

# Rochester Central Lutheran School

LCMS District: MN South School Address: 2619 9<sup>th</sup> Avenue NW

*Street*

Rochester

*City*

55901

*Zip*

MN

*State*

[www.rcls.net](http://www.rcls.net)

*E-mail*

Date of most recent NLSA site visit: March 27-29, 2017 Captain: Dennis Gehrke This is year 1 2 3 4 of the current cycle.

Date: 5/7/20 Principal: Suzanne Lagerwaard



Board Chair: Brian Poch



*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: 2017-18 in blue

Year 2: 2018-19 in red

Year 3: 2019-20 in green

Year 4: 2020-21 in purple

Standard & Indicator Number	Self-Study Concerns & Strategies	Target School Year	Responsible Party	Action Taken
1:06	New employees are informed about the school's purpose and its appropriate engagement. Strategies: The school will revise the current new employee orientation information and meeting schedule to ensure that new employees are well equipped to be a part of the school community.	2017-18	Administration Faculty	An RCLS Employee Orientation Information manual was developed. This includes the following: <ul style="list-style-type: none"> <li>• Introduction of the school</li> <li>• Building Maintenance</li> <li>• Office Staff</li> <li>• General Information</li> <li>• Traditions and Celebrations</li> <li>• Events and Activities by Grade</li> </ul>

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<p>2A:02</p>	<p>Increase communication between school and association churches and develop a system that will inform pastors of unchurched families</p>	<p>2017-18</p>	<p>Administration Faculty</p>	<ul style="list-style-type: none"> <li>• Mentoring Program Guidelines for new staff</li> </ul>
<p>To increase communication between school and the association churches the following pieces were put in place:</p> <ul style="list-style-type: none"> <li>• A meeting on the first Wednesday of each month between the 6 association pastors and the principal. During this meeting each pastor shares events in the congregation and the principal provides an update on all school activities and school business.</li> <li>• A bi-monthly update from RCLS is published in the association church bulletins.</li> <li>• Annually, the principal addresses each Association congregation to provide School facility and program updates, to thank the congregation for their support and to answer any questions.</li> </ul> <p>To inform pastors of the unchurched families:</p> <ul style="list-style-type: none"> <li>• Within the registration process each family provides the name of the church that they attended.</li> <li>• The names of the families that do not provide a church home affiliation are provided to the pastors.</li> </ul>				

