



MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION

April 15, 2011

Mr. Kurt Schmidt
Bloomington Living Hope Lutheran School
10600 Bloomington Ferry Road
Bloomington, MN 55438-2201

Dear Mr. Schmidt:

Enclosed you will find a copy of the MNSAA Onsite Accreditation Team Report. On May 16, 2011, the Board of Directors will review the findings of the team and rule on Bloomington Living Hope Lutheran School's accreditation status. Shortly after that date, I will report their decision to you. At that time, you will be advised of further requirements.

Team Chair, Tim Plath, reported that the staff, students, and volunteers of Bloomington Living Hope School warmly welcomed them throughout their visit. It is my hope that your school community will be affirmed and challenged by the findings contained in this report.

Sincerely,

A handwritten signature in black ink that reads 'Sarah W. Mueller'. The signature is written in a cursive, flowing style.

Sarah W. Mueller
Executive Director

Enclosure

CC Mr. Tim Plath, MNSAA Team Chair, Minnesota Valley Lutheran High School, New Ulm
Mr. Lyle Strehler, Bloomington Living Hope Lutheran School, Bloomington

MNSAA
ONSITE ACCREDITATION TEAM REPORT

Bloomington Living Hope Lutheran School
10600 Bloomington Ferry Road
Bloomington, MN 55438

April 11 - 13, 2011

Tim Plath
MNSAA Team Chair

ACKNOWLEDGEMENTS

The team wishes to gratefully acknowledge the entire school community of Bloomington Living Hope Lutheran School for their warm hospitality and willingness to assist us. Each and every member of the school family is to be commended for letting their light shine for all to see.

STATEMENT ON THE PURPOSE, USE AND DISTRIBUTION

Purpose

It is the intent of the MNSAA Board of Directors that this report on the visitation of the school be considered the official record of the findings and recommendations of the Visitation Team.

The mission of the Visitation Team has been to determine and document the actual situation as it exists in the school relative to the mission and philosophy of the school. It has not been the purpose of the team to pass judgment on the mission, philosophy or individual personnel involved in the school.

The report of the Visitation Team describes the existing circumstances as they appear to trained and experienced educational professionals. The report also contains recommendations and challenges for the school to address.

Use

It is the intent that this report serve as a tool to assist the school in its ongoing process of strategic planning for improvement.

The use of this report as an assessment of any staff person's professional competency would be in violation of the professional ethics under which the accreditation process and visitation is to be conducted. Therefore, such a use would be inherently unethical and invalid since at no time during the process has the visitation team been concerned with the appraisal of individual school personnel.

The members of the visitation team have voluntarily placed their professional judgment in balance in arriving at the findings and recommendations in this document. They are willing to support the findings and recommendations they have made, provided the report is used appropriately. They are not to be held accountable for any injudicious or unethical use of this document.

Distribution

The Chairperson of the Visitation Team has the responsibility to submit this report to the Executive Director of MNSAA. The Executive Director has final authority over the contents of the report published to the school administration.

Neither the Chairperson nor the members of the Visitation Team are authorized to share any information contained in the onsite report with anyone outside those involved in the accreditation process of this school. Only the Chairperson has the authority to remove the team onsite report from the school. To assure confidentiality of the process, team members will destroy their notes taken on the visit. A copy of the onsite visit report is kept on file at the MNSAA office.

The school administration has the responsibility for determining the ways and means for sharing the findings and recommendations in the report with the various members and stakeholders of the school community and if required, the appropriate jurisdictional office.

STANDARDS DOCUMENTATION
Standard 1: Mission and Philosophy
The Vision and Values of a School

1.01 MISSION STATEMENT: The school will have a mission statement that concisely articulates a shared vision for the school community and establishes an overall commitment to a particular course of action.

