota South District in developing a Missional approach and incorporating this into the life of both the congregation and school.** | **On-going** | **On-going** | **2013 - We continue to be part of the district’s Matthew 19 Missional Outreach Group.** |
| **2B:****Relationships (School and Community)** | The marquee on France Ave serves as a source of invitation and information for the community who passes by the church and school. (1, 3) **Be certain that the information on this sign is quickly changed after an advertised event.** | **On-going** | **On-going** | **2013 – While outdated information is not left on the sign, the information is not rotated as often as it should be. We are looking into purchasing an electronic sign that would allow easier and more frequent changes to the messaging in the community.** |
| **2C:****Relationships (School Climate)** | The parent surveys gave various levels of feedback about the programming at St. Peter’s. (1, 4) **Study and respond appropriately to parent concerns and suggestions.** | **On-going** | **On-going**  | **The surveys have been reviewed and appropriate responses are being put into place. We intend to send out similar surveys to parents on a regular basis.** |
|  | Parents, students, and staff were given the opportunity to quantify their feelings and opinions through a survey geared to their interests. (1, 4) **Continue to regularly survey all constituents for their input.** | **On-going** | **On-going** | **We intend to send out similar surveys to parents on a regular basis.****2013 – End of the school year surveys will be sent out in June of 2013, reviewed, and used to make necessary changes.**  |
|  | ECE and elementary teaching staff have differing work times, schedules and responsibilities. This makes unity difficult. (1, 2, 3) **Continue to explore ways to build unity and culture an appreciation for one another.** | **On-going** | **On-going** | **The School Administrator is building the 2012-2013 school calendars to allow as much overlap between the ECEC and elementary. This will hopefully add to other the unity-building tactics being used.** **Regular all-staff meetings are held with the purpose of building unity and keeping everyone focused on the same goal.****2013 – More intentional time together in the Word is planned for 2013-2014.** |
| **3A:****Leadership** | Long, range/big picture planning is an important component in shaping the vision of a school, but is not a key effort at St. Peter’s Lutheran Church and School. (1) **Consider gathering key congregational and school leadership groups for regular, intentional strategic planning and strategic plan evaluation.** | **2012** | **2012-2013** | **This is happening as part of our Vision 20/20 process.****2013 – While the Vision 20/20 process is not officially completed, it has become apparent that the elementary school continues to be an important part of ministry here. Knowing this dedication still exists will help to make appropriate long-range goals for the future.**  |
|  | While the governing authority reviews policies and performs self-training, there is no formal written document to codify self-monitoring methods. (1, 4) **Expand the board self-monitoring process by codifying the specifics.** | **2014** |  |  |
| **3B:****Administration** | The leadership in securing funds and resources for the school has rightly been temporarily provided by the pastor, ministry assistant, and school board during the principal’s first year at St. Peter’s. (1, 2) **The principal has intentions to attend a conference concerning the funding of schools this coming summer. He should be encouraged to apply his newly acquired expertise as he works with others who share responsibility for funding the school.** | **On-going** | **On-going** | **The School Administrator is taking a more active role in the budgeting process as well as discussions and ideas for future funding of the school. This process is on-going.** |
| **4:****Personnel** | The administrator has not developed and implemented a written procedure for formal and informal observation and evaluations. (1, 2) **Continue with the plan to implement this for the 2011-2012 school year.** | **2012** | **2012** | **The School Administrator is developing a process to be in place for the 2012-2013 school year.** **2013 – This process will be in place to utilize beginning in fall of 2013.** |
|  | One of three full-time teachers holds membership with professional organizations. (1, 2) **Encourage staff to join a professional organization. Consider providing financial assistance for staff to join a professional organization.** | **2012** | **2012** | **It is the intention that each teacher will be a member of LEA for the 2012-2013 school year.****2013 – The teachers have shared that they don’t feel like they would utilize the benefits that come with being a member of LEA. They have been encouraged to find an organization they can become members of that would benefit them professionally.** |
|  | Staff desire additional technology training. (1, 2, 3) **Complete a comprehensive technology plan (see also Concern and Recommendation 1 of Section 6, Instruction).** | **On-going** |  | **2012 – iPads have been integrated into the classrooms. A technology plan is in the works and is slated to be complete by 2012-2013.** |
