



**ONSITE ACCREDITATION
TEAM REPORT**

ASSUMPTION CATHOLIC SCHOOL

2310 East 7th Avenue

Hibbing, MN 55746

February 25-26, 2013

Mary Kay Rowan

MNSAA Team Chair

ACKNOWLEDGEMENTS

The team would like to thank John Schlachter, his faculty and staff for their gracious assistance during our visit to Assumption Catholic School. The team found the school to be very joyful, with great involvement from the three priests assigned to the parish school. The responses of the parents in our phone interviews were overwhelmingly positive and supportive of the work and dedication of the administration, faculty and staff. The commitment to the integrity of the process of the accreditation was apparent in the willingness to answer questions, adjust schedules, provide data and make themselves available. The visit with Fathers Gabriel Waweru, Anthony Craig and Brian Lederer was informative, engaging and their graciousness was very welcoming. The hospitality and cooperation they all provided was invaluable to successfully completing this MNSAA onsite visitation.

In addition, we acknowledge the warm welcome that we experienced as a result of the greeting we received the first day by John, the school faculty and staff. We would also like to thank John, and his cook for the delicious breakfast, lunches and snacks that were provided. We were particularly taken by the school archery program that seems to be flourishing and enjoyed by students and many volunteers. Our visit was a privilege and a valuable learning opportunity for the entire team. Our prayers and thoughts are with you as you continue your work on the school strategic plan for improvement and provide for the future of the Assumption Catholic School community.

STATEMENT ON THE PURPOSE, USE AND DISTRIBUTION

Purpose

It is the intent of the MNSAA Board of Directors that this report on the visit of the school be considered the official record of the findings and recommendations of the onsite visiting team.

The mission of the onsite 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 onsite visit 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 visit is to be conducted. Therefore, such a use would be inherently unethical and invalid since at no time during the process has the visit team been concerned with the appraisal of individual school personnel.

The members of the onsite 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 Team Chair of the onsite visiting 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 Team Chair nor the members of the onsite visiting 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 Team Chair 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 Team 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

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

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

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:

- *The team affirms the need for increased community awareness of the mission and philosophy.*

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:

- *The team found in the self-study report and heard through interviews, a desire to re-evaluate the mission and philosophy statements.*

Recommendations

Standard 1: Mission and Philosophy

- *The team concurs with the school's identified need for re-evaluation of the mission and philosophy statements.*

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:

- *The team found that Assumption School identifies the curriculum outcomes defined by the Diocese of Duluth as their curriculum handbook.*

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 did not see evidence that the written curriculum guides the instructional practices.*

2.03 CONTENTS OF CURRICULUM: ^{LR} The school's curriculum will provide for at least the following core subject areas: language arts, mathematics, 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 world language, either as separate subjects or integrated in a core area.

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

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

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:

- The team did not observe the variety of instructional practices as stated in the self-study narrative.
- The team could not find evidence to support the self-study narrative that instruction is guided by the findings of NWEA assessments.

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:

- The team encourages the school to define subject area philosophies.

2.06 AWARENESS OF RESEARCH / PROFESSIONAL PRACTICE: The school's written curriculum and instructional practices 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 found that curriculum and instructional practices are textbook driven.
- It was unclear to the team that the instructional practices were aligned to the Diocesan outcomes comprehensively throughout the school.
- The team found no evidence of professional development in curricular best practices.

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
 Written Schedule of Curriculum Review

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

Comments:

- *The team found evidence of the textbook review cycle.*
- *The team found no evidence of a written process for the ongoing evaluation and development of the curriculum handbook and instructional practices.*

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

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

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

Narration of Compliance

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

Recommendations

Standard 2: Curriculum and Instruction

- *The team concurs with the school's stated challenge to evaluate Diocesan outcomes.*
- *The team recommends the school define and implement a process of aligning instruction with their defined standards that includes on-going collaborative evaluation and assessment data. This may include consistent usage of curriculum mapping.*
- *The team recommends that regular and on-going professional development be established to enhance student learning.*
- *As a result of the school-wide action plan, the team recommends instructional practice adjustments to positively promote active student learning.*

