**NATIONAL LUTHERAN SCHOOL ACCREDITATION**

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

 **Part 1: Basic Information**

 School: **St. Paul’s Lutheran School** Address: **5634 Luther Rd. SE\_\_\_\_\_** City, State, Zip\_\_**Prior Lake, MN 55372**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LCMS District\_\_**MN South**\_\_\_\_\_\_\_\_\_\_School email address\_\_**www.stpaulspriorlake.org**\_\_\_\_School Administrator\_\_**Douglas A. Mierow**\_\_\_\_\_\_\_\_\_\_\_\_

Report is for year (Circle one) 1 2 3 4 5 6 (Time To Re-apply) Date of most recent NLSA site visit **April 18-20, 2007\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Part II: Recommendation Report: (To move to next column, click “tab”)**

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| **Standard****Number** | **Visiting Team Recommendation** | **Target****Year** | **Year****Addressed** | **Action Taken** |
| 1.1 | We encourage the faculty and Board of Education to study and review different avenues to share the Philosophy of the school with the congregation, i.e. reciting “honoring Christ through excellence” at PAC meetings, chapel, and NLSW; writing a song with “honoring Christ through excellence” as its title, etc. | 2008-2009 | 2009 | The philosophy of the school is posted in each classroom, on our banner, and on our newsletters. We continue to look for areas where we can include this philosophy throughout the school and church.  |
| 1.2 | When the Philosophy of the school is reviewed again, revise these statements so they can be easily communicated to your communities. | 2007-2008 | 2007 | The philosophy of the school was revised for better clarification and to include the statement “Honoring Christ through Excellence”. Adopted 10/07 |
| 1.3 | Incorporate “honoring Christ through excellence” in the philosophy/vision statement of the school.  | 2007-2008 | 2007 | The philosophy of the school was revised for better clarification and to include the statement “Honoring Christ through Excellence”. Adopted 10/07 |
| 2.1 | The use of newsletters and other forms of print communication are useful tools to spread the word, but they are only one tool. Other tools could be incorporated such as calling trees, verbal announcements at worship and Bible study classes, etc. | 2008-2009 | 2008 | Two methods of communication will be added to the methods already in place to inform the student body of opportunities for involvement. We will be more aggressive in making verbal announcements after worship services and we will institute an email update system for families who want to be kept informed of upcoming events.  |
| 2.2 | New parents could be approached multiple times using multiple methods to strongly encourage them to become active participants in the school and congregational activities, regardless of their church affiliation. | 2008-2009 | 2009 | Weekly staff meetings are held between the church staff and principal to share upcoming activities. These church activities are included in the Friday folder. The staff is committed to sharing information about church functions to our students and families. We are also working with church staff to sponsor an all church, all school family event.  |
| 2.3 | As the school becomes more self-supporting, the school and congregation should continue to offer leadership, volunteer, and spiritual support to each other. | 2009-2010 | 2010 | Communication plan practiced and put into place to better communicate events and plans of each ministry. Work on team building and trust.  |
| 2.4 | In the future more concentrated effort could be used to assure that all new hires are either members of the congregation or are willing to become members within a specified time period. | 2007-2008 | 2008 | An addendum to the personnel manual was added that all full time new staff members must become members of the operating congregation or state why not, to the school board in writing, within 90 days of hire. Adopted 3/08 |
| 2.5 | The church and school should establish an effective written plan for evangelism to its school families who do not have a church home or do not attend regularly. This plan should include a specific implementation timeline. | 2008-2009 | 2009 | A list is compiled of those school families who list no church affiliation on their family forms. The list is given to the Pastor and elders of the congregation, who then call these families to invite them to church. The list is also given to the church secretary so all community invite opportunities can also be sent to these families.  |
| 2.6 | If this (pew cards) is deemed an effective tool for sharing information, the school should develop a similar tool. If this is not an effective tool for sharing information, a more effective tool should be designed and implemented by both the church and school. | 2009-2010 | 2010 | A card has been developed that goes into the school folders prior to new member class requesting further information on becoming members and church information.  |
