

**NATIONAL LUTHERAN SCHOOL ACCREDITATION
CUMULATIVE ANNUAL REPORT/School Improvement Plan**
(Please use this form and complete on computer.)

Part I: Basic Information

School: St. James Lutheran School

Address: 108 S. James St./P.O. Box 315

City, State, ZIP: Northrop, MN 56075

LCMS District: Minnesota South

School email address: principal@sjlnorthrop.com

School Administrator: Jon M. Jenks

Co-accredited by (if applicable):

Date of most recent NLSA site visit: 2015

Report is for year (Circle one)

Five-year Cycle

1 2 3 4

Site visit

Administrator Signature Rev John Henry & Heidi Koertiz Date May 15, 2023

Governing Authority Chairperson Signature Paul Tomlinson—Board of Christian Education Chairperson

Date May 15, 2023

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

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. 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
7:05	The building is vulnerable to potential intruders	2017	2016-2021 Updated May 2023	The recently constructed adjoining church building (completed 2019) has fire doors between the school gym and the church fellowship hall/school lunch-room that were kept locked during the school day until a new paging system (bell) was installed in 2020—so that along with all exterior school doors, the front exterior church doors are kept locked instead.

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

Part IV: School Improvement Plan Completion Report:

1. List 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:05	Principal's church membership	Board of Christian Education (BOCE) and Pastor	2020	2017 Updated 2022-23	Principal and administrative duties are currently handled by Pastor John Henry and Mrs. Heidi Koeritz, both of whom are members of Zion or St. James, and are actively present at both.
3A:06	Board Training is lacking	BOCE	2017	2017-2018 Updated in 2019	A month-to-month agenda was established. A yearly review of handbooks was planned and is currently in-process. There is now a yearly review of the BOCE section of the church constitution, including the mission statement. A master file of job descriptions, handbooks, new policies, and monthly board agenda (containing everything the BOCE is supposed to review annually as ongoing training) was organized.
3A:07	The Board of Christian Education has no procedure in place for effective long-term planning	BOCE: Chairperson	2015	2015 2017 2019 2021-ongoing Updated 2021 and 2022	BOCE Chairperson continues to keep this on the agenda. Tools such as annual end-of-year teacher interviews (2014) and student exit interviews for transfers and graduates (2015) were drafted and implemented. Annual parent satisfaction surveys and Martin Luther High School (MLHS) teacher "freshman performance surveys" will be reviewed and compared to those of previous years to assist in planning. ***Note*** The annual parent

					satisfaction survey was distributed in 2017 and then again in 2019—a year in the cycle was missed due to administration turnover. Due to the pandemic, the annual cycle was missed in 2020 and 2021. These interviews and surveys have resumed again during the 2022-2023 academic year. In addition, beginning in 2022, St. James 7-8 th grades are hosted at MLHS; this partnership is part of an emerging long-term vision to grow a partnership with the other Lutheran schools in Martin County.
3B:10	Administrator is not rostered	BOCE	2020	2017 Updated 2023	Pastor J Henry and Mrs. Heidi Koeritz are rostered church and school workers.
3B:11	Schedule does not have 20% of each day dedicated to administration	Principal	2015	2015-2021 2021-ongoing Updated in 2019, 2021, and 2022	BOCE directed principal to take release time, and the teaching schedule was altered to allow additional daily time. Scheduling teaching release time for administrative duties contingent upon other teachers' and volunteers' availability produced mixed results, as did arranging for a substitute teacher one day out of five. A reliable—and available!—substitute teacher was found to facilitate this for the 2020-2021 academic year. This person will not be available for the 2022-2023 academic year, so the issue of scheduling administrative work time will need to be addressed once again
3B:12	One-fourth (25%) of family surveys indicated dissatisfaction with communication from leadership	BOCE and Principal	2015	2015 through ongoing Updated in 2019 and 2021	Use of Gradelink--a student data management and communication tool with a parent portal—has been implemented. We do, however, still need to improve upon the timeliness of some of our updates to it. Plans were made to replace the church and school's website. Although the original target date of fall 2019 was missed, the two-parish church and school website was begun summer/fall of 2020. It has since been modified, added to, and

					<p>improved several times since then.</p> <p>Also, the 2017 parent satisfaction survey reflected a score of 3.16 out of 4.0 for, "School leaders communicate effectively;" this score was 3.71 in 2019.</p>
4:02	Not all teachers are eligible to be rostered	BOCE	2016	2017 through present	Currently, 80% of our full-time faculty is rostered as commissioned ministers of religion in The Lutheran Annual 2018. Job descriptions were updated to match our current staffing, as we have one contracted teacher and four called/rostered teachers.
4:03	There is no defined volunteer training in place	BOCE	2017	2017 Updated in 2019 and 2021 Updated 2023	<p>A policy was put in place that establishes volunteer training requirements. This includes Blood-borne Pathogen training, Minnesota Department of Health Mandatory Reporter training, and Civil Rights training. Volunteers serving us (since 2018) meet and follow established training procedures.</p> <p>Volunteer handbook is near completion.</p>
5:04	The curriculum is not based on established state or national standards	Principal		Updated 2021 and 2022	Current curriculum meets the national standards for which Iowa Test of Basic Skills (ITBS) tests. This is the annual standardized achievement testing used here at SJL. ITBS tests were administered in 2020—prior to distance learning being implemented due to the coronavirus pandemic, and they have been administered annually since then. .
7:05	The building is vulnerable to potential intruders	SJLC Trustees	2017	2016 through ongoing Updated in 2019, 2021, and 2022	Faculty and staff continue to coordinate with local law enforcement. Here is what has occurred so far: The front entryway has been rearranged more than once to allow for better viewing of the front door, a doorbell was installed at the front door, marine cleats and parachute chord have been installed in

					<p>classrooms for threshold (doorway) security. The last was a direct result of ALICE training that occurred in 2015-2016 and then again spring 2018. The exterior school doors remain locked during the day and are checked to make sure that this is happening. Also, the fire doors between school and church fellowship hall were kept locked during 2018-2020, and with a new paging system (bell) installed in 2020, the front exterior doors of the church are kept locked instead.</p>
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