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

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

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

3.04 ASSESSMENT RESULTS EFFECT CHANGE: The school will annually 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 found no written evidence of documentation as to how teachers use standardized test results to make changes in curriculum.*
-

3.05 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 or Progress Reports (onsite)*

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

3.06 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

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

Recommendations
Standard 3: Learner Performance

- *The team concurs with the school's identified need to use standardized tests to guide curriculum assessment and make changes as necessary.*

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

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

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:

- *The team enjoyed working in a beautiful facility that serves the school community so well.*

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

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

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:

- *The team concurs with the school's identified need for increased security and installation of eyewash stations.*

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
 Health and Safety Documents (onsite)

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

Comments:

- *The team observed safety issues related to building access including the front door unlocked and an open door from the kindergarten classroom to the outside.*
- *The team found no evidence of signed acceptable internet use forms.*

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:

- *The team did not find emergency exit plans in all classrooms.*
- *The team did not find a complete Crisis Management Plan (missing information in the following sections: school map, local emergency phone numbers, crisis team members, class rosters, faculty list, drill log, and school phone tree).*

4.09 RIGHT TO KNOW AND 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 recommends consistent annual Right to Know and Bloodborne Pathogen training.*

Recommendations
Standard 4: School Climate and Facilities

- *The team concurs with the school's identified challenge of improving and managing campus security.*

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:

- *The team found no evidence of a formal new teacher orientation or mentorship program.*

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

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:

- *The team commends the extensive communication between the school and families.*

5.04 PARENT INVOLVEMENT: 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:

- *The team commends the dedicated parent involvement.*

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:

- *The team commends the excellent community commitment and collaboration with the school.*

5.06 MARKETING AND DEVELOPMENT: The school will foster community relations, increase public visibility, and maintain necessary revenue and enrollment through marketing and development.

Narration of Compliance

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

Comments:

- *The team encourages the development of a formal marketing plan that may include alumni correspondence.*
- *The team heard through interviews of the need for staff support with marketing and development initiatives.*

5.07 ANNUAL REPORT: The school will publish and distribute annually a state-of-the-school report to parents and other stakeholders.

Narration of Compliance
 Written Annual Report to Stakeholders (onsite)

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

Comments:

- *The team commends the design and information contained in the school's 2011-2012 annual report and encourages its future use with stakeholders.*

Recommendations

Standard 5: Community Relations

- *The team concurs with the school's identified need to provide an annual report to stakeholders.*
- *The team affirms that development and marketing plans need to be addressed.*

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:

- *While the team found that the principal is well-educated and committed to Assumption Catholic School, his academic credentials do not meet the MNSAA requirement for educational leaders.*

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 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

Comments:

- *The team commends the dedicated and committed faculty, staff and administration.*

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

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

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

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 Secondary Teachers

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

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
 Criminal Background Report
 Personnel Records (onsite)

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

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

- Narration of Compliance
 Faculty/Employee Handbooks (onsite)

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

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)
 Employee Handbooks (onsite)

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

Comments:

- The team found no written evaluations for non-teaching staff and sporadic evaluations for the teaching faculty.
- The team found no written evidence of the two annual evaluations as stated in the faculty handbook.

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:

- *The team found no evidence of a school-wide professional development plan that is related to identified goals of the school.*
- *The team heard through interviews and supports the need for additional time dedicated to faculty professional development.*

6.09 BUDGETING FOR PROFESSIONAL DEVELOPMENT: The school will provide 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

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

Recommendations Standard 6: Personnel

- *The team concurs with the school's identified challenge to develop and improve methods of personnel evaluations.*
- *The team recommends a written school-wide professional development plan that is related to enhanced student achievement and identified goals of the school.*
- *The team recommends that the principal obtain the credentials within the prescribed timeframe that are required to meet the MNSAA criterion for school administrators.*

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

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:

- *The team notes a need for improvement of staff job descriptions.*

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

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:

- *The team concurs with the school's identified need for clarification and guidelines as to the role of the advisory committee (School Board).*

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

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

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

- Narration of Compliance*
- Written Compensation Structure (onsite)*

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

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) (See performance indicators for content essentials of handbook)*

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

7.09 PARENT AND 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

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

7.11 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

Recommendations

Standard 7: Leadership and Governance

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 for improvement that identifies measurable, end-result objectives, strategies for achieving the objectives, and time-specific action steps for fulfilling the strategies.

