

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
CUMULATIVE ANNUAL REPORT/School Improvement Plan**

(Please use this form and complete on computer.)

Part I: Basic Information

School: **St. Paul Lutheran School** Address: 201 Oxford St. City, State, ZIP: Fairmont, MN, 56031

LCMS District: Minnesota South School email address: bkube@spfairmont.org School Administrator: Brian Kube

Co-accredited by (if applicable):

Date of most recent NLSA site visit: April 26, 2015 Report is for year (Circle one) Five-year Cycle 1 2 **3** 4 Site visit
Seven-year Cycle 1 2 3 4 5 6 Site visit

Administrator Signature  Date 5/10/2018

Governing Authority Chairperson Signature _____ Date _____

This report is due in your district office no later than May 15. The district accreditation committee will review by May 20.

The annual fee is due in the NLSA office no later than October 1.

Part II: Recommendation Report for Indicators:

1. List any Major Deficiencies first.
2. List all recommendations made by the visiting team and a Target School Year to be addressed.
3. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
4. To move to the next column, click "Tab."
5. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
3A	Board Policy review	11/14	2016-2017	A section of the Board Policy have been reviewed during meeting and changes have been qualified throughout the year.
3B:14	Technology		2016-2017 2017-2018	We have upgrade our bandwidth and have started to use Google Classroom. Are in the Process of ordering Document camera for teachers and Projector for the teachers that do not have one. 30 Google Chromebooks and Google charging station were purchase and used by students in grades K-8.
3B:11	Administration is not empowered with support in the area of administrative time during the school day. Recommend allowing the administrator time per NLSA guidelines to be ¼ of the school day per 50 students enrolled in preschool through eighth grade Recommendation considering moving preschool teacher to a director/teacher position to handle all the DHS Rule 3 State licensing reporting and compliance.	2015-2016	2016 2016-2017	The current Administrator has been given the recommend time for administrative time per NLSA guidelines. The preschool Administrator for this year has been shared by several people.
3B:12	Provide PK Staff with copies of meetings		2016	PK-staff along with maintenance staff, School Secretary and Church Secretary are provided with a 3 week calendar of upcoming events everyone Monday

Part III and Part IV are also to be completed by Ongoing Improvement schools

Part III: Recommendations made by the visiting team on the school improvement Plan:

1. List all recommendations made by the visiting team and a Target School Year to be addressed.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Section & Indicator Number	Visiting Team Concern and Recommendation	Target School Year	School Year Addressed	Action Taken
2A:03	More visibility of the pastors.	2015-2016	2015-2016 2016-2017	The Pastors are still visible during the day for students have come to school events to support the students. Both pastors have are supportive of the school and its families.
4:02	College Transcripts are not placed in Personnel files. Obtain transcripts for all teachers and keep them in their professional files	2015-2016	2015-2016	Professional files of all teachers now contain transcripts.
4:02	All teachers are not licensed in the state of Minnesota. Work toward MN licensure for all Teachers	2016-2017	2016-2017	All Teachers now have their Minnesota Licensure.
4:04	No specific plan of professional development is in place. Develop a plan of specific professional development	2017-2018	2017-18	Teacher have gone to conferences and reported back to the staff what they have learned. Teacher share the best lesson plans.
4:05	There is no written documentation stating the non-discriminator salary and benefits scale. Consider developing a written salary benefits scale that is equitable for all rostered workers. Consider elimination the ⅔ multiplier per 2003 MNS District Memo	2016-2017	2017-2018	The Board of Finance is working on it and will have the non-discriminatory salary and benefits salary scales for the upcoming year. The Board Chair was new this year and working to get it finished.

Part IV: School Improvement Plan Completion Report:

1. BList all strategies from the School Improvement Plan.
2. List and date Actions Taken during this school year as well as Actions Taken in previous years of accreditation cycle.
3. To move to the next column, click "Tab."
4. To add lines to the table for more concerns and recommendations, put the cursor in the last (bottom right) box and click "tab".

Goal Obj. Strategy Number	Strategy	Responsible Person or Group	Target School Year	School Year Addressed	Action Taken
3A	Board Policy review	School Board Chairman	2015-2016	2015-2016 2016-2017	A section of the Board Policy have been reviewed during meeting and changes have been qualified throughout the year.
3B:14	Technology	Technology Committee, Classroom Teachers	2016-2017	2015-2016 2016-2017	We have upgrade our bandwidth and have started to use Google Classroom. Are in the Process of ordering Document camera for teachers and Projector for the teachers that do not have one.
4&5	Staff will receive paid memberships to LEA or another Professional organization	School Board or PTL	2016-2017	2015-2016 2016-2017	School Board did not feel this additional expense could be added to the budget at this time. alternate financing sources will need to be explored. Some of the Alternate financing have been discussed such as PTL Money, the School Gift and Memorial fund and or apply to the school endowment fund.
3B:12	Provide PK Staff with copies of meetings	Principal	2015-2016	2016-2017	PK-staff along with maintenance staff, School Secretary and Church Secretary are provided with a 3 week calendar of upcoming events everyone Monday
4:02	All teachers are not licensed in the state of Minnesota. Work toward MN licensure for all Teachers	2016-2017	2016-2017	2016-2017	All Teachers now have their Minnesota Licensure.

4:03	A volunteer orientation meeting will be set in September and a volunteer manual will be distributed at that time. All volunteers will be required to participate in orientation.	Principal, Board of Deacons	22015- 2016	2015-2016	This sounded better in theory than in practice. Volunteers are targeted according to their function- coaches are oriented at athletic meetings for their particular sports, library staff members are oriented, room volunteers are oriented by the appropriate teachers, etc. Background checks are conducted as needed and policy changes are addressed as they occur.
5:06	Our music Curriculum will be revised to include more ongoing instruction in music theory and technique. All students will be involved in a music class or activity.	Principal Board of Deacons	2015 -2016	2015-2016 2016-2017	Our Director of Music who serves the congregation on a half-time basis, and the school on a half-time basis, All students currently participate in theory classes, as well as the all-school and grade level choirs. Addition we students can take band lessons here on site with the aid of Martin Luther High School or off site with the aid of Fairmont Public School. Fairmont Public School also provides orchestra lesson off site.