

NATIONAL LUTHERAN SCHOOL ACCREDITATION
CUMMLATIVE ANNUAL REPORT/School Improvement Plan

Part I: Basic Information

School: Central Lutheran School Association of St. Paul Address: 775 Lexington Parkway N. City, State, Zip: St. Paul, MN 55104

LCMS District: Minnesota South District School e-mail address: school@clssp.org School Administrator: Jacqueline Illian

Co-accredited by (if applicable): none illian@clssp.org

Report is for year (Circle one) (1)2 3 4 (Time to Re-apply) Date of most recent NLSA site visit: April 28-30, 2010

Administrator's Signature: *Jacqueline B. Illian* Date: May 15, 2012

School Board Chair's Signature: *[Signature]* Date: May 15, 2012

(Each recommendation in the Visiting Team Report either has or will receive serious consideration for action)

This report is due to the 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.

Section & Standard Number	Part II: Recommendation Report for Standards -- Visiting Team Concern and Recommendation	Target Year	Year Addressed	Part III: Goal Completion Report - Action Taken
1:04	Consider adding a "missional" focus to the Mission, Vision and Purpose of Central Lutheran School.	2012-13		
2:03A	Consider the adoption of a policy limiting the percentage of lay (non-synodically trained) teachers on staff and establishing an expectation of colloquy within an established period of time.	2011-12	2011-12	Central Lutheran School regards the Call Process as a verifiably method to ensure that we retain knowledgeable Called Ministers of religion. Therefore Central Lutheran School will retain at a least 90% of the callable positions within Central Lutheran School as Called Ministers of Religion through the LCMS.
2:03A	Consider creation of a program to provide financial, spiritual and practical support for teachers engaged in the colloquy process. This support could involve pastors, congregations, Board of Education, and volunteers.	2010-11	2010-11	The Board of Education has established a plan that gives financial support based on a guideline given by the District. Spiritual and practical support are provided on an individual basis and according to the needs of the individual. Having more than one teacher taking the classes at a time also provides additional support.
2:09A	Consider scheduling association pastors to be in the building for a variety of activities on a scheduled basis. These activities could include, but not be limited to, leading chapel, faculty devotions, faculty Bible study, etc.	2011-12	2011-12	Pastors are scheduled each year on a rotating basis to lead chapel. In the next school year one of the pastors has offered to lead faculty bible study and others are planning to help in classrooms with religion lessons and other areas. One of the pastors is scheduled to read to students each week. The classroom teachers ask pastors to help out when they see fit.
2:09A	The pastors and outreach representatives of the congregations should connect regularly with the administration to effectively plan an outreach strategy for the school year.	2012-13		

2:B	Consider avenues that provide a voice for the people who are not on the School Board.	2011-12	2011-12	2011-12	The school board has established Town Hall meetings which are held quarterly to get be informed as well as share concerns. They also are welcome to attend board meetings, in which they can address the board during the open time for guests during the regular monthly meeting. Board members are also setting up board member family groups, where each board member communicates with a set list of school families each month.
2:C	Actively communicate Board of Education decisions using multiple media.	2011-12	2011-12	2011-12	The school board publishes it regular school board minutes, agenda and reports on line as well as on the bulletin board in the school. They are also sending out a monthly recap of the board meeting through email, couagrpints, and they are using the facebook page when applicable.
2:C	Regularly invite parents to communicate concerns and joys.	2011-12	2011-12	2011-12	The Town Hall meetings have helped to acheieve this objective.
3	The Board of Education has identified low pay as an issue for a number of years; however no formal plan with dated benchmarks has been developed. Research, develop, and implement a plan to specifically address this issue in this cycle.	2012-13			
3:03	Approve administrative job descriptions and create and implement practices which follows those policies.	2010-11	2010-11	2010-11	The March Board of Education meeting established a timeline in which the Board would approve a job description for administrative positions at it's May Board meeting.
3:11	The Board of Education is encouraged to settle on an effective administrative structure and implement it by mid-summer.	2010-11	2010-11	2010-11	The Board of Education approved an administrative sturcture in early 2011. This structure identified a principal and early childhood director.

