

NATIONAL LUTHERAN SCHOOL ACCREDITATION FACE SHEET

This form is to be used for every report that 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:

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

 Annual Report For School Year _____
(copy to district office only)

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

X On-Site Visit Report
(three hard copies to district office;
they will forward two to national office)

 Mid-Cycle Visit Report
(one report to national office, e-mail preferred)
(copy to district office)

 Other: _____

LCMS district: MN South

NLSA accreditation is dual with or reciprocal to _____

School Information:

Name: Our Savior Lutheran School

Address: 23290 Highway 7

City, State, ZIP: Excelsior MN 55331

Administrator Contact Information:

Name: Fred Limmel

Phone: Home: _____ Office: 952-474-5181 x219
Cell: _____

E-Mail: fred.limmel@oslcs.org

Name of person preparing report:

Position of person preparing report:

Preferred contact information of person preparing report:

For on-site visit reports include:

Name of Consultant: Cletus Pfeiffer

Phone: (H) 507-252-0300 (O) 507-319-7697 (C) 507-319-7697

Name of Captain: Joel Witt

Phone: (H) 507-412-0821 (O) 507-334-7982 (C) 507-412-0821

STANDARDS AND THEIR INDICATORS OF SUCCESS
and
Minimum Standards for EXEMPLARY SCHOOL STATUS

Standard	Required Indicators Met	Total Pts. Possible	Points Earned	Points Needed	%
I	YES	21	20	14	95.24%
II	YES	93	91	62	97.85%
III	YES	123	109	82	88.62%
IV	YES	54	51	36	94.44%
V	YES	30	29	20	96.67%
VI	YES	45	40	30	88.89%
VII	YES	45	43	30	95.56%
VIII	YES	18	16	12	88.89%
IX	YES	30	27	20	90.00%
X	YES	27	24	18	88.89%
XI	N/A	21	21	14	100.00%

Average Percentage

93.19%

This must be at least 90% to trigger Exemplary School Status consideration.

NLSA Visiting Team Report
Ongoing Improvement Process

April 7-8, 2014



Our Savior Lutheran School

23290 Highway 7

Excelsior, MN 55331

(952)474-5181

www.oslcs.org



Forward

Becoming accredited is a strenuous process. Our Savior Lutheran School and its administration are to be highly commended for their efforts in this accreditation process. The self-study document and the various arrangements for the accreditation team were done very well. It is the hope and prayer of the members of the visiting team that the enclosed document is one that is accurate and helpful for the continued improvement of Our Savior Lutheran School.

The committee hereby expresses sincere gratitude to the faculty, staff, and students at Our Savior Lutheran School for the opportunity to serve on the visiting team and for the many kindnesses shown to us during our visit. Each of us on the committee has grown as a result of the experience.

Our Savior Lutheran School obviously is a good school. This was reflected not only in your self-study but also in the comments and observations of the visiting team. We were delighted with the whole climate of Our Savior Lutheran School. The school speaks out for the Christian faith to the students and to the community very effectively.

This report is carefully written and includes specific recommendations that should be considered seriously by the school and the supporting congregations. Not every suggestion needs to be followed, but each should be considered.

The three members of the visiting team worked together as one team, but each member assumed the responsibility to examine in-depth several standards. This report combines the talent of all members of the team and of the committees. The report has been written and edited by the team as a whole, with only minor editing done by the team captain.

The team captain, the consultant, and the team member pledge their continued support and assistance should you care to call upon us in the implementation process.

May the Lord richly bless the faculty and constituents of Our Savior Lutheran School so that with the Lord's help you might continue to proclaim His Gospel ever more effectively through Our Savior Lutheran School.

In His Service,

A handwritten signature in black ink, appearing to read 'Joel Witt', is written over a large, horizontal, oval-shaped scribble.

Joel Witt
Team Captain

Limitations on the Distribution, Use, and Scope of this Document

It is the official intent of the National Lutheran School Accreditation Commission that this report be considered a privileged document, to be submitted by the captain of the visiting team directly to the administration of the school. The distribution of the report and its availability for public consideration beyond that point rests solely in the hands of the school administration. Neither the captain nor the members of the visiting team are authorized to release any of the information contained in this report without the approval of the administration of the school.

The primary purpose of the visiting team has been to examine the educational ministry of the school, including courses of study, learning materials, student needs and interests, staffing, and facilities. The visiting team has attempted to assess the effectiveness of the total school program in meeting the educational objectives the school has established for itself and in meeting national NLSA standards.

It has not been the purpose of the visiting team to evaluate individual teacher performance. The use of this report as an official assessment of any staff person's professional competency would be in violation of the process and the intent under which the school evaluation was conducted. Such use would be inherently invalid since at no time during the team visit has the team been concerned with the evaluation of individual teacher performance.