| 2.7 | A plan could be designed and implemented by church and school staff whereby the school children would sing in church on at least a quarterly basis. | 2007-2008 | 2007 | A plan was devised whereby students are singing in church 4 times per year providing a good mix of preschool, grade school and staff opportunities for the enjoyment of the congregation. Adopted 1/08 |
| 3.1 | The PAC, students, and staff could undertake more community projects and announce them in the local newspaper (i.e. cleaning a park or visiting assisted living residents). | 2008-2009 | 2009 | Preschool and pre-kindergarten classes are featured in the newspaper when they go to visit the local nursing homes and shut ins. Grade school students are often featured in the newspaper for activities like the play and concerts. Each grade school class is required to do a service project. The newspaper is then contacted for coverage. Service projects are also covered in the church newsletter as well.  |
| 3.2 | The visiting team recommends allocating funds to hire lunch workers and/or a librarian. | 2010-2011 | 2011 | Due to budgetary concerns, hiring lunch workers is not feasible at this time. We do give tuition breaks for the lead lunch coordinator who also holds the food service management license with the State of Minnesota. Hiring a librarian is not an issue at this time as we no longer have a library. Space issues forced us to use the room for an additional classroom. Books have been moved in to the individual classrooms. |
| 3.3 | All written material needs to be reviewed and updated to include the non-discrimination policy. | 2007-2008 | 2007 | All written material was reviewed and updated to include the non-discrimination policy. 09/07 |
| 3.4 | The school should purchase an “enroll now” or “accepting registrations” sign for the side of the building facing Highway 13. | 2011-2012 | \*2012 | The Board of Directors is in the process of putting up a new electronic sign on the hill facing Hwy. 13. We have started a capital campaign for a building which will include a new sign. |
| 3.5 | Preschool students should become a regular part of chapel services. | 2007-2008 | 2008 | The preschool curriculum has 20 minutes of each class time devoted to Jesus, where they sing songs, have offerings, prayers, and reading from a child’s Bible or devotion book. We believe this is more beneficial to them than a formal chapel service. We recommend no change to our current operation.  |
| 3.6 | The school board and parents assigned to marketing need to continue to improve their public relations materials and methods (i.e. website design, public access channel, school brochure, etc.) | 2008-2009 | 2009 | This is an area that needs constant re-invention to keep current and fresh. The marketing committee is made up of personnel and volunteers who research, plan, and implement a variety of marketing methods to advertise the school. The website has undergone minor revisions during this year.  |
| 4.1 | The school could provide to parents the relevant and appropriate school board minutes in the Friday folder.  | 2007-2008 | 2007 | School board minutes are posted on the bulletin board outside the school office. Major upcoming decisions are communicated through the weekly newsletter and bi-monthly parent focus meetings address upcoming major issues for feedback and discussion.  |
| 4.2 | All students should attend chapel services, which may involve changing chapel times. | 2007-2008 | 2008 | The staff did not agree with this recommendation. The preschool is involved in the Christmas and Spring concerts with the rest of the school. Preschool students are invited to attend special chapels throughout the year but not on a weekly basis. It is felt that chapel themes are geared toward an older child than preschool. Preschool students have Jesus time each day in their classroom.  |
| 4.3 | The school could implement mandatory volunteer contracts for school families or hold more frequent meetings of the PAC group. | 2009-2010 | Moved | Moved to 2013/2014. We are trying to start a PTO this coming year. |
| 5a.1 | The board of education and administrator need to continue to brain storm and develop a marketing strategy for their school. | 2010-2011 | 2011 | The marketing strategy is to create a greater community presence. With the help of the Minnesota Twins we have developed a baseball field that will be used both by the school and the surrounding community. Our marketing committee is made up of board members, parents and teachers with a strategy developed and reviewed on a quarterly basis. Uniforms will be implemented for the 2011/2012 school year giving us greater community exposure. Participating in local events like parades, community fest and the local community celebrations also gives us further exposure. |