|  | Not all staff are on or eligible to be on the roster of the Lutheran Church Missouri Synod. (1) **Celebrate the fact that all staff are synodically trained once your last teacher completes her colloquy interview.** | **2011** | **2011** | **All teachers are now Called teachers.**  |
|  | The computer teacher does not have a teaching degree or state licensure. (2, 4) **Assign a degreed and licensed teacher to be the “teacher of record.” This staff member would handle classroom control, ensure standards are being met (through observation and evaluation), and be responsible for classroom safety.** | **2011** | **2011** | **iPad’s have been integrated into each classroom, so there is no longer the need for a computer lab or separate computer teacher.**  |
|  | Due to the differences in ECE and Elementary staff responsibilities and staff that have responsibilities in both areas, there appears to be an inequity in salaries. (2) **Phase in as able one salary scale that is equitable and applies to all staff.** | **On-going** | **On-going** | **At this time, a single salary schedule for both areas of the school is not feasible. Market “value” for ECEC teachers and elementary teachers is not equal and makes it difficult to make one comprehensive salary schedule.** **Being creative to work towards a unified salary schedule is on-going.** |
| **5:****Curriculum** | Parents are not involved in the actual development and implementation of the curriculum. (1, 2) **Involve parents in the curriculum adoption process.** | **2012-2013** | **On-going** | **Parents are to be surveyed as new curriculum is implemented.** |
|  | St. Peter’s does not currently have a technology plan or written technology curriculum. (1, 2, 3,4) **Establish a comprehensive technology plan which simultaneously addresses: 1. Learner outcomes; 2. Staff development; 3. Hardware acquisition.** | **2012** | **On-going** | **2012 – iPads have been integrated into the classrooms. A technology plan is in the works and is slated to be complete by 2012-2013.** |
|  | Learner outcomes from the curriculum guide are not consistently driving classroom instruction.(2, 3, 4) **The curriculum should drive instruction.** | **2013** | **On-going** | **2013 – We are working with Lynn Gehrke from Concordia University to establish a set of goals and decide how to reach those goals through a variety of methods.**  |
| **6:****Instruction** | St. Peter’s does not currently have a technology plan or written curriculum. (1, 2, 3, 4) **Establish a comprehensive technology plan which simultaneously addresses: 1. Learner outcomes; 2. Staff development; 3. Hardware acquisition.** | **2011** | **2011** | **2012 – iPads have been integrated into the classrooms. A technology plan is in the works and is slated to be complete by 2012-2013.****2013 – Although iPads are now being used, more staff development is needed so teachers can confidently integrate them throughout the day.**  |
|  | Due to enrollment, multi-age classrooms are a part of St. Peter’s. These classroom arrangements create instructional challenges and opportunities for teachers. (2, 3) **Consider providing****professional development in multi-age classroom instructional methods.** | **2012** | **2012** | **2012 – 2 of the 3 teachers present at the time of accreditation are no longer here. New set of staff are doing great with multi-age rooms.** |
| **7:****Student Services****(Food Services)** | The eating area is a multi-purpose room, which is not always clean for use after the meal time is complete. (3) **Consider having volunteers clean the floor and common use surfaces** **immediately after the meal.** | **On-going** |  | **The volunteer base of St. Peter’s is small and finding help during that time of the day is difficult. We are looking into funding a lunch helper position that would also be able to help with cleaning floors and surfaces.** |
| **7:****Student Services (Counseling and Guidance)** | The students could benefit from regularly being counseled by teachers and available counselors. (1, 2) **Consider specifically organizing the counseling services made available to students****and training provided for teachers.** | **2011** |  | **Due to having a school of under 40 children, it is not financially possible for us to offer counseling services at this time. We do have an on-site pastor who is willing to counsel families in need. The teachers also act as “unofficial” counselors when needed.**  |
| **7:****Student Services (Counseling and Guidance)** | A written procedure does not exist for dealing with the emotional, social, and psychological needs of students. (1, 4) **Establish a written procedure after investigating existing services****available for St. Peter’s students.** | **2014** |  |  |
| **7:****Student Services (Counseling and Guidance)** | Classroom communication is most effective when done with clear expectations given from administration. (1, 2, 3) **Consider establishing a set of expectations for the format, look,****and information included in classroom and school newsletters.** | **2013** |  | **Slated for 2012-2013 school year.****2013 - A communications process has been put in place to ensure communications sent out from the school are consistent in quality.**  |