Accreditation is a process that centers around the self-study conducted by the individual school. The visiting team and its subsequent report are meant to assist the school in its own process as a guideline for continual growth. Neither the team nor its report can be presumed to be the authority for validating any claims regarding health, safety, or personnel issues. Such matters are the sole responsibility of the school.

Visiting Team Biographies

Team Member: Evan Anwyl

Principal St. John Lutheran Elk River

Address: 9243 Viking Blvd NW
Elk River MN 55330
Ph. 916-300-9995

Education: Sacramento State University California and Concordia University Irvine, CA

Areas Examined: Mission & Vision, Personnel, Instruction, Finance

Accreditation Experience: CNH District Accreditation Team Member (2), MN South Team Member (2), and Team Consultant for St. James Northrop.

Consultant: Cletus Pfeiffer

LCMS teacher/principal, Retired

5615 23rd Ave. NW
Rochester, MN 55901
Ph. 507-252-0300
Mobile: 507-319-7697
clet.pfeiffer@charter.net

Education: BS, Concordia-Seward; MS and Ed. S., Mankato State University-Mankato, MN

Areas Examined: Leadership, Student Services, Health & Safety, Facilities

Accreditation Experience: Principal at three schools becoming accredited
Served as consultant for seven schools preparing for accreditation
Served as captain or member on 26 teams
NLSA Commissioner from Minnesota South District to National Accreditation Commission

Captain: Joel Witt

Principal, Faribault Lutheran School

526 NW 4th Street
Faribault, MN 55021
507-412-0821
flsadmin@hickorytech.net

Education: BS, Concordia-Seward; MS, Concordia - Seward

Areas Examined: Relationships, Curriculum, Evaluation

Accreditation Experience: Principal at two schools, accredited. Served as captain of three accreditation teams. Served as consultant for one accreditation team.

Accreditation Recommendation

On the basis of our review of the School Profile, the NLSA Standards Checklist, the narrative statements, and the School Improvement Plan for Our Savior Lutheran School, we...

...**recommend NLSA accreditation.**

Name of Team Captain: Joel Witt



Signature of Captain

Date: April 8, 2014



Clet Pfeiffer, Consultant



Evan Anwyl, Team Member

Team Checklist

- 1 YES The school has successfully completed NLSA Phase I.
- 2 YES The school has successfully completed the Standards Checklist.
- 3 YES The exhibits are appropriate and complete.
- 4 YES The school indicated satisfactory compliance with the NLSA Standards.
- 5 YES The narrative summary statement for each section indicates valid reasons for incomplete compliance or non-compliance.
- 6 YES The needs assessment adequately identifies school and student needs.
- 7 YES The School Improvement Plan states valid, student-centered goals for improving the school's program based on identified needs and NLSA standards.
- 8 YES The School Improvement Plan provides for an adequate process for addressing the identified goals, including objectives and strategies to be used, a time frame, and methods for evaluation.

Standard 1: Mission and Vision

1:06 - It is the recommendation of the visiting team to review the goals, of Our Savior's mission and vision statements, and create an action plan to communicate the goals to all stakeholders.

Policy 1.400 is clearly written and well thought through.

Add mission and vision statements to the website, in several locations, potentially as a header or footer.

Standard 2: Relationships

2:09 – It is apparent that there is an intentional process followed by school and church when unchurched families become members of the school. While this process is in place, it is not a written procedure. It is the recommendation of the visiting team that a written procedure be established to ensure consistency in the future.

2:11 – The visiting team, administration and education committee all see that need for progress in this area. Please see the recommended goal.

2:15 – It is the recommendation of the visiting team that the ranking be moved from a 2 (mostly met) to a 3 (met in full). The church and school provide a unified ministry to the community. The churches hosting of parent classes and resources meets the requirements of this general indicator of success.

Standard 3: Leadership

There seems to be confusion about the roles of School Committee vs the Board of Directors. We recommend that these roles and lines of responsibility be clearly defined and followed.

3A:05 - You have identified the need to make firm and communicate the fact that School Committee meetings are open to interested parties.

3B:24 & 3B:25 - We recommend that your principal direct efforts toward beginning to take coursework to validate and support his position as principal.

3B:32 - As per your observation, be certain that job descriptions for support staff are accurate and current.

3B:38 - As per your observation, the care and maintenance of your volunteers needs attention in the form of job descriptions and support materials.

Standard 4: Personnel

4:02 - Clarify Our Savior's goals and position regarding the necessity and timelines of staff Synodical roster participation or roster eligibility.

4:07 - It is the recommendation of the visiting team to include appropriate staff related policies located in the "Congregational Personnel Manual" in the Teacher Handbook. It is also recommended to include a signature page affirming that workers have read and agree with the policies that govern Our Savior Lutheran School.