- School Strategic Plan*
- Narrative description of process used to create plan*

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

8.02 QUALITY OF PLAN: The school has developed a written School Strategic Plan for improvement in conformity with the Quality Expectations of MNSAA.

- Narration of Compliance clearly indicating how strategic plan meets each quality expectation (valid, connected, supported, visionary, reasonable, focused)*

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

Comments:

- *The strategic plan does not reflect a clear connection to the identified strengths and challenges of the self-study report.*
 - *The strategic plan does not have student performance and enhanced achievement as a primary focus.*
 - *The timeframe of the strategic plan was not linear for all strategies.*
-

8.03 COMMUNICATION OF PLAN: The school will have a process for communicating the School Strategic Plan for improvement, 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

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:

- *Through interviews, the team heard that teachers were not richly involved in the development of the strategic plan or its ongoing implementation.*

Recommendations

Standard 8: School Strategic Plan

- *The team recommends that better defined, student-centered objectives be developed.*
- *The team recommends that the timeline be linear in nature.*
- *The team recommends greater teacher involvement in the creation and implementation of the strategic plan.*
- *The team recommends that the strategic plan directly correlates to the challenges the school presented in the self-study document.*

SUMMARY OF VISIT – Assumption Catholic School, Hibbing, MN

Most Significant Areas of Strength

- *A joyful climate with a heart-felt Catholicity and spirituality permeates Assumption Catholic School.*
- *The team found a welcoming environment that exhibits values and respect of one another.*
- *A dedicated administration, faculty, staff, families, volunteers and community is a strength of Assumption Catholic School.*
- *The pastor and associates strongly support the school's vision and student success.*

Most Significant Areas of Challenge

- *Assumption Catholic School is challenged to define and implement a process of aligning instruction with their defined standards that includes on-going collaborative evaluation and incorporates the analysis of assessment data.*
- *The team concurs with the school's identified challenge of improving and managing campus security and recommends the school regulate and control access to the school building by the public.*
- *The administrator is challenged to meet the MNSAA qualifications for school leadership within the timeframe allowed.*
- *The school is challenged to continue to enhance its development and marketing initiatives to ensure viability into the future.*
- *Assumption Catholic School is challenged to develop a school-wide professional development plan that addresses the identified goals of the school and enhances student achievement.*

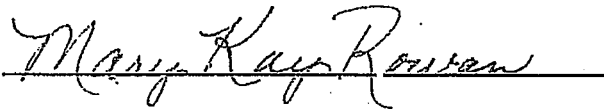
VISIT TEAM MEMBERS

Name	School / Organization, City
<i>Mary Cahill</i>	<i>St. Joseph School, Grand Rapids</i>
<i>Cori Wrobel</i>	<i>St. Francis of the Lakes School, Brainerd</i>
<i>Deb Euteneuer</i>	<i>St. Francis of the Lakes School, Brainerd</i>
<i>Sue Nordquist</i>	<i>St. Thomas Aquinas School, International Falls</i>
<i>Jodi Altonen</i>	<i>Holy Rosary School, Duluth</i>
<i>Jan Truhler</i>	<i>St. John the Evangelist School, Little Canada</i>

VISIT TEAM CHAIRPERSON(S)

Name	School / Organization, City
<i>Mary Kay Rowan</i>	<i>St. John the Evangelist School, Little Canada</i>

Signature of Team Chairperson(s)


A handwritten signature in cursive script, reading "Mary Kay Rowan", is written over a horizontal line.

Date **March 12, 2013**

