

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

(Please use this form and complete on computer.)

**Part I: Basic Information**

School: **Our Savior Lutheran School** Address: 23290 Hwy 7 City, State, Zip: Excelsior, MN 55331  
LCMS District: **MN South** School e-mail address: **fred.limmel@oslcs.org** School Administrator: Fred Limmel

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: February 23, 2010

Administrator's Signature Fred Limmel Date May 24, 2013

School Board Chair's Signature Deb Niebuhr Date May 24, 2013

(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.**

**Part II: Recommendation Report for Standards: (List any Major Deficiencies first.) (To move to the next column, click "Tab.")**

| Section & Standard Number | Visiting Team Concern and Recommendation  | Target Year | Year Addressed | Action Taken   |
|---------------------------|---|-------------|----------------|--|
| 5A:01                     | We understand the necessity to answer the standard with "no." But we do commend OSLCS for the foresight, ingenuity, and inclusiveness for including community members on the Board of Education.  |             | 2007           | Board Governing Manual and Guidelines have been adopted by the BOE. Chair, Vice-Chair, and treasurer will be a member of Our Savior Lutheran Church.   |
| 5A:06                     | The administrator's evaluation is an item that needs immediate attention. The Board of Education needs to work closely with the administrator to evaluate the current job description and develop an evaluation tool that is used annually. | 2008        | 2011           | New Board of Education Guidelines have been established. These guidelines have established clear expectations of board members, administrator, and teachers. From the Board Governing Manual, current job expectations and evaluation tools will be established. Evaluation tool of the administrator will be developed and used annually. Pastor and administrator have met informally to |

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|       |   |      |      | evaluate administrator current work load.<br>2011 New: The Board of Directors in cooperation with Pastor Zahrte has implemented a Professional Review/Growth Plan. We visited in November and will review the success of my work items in June 2011.  |
| 5A:08 | A yearly evaluation tool needs to be developed that assesses current student needs, growth, and school programs. This tool should be given to all stakeholders annually and be used to develop and assess short and long term plans for the school. | 2009 | 2010 | BOE conducted two surveys this year. This annual survey was conducted amongst preschool families. A separate tool was sent out to congregational members whether enrolled in OSLS or not.   |
| 5B:01 | The administrator needs to take steps to get his teaching license and should consider obtaining administrative licensure. The visiting team feels that all other aspects of this standard have been met.  | 2008 | 2010 | The current administrator holds a current MN Teachers License.  |
| 5B:07 | The "no" answer references the fact that the School Improvement Plan only focuses on the staff development and that the supervision and evaluation does happen on a regular basis.  | 2008 | 2010 | Dr. Dan Carlson, retired professor of Education from Crown College, St. Bonafacious, MN, conducted reviews of the faculty during the third quarter. This will become an annual exercise for our faculty.  |
| 6:02  | Continue the commitment to all faculty maintaining state licensure. It is recommended that all faculty enroll in and maintain membership in the Lutheran Education Association (LEA).   | 2008 | 2007 | All teachers were enrolled in LEA this school year. Plans are to budget LEA membership for all teachers.  |
| 6:10  | This standard is addressed in the School Improvement Plan.  |      | 2010 | A formal Curriculum Review Policy was adopted by the BOE in June 2010.  |
| 8:05  | This standard is addressed in the School Improvement Plan.  |      | 2011 | The faculty worked to identify areas where the school might enrich student's learning during the 2010-2011 school year. We partnered with Mayer Lutheran High School in order to bring Lego Robotics to campus. This STEM project was well received and OSLS formed a team at MLHS. OSLS supported an Artist in Residence program this year. One offering was Art Enrichment in the afternoon. The offering received no student support. Our third offering was Spanish Enrichment. Again, no interest. |

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|       |   |      |                                   | <p>OSLS has also partnered with District 287, MTKA to offer Summer School Classes for the Gifted. Teachers nominate students to participate under strict guidelines involving gpa and test results. Nine students were nominated from OSLS.</p> <p>OSLS also adopted the use of Children's Progress Academic Assessment in 2010-2011. This web based assessment tool allowed OSLS teachers to measure students' achievement against the MN State Standards in Reading and Math. Teachers were also then able to use the data to differentiate lessons for students thus allowing us to address some of the learning challenges students face.</p> <p>Currently we are debating moving our entire student body on to NWEA's Map Test to achieve the same kind of accountability for every student.</p> |
| 10:04 | The visiting team recommends that a written plan for handling students' emotional, social, and psychological needs be developed and included in the faculty handbook. | 2008 | 2011-2012<br><br><b>2012-2013</b> | <p>OSLS had hoped to work on this standard this school year, but did not complete it. OSLS will again strive to accomplish this standard in 2012-2013.</p> <p>OSS has not identified any materials helpful to us in addressing this standard. We have not accomplished this standard to date.</p>   |
| 10:05 | This standard directly relates to Standard 5A:08 and similar steps should be taken as addressed in that standard.   | 2009 |                                   | In progress see 5A:08   |
| 11:06 | We feel that this standard is met with the exception of the health room and we assume that in the next building phase this need will be addressed.                    | 2014 | 2011-2012<br><br><b>2013</b>      | <p>Currently there is no room available for a Health Room. As there is no building project set for the upcoming 2 years, we no longer assume that this need will be met in the next building phase. IN the mean time OSLS continues to provide health services to its students in the school office.</p> <p>The school office continues to serve our students as the health services location.</p>  |