Mission Statement

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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1.02 PHILOSOPHY STATEMENT: The school will have a philosophy statement that articulates the principles, beliefs and/or core values of the educational program

Philosophy Statement

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

1.03 COMMUNICATION OF STATEMENTS: The school will communicate the mission and philosophy statements to the stakeholders in the school community.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *Based on observations and conversations, the team noted some confusion in the distinction between the school's mission / philosophy statements and the theme for the year.*

1.04 USE OF STATEMENTS: The school will provide evidence that the mission and philosophy statements guide the school's goals, processes, policies, and procedures.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

1.05 EVALUATION OF STATEMENTS: The school will have mission and philosophy statements that have been developed by appropriate representatives of the various stakeholders and a shared evaluation process that periodically reviews the effectiveness, relevance and quality of the statements.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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Recommendations

Standard 1: Mission and Philosophy

- *The team concurs with the recommendation that the Board of Education review the mission statement of the school, with the goal of making it more concise.*
- *While the team recognizes the clear relationship between the mission / philosophy statements and the annual theme, we recommend that the school make a stronger distinction between these terms.*

STANDARDS DOCUMENTATION

Standard 2: Curriculum and Instruction

The Planning and Implementation of Learning

2.01 CURRICULUM HANDBOOK: The school will have a written comprehensive curriculum handbook that outlines the standards or criteria for students to successfully complete the prescribed educational program; the school's curriculum handbook will be sequentially organized with a demonstrated correlation between grade levels and course topics.

- Narration of Compliance*
- Written Curriculum Handbook (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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2.02 USE OF HANDBOOK: The school will demonstrate that the written curriculum guides instructional practices.

- Narration of Compliance*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted that the Minnesota State Standards, rather than the actual curriculum handbook, seem to guide instructional practices.*

2.03 CONTENTS OF CURRICULUM: ^{LR} The school's curriculum will provide for at least the following subject areas: basic communication skills (including reading, writing, and literature); mathematics and science; social studies (including history, geography, and government); and other subject areas appropriate to the school, such as health, physical education, computer skills, fine arts, and foreign language, either as separate subjects or part of a core area.

- Narration of Compliance*
- Written Curriculum Handbook (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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2.04 VARIETY OF INSTRUCTIONAL PRACTICES: The school will utilize a variety of instructional practices that accommodate varying learning styles and needs.

- Narration of Compliance*

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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2.05 CORRELATION WITH MISSION/PHILOSOPHY: The school's curriculum and instructional practices will reflect the mission and philosophy statements of the school.

Narration of Compliance

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

2.06 AWARENESS OF RESEARCH / PROFESSIONAL PRACTICE: The school's written curriculum will reflect an awareness of current research and professional practices.

Narration of Compliance

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted that the handbook contained curricular information that seemed outdated and in need of revision.*

2.07 EVALUATION OF CURRICULUM AND INSTRUCTION: The school will have an established collaborative process for the ongoing evaluation and development of the curriculum handbook, instructional practices, and educational resources.

Narration of Compliance
 Written Process of Evaluation

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team found that there was no written process of evaluation for the school's curriculum and instruction. It was also noted that there seemed to be a disconnect in the use of the curriculum handbook, the curriculum mapping that is taking place and instructional practice.*

2.08 TECHNOLOGY: The school will have and support appropriate technology that both enhances the learning process and trains students in the use of technology.

Narration of Compliance

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *From written documentation, as well as staff input, the team noted the dated condition of the technology available and the lack of support present for students and staff.*

2.09 SPECIAL NEEDS: The school will have a written process for identifying, assessing and prescribing services for learners with special needs; in addition, the school will provide an educational program for advanced learners.

