



Commission on Lutheran Schools
N16 W23377 Stone Ridge Drive Waukesha,
WI 53188



March 2015

Dear School Leader,

It is that time of year for your WELSSA Annual School Accreditation Report (ASAR) and School Improvement Plan (SIP) to be submitted to the CLS office. The templates are on the following pages. It is mandatory that you use the templates when you submit your Annual Report which is **due June 15, 2015.** **Note that this is two weeks earlier than in the past.** Please use each template according to the directions. By using the templates, the review team can process multiple school reports accurately. **If you fail to use either template, the report will be returned to you to complete on the recommended template.**

In column V write a brief explanation of the goals your school addressed during the 2014-2015 school year. Submit the entire plan, not just the 2014-2015 school year. This should include goals you have worked on previously and those you will be working on in the future. For each goal marked "ongoing" an explanation on how your school addressed this goal needs to be added and dated. It is important that you arrange your goals in order of the year they will be addressed, not in order of standards. Since your SIP should be a living document, add any goals that may not have been identified in Column II that your school is/will be addressing that weren't identified in the self-study or by the visiting team. Include the date the goal will be addressed (Column III).

Schools that were visited during the 2014-2015 school year should complete Columns I-III, using recommendations from the self-study and the visiting team report.

NOTE – Arrange your goals in order by the year you intend to address them and not in order of standards.

The Annual School Accreditation Report and the School Improvement Plan must be completed and returned to the CLS office no later than June 15, 2015. A late submission of the dual report may jeopardize your accreditation status. The annual fee payment is due June 15 and is to be made online at the CLS Purchasing Center. (<http://clsservices.wels.net>) The fee schedule is located on the instructions page. Remember – the Annual Report will only be accepted if the proper template is used, the appropriate fee has been paid at the Purchasing Center, and the appropriate signatures boxes are checked. Feel free to contact me if you have any questions or concerns.

God's richest blessings as your school uses the school improvement plan to advance the Gospel of Jesus!

In Christ,

James A. Rademan
WELSSA Executive Director
414-256-3220 jim.rademan@wels.net

Connecting education with eternity through the cross of Christ
Directions for Submitting the WELSSA Annual School Accreditation Report (ASAR)
and School Improvement Plan (SIP)

Comments Regarding the Annual Report

The site team that visited your school made recommendations in its written report for improving your school. The site team made the recommendations because they were convinced that these improvements would help the school better achieves its mission. The school uses that same criterion as it considers the team's recommendations. School personnel make changes in its ministry because they believe those changes will help them better carry out the Lord's work of nurture and outreach. That statement

summarizes the reason why the school pursues WELSSA accreditation, namely, to grow, to become stronger, and to serve the Lord Jesus better every day and every year.

Refer to each of the visiting team and your committee's self-study recommendations when developing the School Improvement Plan (SIP). This plan will explain the school's consideration of those recommendations and what changes the school has made in its ministry.

To maintain its accreditation the school must submit an electronic copy of the Annual School Accreditation Report (ASAR) and School Improvement Plan (SIP) to the CLS office (clsoffice@wels.net) as an e-mail attachment. **Note the revised signature requirements on the ASAR.** These documents will be examined by the executive director and a team of reviewers. The school is required to complete a self-study and host a visitation team every five years.

In addition to submitting an electronic copy of its ASAR and SIP to the CLS office, saving a copy of your annual reports is strongly recommended. Electronic record keeping facilitates annual revisions throughout the year and also assists in the preparation for when the school does its next self-study and hosts an onsite visit.

The template is provided on the following pages. Your report must be filed using the template.

Procedures to follow when completing and submitting the WELSSA Annual School Accreditation Report (ASAR) and the School Improvement Plan (SIP).

