

School Accreditation Face Sheet

This form is to be used for every report the national office receives from either the school or the visiting team. Copies to district offices should be in whatever form and quantities the particular district requires.

Accreditation Type: Standards I Standards II Ongoing Improvement Early Childhood Other

Date of Report: 5-28-2020

Please check type of report: The number of reports that should be sent to national office does not include the number that is required by the district.

Annual Report for School Year 2020 (copy to district office only)

Self-Study (one hard copy, CD, or e-mail report to national office; copy to district office)

Site Visit Report (school forwards two copies to national office)

Mid-Cycle Visit Report (e-mail preferred, copies to district office as directed by them)

LCMS District: **Minnesota South**

School Information:

Name: **Martin Luther High School**

Address: **315 Martin Luther Dr., PO Box 228**

City, State, ZIP: **Northrop, MN 56075**

Administrator Contact Information: Name: **Mr. Paul Steinhaus**

Phone: Home: same as cell Office: **507-436-5249**

Cell: **507-236-9488**

E-Mail: paulsteinhaus@martinlutherhs.com

Name of person preparing report: **Mr. Paul Steinhaus**

Position of person preparing report: **Principal**

Preferred contact information of person preparing report: paulsteinhaus@martinlutherhs.com

For On-Site Visit Reports include:

Name of Consultant _____

Phone: (H) _____ (O) _____ (C) _____

Name of Captain _____

Phone: (H) _____ (O) _____ (C) _____

School Action Plan for Martin Luther High School - Northrop

S & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
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LCMS District: MN South School Address: PO Box 228, 315 Martin Luther Dr., Northrop, MN 56075

E-mail: paulsteinhaus@martinlutherhs.com

Street

City

State

Zip

Date of most recent NLSA site visit: April 16-18, 2018 Captain: Cletus Pfeiffer This is year **1** 2 3 4 of the current cycle.

Date: 5/28/2020 Principal: _____ Board Chair: _____

Signature

Signature

When you submit this form as your Annual Report, please include below a narrative of any significant changes that have occurred in your school during each of the past years. This becomes a cumulative record.

Year 1: Other additional improvements to our school and community include: 2 new summer camps, advertising within the Lutheran Witness for our 3rd party coffee income, teacher evaluations were done, sub-committee formation for handbook reviews and modifications, seal coating our roof, new urinal, new drinking fountain, new windows in our entryway as well as room 101,

Year 2: This school year has seen all our Martin County Lutheran schools sitting at the table in order to discuss streamlining our approach to Lutheran Education in our community. We are getting closer to a proposal to of our engaged congregations and the MLHS delegates. COVID circumstances tied to our 19-20 school year have been successfully navigated culminating in an "outdoor movie theater" setting.

Year 3:

Year 4:

Place cursor in appropriate box and populate with information. Then use tab key to move to next box, or from the last box to add a new row.

3A:07	A current strategic plan based on a needs assessment process is not in place.	April 18, 2019	2/2019	Board and Administration	A three year strategic plan was drafted and approved.
7:05	The building is not locked during school hours.	May 7, 2018	9/2018	Administration	Timing and funding allowed us to be ready with a security system for our front door at the start of the 18-19 school year
1:06	A formal, written mentoring and onboarding	Fall	Pending	Faculty & Staff	Sub committee reviewing handbooks for

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Use this form as a cumulative report to your District Accreditation Commission and submit by May 15 of each year. You do not need to re-do the form each year, but simply add to it so that information from previous years' reports also shows. Submit this form electronically to the district office no later than May 15.

The annual fee is payable to NLSA (national office) no later than October 1 of each year.