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| 12:03 | This standard is being addressed in the School Improvement Plan  |      |                                   |  |
| 12:04 | In the team's researching it was noted that the current salary plan is at 92% of District guidelines. All efforts need to be made to bring all faculty to the current District salary guidelines. Refer to Goal 4 for additional comments. | 2012 | 2011-2012<br><br><b>2012-2013</b> | OSLS is now 73% of the MN District guidelines. While this is a concern, the congregation continues to do its best to meet the needs of its workers. A study was begun by the BOE to work toward improving this percentage, however other issues took precedence.<br><br>The Education Committee (formerly the BOE) did not follow through in address this standard in 2012-2013. |
| 12:05 | This standard is no longer viable.   |      |                                   |  |

TO ADD LINES TO THE TABLE FOR MORE CONCERNS AND RECOMMENDATIONS, PUT THE CURSOR 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 and state each goal, objective, and strategy  | Planned date for completion | Action Taken including Date   |
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| 1.1.a Our Savior Lutheran School provides the highest quality of Christ-centered education for its students by equipping them through regular evaluations of the curriculum.<br>The faculty of Our Savior Lutheran School (OSLS) establishes <i>philosophies</i> , guidelines and timelines for the evaluation and updating of all curricula.<br>The principal will establish a committee of faculty members to set guidelines and timelines for each of the areas of curricula. | 2014                        | The principal and faculty have set guidelines and timelines for each of the areas of curricula. June 2009<br>Faculty reviewed Science outcomes; recommended a new text in junior high. June 2009<br>Faculty is currently reviewing standardized testing for K-2 grade and spelling outcomes/text materials. June 2010.<br>2012 The faculty is working with NWEA trying to establish the MAPS test in our school. I believe this will be in place September 2012.<br>➤ <b>2013</b> Our Savior School is now a member of a consortium serving MN South Schools in providing students with access to the MAPS test process. Our students, parents, and teachers are excited to have this tool in our school. Beginning in September OSS hopes to begin RIT Banding our students for instruction in |

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|   |                   | <p>reading and mathematics.</p> <p>➤ <b>Our</b> faculty is finishing their work on evaluating the English Language Arts curriculum using the MN Common Core as a guideline. This is consistent with our newly established Curriculum Review Policy as stated below.</p>   |
| <p>1.2.a The Board of Education (BOE) and Our Savior Parent Teacher League (PTL) support a curriculum committee of faculty members and other educators to insure the implementation of the curriculum guidelines. Strategy A-The BOE will budget adequate resources for instructional materials.</p>  | 2010              | The Curriculum Review Policy outlines a curriculum committee. See attachment.   |
| <p>1.2.b The Board of Education (BOE) and Our Savior Parent Teacher League (PTL) support a curriculum committee of faculty members and other educators to insure the implementation of the curriculum guidelines. Strategy B-Our Savior PTL provides resources to facilitate hands-on learning experiences.</p>   | 2010              | <p>September 2009 PTL provides funding for Smart Board use in the classroom.</p> <p>2009-2010 Budget provided for the material needs of the school.</p> <p>October-Nov. \$5000 Technology Gift</p> <p>May 2010 – Third year of the Annual Fund Drive underway.</p>  |
| <p>2.1.1a As a welcoming, equipping, and sharing body of Christ, Our Savior Lutheran School desires that every child achieves success through an engaging learning environment, which includes instruction addressing both challenged and gifted students. Objective 1 The BOE hires a part-time staff person to teach those students with special education needs. Strategy A The BOE builds funding into the budget to provide for special education.</p> | 2013              | <p>2009-2010 School year has not funding for Special Education teacher at OSLS. New administrator reestablishes a working relationship with Minnetonka School District's Special Education program.</p> <p>July 2010 OSLS will appoint an "Intervention Specialist" to act as a liaison to the Minnetonka Special Education program. Intervention Specialist will work with classroom teacher to manage IEPs and teacher support as together they meet student needs.</p> <p><b>2013</b> Fred Limmel has served as the "intervention specialist" for the past three years. There will not be a staff member added to teach special education. There are no funds.</p> |
| <p>2.1.b Teachers identify a student's need for special education through classroom assessment, parent consultation, Lutheran Special Education Ministries (LSEM) evaluation, and school district evaluation.</p>   | 2012<br>2010-2011 | <p>Intervention Specialist will work with classroom teacher to identify student's who may require assessment which will be provided by the Minnetonka Special Education program. June 2010</p> <p>Teachers studied together Kelly Harmon's, "Response to Intervention: Implementing Powerful and Practical Strategies to</p>  |