| 5a.2 | The leadership of St. Paul’s needs to determine a strategy to begin careful and detailed planning for the future of the school and congregation. | 2008-2009 | 2009 | There is school representation on the newly formed building committee and the principal is working closely with all stakeholders to formulate a plan for future growth of the building.  |
| 5a.3 | The Board of Education should continue to hold an annual day-long planning retreat, and explore resources to assist them at the retreat and throughout their terms as board members in order to effectively govern St. Paul’s Lutheran School. | 2010-2011 | 2011 | The School Board continues to hold a day long planning session each fall. The board is also developing a packet of history and information for new board members to assist them in understanding the complexities of a Lutheran school. |
| 5a.4 | The administrator should examine the files of all faculty and staff to assure that all pertinent information is on file. | 2007-2008 | 2007 | All personnel files have been examined by the administrator and are up to date. The administrator will review all files each August for updating and review.  |
| 5a.5 | When there is a need to secure a new administrator for the school, the Board of Education should seek to provide a rostered synodical worker. | 2007-2008 | 2008 | Our policy and procedure manual specifically states a rostered synodical worker will be sought before other candidates are considered. |
| 5a.6 | The faculty should study new curriculum materials each year and provide to the Board of Education a recommendation for purchase. | 2007-2012 | 2007 | The faculty as a group will study new curriculum each year and make their recommendations to the School Board for further review.  |
| 5b.1 | The administrator must adopt a teacher evaluation form that provides instructional feedback and teacher performance. | 2007-2008 | 2007 | A new evaluation form was reviewed and adopted for the 2006/2007 school year that included instructional feedback and teacher performance.  |
| 5b.2 | The files must include staff evaluations prior to the end of the 2006-2007 school year. | 2006-2007 | 2007 | Staff evaluations were given and a copy was placed in faculty personnel files by the end of the 2006/2007 school year.  |
| 5b.3 | The administrator should seek input from the staff that would enhance effective communication and evaluation. | 2007-2008 | 2007 | Representatives of the faculty at all levels formed a team to make recommendations regarding administrator communication. The team recommended no changes at this time. Recognizing that communication is a vital aspect of any organization, this area is one of ongoing change and will continue to grow and develop over the course of time and reflect those parties involved.  |
| 5b.4 | In future hiring, the school administrator should hold appropriate certification. | 2007-2008 | 2008 | A change has been made to the personnel policy regarding hiring. In future hiring for all staff positions, the minimum qualifications must be met. A change in job description for the administrator reflects the minimum qualifications of licensing. Adopted 4/08 |
| 5b.5 | In future hiring, the school administrator should be rostered. | 2007-2008 | 2008 | A change has been made to the personnel policy regarding hiring that all minimum qualifications must be met. A change in the job description for the administrator reflects the minimum qualifications of roster. Adopted 4/08 |
| 6.1 | The congregation, for future hiring practices, should seek rostered LCMS candidates. | 2007-2008 | 2008 | A change to the personnel policy that, in hiring, it is the desire of this congregation to seek teachers who are on the LCMS roster. Adopted 4/08 |
| 6.2 | Appropriate Boards and committees will draft a multi-year salary equity plan. After voter approval, the plan should be implemented. | 2009-2010 | 2010 | With current economic conditions, salary freezes have been implemented. This will be revisited during the 2010/2011 school year.  |
| 6.3 | The Board of Education should set a schedule for aligning salaries with District levels. | 2009-2010 | 2010 | With current economic conditions, salary freezes have been implemented. This will be revisited during the 2010/2011 school year.  |
| 6.4 | An evaluation tool needs to be adopted which deals directly with instruction, classroom management, etc… The evaluator, whether principal or school board member, needs to directly discuss issues dealing with instruction. | 2007-2008 | 2007 | A new evaluation form was reviewed and adopted for the 2006/2007 school year that included instructional feedback and teacher performance. |