School Action Plan for Martin Luther High School - Northrop

S & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
	process is not in place in writing.	2020	Summer 2020		board approval Fall 2020 Part of a Summer Faculty Handbook Revision Sub-committee project.
2B:05 2C:03 2C:05	There is no evidence of regular surveys being done.	Spring 2020	On-going	Board	Task Force established Summer 2019 to evaluate Martin County school culture. Surveys will be a vital part of this process. COVID has forced us to do a number of surveys over the past school year. An annual exit interview is in the works.
2C:05	The self-study raised the potential issue of staff and leadership alignment.	On-going Team Work	On-going	Everyone	Had a specific Team Building/Work in-service Fall 2019. Functional and efficient faculty meetings. During our COVID circumstances, ZOOM meetings were regular and efficient.
3A:05	The Board of Education does not evaluate the administrator in writing annually.				
3A:06	The Board of Education does not receive professional in-service for their position.				
3A:07	A needs assessment is lacking.	Spring 2020	Pending	Board	Task Force established Summer 2019 to evaluate Martin County school culture.
3A:07	A process is not in place to evaluate the effectiveness of the school and to put in place long range planning.	Spring 2020	Pending	Board	Task Force established Summer 2019 to evaluate Martin County school culture.
3A:08 3B:08	Annual audits are not being done.	2020	Pending	Board	We are looking into this process in the hopes of having a 2020 audit team assembled and working.

School Action Plan for Martin Luther High School - Northrop

S & Indicator #	Self-Study Concerns & Strategies	Target Yr	Yr Addressed	Responsible Party	Action Taken
3B:02	The principal does not have a masters degree in education.				
3B:06	Audits are not being done.	2020	Pending	Board	We are looking into this process in the hopes of having a 2020 audit team assembled and working.
4:03	The lack of a current written strategic plan calls into question the overarching vision for individual and school growth.	Fall 2019	On-going	Board, Administration, Faculty, & Staff	2019 3 year strategic plan implemented 2019 new Mission and Vision statements adopted 2019 Student handbook revised. 2020 MCLE Task Force wrapping up a proposal to be presented to the Lutheran Schools governing structures.
5:03	Curriculum alignment in not in place and current.				
5:04	Curriculum mapping to delineated standards is missing.				
6:04	Emergency drills are lacking.	2018	18-19	Administration, Faculty, Staff	Mrs. Amanda Bergt along with Mrs. Laurie Quinn shouldered the responsibility of regular emergency drills.
6:04	Not all spaces have evacuation plans posted.	2018	2018	Administration	New signs were posted where they were lost, or removed.

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2019-2023 MLHS Strategic Plan

	initiated	completed
A. Financial		
1. Have our role (purpose) within our churches and community re-evaluated by our delegates and our association.	2019	MCLE
2. Restructure our financial plan.	2019	MCLE
3. Research 3 rd Party Income.		
a. Coffee	2019-	on-going
b. Rummage Sale House		
c. Day Care	2019	MCLE
d. products from the greenhouse	2020	pending
B. Academic and Athletic		
1. Explore a Robotics Component to be added to our technology class.	2019-	
2. Explore Consumer (Stewardship) Math as a graduation requirement.	2020	
3. Promote "unity" of our area Lutheran Schools including shared teaching resources: science, art, spanish, etc.	2019	MCLE
4. Develop our "CER" program.	2019-	pending
5. Develop a eSports program.	2020	pending
6. Research the addition of a Speech & Debate Team.	2019	2020 speech only
7. Finish Greenhouse as a year-round usable classroom.	2017	2020-2021
C. Communications		
1. Generate an online enrollment process as well as streamline our existing process.	2020	2020
2. Reach a larger community with our message. (undefined parameters & undetermined budget impact)		
3. Update policy handbooks: student/parent, staff, and curriculum.	2019 summer 2020 Faculty/staff	2019 Student/Parent
4. Annual surveys to students and parents.		
D. Board Level		
1. Establish President's Advisory Committee.	2020	pending
2. Develop Administrator Evaluation Process.	2020	pending
3. Re-Write our Mission and Vision Statements with our target audience at the center.	June, 2019	2019
Area Lutheran Schools Task Force (MCLE - Martin Co. Lutheran Education) will help us Determine our course of action as it pertains to the school(s) ministry in Martin County. MLHS Task Force representatives includes Brent, Jason, Brenda, & Paul		
	2019-	2020-2021