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.

Since our last accreditation, our faculty has remained intact with the exception of two positions. The principal’s position changed from a permanent position to an interim position and back again to a permanent position. Linda Knea retired from full-time teaching and is now acting as one of our “go-to” substitutes.

We have also been able to add two part-time positions in the areas of music and Spanish. It is hoped that these skills will be incorporated into new teaching positions as needs arise.

**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.

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

COMMENTS:

All teachers at St. John's Lutheran School are eligible to be on the roster of Synod, but one teacher chose to be a lay-teacher simply for tax purposes.

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

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

COMMENTS:

All faculty members of St. John's possess the appropriate teaching certificate from the State of MN. A copy of each license is on file in the office.

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

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

COMMENTS::

Each teacher has earned their Bachelor's degree or above.

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.

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

COMMENTS:

St. John's is very fortunate to have a low student-to-professional personnel ratio in each classroom. This allows our staff to provide effective instruction and supervision for our students both as a group and one-on-one instruction.

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

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

Comments:

Our support staff meets the state standards for their specific duties and assignments. Our school nurse is a licensed RN, our cook attends USDA workshops, our bus driver is licensed by the State of MN, and our custodian has his boiler license.

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

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

COMMENTS:

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

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

COMMENTS:

Volunteers are trained by the staff person that they are assisting. However, there are no written policies and training requirements in place. A draft is in works and needs to go through the proper channels for approval. This will be used beginning with the 2013-14 school year.

4:09 Adequate training for support staff is provided.

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

COMMENTS:

Our janitor has his boiler license, our nurse is a licensed RN, our bus driver has a license from the Dept. of Motor Vehicles, our secretary and Preschool aide have been trained in CPR/First Aid.

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.

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

COMMENTS:

We have a part time nurse and a counselor (beginning mid-November) that meets with the 7th and 8th graders on a weekly basis. The counselor is also available for other grade levels on an as needed basis. The Public School has allowed the Title 1 teacher to come directly into our building for students who qualify for help. Speech, Special Education, and Emotional/Behavioral services are also provided through the public school. If needed, IEP's are created for students who need them.

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

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

COMMENTS:

All academic transcripts, copies of MN teaching certificate, and other information are on file in the administrator's office.

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

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

COMMENTS: Beginning the 2012-13 school year, funds were made available for professional development.

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

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

COMMENTS: All teachers have regularly attended the MN South District Teachers' Conference and the MN South District President's Conference. Teachers are also encouraged to attend conferences and workshops specific to their area of licensure.

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

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

COMMENTS: Our teachers demonstrate a strong personal relationship with their Lord and Savior. They always demonstrate dedication and the willingness to serve God.

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

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

COMMENTS: Each teacher can choose an organization in their specialty that they would like to join.

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

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

COMMENTS: Beginning Fall of 2012, the teachers have each been given $5,000 to be used for professional and spiritual growth.

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

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

COMMENTS: The St. John's congregation is closer than they have been in the past to a salary and benefit scale but the congregation is still struggling to bring all teacher salaries to district guidelines.

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) \_2\_\_Mostly Met (2) \_\_\_Rarely Met (1) \_\_\_Not Presently Met (0) \_\_2\_\_\_**

COMMENTS: All faculty members who have congregational leadership responsibilities ranging from music to athletics, are given a stipend as compensation for their special talents. Work needs to be done in compensating these workers more reasonably.

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

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

COMMENTS: Beginning the 2012-13 school year, St. John's has new MAC computers in the computer lab, each teacher has a new Mac laptop and an iPAD. All classrooms K-8 are equipped with SMART Boards.

**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? 46

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?

There should be a policy in place for volunteers. This should include for example, background check if volunteers are left alone with the children, for the volunteers safety-signing in and out in the office (so that someone knows they are in the building in case of an emergency), emergency contact name and number of the volunteer (in case the volunteer becomes sick or is injured while working),emergency procedures (so that the volunteer would know what to do if there was a fire, intruder, etc.), etc.