Narration of Compliance

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *No written process for identification of learners with special needs was available.*

2.10 EFFECTIVE CLASSROOM MANAGEMENT: The school will have classroom environments that are conducive to learning.

Narration of Compliance
 Written Disciplinary Policy

Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team greatly appreciated the spirit of mutual respect that existed among staff and students. The overall atmosphere of the school was calm, quiet and nurturing.*

Recommendations

Standard 2: Curriculum and Instruction

- *The team recommends that Bloomington Living Hope Lutheran School create and implement a cyclical process of curriculum review and evaluation that includes standards, mapping, instructional practices and selection of materials. All of the components of curriculum review and evaluation should be contained in the curriculum handbook and mutually communicated on a regular basis with both campuses.*
- *The team recommends that Bloomington Living Hope Lutheran School create and implement a written process for evaluation of special needs learners.*
- *From written documentation, as well as staff input, the team recommends that Bloomington Living Hope Lutheran School improve, update and better support the technology that is available to students and staff. The school is also encouraged to dedicate resources toward the training of the staff.*

STANDARDS DOCUMENTATION

Standard 3: Learner Performance

The Identification, Prioritization and Monitoring of Student Achievement

3.01 ASSESSMENT PROCESS: The school will provide a systematic and clearly understood process of learner assessment that includes at least one standardized testing instrument.

- Narration of Compliance*
- Standardized Testing Results (onsite)*

- Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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3.02 ASSESSMENT AND CURRICULUM: The school will have an assessment process that evaluates whether the learners are meeting the standards or criteria to successfully complete the prescribed educational program.

- Narration of Compliance*

- Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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3.03 ASSESSMENT DEMONSTRATES ACHIEVEMENT: The school will have an assessment process that documents student growth and achievement over time.

- Narration of Compliance*

- Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

3.04 ASSESSMENT RESULTS EFFECT CHANGE: The school will regularly evaluate the results of the learner assessment process, and if necessary, make changes in curriculum and instruction.

- Narration of Compliance*

- Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team encourages Bloomington Living Hope Lutheran School to more thoroughly evaluate standardized testing results with the goal of improving instruction and increasing learner performance.*

3.05 STUDENT RECORDS: The school will maintain student records containing assessment documentation, in addition to other information required by law and as necessary for the operation of a quality educational program.

- Narration of Compliance*
- Aggregated Test Data (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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3.06 ASSESSMENT RESULTS COMMUNICATED: The school will communicate learner progress to parents and the school community while respecting principles of confidentiality and respect.

- Narration of Compliance*
- Report Cards/Progress Reports (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted that there is no online grade reporting system available.*

3.07 ATTENDANCE / TARDINESS: ^{LR} The school will have attendance and tardiness policies and procedures that are written, published, communicated and enforced; In addition, the school will in a timely manner complete annual enrollment reports as is required by the local public school district and the state, and maintain copies of such reports.

- Narration of Compliance*
- Policy/Procedure Handbooks (onsite)*
- Enrollment Report to District and State (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team found that the school does not have a tardiness policy.*

Recommendations
Standard 3: Learner Performance

- *The team recommends that Bloomington Living Hope Lutheran School develop a tardiness policy.*

STANDARDS DOCUMENTATION
Standard 4: School Climate and Facilities
The Environment for Teaching and Learning

4.01 STUDENT BEHAVIOR EXPECTATIONS: The school will communicate expectations for student behavior and will enforce a student discipline code that is supportive of the school's mission and philosophy, and conducive to learning.

- Narration of Compliance*
- Handbooks – Student/Parent (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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4.02 CONFLICT RESOLUTION: The school will communicate and use a process for resolving conflicts and grievances within the school community.

- Narration of Compliance*
- Handbooks – Student/Parents/Employee (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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4.03 SPACE CONSIDERATIONS: The school and class enrollments are compatible with the capacity of the facility.

- Narration of Compliance*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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4.04 RESOURCES / FACILITIES: The school's resources, instructional materials, equipment, and facilities support the educational program.

- Narration of Compliance*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted the size of the desks in the upper grades did not necessarily accommodate the size of the students.*

4.05 LIBRARY / MEDIA: The school's library and media resources support the educational program.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team appreciated the quality of the library and media resources found at Bloomington Lutheran School.*
- *The team encourages Bloomington Living Hope Lutheran School to increase the quantity of the library resources at the Living Hope campus.*

4.06 PREVENTATIVE MAINTENANCE: The school facilities are safe, sanitary, and routinely maintained to assure effective working order and compliance with all legal and code requirements.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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4.07 HEALTH AND SAFETY ISSUES: ^{LR} The school is actively addressing any health and safety issues reported to the school, or that the school is aware of or reasonably should know or should have known about.