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2C.2	Anti-Bullying Training for faculty to understand and recognize bullying behavior and reporting practices and to understand national standards on bullying	2017-19	Administration Counselor Faculty	<p>RCLS has a school counselor on-site, one day per week and off-site for consultation four days per week. To aide in anti-bullying awareness and to build the students/teachers proactive response particularly in grades 4-8, the counselor provided the following professional development and student information:</p> <ul style="list-style-type: none"> <li>• Monthly classroom activities with students to aide them in identifying bullying behavior</li> <li>• And empowering ALL students to take action if they witness and/or are a victim of a bully.</li> <li>• The middle school staff, principal and counselor meet weekly and part of this meeting relates directly to student needs. Any student that may be having social and/or academic difficulties is referred to the counselor. The counselor meets with these students, weekly or bi-weekly to individually address concerns that may, but are not limited to, bullying and provides individual to these students on how to effectively respond and stay healthy.</li> </ul> <p>The following professional development was provided to the faculty:</p> <ul style="list-style-type: none"> <li>• The faculty participated in a Mental Health Awareness Training. Part of this training addressed signs of bullying and how faculty can build relationships with victims to help them increase their resilience and response.</li> </ul>
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			<ul style="list-style-type: none"> <li>• The faculty participated in the weekly Master Teacher PD Program. This program addressed the topic of bullying in the following articles:               <ul style="list-style-type: none"> <li>- <i>Ways to Build a Classroom Culture</i></li> <li>- <i>Primed for Achievement</i></li> <li>- <i>The Do's and Don'ts of Being a Super Mentor</i></li> <li>- <i>Surefire Ways to Spoil a Professional Relationship</i></li> <li>- <i>How to Craft an Authoritative But, Warm Communication Style</i></li> <li>- <i>No Pressures, No Diamonds</i></li> </ul> </li> </ul> <p>During the 2018-19 school year RCLS continued to address this goal via the School Wide Expectation Committee. This committee utilized surveys to determine how the RCLS mission statement is lived out and to determine the words (common language) that best describes life at RCLS. The committee began with 78 words and narrowed these down to actions that will help us consistently live out the RCLS mission statement: Grounded in GRACE, Formed in FAITH, and Committed to Learning for LIFE. The statement has three segments or <b>pillars</b>.            Within each pillar we have developed a belief statement and then actions to "live out" the belief.</p> <p style="text-align: center;"><b>GRACE</b>  <i>I am a child of God.</i>            I can love.            I can forgive.</p>
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3A:07	To increase and keep enrollment the RCLS BOD and Administration will develop a staff position to lead in recruitment, marketing, and retention strategies.	2017 -	Board of Directors Administration	<p>I can serve.  <b>FAITH</b>  <i>I am a follower of Jesus.</i>          I can be joyful.          I can obey the truth.          I can support my community.  <b>Learning</b>  <i>I am led by the Holy Spirit</i>          I can take responsibility.          I can strive for excellence.          I can grow in wisdom.</p> <p>These <i>pillars</i> will be displayed in all of the rooms throughout the school and prominently on a wall as you enter the building.</p> <p>In addition, RCLS will have .4 counselor from District 535 during the 2019-20 school year to work with students in K-8. The focus will be social-emotional learning (SEL) and aiding students in their ability to recognize, report and refuse bullying.</p> <p>The RCLS BOD hired a .5 Enrollment Director. The Enrollment Director has developed a marketing plan that includes use of social media, the building of a new website, and increasing visibility in the community. The school has experienced an increase of students enrolled for the 2018-19 school year.</p> <p><b>The RCLS Enrollment Director successfully launched</b></p>
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				<p>a new website that is mobile friendly and speaks to both current and prospective parents. In addition, RCLS now has a presence on FACE Book, Instagram and Twitter that represents a broad spectrum of the school life from PS through grade 8. All new marketing materials have been developed, with consistent branding. The Enrollment Director is working to streamline communications from inside the school toward the public so that we have one platform in which to provide information. A blog has been developed on the new website to speak to the questions and concerns of parents. A marketing campaign was developed entitled: Find YOUR place at RCLS. Open House formats were updated and include a minimum of three follow up touch points with each new family. We have the largest kindergarten class enrolled for the 2019-20 school year – in the last ten years. Enrollment for the 2020-21 school year is strong. We have 37 kindergarten students enrolled. Our Enrollment Director implemented a kindergarten open house forum during this enrollment season that has been very fruitful. Social media marketing has also been very effective for RCLS. This year tours were conducted with single families beginning in January. The current RCLS enrollment for 2021-22 is 400 students. This is an increase of 75 students in one year. Additional classroom space will be added to accommodate these students during the summer of 2021 along with all of the necessary support furniture, curriculum materials, etc. A strategic planning team will be</p>
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				<p>formed in September, 2021 to determine next steps for RCLS in terms of facility needs to house large numbers of students.</p>
<p>3A:08</p>	<p>Update the Board bylaws to make Advisory Members full members of the Board, including non-restricted voting privileges.</p>	<p>2017 -</p>	<p>Board of Directors Administration</p>	<p>This action has been discussed. BOD and congregational voting will need to occur prior to advisory members having voting rights.</p> <p>In the fall of 2018 the RCLS BOD studied this action seeking input from other schools that have this structure in place and consulting with the MN South District as well as Becky Schmidt, Director of LCMS School Ministry. The BOD received support from all of those that they consulted and voted to move forward with this by-law change. BOD members shared this information with their perspective congregations in the spring of 2019. Voting is currently occurring and will commence by June, 2019. Three of the four congregations in favor of the by-law change are needed for this change to occur.</p> <p>This policy change was presented to each congregation. Two of the three voted in favor. RCLS Advisory Board now have voting rights on matters not dealing with church doctrine. They may serve on committees but they may not be a member of the Executive Board.</p>
<p>3B:03</p>	<p>Resources for school leadership training in independent school management are limited consider the Van Lunen Fellowship and MISF cr</p>	<p>2018-19</p>	<p>Board of Directors Administration</p>	<p>RCLS school principal, Suzanne Lagerwaard was admitted to the Van Lunen Fellowship program in July, 2018. This year long program will be completed in July, 2019. A vast amount of</p>

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			<p>knowledge has been imparted on each fellow over the course of the last twelve months in the areas of school governance, marketing, curriculum and instruction, fund raising, personnel, staff development and facilities. Mrs. Lagerwaard has pursued a project that included the use of a survey tool that was given to all parents in Oct. 2018. The results of the survey was used to inform additional goals and initiatives that will occur in the next few years. One clear goal is to commence a task force to study the possibility of a RCLS high school in the coming few years.</p> <p>A task force was formed to study the need and possibility of a Lutheran High School pre-COVID. This task force will likely resume in September, 2021.</p>
Standard 4 4:05	Formalize and implement a volunteer screening and training program	2018-19	<p>Administration Committee</p> <p>A group of RCLS Faculty developed a volunteer handbook that includes screening and training of volunteers. The procedures and process will go into effect during the 2019-20 school year.</p>
Standard 4 4:05	Develop a volunteer handbook with a volunteer application	2018-19	<p>Administrator Committee</p> <p>A group of RCLS Faculty developed a volunteer handbook that includes screening and training of volunteers. The procedures and process will go into effect during the 2019-20 school year.</p>
5.08	Improve accountability in implementing instructional standards. Update the method for tracking this accountability.	2017-2018	<p>Administration &amp; Faculty</p> <p>Faculty will report on each standard within their curriculum documents and the degree to which the standard was met. This information will aid in the planning for the next school year.</p>