| 6.5 | The visitation team recommends that the future hiring of teachers should meet this standard (holding a Bachelor’s degree). | 2007-2008 | 2008 | A change has been made to the personnel policy regarding hiring that all minimum qualifications must be met. A change in the job description for the administrator reflects the minimum qualifications of education. Adopted 4/08 |
| 6.6 | The governing body of the church needs to revisit this document to make the salaries more equitable. | 2009-2010 | 2010 | With current economic conditions, salary freezes have been implemented. This will be revisited during the 2010/2011 school year.  |
| 7a.1a | The school board should seek faculty input when deciding upon curriculum expectations. | 2007-2008 | 2007 | The faculty members involved in multi grade classes are included in discussions regarding the curriculum expectations for their classrooms.  |
| 7a.1b | Multi-aged classroom philosophies and the benefits of teaching specified subject areas to both grade levels should be researched. | 2007-2008 | 2008 | The faculty has designated a day for an inservice to research and discuss the pros and cons of best practices for teaching in a multi-aged classroom.  |
| 7a.2 | The teachers should be more actively involved in the selection process of curricular materials. | 2007-2008 | 2008 | The faculty as a group will study new curriculum each year and make their recommendations to the School Board for further review.  |
| 7a.3 | The curriculum mapping process should continue until all curricular areas are complete. | 2009-2010 | Moved | Core Knowledge Sequence is being implemented during the 2010/2011 school year. We a mapping a curriculum area for improvement for the next six years and will be on a rotation from then on. |
| 7b.1 | The faculty should explore different avenues to reach out to the congregation and into the community to demonstrate their faith and to provide service to congregation and community. | 2010-2011 | 2011 | With an emphasis on service, each classroom plans and participates in a servant project. The student council is working with the congregation Caring Board to share efforts to reach out to the community in need. The middle school students organized Toys for Tots drive and the third grade worked at Feed My Starving Children to package meals for children in other countries. Classrooms show their faith by planning and implementing a chapel once per year. This will expand to three times per school year in 2011. |
| 7b.2 | The memory work curriculum should be reviewed to determine any need for change. | 2008-2009 | 2009 | The memory work curriculum has been reviewed and changes will be incorporated for the 2009/2010 school year.  |
| 7c.1 | The faculty should finalize curriculum mapping for reading. | 2009-2010 | MovedSame as 7a.3 | Core Knowledge Sequence is being implemented during the 2010/2011 school year. This is being moved to that year. |
| 7c.2 | The administrator and faculty should research and implement programs such as guided reading and utilize reading level assessments (i.e. DRA, SRI, etc.) to ensure students are reading and being instructed at their reading level. | 2008-2009 | 2009 | Guided Reading, Accelerated Reader, and DRA testing has all bee implemented this year and last.  |
| 7c.3 | The administrator and faculty should research and implement reading enrichment opportunities such as Accelerated Reader. | 2008-2009 | 2009 | Accelerated Reader was implemented during the 2008/2009 school year. |
| 7d.1 | The staff needs to continue the curriculum mapping process. | 2009-2010 | MovedSame as 7a.3 | Core Knowledge Sequence is being implemented during the 2010/2011 school year. This is being moved to that year. |
| 7d.2 | Writing needs to be integrated across all curricular areas. | 2007-2008 | 2008 | The faculty has completed a review and recommendation process on the Lucy Calkins series on the teaching and implementation of a writing curriculum in elementary schools. Portions of this study will be implemented for the 2008/2009 school year.  |
| 7e.1 | Administration should budget and purchase additional math manipulatives. | 2008-2009 | 2009 | Teachers have implemented a formal method of requesting needed materials for their classrooms. Budget money has been set aside specifically for the purchase of additional manipulative materials.  |
| 7e.2 | When writing long-range plans an attempt should be made to tap into the various outside opportunities that exist which may enhance the students’ experiences with art (e.g. Art Adventure through the Minneapolis Institute of Art) and provide additional resources or funding. | 2009-2010 | 2010 | Art Adventure has been a part of our curriculum for many years. We have added a field trip at the end of this class to tie together what we learned in the classroom and what is offered at the museum. Further resources have been allocated to this program.  |
