**GENERAL INFORMATION ABOUT THE SCHOOL**

**1. School:**

Name: St. James Evangelical Lutheran School Address: 108 James Street P.O. Box 315

City, State, ZIP: Northrop, Minnesota 56081

Phone: 507-436-5289 Email: sjl\_office@frontiernet.net

**Congregation(s):** *(List all operating congregations. Use a separate sheet if necessary.)*

Name, Complete Address: St. James Lutheran Church

108 James Street P.O. Box 315 Northrop, Minnesota 56075

Supporting Congregation: Zion Lutheran Church, Fraser Township

**2. School Administrator(s): Sarah M. Garcia, principal**

**3. Pastor(s): The Reverend Mr. Robert C. Trueblood**

**4. Name any agency currently accrediting your school: NLSA**

\* Attach a list of all steering and subcommittee members, indicating whether teachers, parents, etc.

\* Attach a copy of all forms of your most recent School Statistical Report.

**COMMUNITY INFORMATION**

**1. Write a brief history of the school:**

St. James Lutheran School was established in 1890 at the same time St. James congregation was formed. It was then known as St. James Lutheran Church of Rutland Township. The church building also as the school until 1903 when the first school building was erected, also in Rutland township. The pastors of the congregation were also the teachers of the school until 1913. In 1918 Theodore Metz swerved as the teacher of the school until 1956. The church and school were moved to the community of Northrop in 1940. The school grew and a need for a second classroom was seen. In 1948 the congregation adopted the plans of an architect and construction began in June. The building was dedicated in November.

In 1964 the need for a third teacher for grades one through eight was seen and a third full-time teacher was hired In 1966 Mrs. Romona Hartmann was hired as a kindergarten teacher. For the first several years kindergarten was held in the church basement. At that time, the staff consisted of two full-time teachers and a half-day kindergarten teacher.

In 1963 the school began transporting its own students with the purchase of its first van/bus. Several vans were purchased over the years, and in 1997 the school purchased two twenty­ three passenger buses to use on the morning and afternoon runs. A mini-van was kept to transport kindergarten students home and to pick up preschool student

There has been little change in the makeup of the student body in the last six years. Most of the students come from LCMS families. There have been few minority students in the school over the years. Currently there is one. While membership at St. James is not showing growth, there are a number of young families with children. Nonetheless, we are dependent upon attendance from the surrounding communities to maintain or increase our enrollment.

A nursery school was established to extend the outreach and mission of the school. It was dropped in 1987 due to a lack of students in Northrop. The pre-kindergarten program was resumed in 1991 when the numbers indicated it was feasible. The current instructor is Mrs. Heather Leiding.

In 1995, a third teacher was hired for grades one through eight once again with grades 1-3 in the lower room, grades 4-6 in the middle room, and grades 7-8 in the upper room. In 2002, a fourth teacher was added to the teaching staff. Lack of space in the current school building necessitated that grades 3-4 be housed in an off-campus location. The grades met in the Northrop City Hall which is across the street from the main school building. Upon recommendation of the Visiting Committee we have now ceased use of the off-site classroom. A decrease in enrollment forced a reduction in staff in 2008. During the following years, teachers retired and were replaced by new staff. Each year, enrollment projections are evaluated a reconfiguration of teaching staff occurs if needed.

In 2010, Principal Lieder retired and our senior teacher became interim principal for one year. During this time we called a teacher to serve as 7-8th grade teacher. After a year, we sought a qualified person to be administrator and hired this person to teach 7-8th grade and fulfill the principal duties. Our current principal is licensed by the State of Minnesota as a K-12 Principal and Superintendent of School.

The current teaching configuration os as follows: Pre-kindergarten/Kindergarten - Mrs. Heather Leiding; grades 1-2 – Mrs. Heidi Koeritz; grades 3-4-5 – Mrs. Cindy Wolter; grades 7-8 – Mrs. Sarah M. Garcia, Principal.

**2. Describe the community surrounding the school:**

Northrop has become a bedroom community to several of the larger towns and villages nearby. The village of Northrop has a population under 250. Its history was as a very small community of just a few families. This has changed very quickly. Now many of the family names which once made up over 90% of its population now make up less that 15% of the present population. Northrop's boundaries are set and there is no room to build in the community at the present time.

There are elementary students that presently live in Northrop who are members of other denominations, and many of these students attend the elementary grades in Fairmont. The high school students of Northrop attend either Martin Luther High School located in Northup or one of the four public school districts located within a few miles of Northrop. In our most recent history, the majority of our eighth grade students choose to attend Martin Luther High School located in Northrop.

The increased enrollment St. James experienced in the past decade was attributed to students enrolling in from the surrounding communities. This increase led to a demand in bussing, and we operated two buses and a route going out east and west from our school. Although our numbers have fallen, there continues to be a great deal of interest from the communities of Trimont, Truman, Fairmont, and Granada, as well as Northrop. We are unable to economically bus from all these communities, but work closely with the local bus companies and school districts. We continue to operate our own bus which maintains one route to our west. We praise God for the interest shown by families in these communities. Our challenge is to create greater interest and support within all these communities and the non-Lutherans in the community of Northrop, while remaining true to our doctrine. We do not wish to sacrifice the truth we teach for a greater mass appeal.

