

# SECTION IV: Personnel

## STANDARD 4:

### A Qualified and Competent Staff Serves the School.

#### OVERVIEW:

List significant changes that have occurred in this area over the course of your previous cycle of accreditation.

- The Board of Education continues to encourage present faculty members to become rostered. The BOE has decided that no lane changes can be made on the pay scale unless a teacher is rostered. All full time teachers who are not rostered have a spouse that is rostered -- working as a pastor, DCE, Deaconess or teacher/principal. Current tax laws make it financially difficult for these staff members to have both spouses on the roster at the same time.
- The current policy is that new teachers have to be in the process of obtaining a Minnesota Teaching license within two years of joining the staff. The newest staff members are in compliance of this policy.
- All teachers are part of LEA. Some teachers have another membership in a professional organization.
- Two of our teachers are members of the International Reading Association and the Minnesota Reading Association and one teacher is a member of Council of Exceptional Children.

#### REQUIRED INDICATOR OF SUCCESS:

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

**YES**   **NO**\*4:01 All school personnel demonstrate agreement with the stated school mission.

#### GENERAL INDICATORS OF SUCCESS:

Evaluate the level of implementation for each of the other indicators of success. Tally and record your point total at the end of this section.

4:02 All full-time faculty members are on or eligible to be on the roster of Synod.

     **Met in Full (3)**     **X**   **Mostly Met (2)**        **Rarely Met (1)**        **Not Presently Met (0)**       

COMMENTS:

We have eleven full time and one part time faculty members. Seven of the full time faculty members are on the roster. One is eligible to be on the roster and three are not eligible to be on the roster at this time. Our part time faculty member is on the roster. The newest teacher will soon begin fulfillment of the colloquy program. The Board of Education continues to encourage present faculty members to become rostered. The BOE has decided that no lane changes can be made on the pay scale unless a teacher is rostered. Two of the three teachers who are not rostered have a spouse that is rostered; working as a pastor, DCE, or teacher/principal. Current tax laws make it financially difficult for these staff members to have both spouses on the roster at the same time. The BOE provides funds for unrostered staff to take classes to become rostered. The LSEM teacher is not rostered and her salary is determined by LSEM.

4:03 Professional staff members have appropriate teaching certificate(s) from the state and meet requirements for their specific

assignments.

**Met in Full (3)**  **Mostly Met (2)**  **Rarely Met (1)**  **Not Presently Met (0)** \_\_\_\_\_

COMMENTS:

Eight of the eleven teachers are certified by the state to teach in the state of Minnesota. One teacher would have to do some student teaching to become licenced in the state of Minnesota, and has a current license from Illinois. This teacher has been on the staff for a long time and the BOE has decided to grandfather her in and does not have to get a license at this time. The BOE has adopted a policy that any new staff member must be certified to teach in the state of Minnesota within two years of being hired at St. John's Lutheran. The two newest staff members are in compliance of this policy as they were hired this past year. Both have teaching licenses from other states and will be working on obtaining their license in the State of Minnesota.

4:04 Each teacher holds a bachelor's degree.

**Met in Full (3)**  **Mostly Met (2)**  **Rarely Met (1)**  **Not Presently Met (0)** \_\_\_\_\_

COMMENTS:

100% of the teachers hold at least a bachelor's degree and four of the faculty have a Master's Degree. One teacher is working toward her Master's of Education in Technology at this time.

4:05 The average student/professional personnel ratio is appropriate for the age and level of the students and ensures optimal student growth. The number of staff members is adequate to provide effective instruction and supervision for students at all school activities.

**Met in Full (3)**  **Mostly Met (2)**  **Rarely Met (1)**  **Not Presently Met (0)** \_\_\_\_\_

COMMENTS:

The average student/professional personnel ratio is appropriate for the age and level of the students and ensures optional student growth. The number of staff persons is adequate to provide effective instruction and supervision for students at all school activities.

4:06 Support staff (e.g. teacher assistants, student teachers, nurse) meet state standards for their specific assignments.

**Met in Full (3)**  **Mostly Met (2)**  **Rarely Met (1)**  **Not Presently Met (0)** \_\_\_\_\_

Comments:

All support staff meet the state standard and guidelines of the individual employers. Our band and orchestra staff members meet the guidelines of Schmitt Music; our nurse and counselor meet the guidelines of the Osseo School District; the Dare officers have special training to teach in the classrooms.

4:07 Appropriate policies related to support staff are established and practiced.

**Met in Full (3)**  **Mostly Met (2)**  **Rarely Met (1)**  **Not Presently Met (0)** \_\_\_\_\_

COMMENTS:

There are appropriate guidelines for the teacher aides and ESP staff that are carried out in their daily contact with the staff and students. Support staff from outside sources (e.g. Schmitt Music teachers and the school nurse) implement the policies from their employer and St. John's.