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5.05	Implementation of a school-wide program focused on service learning.	2019-2020	Administration & Faculty	<p>RCLS brought together a committee of school representatives to study and design a school-wide program focused on service learning. This process was to be completed in May, 2020 with implementation beginning in September, 2020. Due to the COVID 19 Pandemic, RCLS has been in remote learning and meeting status since March 18, 2020. Thus, the completion date has been moved to winter, 2021 with implementation occurring in September, 2021.</p>
5.05	Continue professional development in differentiation methods followed by observations (administration and/or peer) focused on implementation of such methods.	2018-2019	Administration & Faculty	<p>RCLS faculty are formally observed on an annual basis. This school year, peer observations, occurred with faculty that have been teaching 3 or more years at RCLS. A pre-observation, observation and post-observation tool guided these peer observations. Faculty response was very positive as they felt the opportunity to observe and watch a fellow colleague was extremely beneficial.</p> <p>Continued work with differentiation occurred specifically as the Math Curriculum Team reviewed five different publishers. This team developed a rubric to equally evaluate each of the series and a large part of the review was the publisher's ability to provide differentiation options within the initial lesson, guided practice, independent practice and assessment.</p> <p>During the 2019-20 school year RCLS piloted the Bridges Mathematics Program in grades 4 and 5. Data from this pilot along with continued research</p>

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5.06	<p>Establish a model for department meetings in which teachers focus primarily on student needs and work collaboratively to improve instruction and student achievement.</p>	2017-2018	Administration & Faculty	<p>Faculty will meet weekly in grade level groups. Each faculty group will have a chairperson. The chairperson will provide an agenda and will guide the discussion to be certain that the meeting is efficient and effective. Meeting notes and action items will be provided to all participants and the principal.</p>
5.06	<p>Develop a systematic approach to writing a paper across grade levels, beginning at the earliest appropriate grade.</p>	2018-2019	Administration & Faculty	<p>The RCLS Writing Committee, consisting of faculty representation across the grade levels met monthly during 2018-19 school year. They utilized teacher surveys to collect data. After analyzing the data they shared a picture of the current state of writing instruction at RCLS.</p> <ul style="list-style-type: none"> <li>● We see evidence of writing a variety of styles at all grade levels!</li> <li>● The new materials from ReadyGen and Voyagers provide a lot of writing support. Teachers are excited about using these</li> </ul>

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			<p>programs to strengthen the teaching of writing at RCLS. We look for continued growth with these materials.</p> <ul style="list-style-type: none"><li>• Questions regarding some writing conventions and grade level came up. When is it expected that these conventions are taught and practiced? We suggest that teachers discuss these conventions. These include:<ul style="list-style-type: none"><li>○ Paragraph form</li><li>○ Citations</li><li>○ Lined paper</li><li>○ Cursive</li></ul></li><li>• Published pieces vs. informal writing is a concern. It is our feeling that we could 'publish' more writing, meaning pieces of writing are edited and revised, and all steps of the writing process are used (planning, drafting, revising, editing, and publishing). We can help teachers understand that not every piece of writing needs to be scored for aspect of writing. Using 6+1 Traits, teachers can focus on one area at a time. Information could be shared with the faculty about how this can work.</li></ul>
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			<ul style="list-style-type: none"> <li>We are not doing as much creative writing as we could. It is still important to provide all grade levels with opportunities to use words with their imaginations!</li> </ul> <p>Professional Development will be provided on how to conduct a writer's workshop.</p> <p>Ready Gen will be implemented to support differentiated instruction in reading and writing in grades 3-5 during the 2020-21 school year.</p> <p>Increased fluency rates will increase comprehension rates. Ready Gen has a large writing component that the RCLS faculty in grades K-2 have utilized the last two years. We are pleased to provide additional continuity across grade levels with this material purchase for grades 3-5.</p>
5.07	Provide professional development in application- and creativity-based technology integration methods followed by observations (administration and/or peer) focused on implementation of such methods.	2018-2019	<p><b>Goal moved to 2020-21.</b></p> <p>This goal has not been met as of May, 2021. This will receive consideration during the next school year.</p>
6:02	Upgrade the lunch account management system to allow for online payment and account management by families through TADS	2017-18	<p>In the summer of 2017, RCLS, implemented a "point of sale" process, through TADS, allowing parents to pay for their student(s) lunch online and to monitor their lunch choices.</p>