| 7g.1 | Teachers should be allowed and encouraged to combine grade level curriculums in combination classrooms to provide a stronger learning opportunity. | 2007-2008 | 2008 | Teachers in multi-grade classrooms will use the skills tests from the social studies and science curriculums to look at objectives covered and develop a curriculum that can be taught to the combined grade levels. |
| 7g.2 | Additional social study curriculum materials should be evaluated and incorporated into the curriculum. | 2009-2010 | 2010 | Additional materials have been purchased, primarily in the older grades. Further research will be done to boost materials in the lower grades.  |
| 7h.1 | A committee could be tasked with investigating the availability of outside resources and the reasonability of using those resources at St. Paul’s. | 2011-2012 | \*2012 | \*We have purchased an ad at the Lakeville Movie We Theaters to run from March 28 – Sept. 28 (28 weeks).We have continued this for 1 year. |
| 7h.2 | Responsibility for providing musical direction outside the music curriculum could be redirected on a rotating basis among the pool of faculty, staff, and volunteers. | 2007-2008 | 2007 | While we believe the staff member with the most musical ability and training should be responsible for this area, we have divided these duties to give others the opportunity to explore this area. We also hired a part time music theory teacher to assist in this area as a resource.  |
| 7i.1 | The school should explore ways to create lab space and obtain additional, updated materials. | 2013-2014 |  |  |
| 7i.2 | The possibility of expanding the science fair to younger students should be considered. | 2007-2008 | 2008 | Having a science fair in each grade each year may burn them out on the concept by the time they reach the upper grades. We alternate a science fair with an academic fair to vary the experience for our students.  |
| 7j.1 | The school and congregation need to identify ways of generating funds to build a gymnasium or evaluate other spaces to utilize for P.E. (i.e. coning off certain areas of the parking lot, upgrading the condition of the baseball field). | 2013-2014 | 2013-2014 | We have started a capital campaign that will continue for 3 years. |
| 7j.2 | Staff should determine the benefits of increasing the amount of physical education time offered weekly. | 2007-2008 | 2007 | At this time the expansion of physical education to more than a 60 minute time frame is logistically unobtainable. We are researching the feasibility of 45 minute sessions twice weekly, in addition to large motor play at recess each day. |
| 7k.1 | Administration should seek out appropriate technology training for teachers or seek a company like Computer Explorers to assist in teaching computer classes. | 2009-2010 | Moved | With new curriculum, this will be revisited.We are in the process of having one of our teachers be a trained technology person. |
| 7k.2 | Teachers should check into other schools’ technology class times to determine an appropriate amount of time for each grade level and then develop a class schedule. | 2008-2009 | 2009 | A technology schedule has been established to ensure all grade levels are given an appropriate amount of time for technology training and work time. A teacher has been assigned to oversee the technology room and coordinate hardware/software purchases. During the 2009/2010 school year we will be expanding the software library in order to give students other outlets of technology learning.  |
| 8.1 | The administrator should formulate a committee to research and identify assessments which would provide desired information to enhance teaching instruction for all learners. | 2009-2010 | 2010 | Assessments such as WRAT and ability testing have been researched and a consultant has been brought in to assist in testing and evaluation of identified students.  |
| 8.2 | Curriculum mapping should be finalized. | 2009-2010 | Same as 7a.3 | Core Knowledge Sequence is being implemented during the 2010/2011 school year. This is being moved to that year. |
| 8.3 | Teachers should be allowed and encouraged to combine grade level curriculums in combination classrooms to provide a stronger learning opportunity. | 2007-2008 | 2008 | Teachers in multi-grade classrooms will use the skills tests from the social studies and science curriculums to look at objectives covered and develop a curriculum that can be taught to the combined grade levels. |
| 9.1 | A fundraising group could be tasked with purchasing some beanbag or media seating to be incorporated in the library. | 2013-2014 | Moved | Will have our campaign drive going on now. This will be looked at a later date. |