Narration of Compliance
 Written Health and Safety Plan (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted the unlocked school entrance doors at both facilities during the school day.*

4.08 CRISIS MANAGEMENT: ^{LR} The school has written, published and communicated policies and procedures for addressing emergency situations and regularly conducts drills and reviews policies/procedures with school community.

Narration of Compliance
 Drill Logs (onsite)
 Crisis Management Plan (onsite)

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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4.09 RIGHT TO KNOW, BLOODBORNE PATHOGENS: ^{LR} The school annually provides professional training to its employees on "right to know" laws regarding the handling and storage of chemicals, bloodborne pathogens, and other biohazards as required by OSHA.

- Narration of Compliance
 Posted "right to know" (onsite)
 In-service documentation (onsite)

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- The team noted that the last time the staff received Bloodborne Pathogens training was in the fall of 2009.

Recommendations

Standard 4: School Climate and Facilities

- The team recommends that Bloomington Living Hope Lutheran School review and potentially restrict public accessibility into the school buildings during the school day.
- The team recommends that Bloomington Living Hope Lutheran School conducts annual staff training for Bloodborne Pathogens.

STANDARDS DOCUMENTATION

Standard 5: Community Relations

The Effort to Include All Who Have an Interest in the School

5.01 ORIENTATION: The school will provide orientation for all new staff, new/prospective families, new students in age-appropriate ways, school volunteers, and governing body members. The orientation shall include: school mission and philosophy, roles and responsibilities, school programs, and expectations for learners.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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5.02 REGULAR COMMUNICATION: The school will maintain regular communication between the school and home.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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5.03 PUBLICATIONS: The school's written communication will help to develop informed relationships between learners, their families, the school, and the civic community.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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5.04 PARENT ORGANIZATIONS: The school will develop and promote opportunities for parents to become involved in the education of their children and help promote the school and its mission.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

5.05 COMMUNITY INVOLVEMENT / PARTNERSHIPS: The school will promote involvement in community activities and events and will develop community partnerships with local and school organizations that sponsor and support educational projects.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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5.06 MARKETING/DEVELOPMENT PLAN: The school will have a marketing/development plan in order to increase public visibility, foster community relations, and maintain necessary revenue and enrollment.

Narration of Compliance
 Written Marketing / Development Plan (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted that there was no written development plan available.*
- *The team encourages Bloomington Living Hope Lutheran School to review and design a logo that can be universally and consistently used to effectively promote the mission and ministry of the school.*

5.07 ANNUAL REPORT: The school will publish and distribute an annual report to parents and other stakeholders.

Narration of Compliance
 Written Annual Report (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

Recommendations

Standard 5: Community Relations

- *The team encourages Bloomington Living Hope Lutheran School to create a development plan that will help the school to attract and retain students from the surrounding communities.*

STANDARDS DOCUMENTATION

Standard 6: Personnel

The Qualifications, Evaluations, and Development of the Staff

6.01 ADMINISTRATOR QUALIFICATIONS: The school will have principals/administrators who have Minnesota administrative licensure; or at a minimum, have a masters degree in education from an accredited institution or are enrolled in such a program leading to a qualified degree within a five-year period.

- Narration of Compliance*
- Verification of Compliance for all Administrators*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.02 ELEMENTARY TEACHER QUALIFICATIONS: The elementary school's grade level teachers and those teaching math, science, social studies, or language arts will have Minnesota teacher licensure; or at a minimum have an baccalaureate degree from an accredited institution.

- Narration of Compliance*
- Verification of Compliance for all Teachers*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.03 ELEMENTARY SPECIALTY TEACHER QUALIFICATIONS: The elementary school's specialists (world language, fine arts, technology, library, physical education, religions, etc.) will have a baccalaureate degree from an accredited institution; or at a minimum be able to demonstrate proficiency in their teaching area.

