

National Lutheran School Accreditation

Cumulative Annual Report

Revised September 2022

Rochester Central Lutheran School
Rochester, MN



PART I: SCHOOL INFORMATION

School Name: Rochester Central Lutheran School

Address: 2619 9th Ave NW

City / State / ZIP: Rochester, MN 55901

School Administrator Name: Matthew Meier

School Administrator Phone Number: 507-289-3267

School Administrator Email Address: mameier@rcls.net

LCMS District: Minnesota South

Co-Accredited By (*If Applicable*):

<input type="checkbox"/>	Cognia
<input type="checkbox"/>	WASC
<input type="checkbox"/>	Middle States
<input type="checkbox"/>	CCLE

Date of Most Recent NLSA Site Visit: March 7th-9th, 2022

Report is for Year (*Indicate One*):

<input checked="" type="checkbox"/>	Year One
<input type="checkbox"/>	Year Two
<input type="checkbox"/>	Year Three
<input type="checkbox"/>	Year Four
<input type="checkbox"/>	Year Five

Administrator Signature: _____



Date: _____

5/15/2023

Governing Authority Signature: _____



Date: _____

5/15/2023

This report is due in your district office no later than May 15. The District Accreditation Committee will review by June 15 and submit any findings to the National Accreditation Commission in July.

PART II: RECOMMENDATION REPORT FOR INDICATORS:

- List Any **Major Deficiencies** First
- List all Recommendations Made by the Validation Team and **Target School Year** to be Addressed
- List and Date **Actions Taken** During this School Year as well as **Actions Taken** in Previous Years of Accreditation Cycle

NOTE: Please be as specific as possible when completing the following table and include detailed information related to each recommendation and any corrective action taken.

Standard & Indicator Number	Self-Study Concerns and Validation Team Recommendations	Target School Year	Responsible Party	Action Taken	School Year Addressed
1:06	Orientation for technology components will be scheduled the week of August 15 of each school year as part of the new staff mentoring program.	2022-2023	Enrollment Director	RCLS began this past fall to implement a new staff technology orientation as part of its on-boarding process. See Staff email	2022-23
1:06	Standard sign off form between mentor and mentee will be completed monthly to show accountability for meeting the monthly objectives.	2022-2023	Administrator Mentor Mentee	RCLS began this year, to formalize its mentor/mentee program. Each new faculty member was assigned a mentor teacher to meet with once a month. These monthly meetings included both suggested discussion points as well as a time	2022-23

				for open topics. See faculty sign off sheets	
2A: 03	We would like to see more information made available in the Pawprint in regards to classes, Bible studies, and other functions that are happening within the Association congregations. More information provided to association congregations about the events and activities happening at RCLS.	2022	Administration and Office Staff and Association Churches	Beginning this school year, RCLS has made a greater intentional directive to seek out and promote events and connecting points for the association congregations. This has happened most prominently in the monthly Pawprint editions. See April Pawprint	2022-23
2A:03	Continue striving towards calling trained LCMS teachers and providing education/support to understand the practices and beliefs of the LCMS, for non-called teachers.	2022	Administration and Board of Directors	As the Call season has proceeded this Spring, RCLS has made an intentional decision to seek as a first option, Called teachers. Discussions have also occurred regarding the best educational support that can be given to non-Called teachers, whether that be an internal course or the CUEnet Seminar program. See Intent to Call and CUS.web	2022

				document and email	
2A: 03	RCLS and the Association congregations need to develop and follow a deliberate plan of ministering to families who are seeking a church and having faith based questions.	2023	RCLS and Association Congregations	<p>EMERGING: RCLS has formed an Outreach Team of six that includes Called teachers from each of the association congregations and from all grade levels. Pastor Nate Schwartz, lead pastor of Trinity Lutheran, represents the association pastors. RCLS was blessed to receive one of the Minnesota South District grants that allowed our Outreach Team to attend the Best Practices Conference. This experience and this team, will springboard the development of a deliberate outreach plan. See Power Point slides shared with the Board of Directors and with the MNS District</p>	2023 EMERGING
2B: 04	Continued efforts should be made to provide opportunities for parent education and	2022	Administration and Teachers	RCLS has taken first steps to involve parents	2022