| **7:****Student Services (Activities)** | The students would benefit from additional extracurricular offerings, possibly even short-term clubs led by teachers or parents. (1, 2, 4) **Explore the options for adding more extracurricular** **activities throughout the year.** | **2014** |  | **As interest and volunteers allow.****2013 – Strongly considering opportunities for teachers to offer extra-curricular activities and clubs.**  |
| **8:****Health and Safety** | Student arrival and departure procedures are currently adequate but without annual review may not be consistently executed. (2, 3) **Annually review arrival and departure procedures and** **reiterate them to constituent groups.** | **2011** | **2011** | **These procedures have since been reevaluated and areas of concern have been addressed and remedied. We feel the procedures put in place are effective and efficient.** |
| **8:****Health and Safety** | The playground has a location that requires crossing the hard play surface for access. The hard play surface is in need of repair. (1, 2, 3) **Carry through with the plan to relocate the playground and parking lot/hard play surface.** | **2014** |  |  |
| **8:****Health and Safety** | The bridge portion on playground equipment has been broken and partially repaired. (2, 3) **Repair or remove the broken structure prior to the start of the next school year.** | **2012** |  | **Repaired prior to 2012-2013 school year.**  |
| **8:****Health and Safety** | While the visiting team was on site, lawn treatments were applied to portions of the property; children were allowed access to one of these areas. (3) **Be compliant with the Parents Right****to Know Act of 2009.** | **2011** | **2011** | **Lawn treatment plan has been evaluated and communication to provider has been made to ensure this now happens after hours.**  |
| **9:****Facilities** | The church/school boards are aware of the improvements needed for the roof, playground parking lot, and air exchanger. A plan for funding has been formulated. (1, 2) **The church/school boards should keep these improvements as high priority items and attend to their implementation as soon as possible.** | **2011** | **On-going** | **These repairs are made as funds allow.****2013 – Tree trimming has been completed on and around playground area.** |
| **9:****Facilities** | Orange safety cones are currently used to section off the street from the entrance into the parking lot while the students are playing and departing from school. (1, 3) **While the self study identified this as a concern, the current arrangement is acceptable as long as proper adult supervision continues.** | **2011** | **2011** | **Proper supervision is provided to ensure child safety.** |
| **10:****Finance** | The actual per pupil cost is extremely high. (1, 2) **Explore and pursue ways to lower this****cost.** | **2011** | **2011** | **At this time, the cost cannot be lowered due to the low child to teacher ratio. It is a valid concern and is in the forefront of the minds of the School Administrator, admin staff, and the appropriate school and church boards. Evaluation of the feasibility of such a high cost per student occurs annually.** **2013 – The per pupil cost continues to be very high, but continues to be evaluated each year. The church and school continue to view the elementary school as a mission and support it financially.**  |
| **10:****Finance** | Previously unused resources may be available to help increase third source funding. (1, 2)**Explore and utilize these resources as they become available. However, we caution you about relying too heavily on this level of income and support.** | **2014** |  | **2013 – This will become more feasible as the School Administrator is freed up by the addition of the Early Childhood Assistant to the School Administrator.**  |
| **10:****Finance** | Teacher base salaries are at 95% of the district guidelines of three years ago. (2, 4) **Continue to be aware of district guidelines in relation to Saint Peter’s salary scale.** | **2011** | **On-going** | **2011 - We continue to monitor the district scale and use it as a guide for our salary grid.** **2012 – The 2012-2013 budget has allowed for a salary increase of previously frozen salaries.****2013 – Salaries will again be increased for the 2013-2014 school year.**  |
| **11:****Evaluation** | Although the self-study report indicates that the school does not analyze programs that enhance student growth on a regular basis, interviews produced evidence that this is being done on programs in existence currently. (1, 2) **The administrator should continue to monitor the utility and effectiveness of dance classes, art programs, and other present and future****programs.** | **2011** | **On-going** | **The School Administrator continues to evaluate current programs and the potential for new programs.**  |
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**TO ADD LINES TO THE TABLE FOR MORE CONCERNS AND RECOMMENDATIONS, PUT THE CURSOR IN THE LAST (BOTTOM RIGHT) BOX AND CLICK “TAB.”**