1. Complete the School Information section of the Annual School Accreditation Report.
2. Be sure to check the appropriate signature boxes and date the form where indicated. (A hard-copy of the administrator and school board chairman's signatures is no longer required.)
3. Complete the staff report. Include the number of credits and professional development hours each teacher earned during the recently completed school year.
4. If WELSSA is your initial accrediting agency, complete the School Improvement Plan report (SIP). There should be a goal for each recommendation found in the school self-study and visiting team report. Include the proposed date of the school year that the goal will be addressed. Each non self-study year should include goals. Other school improvements goals not identified in the recommendations should be included in the long range plan. If your school is accredited by another agency, attach a copy of the annual report that was submitted to that agency.
5. The report and annual fee payment is due June 15 and is to be paid online at the CLS Purchasing Center. (<http://clsservices.wels.net/welssa>). See fee schedule below.

Current enrollment	Contributing school fee for 2013-14	Non-contributing school fee
Less than 100	200.00	400.00
More than 100	300.00	600.00

6. If this is your first year completing the SIP, please seek the advice of your assigned consultant. For any other questions you may call 414-256-3220 or email jim.rademan@wels.net.
7. The ASAR / SIP reports and annual fee payment are due by June 15.

WELSSA Annual School Accreditation Report (ASAR)

The ASAR / SIP reports and annual fee payment are due by June 15.

School St. Martin's Lutheran School Address 1200 2nd Street NE

City Watertown State SD Zip 57201

WELS District Dakota-Montana School Telephone (605) 886-4709

School Administrator Mark Renner Email mark.renner@stmartinschurch.com

Number of Students 141 Number of Teachers 13

Circle grade levels included in the school: Age 4 K 1 2 3 4 5 6 7 8

Date of first site visit by a WELSSA team: April 28-30, 2008

Year school first accredited by WELSSA: 2008 First Cycle _____ Second Cycle X

Completion of this report together with the appropriate signature boxes checked indicates that the school has diligently studied the Visiting Team's Written Report, has carefully considered each of the recommendations in that report, has made the improvements listed, and has taken other actions as indicated.

Check one box.

Administrator's signature _____ Date _____
(inserting a digital signature is acceptable)

I do not have a digital signature. My electronic submission of this document serves as my signature.

Check one box.

School board chairman's signature _____ Date _____

I hereby validate that the school board chairman, Jeremy Holmen, has reviewed
(first name, last name)

this document and is subject to verification via email. hjholmen@yahoo.com

WELSSA QUALIFICATIONS OF STAFF REPORT

Name	Grade	Highest degree earned	Licensed in state of	Field of Cert.	Year license expires	Credits earned 2014-2015	Prof. development Non-credit hrs 2014-2015
Mark Renner	6-8	MS	SD	K-8 El Ed PreK-8 El Princ.	7/22	3	21
Jayne Jaeger	7-8	BS	SD	7-12 Secondary Education	7/19	2	0
Carol Janke	5-8	BS	SD	K-8 El Ed	7/19	1	21
Janell Brown	4	BS	SD	K-8 El Ed	7/19	0	33
Robyn Fritze	6 Spec. Needs	BS	SD	K-8 El Ed	7/19	0	21
Kirk Schauland	5	BS	MN SD	K-6 El Ed K-8 El Ed	6/15 7/18	4	15
Suzanne Steinmetz	6	MS	SD	K-8 El Ed	7/19	12	21
Amber Krause	3	BS	SD	K-8 El Ed	7/15	0	21
Peggy Poor	2	BS	SD	K-8 El Ed	7/18	0	21
Kathy Noeldner	1	BS	SD	K-8 El Ed	7/16	0	21
Lisa Haider	K	BS	SD	K-8 El Ed	7/18	3	15
Beth Falak*	PK	BS	SD	K-8 El Ed	7/19	0	15
Jonathan Niemi	PreK-4 Music Choirs Band	BS	SD	K-8 El Ed	7/19	6	21

*Resignation effective July 1, 2015

WELSSA SCHOOL IMPROVEMENT PLAN (SIP)

NOTE: If your school is accredited by another agency, attach a copy of the annual report that was submitted to the agency. It is not necessary to complete the SIP form.

I – Standard number: Enter the standard number from the visiting team’s report and self-study recommendations. (Example: 3.5 or 8.21)

II – Long Range Goal: Describe in detail your proposed goal that addresses the recommendation. (Make sure it is written as a goal statement.)