4:08 - Score is downgraded to 1- no volunteer policies were evident. See also 3B:38.

It is the recommendation of the visiting team to create a simple, concise, and usable volunteer policy, or make the existing policy more accessible, as well as provide opportunities for volunteer training.

Standard 5: Curriculum

5:08 – It is the recommendation of the visiting team that this general indicator can be met in full by adding a curriculum focused section into the annual parent survey.

Standard 6: Instruction

6:02- It is the recommendation of the visiting team to upgrade this to a 3.

There is evidence of policy, staff practice, and planning regarding curriculum scope and sequence. Curriculum materials are changed appropriately and regularly as outlined by a curricular cycle. Curriculum objectives, goals, and learner outcomes are present and well-constructed.

6:05 - It is the recommendation of the visiting team to create a written plan and staff training to address how interventions are addressed for remediation as well as acceleration. The internal I.E.P. form is a good starting point.

6:09 - It is the recommendation of the visiting team to upgrade this to a 3.

The staff intentionally takes the opportunity to teach Christian perspective alongside conflicting points as found in the science textbook materials.

6:13 - It is the recommendation of the visiting team to follow through with the comment listed – to address the non-print library over the summer.

6:15 - It is the recommendation of the visiting team to upgrade this score from a 1 to a 2.

We believe media materials and/or technology do not necessarily need to be contained to a room or area. Technology use and student access is evident through the use of mobile computer carts and use of Smart boards. Further technology implementation is evident in staff interviews.

Standard 7: Student Services

7A:06 - The teaching staff clearly knows and does the right things to address students' emotional, social, and psychological needs, but the school does not have these procedures written. Write them.

Standard 8: Health and Safety

8:03 - You observed the potential need for a "No Parking" sign in the drop-off lane in front of school. While we did not observe the need for that, we support the concept of keeping traffic moving through this area. You may also want to consider adding to the signage the notation to "Pull forward to end of driveway."

Standard 9: Facilities

The visitation team has no recommendations in the area of Standard 9, Facilities.

Standard 10: Finance

10:07 - If the Minnesota South District salary scale is not the adopted compensation guideline, it is the recommendation of the visiting team to create, adopt, and implement a policy addressing salary scale and guidelines that are fair and equitable. This scale should take into account years of service, education level, and regular year-over-year percent increases (cost of living adjustment). An internal scale should be consistent, i.e. every teacher is making 70% of the district guidelines. This policy should be included in the Teacher Handbook.

Standard 11: Evaluation

11:07 – It is the recommendation of the visitation team that this be upgraded from a 2 to a 3. While addition reports could be generated, annual reports are established and are more than adequate for evaluation.

Goals Evaluation for Our Savior

Goal 1: Increase and improve marketing efforts to drive awareness of OSS and increase enrollment in the school. (Standard B 2:11, Survey Results)

The visiting team sees the need for marketing and approves this goal. However, we feel that this goal should be expanded to include not only the surrounding community but also the congregation itself.

Goal 2: Develop, fund, implement, and enforce a technology plan including a vision and strategy to include staff development, policies and procedures, and terms and conditions of use.

The visiting team recognizes that technology has been an area of significant growth for the school and approves this goal. The school is encouraged to provide the necessary in-service and education opportunities to empower staff to integrate technology in daily teaching.

Goal 3: Develop an on-going (perpetual) three-year financial plan. (Standard 10:01)

The visiting team encourages the school to develop this as a dynamic plan, not a static plan, allowing for growth and flexibility in its deployment.

Strengths at Our Savior:

1. You have a dedicated staff in both church and school.
2. Your supporters are passionate.
3. We observed that students apparently feel comfortable and safe.
4. Your facility is spacious and well maintained.
5. The posted materials in the hallways support your faith and highlight student work.
8. Students are well-mannered.
9. The technology in the building is adequate and well utilized.
10. The relationship between Pastor and Principal is cohesive and supportive; they work well as a team.
11. The security in the building is exceptional.

General Concerns for Our Savior:

1. There seems to be a lack of understanding concerning the current governance system and the rolls of its members.
2. Maintenance of an appropriate student/teacher ratio while being good financial stewards of God's gifts.
3. Low number of eligible children from congregation enrolled in Our Savior School.
4. We perceive that there could be potential inequities in the assignment of salaries due to the lack of consistent salary scale.
5. The faculty's apparent limited awareness of the current curriculum standards.

Suggestions for Our Savior to Consider:

1. The continuing education of staff should be strongly encouraged and supported.
2. Develop a salary scale as defined in 10:07.
3. Define lines of authority and obligations under you policy based governance model.