- Narration of Compliance*
- Verification of Compliance for all Specialty Teachers*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.04 SECONDARY TEACHER QUALIFICATIONS: The secondary school's teachers and specialists will have Minnesota teacher licensure; or at a minimum have a baccalaureate degree from an accredited institution.

- Narration of Compliance*
- Verification of Compliance for all Teachers*

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance
 Not Applicable to Elementary Schools

Comments:

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6.05 CRIMINAL BACKGROUND CHECKS: ^{LR} The school will conduct appropriate criminal history background checks on all individuals who are offered employment in the school.

- Narration of Compliance
 Report on Criminal Background Check (onsite)
 Personnel Records (onsite)

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.06 STAFF CODE OF ETHICS: The school will publish and maintain a professional code of ethics for all staff persons.

- Narration of Compliance
 Handbooks – Faculty (onsite)

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.07 EVALUATION PROCESS: The school will have an evaluation process for all school personnel that includes job descriptions, annual written reviews, clear expectations, formative feedback on performance, a clear relationship between evaluation and employment decisions, and suggested courses of action to improve performance.

- Narration of Compliance
 Personnel Records (onsite)
 Evaluation Forms (onsite)
 Job Descriptions (onsite)
 Handbooks – faculty/staff (onsite)

- Summary: Sufficient Indication of Compliance
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.08 PROFESSIONAL DEVELOPMENT FOR STAFF: The school will have all teaching staff and administrators annually participate in professional development opportunities that are related to student achievement, specific job responsibilities, and goals of the school.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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6.09 BUDGETING FOR PROFESSIONAL DEVELOPMENT: The school will provide necessary resources in the budget for all staff to participate in annual professional development.

Narration of Compliance
 Budget Reports (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team encourages Bloomington Living Hope Lutheran School to continue funding for professional development.*

6.10 PERSONNEL RECORDS: The school will have accurate, confidential, and complete personnel records as required by law and as necessary for its effective operations, including professional qualifications and credentials.

Narration of Compliance
 Personnel Records (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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Recommendations
Standard 6: Personnel

STANDARDS DOCUMENTATION

Standard 7: Leadership and Governance

The Responsibility for the Educational and Organizational Effectiveness of the School

7.01 ADMINISTRATOR: The school will have an onsite administrator who is responsible for the day-to-day administrative leadership and management of the school.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.02 JOB DESCRIPTIONS: The school will provide written position descriptions for all administrative staff, which include roles, responsibilities, and accountability.

Narration of Compliance
 Job Descriptions (onsite)

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

7.03 GOVERNANCE: The school will have a governing body or authority to which the administrator is accountable.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

7.04 GOVERNANCE OPERATIONS AND DEVELOPMENT: The school has established written roles and responsibilities for members of the governing body, authority, or advisory committee and provides opportunities for orientation, ongoing development and training.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.05 BUDGET: The school will have an annual budgetary process and budget that is consistent with the achievement of its goals; in addition, the school will produce an annual budget and financial report, and will make it available to stakeholders.

- Narration of Compliance*
- Previous Year's Budget (onsite)*
- Current Budget (onsite)*
- Current Financial Reports (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.06 TUITION AND FEE SCHEDULE: The school will develop and communicate a tuition and fee schedule.

- Narration of Compliance*
- Tuition/Fee Schedule (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.07 COMPENSATION STRUCTURE: The school uses a communicated compensation structure for determining staff salaries and benefits.

- Narration of Compliance*
- Written Salary Schedule (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *There is no current salary schedule for teachers and support staff.*

7.08 EMPLOYEE HANDBOOKS: The school has written, updated employee handbooks or published and communicated policies and procedures that affect school faculty and staff.