III – Proposed Completion Date: Fill in the school year in which you plan to achieve your goal.

IV – Completion Date: Fill in the school year in which the goal was achieved.

V – Explanation: Choose one of the following and describe in detail –
 1) how the goal was achieved; 2) why the goal was not achieved ; if the goal was not achieved but you will plan on addressing it later, insert a new date; 3) what has been achieved in the on-going process and include the year this was achieved. Attach supporting documentation that demonstrates the work completed.

NOTE: On-going goals need explanations for each year.

I Standard #	II School Improvement Goal	III Proposed Completion Date	IV Completion Date	V Explanation
10.3	The team recommends all school personnel participate regularly in large group Bible study as it is good for the soul and encouraging to fellow Christians. (Hebrews 10:25)	Ongoing		Each September, Bible studies for the year will be shared with the faculty and they will be encouraged to participate in one or more. Encouragement and reminders will be given at least quarterly.
9.7	The team recommends the Board adopt a schedule for reviewing all of its policies to make certain they are current and still applicable.	Ongoing		The board of education will begin a review in August of 2015 and once the review is completed will set a regular review cycle.
9.15	The team recommends the Board of Education continues to review the cost of education and tuition levels charged in light of the financial situation of the congregation.	Ongoing		The Board of Education Manual lists this review as being part of the budget process which takes place during the August and September meetings each year.

10.9	The team recognizes a low student to teacher ratio is ideal (15 to 1). The team recommends the Board review the school staffing level in light of its financial impact on families and the congregation.	Ongoing		The Board of Education Manual lists this review as being part of the budget process which takes place during the August and September meetings each year.
14.10	The team recommends that a faculty member, not the principal, be designated to make regular (monthly) inspection of the school property to note necessary repairs and improvements.	Ongoing		Vice - Principal will begin doing this in September 2015
9.27	The team recommends the administrator support the work of these administrative personnel but that he let them do their work (even if they make mistakes).	Ongoing		Athletic Director and Vice-Principal have weekly meeting times with the principal to discuss items, but they take charge of and are responsible for the items discussed.
9.32	The team recommends the administrator serve in a support role to the vice principal who has primary responsibility for technology, school promotion and marketing.	Ongoing		Vice-Principal has a weekly meeting time with the principal to discuss items, but he takes charge of and is responsible for the items discussed.
3.8	You could make your annual school improvement plan available to all stakeholders.	Ongoing		Plan made available in June of 2015 in the fellowship hall, school office, and on the website. As plan is updated each year, the current copy will be updated to the newer version.
5.1	The team recommends the school implements its well thought out and developed publicity plan.	Ongoing		The Vice-Principal took over marketing the school at the start of the 2014-2015 school year. In addition to carrying out what was already in the plan he reviewed it with the board and added in items. He will continue to implement the plan

				and review it with the board on an annual basis.
8.4	The team recommends all members of the ministry team bear in mind their responsibility to speak the truth in love to one another at all times (Eph. 4:15) and use the Team Ministry Bible studies as a resource.	Ongoing		Each year for the next three years the faculty will be using the following Bible Studies to aid them in this process: 2015-2016 - Christians in Conflict 2016-2017 - Team Ministry Bible Studies 2017-2018 - The Word and The Team Other resources will be sought for use beyond the 2017-2018 school year.
8.9	The team recommends that all teachers review their classroom decor to make certain it reflects Jesus and his love without any person present.	Ongoing		Each teacher will evaluate their room on a yearly basis to ensure that this is taking place. Money is set aside in the school special projects account to make purchases.
12.30	The team recommends the technology director provide scheduled group and/or individual training as needed	Ongoing		The technology director will collect ideas from individual teachers on a yearly basis to plan group and individual training.
2.2	Continue to increase funding for continuing education for school personnel.	Ongoing	January 13, 2015	At their December 2, 2014 meeting the Board of Education approved continuing education funding at \$1,000.00 per teacher. The church council approved that funding amount at their January 13, 2015 meeting. Funding will be reviewed on an annual basis.
9.44	The team recommends that the Board make the adjustments necessary to provide the 20 hours per week of school administrative and leadership time	Ongoing	April 7, 2015	The board approved a plan at their April 7, 2015 meeting that gives the principal 19.75 hours of release time per week, including a