| 9.2 | A library additions/replacements schedule could be published and shared with congregation members and school families. This schedule would communicate a prioritized list and encourage donations. | 2008-2009 | 2009 | At this time we no longer have a formal library set-up due to space issues. Each teacher has taken library shelves into the classroom and there have been many updates with our books through fundraisers. Once the formal library has been re-established an additions/replacements schedule will be set up. We will revisit this issue in the 2011/2012 year.  |
| 9.3 | To enhance the collection and provide a greater variety of reading experiences, a selection of age-appropriate periodicals should be added to the library. | 2010-2011 | 2011 | Due to space limitations we no longer have a library. Books have been moved into the classrooms according to age appropriateness. Periodical material has also been moved to the classroom. |
| 9.4 | As a professional resource for the faculty and staff, an area could be created in a central location to house a selection of professional books and periodicals. Professional resource materials should be purchased for this area. | 2010-2011 | 2011 | There is no current space to store professional resources. A site that is only visible to the staff has been added to the school website for the placement of online resources.  |
| 9.5 | As the school continues to grow it may wish to consider adding a computer to each classroom for student use during the school day. A specific fundraising group could be tasked with this goal. | 2012-2013 | 2013 | We have 40 laptop computers for students use and also have 1-2 in each classroom. |
| 9.6 | As the school continues to grow it may wish to consider adding tv/dvd/vcr equipment to each classroom. A specific fundraising group could be tasked with this goal. | 2011-2012 | \*2012 | \* The Board of Directors has set up a two year and a five year plan for a building expansion. When this happens we will incorporate all the latest technology including tv/dvd/vcr equipment. |
| 10a.1 | The administrator should include in all handbooks, the pastor’s availability to staff and students who seek guidance either personally or spiritually. | 2007-2008 | 2008 | All handbooks will include the following: “The Pastor of St. Paul’s is available to staff, students, and families as needed for personal and/or spiritual guidance. Appointments are always available and, in cases of emergency, the Pastor is available without an appointment.”  |
| 10b.1 | The faculty needs to continue to review and change procedures to insure the safety of students as they arrive and leave the facility. | 2009-2010 | 2010 | Different entrance and exits have been developed to further ensure safety and security of our students arriving and leaving the building.  |
| 10b.2 | The faculty needs to carefully study the proposed crisis plan, “walk through the plan”, create different scenarios, reevaluate the plan, educate and prepare students for practicing the plan, and then begin regularly scheduled practice of the plan. | 2007-2008 | 2007 | The crisis plan has been walked through and evaluated several times in the past year. Different crisis scenarios are practiced several times each year.  |
| 10b.3 | Some sort of notification needs to be provided whenever someone is at, or entering, the front door, and provision needs to be made so that someone will be monitoring the surveillance system at all times, i.e. surveillance screens in more than one office. | 2011-2012 | \*2012 | \*We plan to put another monitor in the school and still keep the one in the church office. We did install more cameras inside and outside the church and school building.  |
| 10b.4 | A procedure needs to be developed to make sure that this information is secure when the class is not in session. | 2007-2008 | 2007 | Student and family information is now kept in a filing cabinet or desk in the teacher’s classroom and not out in the open.  |
| 10b.5 | The Board of Trustees should be asked to develop some way to safeguard this area. (open space in front of church) | 2008-2009 | 2009 | The Board of Trustees has put a plan in place to alleviate this safety issue to be completed in the summer of 2009. |
| 10b.6 | Install a weather radio in an area where it can provide immediate warning at times of severe weather.  | 2010-2011 | 2011 \*Has been changed. | A weather radio is located in the workroom between the Pastor’s and secretary’s office to provide immediate warning of inclement weather.  |
| 10b.7 | The trustees should be asked to install sufficient lighting in the parking lot to provide additional safety. | 2012-2013 | 2013 | New parking lot lights have been installed this past year. |
| 10b.8 | Place a thermometer in the milk cooler in the fellowship hall. | 2007-2008 | 2007 | A thermometer was placed in the milk cooler for temperature regulation.  |