**3. List other significant information/factors that affect your school, its population and environment.**

Our debt to LCEF will be paid within six months. This operating debt was a significant factor in past decisions, but the elimination of it will free a thousand dollars a month for use at home. A current factor that affects the school is the significant operating debt of the congregation. This may allow us to expand our mission to include daycare in the near future, but this will require a feasibility study and careful planning. We had one daycare provider close this past year which impacted several families. We also adjusted our preschool schedule to accommodate a second home daycare provider so she could maintain her numbers while her preschool clients were at our school. Finally, we do drop off at another LCMS congregation school one of our preschoolers for afterschool daycare, and it would be in our best interest to provide such service within our own facility.

**SCHOOL ENROLLMENT INFORMATION**

**1. What is the total current school enrollment?**

Current enrollment is 42 students K-8th grade.

**2. Review your responses on the statistics report to the number of students per grade, number of special education students, students’ church membership and students’ race. Then discuss any features of your current enrollment that reveal significant or unusual information.**

We are still maintaining about the same statistical ratios as the past seven years church members

**3. List the projected enrollment for each of the next five years and your basis for the projections.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CY | K | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | Total |
| 2016 | 1 | 3 | 10 | 3 | 4 | 5 | 5 | 1 | 4 | 36 |
| 2017 | 1 | 1 | 3 | 10 | 3 | 4 | 5 | 5 | 1 | 34 |
| 2018 | 4 | 1 | 1 | 3 | 10 | 3 | 4 | 5 | 5 | 36 |
| 2019 | 1 | 4 | 1 | 1 | 3 | 10 | 3 | 4 | 5 | 32 |
| 2020 | 2 | 1 | 4 | 1 | 1 | 3 | 10 | 3 | 4 | 29 |

**4. How many children are there in families who are members of the congregation(s):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Age | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Total |
| Number | 1 | 5 | 3 | 2 | 1 | 1 | 2 | 4 | 2 | 8 | 5 | 4 | 4 | 6 | 4 | 52 |

**5. Comment on the number of children eligible to be enrolled due to space limitations. Discuss any significant or unusual features about this information.**

We do not have a space issue now that limits our student population. We would be able to accommodate a number of students at each level, if the need arose.

**STAFF INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Academic credit and continuing education units earned over last six years. | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Faculty Member | | Course or Area | | Institution or Provider | |  | Graduate Hours | CEU |  |
| S. Garcia |  | reading differentiation; reading interventions and strategies | | Inhouse staff development; McGraw Hill; Title 1 Service Coordinator | | | | 6 |  |
| S. Garcia |  | Superintendent Certificate | | St. Mary's University of MN | | | 15 |  |  |
| S. Garcia |  | K-12 Principal Certificate | | St. Mary's University of MN | | | 30 |  |  |
| H Leiding |  |  |  |  |  |  |  |  |  |
| H. Koeritz |  |  |  |  |  |  |  |  |  |
| H. Koeritz |  |  |  |  |  |  |  |  |  |
| E. Meyer |  |  |  |  |  |  |  |  |  |
| C. Wolter |  |  |  |  |  |  |  |  |  |

**INFORMATION ABOUT SUPPLEMENTAL SERVICES**

***Describe the nature and use of each service received from an outside agency. Include curriculum aids, materials for instruction (e.g., library materials, courses of study, audio-visual aids), testing and guidance services, health services, services relative to school attendance, transportation and custodial services.***

St. James Lutheran School receives support services from the Fairmont Public School District. The public health nurse employed through the public district provides clerical support on the immunization of our children and does the reporting of same to the Minnesota Department of Health. She also reports on influenza outbreaks and provides local support for other medical needs. Health screening K-8 is also provided on site by the public district. Title services are provided on site daily at zero hour by the public district. Title services are provided 1-6 grades. The title instructor provides additional support and staff development to instructional staff on an as needed basis. A formal staff development is done in reading strategies and instructional strategies by the Title Instructor once a year. Speech therapy services are also provided on site by the public district. Special education services are provided at the public school building. In addition, we are in discussions to make better use of the guidance and testing services provided by the public district. We are also collaborating on other instructional needs. The Minnesota Motor Bus company that provides transportation for the Fairmont school district also provides services to our school. Our students may also ride the Truman Bus Service bus to and from St. James Lutheran School.

**Surveys for School Constituents**

NLSA has developed survey questions that are correlated with the 7 standard areas and should be used at the beginning of a self study process. Survey questions have been developed for the following groups: Parents, Teachers, Students grades 1-3, Students grades 4-8

A school may load the questions into a survey monkey or the school’s instrument of choice and administer them to the groups as a part of their needs assessment process. Feel free to add questions to the survey but do not remove any of the questions. Prepare your reflections of survey results, in summary, from each area.

Summarize you survey information. –