	recommended for a school the size of St. Martin's. This administrative and leadership time should be in blocks of suitable length.			block of 3.5 hours each day. The board will review that plan each year.
4.11	The team recommends the school emphasize the Gospel of forgiveness when dealing with discipline situations (Rewrite discipline policy in school handbook).	May 2015	May 5, 2015	Faculty approved changes at meeting on April 22, 2015. Board approved changes at their May 5, 2015 meeting.
13.29	The team recommends including a statement to this effect in the student handbook. (Parents and children are responsible for the proper care of food brought from home.	May 2015	May 5, 2015	Faculty approved changes at meeting on April 22, 2015. Board approved changes at their May 5, 2015 meeting.
1.1	The Team recommends displaying the Mission Statement prominently throughout the school building.	August 2015	September 2015	Mrs. Steinmetz and Mrs. Poor are working to create items with the mission statement and display them.
11.8	Continue and complete the work started in regards to the music curricula.	August 2015		The music coordinator has been put in charge of completing the curriculum before school starts in August.
1.5	The team recommends that the appropriate people and Boards review the overwhelming number of objectives in the Ministry Advancement Plan which designate the principal as the responsible party for carrying out the objectives.	September 2015	September 2015	Principal will review with faculty and board. Board will be asked to approve changes to designees at their September 2015, meeting when they normally review the MVO.
1.4	The team recommends that all members of the ministry team and the appropriate members of the congregation become actively involved in implementing the Ministry Advancement Plan.	September 2015	September 2015	Principal will review with faculty and board. Board will be asked to approve changes to designees at their September 2015, meeting when they normally review the MVO.

9.18	The team recommends the administrator empowers his support personnel to carry out their responsibilities. (Let them do what they have been called to do.)	May 2016		This is one of the goals set for the principal to work towards in the 2015-2016 school year. Mr. Niemi has agreed to help the principal accomplish this goal.
9.24	The team recommends that the principal look for more opportunities to delegate work and that other members of the ministry team take advantage of those opportunities to serve the Lord and further their personal ministry.	May 2016		This is one of the goals set for the principal to work towards in the 2015-2016 school year. Mr. Niemi has agreed to help the principal accomplish this goal.
10.8	The team recommends the school study the co-curricular duties and responsibilities of its personnel with an eye to equitable distribution of those duties and responsibilities.	June 2016		Mrs. Jaeger, Mrs. Brown, Mr. Niemi and Mrs. Fritze have volunteered to form a committee that will bring forward any recommended changes to the faculty and then the board.
3.3	Consider having a pastor or qualified lay person offer a Bible-based presentation on a timely parenting topic. (social media, money management, setting boundaries, etc.)	June 2017		Mr. Niemi has volunteered to lead this effort.
3.6	Reconsider your promotion of teachers' weekly internet posting. (some classroom pages are up-to-date and others are not)	June 2017		Vice-Principal will be working through this item.
7.1	The team recommends the appropriate personnel teach parents how to give good word of mouth publicity for St. Martin's Lutheran School to unchurched families.	August 2017		
7.6	The team recommends the school investigate the use of current dedicated and enthusiastic school families serving as mentors for families new to the school.	August 2017		Mrs. Guthmiller and Mrs. Haider have volunteered to head a committee which will work through this.