| 10c.1 | The administrator and Board of Education should explore other small school Federal Hot Lunch programs and determine if this program would be viable for St. Paul’s. | 2010-2011 | 2011 | The school has looked into a variety of alternative hot lunch options including hiring a registered dietician, an independent caterer and online options. The board has determined that each of these options is cost prohibitive from what we currently have. This current school year has not had an issue obtaining a steady volunteer staff under the direction of our licensed kitchen manager.  |
| 10d.1 | This program could be expanded to increase the schools visibility to the congregation and community. St. Paul’s could look into the plausibility of opening the program to public school students before and after school. This could provide a point-of-contact with families not currently served by the church and/or school and also provide an increase in the program’s revenue stream. | 2010-2011 | 2011 | At this time we do not utilize the public school busing and have no other options for providing student transportation from the public school to our facility. We will be offering Club Kids summer program to the community and congregation in our new early childhood facility this summer 2011. |
| 10e.1a | The School Board and Faculty can search out community and congregational volunteers who would be willing to share their talents with the students, i.e. artists, authors, musicians. | 2009-2010 | 2010 | Outside resources have been brought in such as local authors, military personnel, artists, and local leaders. Teachers have offered after school offerings in rocketry, drama, cooking, soccer, music, and Lego's.  |
| 10e.1b | The administration can research companies or organizations who offer educational classes for students, i.e. Watch Me Draw! And Music on the Move. | 2008-2009 | 2009 | During the 2008/2009 school year after school options like drama, Abrakadoodle, and Jr. Lego League were offered as enrichment programs for our students.  |
| 10e.2 | The administration could explore the possibility of partnering with other Christian schools to combine teams in order to have enough players with which to compete. | 2009-2010 | Moved | We will address this issue when we have enough students that want to play sports. Now most of the students play with the community programs. |
| 10e.3 | The faculty should plan more cross-grade activities. Family groups are already established for Chapel; this can be expanded to making craft projects for nursing home residents or decorating the school for Christmas. Establishing a reading buddy type of a program will also allow the older students to mentor a younger one. | 2008-2009 | 2009 | A reading buddy program has been instituted for students in grades K-6. Kindergarten students also read to preschool and pre-kindergarten students at various times throughout the year. A peer tutor program for at risk kindergarten students is currently being discussed for next school year. Preparation time for teachers is less than other schools making cross class planning time difficult to accomplish.  |
| 11.1 | The visitation team recommends researching and implementing a plan to fence the perimeter of the playground. | 2010-2011 | 2011 | The congregation of St. Paul’s Lutheran Church and School are currently seeking funds for an addition to our building. At this time we have been asked to hold off on fencing to see the outcome of a voter’s meeting this spring that could incorporate the fencing in the building plans. We have obtained bids to do the work and will proceed in the event the building program is not passed.  |
| 11.2 | The visitation team recommends placing a barrier in the driveway to prevent cars from entering the lower playground area. The School Board needs to develop a plan to address this concern, i.e. removable cones during school hours.  | 2009-2010 | 2010 | A rope line with flags have been placed across the driveway leading to the lower parking area. This area is no longer used for parking unless a handicapped situation occurs.  |
| 11.3 | The services of the local police need to be involved to see what lighting to add and where the lights should be placed. | 2011-2012 | \*2012 | Because we added more cameras inside and outside the building the security company felt we didn’t need more lights. When our building expansion happens we will then add more lighting to the parking lot. |
