Leadership

**STANDARD 3:**

The School Is Governed and Administered According to Written Policy.

**Note:** Indicators of success will be divided into two categories: governance and administration.

**Section III-A: Governance**

**OVERVIEW:**

List significant changes that have been made by your school in this area during its previous accreditation cycle.

Over the past years since our re-accreditation, the board spent much time updating things such as job descriptions of our faculty and staff, personnel manuals, and board policy guidelines. Over the course of the last 6 years, we dealt with major administrative issues, as well as wtih the suggested distribution and use of the Mabel Hoffman bequest.

**REQUIRED INDICATORS OF SUCCESS:**

Indicate whether or not the school meets the required indicators of success by circling **Yes** or **No**.

**YES**  NO \*3A:01 The operating organization designates the governing authority and has written policies clearly defining lines of authority, responsibilities and/or limitations of the governing authority.

**YES**  NO \*3A:02 The operating organization has written policies clearly defining governing authority memberships.

**YES**  NO \*3A:03 The governing authority establishes written policies or administrative limitations that empower the administration in operating the school.

**GENERAL INDICATORS OF SUCCESS:**

Evaluate the level of implementation for each of the GENERAL Indicators of Success. Tally and record your point totals for Section A and include in the grand total for Leadership.

3A:04 The governing authority provides for grievance and due-process resolution procedures.

**\_\_3\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Student Handbook

3A:05 The governing authority has clearly defined policies regarding open attendance at meetings and executive sessions.

**\_\_\_Met in Full (3) \_2\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_2\_\_\_**

COMMENTS: Not sure about policies, but we do advertise our meetings in the bulletin

3A:06 The governing authority meets regularly.

**\_\_3\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Monthly meetings

3A:07 Minutes are kept for each meeting and circulated to all governing authority.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: emailed

3A:08 Governance policies are determined at official meetings and recorded in the minutes.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_3\_\_\_\_**

COMMENTS:

3A:09 Governing authority policies are collected into a policy manual, separate from the minutes.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Policy manual

3A:10 The governing authority makes appropriate reports to the operating organization(s).

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Board reports at council and voters meetings

3A:11 Comprehensive job responsibilities and/or limitations are in place for the administrator.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Principal job description

3A:12 The governing authority receives reports from the administrator at each meeting.

**\_\_3\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Monthly Administrator reports on agenda

3A:13 The governing authority evaluates the head administrator annually based on the job description.

**\_\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_1\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_1\_\_\_**

COMMENTS: Evaluation form is created—governing authority needs to do this

3A:14 The governing authority has written policies or position descriptions clearly delineating relationships with the head administrator (and pastor[s] if appropriate).

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3A:15 Based on systematic strategic planning, the governing authority establishes written long-range goals or desired outcomes.

**\_\_\_Met in Full (3) \_\_\_Mostly Met (2) \_1\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_1\_\_\_**

COMMENTS: Yearly goals are established, but long term vision needs to improve

3A:16 The governing authority establishes policies that provide for sound budget planning and fiscal operations.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS: See November 2012 minutes

3A:17 The governing authority has in place a needs assessment process integral to school-wide systematic planning.

**\_\_\_Met in Full (3) \_\_\_Mostly Met (2) \_1\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_1\_\_\_**

COMMENTS: We do a trustees walk through for physical facility needs, but no other needs assessment is done.

3A:18 The governing authority has a process in place for evaluating the effectiveness of the school.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_3\_\_\_\_**

COMMENTS: Standardized tests, parent surveys, curriculum review

**3A:19** The governing authority has established process policies that set forth the style and rules by which the governing authority will complete its tasks and processes. (*NOTE:* In PBG these are the Self-Governance policies.)

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Board job descriptions, definition of quorum

**3A:20** Neither the governing authority nor its individual members involve themselves in the day-to-day operations management of the organization.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

**3A:21** The governing authority monitors itself for adherence to policies.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

Subtotal of points for Section III-A \_\_\_\_47\_\_\_\_\_

**Section III-B:**

**Administration**

**OVERVIEW:**

List significant changes that have been made in your school in this areas during its previous accreditation cycle.

The most significant change since our previous accreditation is the fact that St. John’s has called a new principal. Mr. Kuerschner stepped down, and was followed by Erlen Schroeder, who was our interim principal for approximately four years. Mr. Polzin was called and accepted the principal position in February, 2011.