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6.11	Add "Reverse Evacuation" procedure to ensure safety of students who are outside but need to get inside for safe shelter.	2017	Administration and Faculty	The RCLS Crisis Committee comprised of faculty and staff revised the RCLS "crisis plan" that includes a "reverse evacuation" plan and many other safety and procedural enhancements.
6.02	Provide mental health in children and adolescents and child abuse awareness training to faculty	2018 - 2019	Administration and Faculty	Mental health training was provided to the RCLS faculty via the RCLS counselor in the spring of 2018.
6.04	Track staff immunizations, making sure they are up to date, especially in the areas of Tetanus and Hepatitis B	2017-2018	Health Office	The health office provided information to all staff at the beginning of the school year regarding staff immunizations.
7:01	Flooring in both the hallways and classrooms on both the first floor and basement levels needs to be replaced. A determination of company, materials, and a timeline will be developed.	2018 - 2020	Trustees Administration	Flooring in the middle school hallway and the 4/5 hallway was replaced between 2017 and 2018. Flooring will be replaced in 10 lower elementary classrooms, the faculty lounge and staff workroom during the summer of 2020 if our year end budget comes in where we are expecting. All 10 lower elementary rooms were painted and carpeted during the summer of 2020.
7:01	Flooring in the locker rooms. A determination of a company and materials will be made by the Trustees.	2018-2019	Trustees Administration	Flooring in the locker rooms will be replaced during the summer of 2019 along with the lockers, and the partitions. The locker rooms will also be painted. This action was completed in the summer of 2019.
7:01	The school clocks are not all synced, and bells do not always ring when they should. The system is old and needs to be updated. The trustees have received the bid from their chosen company. This replacement will happen when funding is available.	2019	Trustees Administration	The RCLS Trustees will seek bids for this work in 2019-20. In November, 2019 a new bell system was installed at RCLS that accurately syncs all of the clocks throughout the building.

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7:02	New play base is needed to bring the RCLS play areas to code without monthly maintenance. An ad hoc committee will need to be formed to evaluate different options with the assistance of the Board of Trustees.	2020-2021	Trustees Administration Faculty	During the summer of 2019 all of the pea rock will be removed for all play areas on the property. New, playground grade mulch will be installed. During the summer of 2020 the play bases were replaced on the ECDC playground.
7:03	A long term sustainable for the purchase of replacement furniture in the classrooms.	2018	Board of Trustees, Administration, Teaching Staff	We have replaced all of the tables and chairs in grades K-3. We will continue to replace furniture throughout the school in the coming years.
7:03	Due to the COVID 19 school closure from March 18 to the remainder of the 2019-20 school year, the facilities team will utilize these weeks to paint the 4/5 hallway, stairwell to the cafeteria and up to the middle school and all of the classrooms in the 4/5 hallway. In addition, the hallway linking the older section of the building to the newer section will also be painted	2020	Trustees Administration Faculty Team	Painting has begun in the areas stated. Goal of completion in July, 2020.
7:03	The retaining wall on the south side of the school is crumbling and must be removed or replaced. The Board of Trustees will accept bids from several companies and will make a decision as to replace or remove.	2018	Trustees Administration	This goal has been moved to the 2020-21 school year. The Trustees have obtained bids for this work and the BOD has approved the project. The retaining wall on the south side of the school will be replaced during the summer of 2021.
7:03	An entire school inventory will be performed. All building inventory will be documented along with its monetary value.	2017-2018	Faculty Trustees Administration	This is an action item for summer, 2018. This goal is partially completed as all classrooms have been inventoried. Additional spaces in the building such as the lunchroom, gym and office need to be completed in the summer of 2019.

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7:05	<p>No surveillance system - install an exterior surveillance system and add additional cameras to the system for interior areas over time</p>	2017-2021	Administration Trustees	<p>The RCLS Trustees have developed a plan to install 28 cameras on the interior and exterior of the school building. Installation of these cameras is an action item for the summer of 2018.</p> <p><b>This action item was completed in the summer of 2018.</b></p> <p>Additional exterior lighting will be added during the summer of 2021 to specific areas in the parking lot and the perimeter of the building.</p>
7:05	<p>The church / school parking lot will be completely rebuilt. In addition the emergency stairwell on the west side of the school leading from the middle school will be replaced. The road leading from the parking lot to the garbage area will be replaced</p>	2021		<p>This 500K project will occur during the summer of 2021. The school will pay for 380K of the project from savings. The church will pay 120K of the project.</p>