9.25	The team recommends that regularly scheduled meetings between the pastors and the principal take place and schedules be adjusted to make this happen.	August 2017		
12.30	The team recommends the technology director develop a reporting/resolution procedure for day-to-day technology issues.	August 2017		
13.18	Recommend that the school board (faculty) investigates the drop off and pick up procedure with an eye fixed on child safety.	August 2017		Mrs. Noeldner and Mrs. Steinmetz will form a committee which will investigate. 2.11.16 - A building committee has been formed to plan for a possible expansion to the school for early childhood. That committee will also be looking at changes to drop off and pick up based on the new plans for the school.
3.5	Evaluate the church/school calendar and ask the question, "Are scheduled church/school events taking away 'family time' opportunities from your school families."	January 2018		Mrs. Noeldner and Mr. Niemi will assist with the evaluation.
5.6	The team recommends school personnel investigate additional ways to become involved in non-church related community activities.	June 2018		Mrs. Beutow and Mrs. Janke have volunteered to work with this recommendation.
9.11	The team recommends the Board of Education in conjunction with the pastor develops a written position description for the (superintendent) pastor as it relates to his role with the school.	June 2018		
12.20	The team recommends teachers document classroom assessments in their curriculum maps.	June 2018		Teachers have already begun to include assessments in core subjects. Each teacher will be encouraged to include assessments in all

				of their maps.
15.7	The team recommends the congregation investigate the feasibility of having an outside audit done of its financial records.	July 2018		
15.8	The team recommends that the Board of Education account for all funds generated by auxiliary organizations using the same accounting procedures used for all other accounts.	July 2018		
4.7	The team encourages St. Martin's to share the talents of its students in worship opportunities.	August 2018		The church/school music coordinator will work with this recommendation to come up with a plan.
5.3	The team recommends that the school look at ways to streamline the communication requirement for the teachers (j.e. either a newsletter or a webpage rather than both).	August 2018		The Vice-Principal and Mrs. Janke will work with others to find the best way to communicate with parents.
5.3	The team recommends that the vice principal develop a consistent appearance for individual webpages as well as consistency in the types of content expected.	August 2018		The Vice-Principal and Mrs. Janke will work with others to find the best way to communicate with parents.
11.3e	Develop assessment for academic growth and achievement for each student	August 2018		
11.4e	Develop assessment for academic growth and achievement for each student	August 2018		
11.5e	Develop assessment for academic growth and achievement for each student	August 2018		
11.6e	Develop assessment for academic growth and achievement for each student	August 2018		
11.7e	Develop assessment for academic growth and achievement for each student	August 2018		

11.8e	Develop assessment for academic growth and achievement for each student	August 2018		
11.9e	Develop assessment for academic growth and achievement for each student	August 2018		
11.10e	Develop assessment for academic growth and achievement for each student	August 2018		
11.11e	Develop assessment for academic growth and achievement for each student	August 2018		
12.13	The team recommends St. Martin's increase math instruction time to a minimum of 45 minutes per day	August 2018		
12.28	The team recommends each room in the school be inventoried and an electronic and hard copy kept. (A complete record of all items in each room.)	August 2018		
1.9	The team recommends that the school publicize the progress that is being made on achieving the objectives. (Ministry Advancement Plan)	September 2018		Mrs. Steinmetz and Mrs. Janke have volunteered to help come up with ways to publicize progress.
5.7	The team recommends the school review the Classroom Service Program, revise as necessary, and implement.	September 2018		Mrs. Steinmetz and Mrs. Fritze have agreed to put together a committee.
14.8	The team recommends the school study all possible solutions for making the playground area safe for children. This could include fencing the playground, asking the city to close the street during the school day, moving the play structure to the school side of the street and the parking lot across the street.	June 2019		Mrs. Haider and Mrs. Noeldner will form a committee to make recommendations.
5.4	The team recommends the school enlist the services of someone with graphic design experience to review its promotional material (Review layout and wording of materials)	August 2019		Vice-Principal

5.7	The team recommends the school investigate conducting an all school community service program such as a food drive for the local food bank.	June 2020		Mrs. Fritze and Mrs. Haider will work with a committee to make recommendations.
11.10	The team recommends St. Martin's explore the feasibility of offering a world language either on site or online.	June 2020		Mrs. Jaeger and Mrs. Steinmetz will work with a committee to make a recommendation.

Arrange the goals in order of the year they will be addressed, not in order of standards.