SECTION IV:

Personnel

**STANDARD 4:**

A Qualified and Competent Staff Serves the School.

**OVERVIEW:**

There has been some changeover in staff over the previous accreditation cycle. The 1st grade and 4th grade teachers have each changed twice. Two teachers have retired (K and 6). Wayne Coburn, the 4th grade teacher for half of a year passed away on New Years Day, 2010. The overall number of staff has gone down by .35 FTE due to enrollment changes.

Support staff number has not changed much. The school secretary is now full-time. The congregation has also hired a part-time business assistant. The teacher aid numbers remain the same, but they are working fewer hours in the pre-school due to decreased enrollment numbers. The Kindergarten aide is now a 5 hour per day aid to students requiring remediation or enrichment in any grade level.

**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) ☒ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_2\_\_**

 COMMENTS: One full-time teacher, Mr. Huonder, is currently not rostered. He has completed all course work for the Colloquy program and will have his final interview within the next couple of months.

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) \_\_2\_\_**

 COMMENTS: All teachers have appropriate teaching certification. The principal does not have administrator licensure in MN but does have it for Nebraska.

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

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

COMMENTS: All TLO teachers have bachelor’s degrees or beyond.

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) \_\_3\_\_**

 COMMENTS: The pre-school maintains the state licensing requirement of at least one adult for every 10 students. The current student to teacher ratio is 14.1:1.

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) \_\_3\_\_**

 Comments: Our nurse is assigned by Public School District 197. Pre-school teacher aides meet state requirements and undergo all required training and background checks. The “Aide to Students” (Grades K-8 aide) meets state requirements and undergoes training as requested.

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) \_\_3\_\_**

 COMMENTS: There is an employee handbook that includes information for support staff.

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) \_\_2\_\_**

 COMMENTS: Volunteers in leadership (BoCE and PTCO) are trained. BoCE leaders receive an operations manual and orientation. New PTCO leaders receive training from existing officers. The athletic director orients coaching volunteers. Volunteer policies are in place to protect students. TLO would benefit from consolidating policies into a volunteer manual.

4:09 Adequate training for support staff is provided.

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Support staff take part in CPR and first aid training. New support staff receives training from the principal or ESC director.

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) \_\_3\_\_**

 COMMENTS: Public School District 197 provides special education services for Trinity Lone Oak Lutheran School. Students that qualify for services ride a school bus to Pilot Knob Elementary (K-5) or Friendly Hills Middle School (6-8) to receive the services. Trinity Lone Oak also employs an aide for five hours per day that works with identified students under the direction of the classroom teacher. The aide provides both remedial and enrichment help to students.

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) \_\_3\_\_**

 COMMENTS: Employee records containing transcripts, state certificates, evaluations, and employment service histories are located in the principal’s office.

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) \_\_3\_\_**

 COMMENTS: Teachers receive an annual evaluation from the principal. Professional development opportunities include district conferences, region conferences, CPR and first aid training, LEA (every third year) and in-service training (school forest in 2012-2013).

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) \_\_3\_\_**

 COMMENTS: TLO participates in district workshops, conferences, seminars, and training.

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

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Teachers take turns leading the morning staff devotion and prayer time. Homeroom teachers each lead a chapel (with their class) per school year.

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

 **☐ Met in Full (3) ☒ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_2\_\_**

 COMMENTS: The school provides LEA membership for staff every third year to coincide with the national LEA convention. During the intervening two years, staff members are on their own to maintain LEA memberships, and some let the membership lapse until the next triennium.

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

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Staff may request financial support to attend workshops and seminars and there is generally money available for the requests that are made. Monthly staff Bible or book studies have been led by Pastor Kroonblawd. During the 2012-2013 school year, Pastor Kroonblawd has led a weekly devotion for staff.

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

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Trinity Lone Oak Lutheran Church and School has adopted the district pay scale guidelines without the 10% regional multiplier.

 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.

 **☒ Met in Full (3) ☐ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_3\_\_**

 COMMENTS: The athletic and preschool directors receive a stipend for their additional administrative responsibilities. Some staff volunteer for other congregational services, but are not required to do so.

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

 **☐ Met in Full (3) ☒ Mostly Met (2) ☐ Rarely Met (1) ☐ Not Presently Met (0) \_\_2\_\_**

 COMMENTS: Over the past two years there have been new laptops issued to teachers, a new central server, a document camera, and projectors/interactive whiteboard technology added to half of the classrooms. There has not been adequate training, resources, nor timely tech support for all of the new technologies.

**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? \_\_\_47\_\_\_\_

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\_\_\_\_