

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

Part I: Basic Information

School: **RCLS** Address: **2619 9th Avenue, NW** City, State, ZIP: **Rochester, MN 55901**

LCMS District: **MN-S** School email address: **lyschoppers@rcls.net** School Administrator: **Corey Nelson**

Co-accredited by (if applicable):

Date of most recent NLSA site visit: **4/30-5/1, 2012** Report is for year (Circle one) **1** 2 3 4 Five-year Cycle
 Seven-year Cycle 1 2 3 4 5 6 Site visit

Administrator Signature *Corey Nelson* Date 5/28/13

Governing Authority Chairperson Signature _____ Date _____

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

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
1A	<p>1. The "Methods and Philosophy Statement" which was specifically developed for the newly structured early childhood center needs to be reviewed annually and used as a source for curriculum planning and goals and well as assessment of the program. (1, 2, 4). Recommendation: As the program grows and changes into a new view of early childhood education, all teachers who work with young children should continue to return to this unique statement to determine if it still permeates the ECDC ministry with young children.</p>	2012-2013	2012-2013	<p>It is now written into the end-of year meeting agenda that the director reviews with the staff the "Methods and Philosophy Statement". It is then used while reviewing the curriculum, handbook and report cards. It is used as well when the staff is setting goals for the following school year.</p> <p>The "Methods and Philosophy Statement" is also reviewed during orientation prior to the start of the school.</p>
1B	<p>1. Only one of the four association churches speaks of "school" as one of their vehicles for "vigorously sharing the love of Christ by word and deed." Recommendation: We suggest that leaders of the four association churches and the leadership of the school meet to review the notion that RCLS and the ECDC are mission vehicles for sharing God's love. (1,2, 3, and 4)</p>	2014-2015		
1B	<p>2. While the mission statement is adopted for all age groups of RCLS, it is not consistently used on the informal teacher to home communication of the ECDC. Recommendation: We suggest that a</p>	2012-2013	2012-2013	<p>The school-to-home letters now have the same format which includes the ECDC logo, school logo, and mission statement. This format done in Word is sent to all of the teachers to use when writing their newsletters which are then</p>

	<p>standard ECDC letterhead be developed and used by all the staff when they communicate weekly news, lesson plans, and weekly schedules. This letterhead should include the mission statement and school logo. In addition, if informal communication is structured to be completed and distributed electronically, it creates a unified, professional approach to school to home communication.</p>			<p>sent electronically unless a family has requested a paper format.</p> <p>All staff now use the same formats for their lesson planning. These formats feature the ECDC logo. Teachers using weekly schedules in addition to their lesson plans use the same format that has been written in Excel.</p>
2A	<p>1. Parent growth opportunities have been offered and have been put aside as something that cannot be done well. (1, 2) Recommendation: Survey the families to determine their specific needs and interests in regards to parent education offerings. Consider offering incentives for participation in parent education sessions.</p>	2015-2016		
2A	<p>2. Communications to parents are primarily paper-based. (2, 3) Recommendation: Increase the use of email, the school website, and social networking as a method of communicating with families. Give parents the option of choosing a preferred method of delivery.</p>	2012-2013	2012-2013	<p>Unless parents have requested otherwise, all correspondence is now done by email via Renweb. This correspondence includes classroom letters, the RCLS school newsletter, parent reminders, and illness notifications.</p>
2A	<p>3. Daily/Weekly themes and topics are not currently posted for parents to view. Recommendation: Create and display a standard ECDC lesson plan grid that shows parents the topics that will be presented for the week.</p>	2013-2014		
2B	<p>1. It is evident that not all of the four congregations' pastors view the ECDC as a ministry that could benefit from their consistent presence. (1, 2, 3) Recommendation: Intentionally invite pastors for specific opportunities to be involved in the ECDC. Communicate the joys that come from their scheduled and impromptu visits to the classrooms.</p>	2014-2015		
2B	<p>2. Names of unchurched school families are</p>	2014-2015		