3:11	The Board of Education is not efficient in addressing concerns as a result of getting sidetracked and potential micromanaging. The Board of Education needs to create reasonable goals and timelines in addressing issues and empower the administrator(s) to design and implement solutions.	2012-13		
3	The Board of Education is strongly encouraged to fill teaching positions with individuals from outside the immediate or extended Central Lutheran family.	2012-13		
3:11	The Central Lutheran School administrators appear to have too many roles to be effective leaders. (2, 3) Empower administrators to delegate responsibilities.	2011-2012	2011-12	CLS has made some big changes to the administrative structure. With these changes, the administrator will need to delegate responsibilities to committees and other staff/board members.
3-40	CLS is strongly encouraged to implement a structure which would designate one administrator to be responsible for the entire Central Lutheran School operation, and then put into place an organizational chart representing who reports to whom within the structure.	2010-11	2010-11	The Board of Education approved an administrative structure in early 2011. Through this process the Board identified one administrator who would be responsible for the entire school. The organizational chart is still being set and will be implemented throughout the summer.
4:02	Not all teachers are LCMS members or on LCMS roster. Create an individual plan to address these issues with strict timelines for compliance.	2010-11	2010-11	All teaching staff are members of an LCMS church. Not all teachers are on the roster. Three teachers on the K-8 staff are contracted with two of them working on colloquy. The timeline of completion of the colloquy is included in the contract. The ESC staff members are not on the roster and Board of Education is working on a solution as to how to address this concern.
4:15	Research opportunities for school (group) memberships to professional organizations to maximize cost benefits.	2010-11	2010-11	The school became a member of the Minnesota Independent School Forum. This organization gives the school a wide range of resources and trainings.

4:17	The salary schedule for teachers is significantly below district guidelines. Create and implement a plan to address this significant deficiency in both teacher and administrative compensation with specific benchmark dates.	2012-13		
4:19	Indicator 4:19 does not appear to be fully met. It states that there is training and support for current instructional technology, however there is limited evidence of current technology tools in classrooms. See Instruction recommendations 2 and 3.	2012-13		
5:09	Although there is a published scope and sequence, there is a lack of evidence that it drives instruction. Develop a plan for regular evaluation and documentation of objectives.	2011-12	2011-12	CLS is in the process of creating a document that will be used by the teaching staff to evaluate and document the objectives that are met each year. Part of the process of this evaluation will include some curriculum mapping.
5:06	Curriculum adoption is not driven by national and state standards. It is recommended that CLS start any curriculum revision by evaluation state and national standards for each curricular area.	2011-12	2011-12	Each year as the instruction materials are review, the state standards are looked at first. When we annually review the curriculum we match up the state standard with the CLS academic standard to make sure that they are all covered.
5	No foreign language is provided. Consider ways to incorporate a language into the curriculum or as an extra-curricular activity.	2012-13		
6	There are limited opportunities for gifted and talented individuals. Consider utilizing volunteer programs and/or curricular activities based on student ability levels.	2012-13		
6:16	Develop a plan to purchase and update computers and software.	2013-14		
6	Provide tools and training to be used inside each classroom to teach all areas of the curriculum. i.e. science, social studies, etc.	2013-14		

7:06	The school has no written procedures for handling students' emotional, social, and psychological needs. Develop a written plan so that staff and faculty follow the same steps when working with students' emotional, social, and psychological needs.	2012-13		
7	A recommendation from the last accreditation cycle suggested that a sink be installed in the ESC room. This has been done, however, it currently is not functional. We recommend that the sink be fixed so that it is functional.	2011-12	2011-12	The sink in the ESC room is working.
8:01	Per Indicator 8:01 "There is compliance with all federal, state, and local health and safety regulations which pertain to the following topic" is not met. Toxic chemicals are accessible to students, are not all labeled properly, and do not have Material Safety Data Sheets available. Label and store chemicals in a locked secure location without access at any time by students. Material Safety Data Sheets must be displayed in the same location as the chemicals. <u>This needs to be accomplished by June 1, 2010.</u>	2010-11	2010-11	A lock has been put on the door to the garage so that students cannot access this area. Material Safety Data Sheets are located in several areas of the building. We have also checked in with our environmental agency about this question as to MSDS sheets. They have advised us that according to OSHA we need them in the boiler room and in the office.
8	Students were observed accessing athletic supplies on multiple occasions from the garage. Consider other locations for athletic equipment in order to minimize student risk and school liability.	2010-11	2010-11	Teachers and staff are instructed to supervise all students when equipment is needed from the athletic cage. This school does not have another location in which to move the equipment.
8	The door that enters the garage (near west wing) holding cleaning supplies, gas, oil, freezer, physical education equipment, etc. doesn't have a lock. A lock has been added to this door by the end of the NLSA visiting teams visit.	2010-11	2010-11	The lock is in place and is checked regularly.