- Narration of Compliance*
- Handbook - Employee (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team noted and appreciated the quality and clarity of the employee handbook.*

7.09 IMMUNIZATION RECORDS: ^{LR} The school annually obtains and maintains records of state-required immunizations on its students; the school enforces state immunization requirements.

- Narration of Compliance*
- Immunization Records (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.10 ADMISSIONS POLICY: The school will implement admissions policies and procedures in accordance with legal, ethical, and professional acceptable practices, including a statement of nondiscrimination.

- Narration of Compliance*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

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7.11 PARENT/STUDENT HANDBOOKS: The school will provide parents and students an updated, comprehensive school handbook that includes policies and procedures.

- Narration of Compliance*
- Handbooks – Parent/Student (onsite)*

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

- *The team encourages Bloomington Living Hope Lutheran School to publish the Parent - Student Handbook on the school's website.*

Recommendations

Standard 7: Leadership and Governance

- *The team recommends that Bloomington Living Hope Lutheran School continue efforts to create a salary schedule for both faculty and support staff.*

STANDARDS DOCUMENTATION

Standard 8: School Strategic Plan

The Strategies and Tools for Improving the School

8.01 SCHOOL STRATEGIC PLAN: The school has developed a written School Strategic Plan that identifies measurable, end-result objectives; strategies for achieving the objectives; and time-specific action steps for fulfilling the strategies. The school will include a narrative for this standard that describes the process that was used to create the strategic plan.

School Strategic Plan

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

8.02 QUALITY OF PLAN: The school has developed a written School Strategic Plan in conformity with the Quality Expectations of MNSAA. The school will provide a narrative that clearly indicates that the strategic plan meets the quality expectations for this standard.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

8.03 COMMUNICATION OF PLAN: The school will have a process for communicating the School Strategic Plan, in addition to regular updates on progress, to the various stakeholders of the school community.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

8.04 EVALUATION AND DEVELOPMENT OF PLAN: The school has a process for regularly evaluating and further developing its School Strategic Plan.

Narration of Compliance

Summary: *Sufficient Indication of Compliance*
 Compliance with Concerns
 Insufficient Indication of Compliance

Comments:

▪

Recommendations
Standard 8: School Strategic Plan

- *The team commends Bloomington Living Hope Lutheran School for the work done to date on its strategic plan.*

SUMMARY OF VISIT – *Bloomington Living Hope Lutheran School*

Most Significant Areas of Strength

- 1. The stakeholders understand the mission of the school and show it through the mutual respect of all concerned.*
- 2. There is effective communication between the school and the parents.*
- 3. The cohesiveness, stability, and dedication of the staff is admirable.*
- 4. The coordination of efforts between both campuses for the benefit of the students is noteworthy.*
- 5. The school has a well-maintained facility and a cheerful atmosphere which leads to an environment that is conducive to learning.*

Most Significant Areas of Challenge

- 1. Continue to focus on the necessity of communication between the two campuses in terms of day-to-day operation and grade level teacher interaction relative to curriculum.*
- 2. Address the curriculum issues relative to the handbook, technology, and current best practice.*
- 3. Design a process to identify and monitor the growth of the special needs students.*
- 4. Create a marketing / development plan to attract and retain students.*
- 5. Continue to encourage and fund the professional development of the staff.*

VISITATION TEAM MEMBERS

Name	School / Organization, City
<i>Mary Hanek</i>	<i>St. John the Baptist Catholic School, Jordan</i>
<i>Rodney Herbison</i>	<i>Crown of Life Lutheran School, West St. Paul</i>
<i>Ruth Kemper</i>	<i>St. Michael Catholic School, Prior Lake</i>
<i>Mary Knauff</i>	<i>St. Hubert Catholic School, Chanhassen</i>
<i>Leanne Stob</i>	<i>St. Croix Lutheran High School, West St. Paul</i>

VISITATION TEAM CHAIRPERSON(S)

Name	School / Organization, City
<i>Tim Plath</i>	<i>Minnesota Valley Lutheran High School, New Ulm</i>

Signature of Team Chairperson(s)

Date