	ineffectively communicated and contacted. (2) Recommendation: Design and implement an effective way to reach out to unchurched families within the school. Communicate names to the association churches in a timely fashion and ensure each family is being contacted by the appropriate congregation.				
2B	3. There is no praise and worship experience available for ECDC students and families. (1, 2, 3) Recommendation: Implement an age-appropriate praise and worship experience for ECDC students and families.	2012-2013	2012-2013		The ECDC program now has a weekly chapel service that is geared specifically for their age. The chapel is held every Tuesday at the church by the school. Chapel includes singing led by the RCLS music teacher and two junior high students. The message is given by association or LCMS church workers including pastors and DCE's. The RCLS principal is also part of the rotation. Scheduling of volunteers to do the message is done by an association pastor. Parents are invited, but chapel is attended primarily by the ECDC students.
3A	1. The director of the Early Childhood Development Center does not have sufficient time to perform the responsibilities of a director (ie curriculum leadership, marketing, supervision, staffing, licensing, accreditation). (1, 2, 4) Recommendation: The Board of Directors should find a way to have a full time director to oversee the day-to-day operations of the Early Childhood Development Center.	2014-2015			
3A	2. Staff evaluations are being done, however; evaluations are not being done for the aides. (1, 2) Recommendation: The Director and supervising teacher should evaluate all staff in the Early Childhood Development Center rooms including employees who are aides.	2013-2014			
3A	3. There is no evidence of a policy addressing the "open attendance" at board meetings and committees meetings. (1) Recommendation: The Board of Directors should develop and approve a policy addressing "open attendance" at board meetings and committee meetings.	2014-2015			

3A	<p>4. Salaries and remuneration do not currently reflect the current district recommended salary scale. (1, 2, 3) Recommendation: Continue to look for ways to increase salaries which in turn will increase morale.</p>		2014-2015			
3B	<p>1. The director is also teaching and does not have the time necessary to perform her directorial duties in a manner that is consistent with the quality of the rest of RCLS's programs. (2, 3) Recommendation: RCLS ECDC needs a full-time director that does not have additional teaching responsibilities. This would allow the ECDC to grow and function in a manner consistent with the quality expected and displayed in RCLS's other programs.</p>		2014-2015			
3B	<p>2. The director has not completed colloquy. (1, 2) Recommendation: Follow through with plan to complete colloquy process.</p>		2014-2015			
3B	<p>3. The director does not communicate regularly with the association pastors. (1, 2) Recommendation: Schedule a time to meet or communicate with the association pastors on a regular basis. This could be in combination with the current principal-pastor meetings that already occur.</p>		2013-2014			
4	<p>1. Staff in-services need topics that pertain to ECDC. (2, 4) Recommendation: We recommend that at least one in-service a year to be focused on topics specifically geared to early childhood.</p>		2014-2015			
4	<p>2. The part time teachers are not included as members of the Lutheran Education Association. Recommendation: If budgetary funds are available, the recommendation is all the lead teachers become members of an early childhood professional organization.</p>		2014-2015			

6	<ol style="list-style-type: none"> The cushioning (mats, pea gravel, sand, wood chips) materials that currently exists under climbing equipment, swings, and slides (indoor and outdoor) do not meet the National Child Safety Standards. (1, 2, 3) The outdoor sandboxes are not covered when not in use. (1, 2, 3) Recommendation: In recent history, there has not been a problem with contamination due to the sandboxes not being covered, however; research should be completed so if a problem should arise, there is a plan in place. 	2013-2014		
6	<ol style="list-style-type: none"> The outdoor play area has a variety of play surfaces but there is limited shade. (1, 2, 3.) Recommendation: Look into artificial shade options (ie awnings) which can be strategically placed throughout the playground to provide shade for the children. 	2016-2017		
6	<ol style="list-style-type: none"> All rooms are not air conditioned. (1, 2, 3) Recommendation: This should be included in the long range plans for Rochester Central Lutheran School. 	2016-2017		
7	<ol style="list-style-type: none"> The curriculum has a new-found emphasis on academic skills. This is very appealing to the parents of Rochester. Recommendation: While this emphasis is important, it is imperative to remember that young children learn academics best through active, child selected learning and centers and play is the best time to differentiate learning. 	2014-2015		

Part IV: School Improvement Plan Completion Report:

- List all strategies from the School Improvement Plan.
- List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
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