	<p>parents to be involved in the activities at RCLS.</p>			<p>once again in school and educational activities. Parent volunteers have been sought and procured in the areas of staff appreciation, lunch, recess, and car line supervision. These volunteer positions are very helpful and relative within the life of RCLS. See Bobcat App screen shot and volunteer schedule</p>	
<p>3A:07</p>	<p>Strategic plan based on a needs-based analysis by an external agency.</p>	<p>2023</p>	<p>Administration, Teachers, Board of Directors</p>	<p>EMERGING: After considering this recommendation, RCLS has formed an internal Long Range and Vision Planning Committee that is being led by the Board of Directors and includes administration of both school and congregations, teachers, and parents. Additionally, the BOD has brought in Galvin and Associates to</p>	<p>EMERGING 2023</p>

				<p>guide them in evaluating potential changes in governance. These two actions are intended to lead to a final strategic plan. See Galvin and Associates Invoice and survey raw data</p>	
3B:03	<p>Given the increase in enrollment at RCLS in the past 5 years, demands on administrative/office staff have increased. Currently, school administrator and administrative staff regularly serve as school nurse, lunch and recess monitor, counselor, and as other needs arise in school. Areas of administrative need include enrollment support, development, human resources, and event management.</p>	2023	Head Administration and BOD	<p>EMERGING: All staff recommendations continue to be evaluated. To date a .5FTE Human Resource Manager has been added to the team. Additionally, RPS has begun providing nursing services 10 hours per week. See RPS job posting and HR Job Description</p>	
3B:03	<p>Restructure leadership whereby RCLS administration includes a principal with lines of authority over academics of the school and an executive director role charged with developing the school, working primarily with the Board of Directors, and with lines of authority over the Principal and office staff.</p>	2024	Head Administration and BOD		

3B:05	Committee notes leadership plans for and manages the budget appropriately, but note the need for increased transparency regarding an annual budget. This could be accomplished via the Annual Meeting.	2023	Head Administrator and BOD	DEFERRED to 2024 RCLS is requesting to move this action to 2024. Discussions have begun at the retreat level of the best ways to again implement an annual meeting	DEFERRED to 2024
3A:04	Committee notes Board of directors hold monthly meetings and posts minutes, but a concern arises around whether all staff anticipate these monthly meetings (date/time) and then know where to locate minutes following the meeting. Provide staff with clear knowledge of meetings and where minutes can be accessed.	2022	Board of Directors	The Board of Directors have begun making Board minutes, agendas available on the Bobcat App for parents and teachers. See Bobcat App screen shot.	2022-23
4:05	Increase the number of classroom paraprofessionals working at RCLS contingent upon student needs.	2023-2024	Administration	In 2022 RCLS added a 1.0 paraprofessional to the middle school. We continue to seek opportunities to add more paraprofessionals where needed. See roster of and job description for paraprofessionals, as well as the resume for our new middle school para.	2022-23
5:04	An ad-hoc task force will evaluate the current Resource	2022-23 (Research)	Administration,	Research and evaluation of the	2022-23 (Research)

	Program and make recommendations for increasing this program to serve students on both ends of the learning continuum.	2023-24 (Begin Implementation)	Faculty, and Parents	resource program has occurred this year at the committee level. Based on that work a draft of a new RTI Handbook has been developed to include a recommendation for a 1.0 FTE to address both ends of the learning spectrum. See RTI Handbook draft	
5:08	Individualized Student Learning - RCLS will use NWEA data to develop individual student goals to jumpstart student motivation and success	2022-2023	Administration, Faculty, and Parents	RCLS has begun using NWEA scored to develop individual student goals. Currently this is beginning with the resource teacher evaluating the test results and then conferencing with the classroom teacher. See NWEA Email	2022-23
6:02	Research and develop an assessment for new students who transfer from other schools as well as an assessment when entering kindergarten.	2022-2023	Administration and BOD	DEFERRED to 2023-24 While discussions have begun, regarding assessing incoming students there is some concern with how	DEFERRED to 2023-24

				those assessments might impact congregational student enrollment.	
6:04	Provide monthly checks of our first aid kit to ensure adequate supplies are available in classrooms at all times. A part-time nurse would help support the needs of our growing student population.	2022-2023	Teachers, Administration, BOD	RCLS teachers routinely check their classroom and replenish at the office. The Board of Directors did include a nurse on the recent parent survey regarding new staff positions. See survey results	2022-23
7:01	Although much of the property already has fences or natural barriers, a few additions are needed.	2023-2024	Administration and Trustees		
7:03	Refreshing the mulch in the playground areas.	2022-2023	Administration and Trustees	This project was approved and completed by administration and the trustees. See email communication regarding financial motions	2022-23

NOTE: To add lines to the table for more concerns and recommendations, put the cursor in the bottom right field and type the "tab" key.