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|   |                                  | Identify and Serve Students with Learning Challenges”. We have been intentional about implementing strategies all year long. (This was a live audio seminar from BER.)  |
| 2.2.a OSLS provides an engaging learning environment for gifted students. OSLS explores possibilities of providing (more) enrichment curriculum for its students.   | 2009<br>2009 – 2010<br>2010-2011 | Not being addressed at this time.<br>OSLS uses the CPAA (8:05) to identify students who may qualify for moving forward in our curriculum both in Reading and Math.  |
| 2.2.b Our Savior Lutheran faculty members seek workshops and/or college course work to develop strategies to enhance the learning of gifted students.   | 2009<br>2009-2010<br>2010-2011   | Not being addressed at this time.<br>Teachers have attended workshops at LEA and around the state that address differentiating the learning of gifted students.   |
| 2.2.c Our Savior Lutheran School explores more enrichment curriculum offerings for after school hours.  | 2009<br>2009-2010<br>2010-2011   | In 2009-2010 Lego Science and Chess did not happen. OSLS accepted an invitation to invited students who qualified to participate in an enhance summer school program for gifted children through District 287.<br>Please refer again to 8:05  |
| 2.3.a The BOE and staff identify a space in the building for special education instruction. The BOE requests the BOD to form a committee to study building utilization  | 2008<br>2009-2010                | A room for special education delivery is not necessary at this point as Minnetonka Special Education programs are only available in their buildings.  |
| 3.1.a Our Savior Lutheran School provides the highest quality of Christ-centered education for its students through the continuing education of the teaching staff so that the students are equipped to share the message of Christ’s love. (Standard 6:10, Parent and Teaching Staff Surveys)<br>Objective 1 The BOE establishes a policy to have continuing education opportunities available, including a professional library of books and materials for all teaching staff, to improve instruction and discipline. Strategy A The BOE annually budgets funds for continuing education beyond required conferences, workshops, and in-services. | 2009                             | The teachers are informed of workshops that are available at every faculty meeting. They are all encouraged to attend at least one workshop per year. All the teachers attended the LEA state conference and this year all but two teachers have attended an outside workshop. One had the workshop cancelled and is looking for an alternative. The other teacher is attending a workshop this summer. We have budgeted money for workshops and we are using our Title II money. We have designated a spot for our professional library in our multipurpose room and we have begun to purchase relevant materials. |
| 3.1.b Our Savior Lutheran School provides the highest quality of Christ-centered education for its students through the continuing education of the teaching staff so that the students are equipped to share the message of Christ’s love. (Standard 6:10, Parent and Teaching Staff Surveys)<br>Objective 1 The BOE establishes a policy to have continuing education opportunities available, including a  | 2007                             | The principal has encouraged the faculty to utilize the Title II Funds at several faculty meeting and communications.   |

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| <p>professional library of books and materials for all teaching staff, to improve instruction and discipline<br/> Strategy B The principal encourages the faculty to utilize the Title IV Funds (Continuing Education Funding) from the state of Minnesota.</p>  |                       |  |
| <p>3.1.c Our Savior Lutheran School provides the highest quality of Christ-centered education for its students through the continuing education of the teaching staff so that the students are equipped to share the message of Christ's love. (Standard 6:10, Parent and Teaching Staff Surveys)<br/> Objective 1 The BOE establishes a policy to have continuing education opportunities available, including a professional library of books and materials for all teaching staff, to improve instruction and discipline<br/> Strategy C OSLS PTL creates an annual fund to purchase professional materials for the teaching staff.</p> | 2009                  | <p>We have not as yet set aside money for the purchase of professional materials, but we did subscribe to Lutheran Portal which has professional materials and we have started a collection of professional books.</p>   |
| <p>3.2 Our Savior Lutheran School provides the highest quality of Christ-centered education for its students through the continuing education of the teaching staff so that the students are equipped to share the message of Christ's love. (Standard 6:10, Parent and Teaching Staff Surveys) Objective OSLS banks money for each of the teaching staff members towards continuing education classes each year. Teachers choosing not to use their money in a given year may bank it for up to a five year period.</p>   | 2007                  | <p>Through budget restraints and cost of LEA in the 2007-2008 school year, this objective had to be tabled.</p>  |
| <p>4.1.A<br/> Our Savior Lutheran Church and School will have stable and sustainable financial plans to assure the ongoing mission of welcoming and equipping the students of Our Savior Lutheran School and the ministries of Our Savior Lutheran Church. (Standard 12:03, Parent and Congregational Assessments)<br/> Objective 1 Church contributions, school tuition, fees,</p>  | 2007<br><br>2009-2010 | <p>BOE Guidelines and Governing Manual was a high priority of the BOE this school year. The BOE Chair, BOE treasurer representative and church treasurer are developing a plan for tuition rates.</p> <p>Cost per Student equations were developed fall of 2009 resulting in tuition increases that better meet the needs of the school and its programming goals.</p> |