4:08 Appropriate policies and training for volunteers is in place.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

The support staff members and volunteers are all trained in their respective positions. Guidelines are written by individual teachers for each position; guidelines are given to parents who supervise field trips; confidentiality issues are discussed with volunteers.

4:09 Adequate training for support staff is provided.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

The support staff members and volunteers are all trained in their respective positions. Guidelines are written by individual teachers for each position; guidelines are given to parents who supervise field trips; confidentiality issues are discussed with volunteers.

4:10 If specialists (e.g., counseling, guidance, special education, physical or occupational therapy, reading, speech) are needed by students in the school, the school provides them or makes referrals to specialist as appropriate.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

The LSEM teacher on staff services the students in need of extra help. She and the classroom teacher work cooperatively with the student and parent(s). Referrals and testing are also conducted through the public school system. A resource folder containing sources for remediation, private testing, and counseling is also available to parents and each classroom teacher. This folder is continually updated by the LSEM teacher on staff. A school counselor is provided for the upper grade students from our public school and is in the building each Monday. If other students are in need of counseling our deaconess is available and/or other resources are made available to parents in need of such services.

4:11 Academic transcripts, copies of state teaching certificates, and other necessary information about all professional personnel are kept on file in the office.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

Each teacher has a required file containing a copy of the teacher license and a portfolio. These files are located in the office and are updated annually.

4:12 Processes for teacher supervision/evaluation/professional development have been developed and are implemented by the administrator.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

Each teacher has a resource notebook that contains evaluation forms. All staff members are formally visited and evaluated by the Principal annually. The Principal also reviews each teacher's lesson plan book weekly. Each teacher has an end-of-year visit with the principal. The LSEM teacher on staff is evaluated by the Director of LSEM.

4:13 Teachers attend workshops, conferences, seminars and training appropriate to their position. LCMS rostered teachers are provided opportunities to attend LCMS events.

**Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

All rostered teachers are encouraged to attend the district convention. Each teacher is required to attend the education conference. Money is provided to attend other workshops, conferences and seminars. Various training workshops are also provided for the staff on an annual basis.

- 4:14 Each teacher demonstrates a personal relationship with Jesus Christ, and a dedication to Lutheran teaching.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

All teachers are faithful in weekly worship. They attend pastor's weekly faculty Bible study, staff daily devotions, and chapel services. All teachers are members of LCMS churches. Many teachers are active in their home congregations as youth counselors, choir members, Sunday school teachers, VBS helpers, and Bible study leaders.

- 4:15 Each teacher is a member of at least one professional organization.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS: All teachers are members of LEA. The membership for this is paid for by the school. Two of our teachers are members of the International Reading Association and the Minnesota Reading Association and one teacher is a member of the Council of Exceptional Children.

- 4:16 A program of staff development is provided wherein professional personnel have opportunities and support for professional and spiritual growth.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

Through daily devotions and weekly Bible study, the staff members are given opportunities to spiritually grow. Attending workshops, participating weekly in the Master Teacher, and the Minnesota South Teacher's Conference, allows the staff to continue to grow professionally. The Lutheran Portal is available to all teachers, so they may have professional support by the Synod.

- 4:17 A nondiscriminatory salary and benefit scale has been adopted by the board and implemented for all personnel.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

The congregation has adopted the non-discriminatory salary and benefits scale.

- 4:18 Teachers who have congregational leadership responsibilities (e.g. music, youth, part time educational agencies, athletics) are given appropriate time and compensation for those responsibilities.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

The teachers are not required to have congregational leadership responsibilities. All extra-curricular activities are on a volunteer basis and do not require a salary. The athletic director is compensated with an extra salary.

4:19 Opportunity and support are provided so all teachers are equipped in current instructional technology.

**X Met in Full (3)**    **Mostly Met (2)**    **Rarely Met (1)**    **Not Presently Met (0)**   \_\_\_\_\_

COMMENTS:

Instructional technology is available in all classrooms, computer lab, and the art/science room. A mobile projection unit is also available to staff when presentations are to be made outside of the classroom. A large screen and audio are available in the fellowship hall for large group presentations. Each classroom has a computer, printer, document camera, and Mobi-view. Wireless accessibility is available throughout the building. The faculty used an online gradebook program and the AR Universal reading program. Technology workshops have been available for staff to attend. A new technology board has been established to maintain and implement new technologies and standards. Onsite desktop support is available to all faculty and staff by a staff member who is highly accessible and has been trained through a technical college to provide this type of support. One faculty member is working on her Master's of Education Degree in technology and is providing instructional information to our staff on a weekly basis during our staff meetings.

## **ANSWER THE FOLLOWING QUESTIONS:**

- A. Is the REQUIRED Indicator of Success complete and available for review?  yes \_\_\_\_\_
- B. What is your GENERAL Indicators of Success point total for Standard 4?  52 \_\_\_\_\_
- C. Is the total for the GENERAL Indicators of Success a minimum of 36 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?   Yes