8	A first aid kit was not available on the playground during recess. Follow the policy which is established.	2011-12	2011-12	2011-12	First Aid kits are available in each wing. The first aid kits primary use on the playground is to provide gloves, face mask, and a stock of paper towels for bleeding are in the kits. All students that require band aids or further medical treatment are taken into the office where we can wash the injury and apply the appropriate bandage.
8	Chemicals in science room are locked, but not in a secure cabinet. The current cabinet is locked, but has glass in the doors and thus it is not secure. Chemicals need to be placed in an appropriate chemical storage cabinet.	2012-13			
8	Make sure the kitchen door is locked when it is not in use.	2011-12	2011-12	2011-2012	Kitchen door is locked when it is not in use.
8	Several storage room doors were unlocked during the NLSA team visit. All storage room doors must remain locked at all times because of what is stored in them.	2012-13			
8	An uninvited guest could enter the school building through the Early Childhood Education Playground entrance door. When Early Childhood Education class is not on the playground, exit door must remain locked.	2010-11	2010-11	2010-11	The preschool and ESC staff are to lock the preschool exit door to the playground when it is not in use.
8	Fire exit behind stage is a common space used for children and staff and has various items that can be potentially dangerous. Make sure items such as tools or building materials are in a locked area away from common spaces shared with students.	2012-13			
8	Children were observed crossing traffic flow to be picked up by parents. Parents were also observed parking on the wrong side of the street to drop off or pick up students. Establish and implement effective and safe dismissal procedures.	2013-14			

8	The current crisis plan is dated 2005. This plan needs to be visited annually and revised as necessary.	2011-12	2011-12	Crisis plan has been updated and will be reviewed each year at the pre-school meetings.
9	The backstop in the northwest corner of the property has apparently fallen into disuse. In its current state it is not very attractive and appealing. We encourage Central Lutheran School to either refurbish or remove this for aesthetic and possibly safety reasons.	2013-14		
9	The boiler room is lockable, but was found unlocked. Very little is stored here, but we did find buckets of floor wax and a container of asbestos which had been removed. The boiler room needs to remain locked at all times.	2010-11	2010-11	The boiler room is equipped with a lock, that needs to be locked. As discussed with the custodial staff the room will be locked when not in use. The door will be unlocked when staff are using the area to make repairs or doing general maintenance.
9	The Self-Study report has identified a need to install outdoor alarms so that classes on the playground can also be notified of fire or severe weather events. Consider installing these alarms as funds become available.	2012-13		
9	Those being dropped off for entry into the early childhood wing are "greeted" with the sight of a dumpster, other trash containers, and bagged garbage. Consider constructing a visual barrier around this area in order to create a more welcoming atmosphere.	2012-13		

9	<p>Central Lutheran School has a unique safety issue where the Fire Marshall is instructing you to keep an access gate into the early childhood playground area unlocked during school hours so this path can be used as a fire escape. However, the visiting team is concerned about a potential intruder hazard posed by the two storage sheds near the south end of this area. We recommend that you invite the St. Paul police department to conduct a safety audit of at least this area (and possibly the entire building).</p>	2011-12	2011-12	<p>Central Lutheran is working with the City of St. Paul, Community Services to work on the external and internal safety assessment.</p>
9	<p>The visiting team feels that the back and side perimeters of the stage area and the halls present a cluttered appearance. Many, most, if not all of the items in the hall have meaning for various audiences. Invite a respected third set of eyes into the building to advise Central Lutheran School on any decisions.</p>	2012-13		
10	<p>Teaching salaries are not at district guidelines. Low salaries not only impact the effectiveness of current staff but also impact the recruitment of future quality staff members. Endeavor to steadily move to MN-South district guidelines.</p>	2012-13		
10	<p>Administrators are not compensated commensurate to the level education and responsibility. Endeavor to steadily move toward reasonable administrative pay scales taking into consideration MN-South District guidelines and area public school administrator pay scales.</p>	2013-14		
10	<p>Part-time staff work more hours than those for which they are compensated. Either compensate part-time workers for actual hours worked or limit hours to accurately reflect compensation levels.</p>	2012-13		

10	Central Lutheran School presents a complicated fee structure. Consider rolling some fees into the tuition payment.	2012-13		
10	Since the departure of the Development Director, these duties are not being fulfilled. The Board of Education should determine how to meet these responsibilities.	2011-12	2011-12	The school board has hired a Director of Finance and Development to cover these duties.
10	Central is challenged by a high mortgage debt load. Pay down the debt.	2014-15		
11	Periodic review of instructional learning materials according to adopted schedule is not being followed. Follow the established rotation schedule for the revision of curriculum and instructional materials.	2012-13		
11	Formal and informal teacher evaluations need to be documented. Use informal walk-through check sheet and formal teacher evaluation report.	2010-11	2010-11	Staff evaluations on done regularly. However, the evaluations did not always make it into the staff files. The documents are being completed and placed in teachers files at the end of each year after the teachers have had their year end meeting with the principal.