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| <p>and third source funding will pay for all school expenses. Strategy A The BOE determines the cost of educating a child at OSLS each year. The BOE in cooperation with the BOD annually determines what percentage of each child's tuition OSLC will contribute. Tuition rates are set accordingly. (October 2007)</p>  |                           |   |
| <p>4.1.b Our Savior Lutheran Church and School will have stable and sustainable financial plans to assure the ongoing mission of welcoming and equipping the students of Our Savior Lutheran School and the ministries of Our Savior Lutheran Church. (Standard 12:03, Parent and Congregational Assessments) Objective 1 Church contributions, school tuition, fees, and third source funding will pay for all school expenses Strategy B The BOE establishes committees to develop annual fund drives for third source funding.</p> | <p>2007</p>               | <p>The BOE has established a Fund Raiser Covenant with school parents for third source funding. Open Forum meetings were held in the Spring 2007 to gain support from the school families.. Parents were surveyed and parents had several choices to meet their commitment.</p> <p>August 2007 an Annual Fund Drive committee was established. Bob Rogalski was contracted to consult with the committee. A data base of potential donors of present parents, grandparents, congregation members, alumni, and Thrivent member was compiled. From that data base, an appeal mailing was sent, a phon-a-thon was conducted, and a follow up letter was mailed. In its first year, the Annual Fund Drive was successful.</p> |
| <p>4.2.A Our Savior Lutheran Church and School will have stable and sustainable financial plans to assure the ongoing mission of welcoming and equipping the students of Our Savior Lutheran School and the ministries of Our Savior Lutheran Church. (Standard 12:03, Parent and Congregational Assessments) Strategy A The BOE promotes the growth of the Our Savior Lutheran School (OSLS) financial aid endowment through marketing and fundraising.</p>  | <p>2008<br/>2009-2010</p> | <p>The BOE has established plans for marketing and fundraising.</p> <p>The BOE appointed a marketing committee. They have established goals for marketing that include newspaper advertisements, flyers, posters, and website improvements. Marketing dollars have been included in the Annual Fund Drive in an effort to provide more in this area.</p>  |
| <p>4.2.B Our Savior Lutheran Church and School will have stable and sustainable financial plans to assure the ongoing mission of welcoming and equipping the</p>  | <p>2008</p>               | <p>The BOE has establishing TADS as the company to evaluate needs of families needing tuition assistance.</p>   |



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| <p>students of Our Savior Lutheran School and the ministries of Our Savior Lutheran Church. (Standard 12:03, Parent and Congregational Assessments) Strategy B The BOE establishes a committee to research outside sources for establishing needs and awarding financial aid.</p>  |                           |  |
| <p>4.2.C Our Savior Lutheran Church and School will have stable and sustainable financial plans to assure the ongoing mission of welcoming and equipping the students of Our Savior Lutheran School and the ministries of Our Savior Lutheran Church. (Standard 12:03, Parent and Congregational Assessments) Strategy C The BOE requests a donation from future church fundraisers to be used for the financial aid endowment and offers assistance with those fundraisers.</p> | <p>2009<br/>2010</p>      | <p>The annual church garage sale is donating 50% of the proceeds to the school. We are also going to be the March mission each year for the congregation as part of their "Spotlight on Mission" series.</p> <p>90 % of this year's garage sale proceeds belong to the school's fundraising efforts this spring.</p> |
| <p>4.3.3 The BOE evaluates the effect of the financial plans annually in the spring of each school year to make adjustments for the next financial budget.</p>   | <p>2007</p>               | <p>The principal and the financial planning committee proposed plans to change to a July to June Budget Calendar. The congregation has adopted this plan, beginning July 2008.</p>   |
| <p>4.3.4 The BOE and the BOD will write an objective regarding teacher salaries with regard to district guidelines</p>   | <p>2007<br/>2010-2011</p> | <p>BOE has met with the Church treasurer to discuss increasing teacher salaries to OSLCS salaries guideline as the first step toward district guidelines.</p> <p>Due to financial restraints this objective is not being met in the next budget year.</p>  |