**REQUIRED INDICATOR OF SUCCESS:**

Indicate whether or not the school meets the required indicator of success by circling **Yes** or **No**.

**YES** NO \*3B:22 The administrator demonstrates a personal Christian faith, a commitment to Lutheran education, and a dedication to the teaching ministry.

**GENERAL INDICATORS OF SUCCESS:**

3B:23 The school administrator is on the LCMS roster or is actively working toward a colloquy.

**\_\_3\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:24 The administrator holds current, appropriate state certification.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:25 The administrator has a master’s degree in education, with no less than 12 semester hours in administration or supervision, or is actively working toward such a degree. (The administrator of an early childhood center has a bachelor’s degree, with no less than 18 semester hours in early childhood education, or is actively working toward accomplishing this requirement.)

**\_\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_0\_\_Not Presently Met (0) \_\_0\_\_\_**

COMMENTS: Does not have a Masters in administration or the 12 hours

3B:26 The administrator participates in conferences and conventions that are required by the Synodical Handbook and in other appropriate conferences.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:27 The administrator is a member of the Lutheran Education Association and at least one other professional organization and regularly reads professional periodicals.

**\_3\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:28 The administrator is active in the whole educational ministry of the operating congregation.

**\_\_\_Met in Full (3) \_\_\_Mostly Met (2) \_1\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_1\_\_\_**

COMMENTS: Administrator participates in VBS, but no other **educational** ministry

3B:29 Adequate time is provided for administrative duties. The school administrator is released from teaching duties for at least one quarter of each day for every 50 students enrolled. (If administrative duties are shared, then released time should be shared.)

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:30 The administrator works together with the local public schools at every opportunity.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:31 Adequate secretarial help is available. A secretary is available for school purposes for at least 1/4 of each school day for every 50 students enrolled.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:32 Levels of responsibility and accountability are clearly defined for all support staff (secretarial, maintenance, cafeteria, transportation, etc).

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Job Descriptions—Need a Bus Driver Job Description

3B:33 The administrator consults regularly with pastor(s) and teachers individually and collectively.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: Staff Meetings

3B:34 The administrator visits each classroom and evaluates individual teacher performance at least annually. These evaluations are discussed with the teacher.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:35 The administrator provides an ongoing program of professional staff supervision for the improvement of instruction.

**\_\_\_Met in Full (3) \_\_2\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_2\_\_\_**

COMMENTS: Need additional instruction on evaluation and assessment of students

3B:36 Accurate, current files are kept for each staff member (professional and support) and each student.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:37 The administrator provides leadership in curriculum development, staff development, congregational service, public relations, student evaluation and all other school related activities. Levels of responsibility and accountability are clearly defined.

**\_\_\_Met in Full (3) \_2\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_2\_\_\_**

COMMENTS: Need improvement in public relations

3B:38 Levels of responsibility and accountability are clearly defined for all professional and volunteer staff persons.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:39 Responsibility and limitations for the development and administration of the school’s budget and finances are clearly defined.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS: See November 2012 minutes

3B:40 The administrator provides spiritual leadership for the school through word and example.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:41 The administrator relates appropriately with students of all ages.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

3B:42 The administrator relates appropriately with families.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:43 The administrator provides leadership for implementation of current educational technology—including necessary staff development and training.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_3\_\_**

COMMENTS:

3B:44 The administrator provides leadership in securing funds and resources that may include individual, private, corporate and/or governmental sources.

**\_\_\_Met in Full (3) \_2\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_\_2\_\_**

COMMENTS: Looking to secure more grants, particularly through MISF

3B:45 The administrator compiles such policies, procedures or practices as appropriate for effective communication to the various school communities into student and/or parent handbooks/manuals.

**\_3\_\_Met in Full (3) \_\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_3\_\_\_**

COMMENTS:

Subtotal of points for Section III-B \_\_61\_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS:**

A. Are all REQUIRED Indicators of Success complete and available for review? \_\_YES\_\_\_\_\_\_

B. What is your GENERAL Indicators of Success point total for Standard 3? \_\_\_\_108\_\_\_\_\_\_\_

C. Is the total for the GENERAL indicators of Success a minimum of 82 points? \_\_\_\_\_YES\_\_\_\_\_\_\_

D. Have you provided comments or explanation for proposed actions to meet any of the GENERAL Indicators of Success that have not been fully met?