| 11.4 | Service projects for the students or spring clean up opportunities for the congregation members would help to eliminate the trash that gets blown around. A landscaping project can also develop the side hill along Hwy. 13 and provide an eye-catching display to attract new people.  | 2009-2010 | 2009 | St. Paul’s Lutheran Church and School has a section of Hwy 13 adopted for clean up. The students of the school used Earth Day to clean up the property and surrounding areas of litter and trash. The landscaping project has been passed to the trustees for further consideration. The city and State of Minnesota will not allow us to do anything with the hill area at this time.  |
| 11.5 | Playground equipment, specifically the tire pole and the plastic tunnel, need repair or replacement immediately. | 2007 | 2006 | The tire pole and plastic tunnel were removed immediately from the playground. All other equipment was inspected for safety.  |
| 11.6 | The trustees should investigate the issue and plan a way to dehumidify the basement and correct the problem of airflow throughout the whole building.  | 2012-2013 | Moved | Will be looked at with building expansions. |
| 11.7 | The Trustees need to check with city code to see if it is possible to put a sign closer to the road and to see if one could be placed on the opposite side of Hwy. 13. | 2011-2012 | \*2012 | \*We have already done this and are looking at adding an electronic sigh on the hillside facing Hwy 13. This will be operated from inside the church building. |
| 11.8 | A specially appointed task force needs to investigate the feasibility of adding a gymnasium onto the building. Then move forward with a building plan and capital funding program. | 2012-2013 | Moved | Under consideration with capital campaign drive that is going on now. |
| 11.9 | The Trustees need to place signs in the entrance to indicate where the school office is located. | 2008-2009 | 2009 | With expected classroom and office changes it has been determined to do a temporary sign system with arrows pointing out the offices, classrooms, common areas, and bathrooms. This will be replaced down the road with a more permanent and uniform sign method.  |
| 12.1 | The current St. Paul’s and District compensation matrices must be carefully analyzed assuring they are correct. Then a comprehensive plan must be designed and implemented that will allow St. Paul’s to meet its goal of achieving compensation equity. | 2009-2010 | 2010 | With current economic conditions, salary freezes have been implemented. This will be revisited during the 2010/2011 school year.  |
| 12.2 | The three-year income and expense projection should be revised to incorporate projections for all income sources. | 2008-2009 | 2009 | The three year income and expense projections have been revised and approved by the school Board to include all income sources.  |
| 12.3 | As an income generator, the before-and after-school program could be broadened to reach a greater number of students. | 2010-2011 | 2011 | Club Kids has added homework help after school which has increased the number of students using the after school option. Expanding the program to the community is not feasible at this time due to transportation issues. We will continue to look for other opportunities to expand this program.  |
| 12.4 | A comprehensive plan should be designed and implemented that will assure the continuing operation of the school hot lunch program in the event that it is no longer feasible to run it on an all-volunteer basis. | 2010-2011 | 2011 | Due to budgetary concerns, hiring lunch workers is not feasible at this time. We do give tuition breaks for the lead lunch coordinator that holds the food service manager license with the State of Minnesota. |

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

 **Part III:List any Other Significant School Improvements or Changes This Year: (Fill in as needed)**

 **YEAR THREE HOLDOVERS**

 **1. Although curriculum mapping for subjects taught at St. Paul’s is in progress, it is not complete for all subject areas. (Staff)**

 **Recommended Change:**

 **Curriculum Mapping has been completed in each grade level to coincide with our Core Knowledge Sequence of Learning Curriculum. Mapping is reviewed annually for**

 **changes in existing curriculum and implementation of new curriculum.**

 **2. There are significant compensation discrepancies based upon both the school’s and District’s guidelines.**

 **Recommended Change:**

 **All salaries have been reviewed along with the current salary structure. The largest discrepancies come where further education degrees have been obtained. The staff**

 **has been on a salary freeze and lower than expected compensation increases. As the economy of our school improves compensation will continue to be central focus of**

 **the School Board.**

 **Administrator’s Signature\_Douglas A. Mierow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_05/23/13 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 automatically has its

 accreditation revoked. Send to NLSA, 1333 S. Kirkwood Rd., St. Louis, MO 63122 or email to Beth.Southerland@LCMS.org.