

FL-GA DISTRICT ACCREDITATION COMMISSION

September 27-28, 2017

1. Opening Devotion – Jody Schweichler – Energy when you first started teaching, before the hurricane, all sorts of things that diminish our enthusiasm.. God is the source of our energy. Like a sponge we need to be refreshed and renewed to do our best work. If you are dried out, go back to God for a refreshing refilling. My word shall not return to me empty... Isaiah is a book of Renewing “Renew me o eternal light.”
2. Secretary with many thanks - Lynda Voss Thanks also to the entire Commission.
3. Jon read letter from the commissioner – on the occasion of his retirement from the Accreditation Commission. We wish Glenn all the best as he continues to serve his family.
4. NAC Report of July 2017
 - Sharing of powerful practices within the district and within the entire national accreditation body. There were 104 schools presented for accreditation
 - 11 provisional (Immanuel, Brandon from our district) this was a recommendation from the national accrediting body upon review of the documents submitted – no one knows why they got that this provisional. Both Roger and Ruth felt this was unjustified. Why weren't they called to find out why they did not have a Board Manual in a form that was acceptable?
 - The FLGA commission recommends to the National communions that there is a contact made with the team captain when the NLSA recommendation is contrary to what the Team recommended, we need to have more information. Via a phone call.
 - **Bob Boyd made a motion** that the above recommendation be made. All were in favor of his motion. Motion carried.
5. Regarding Luth Ed.... New materials are located on the LuthEd site which can be found at: <http://live-luthed.pantheonsite.io/>
6. Some schools will be Beta testing the new EC document.
 - a. Open enrollment for current NLSA accreditation. Pay the money. If a school completes dual accreditation The Conversion to all online entry of accreditation materials. Their new systems is more user friendly.
 - b. Accredited schools nationally
 - 670 schools – 501 elementary, 266 early childhood, 58 high schools
 - 180 or co-accredited
 - 10 new candidate schools
 - 12 lapsed schools
 - 32 schools filed for extension
 - c. Woodlands PS, Montverde – removed from provisional status

d. NLSA Values

- Lutheran culture
- Educational excellence
- Continuing improvement
- Innovation – sharing of powerful practices

e. Critical targets

- School leadership development
- Powerful practices
- Serving children better

f. All Evidence Based Accreditation (EBA) documents have been revised and edited and are on the LuthEd website. Early Childhood documents have been revised and are on/soon to be on the LuthEd website. **(Important for all consultants to note!!)**

g. New definitions (effective immediately in 2015-2016; repeated for information)

- **“Accredited in Good Standing”** – A school successfully concludes an NLSA process associated with recognized accreditation partners, complies with required standards and indicators of success, and is committed to continuing school improvement. This is a significant accomplishment.
- **“Accredited With Provision”** – An accredited school concludes an NLSA process or completes a process associated with recognized accreditation partners. The school has failed to comply with any single required evidence or indicator, or has major deficiencies, but demonstrates a commitment to continuing school improvement. A school using the EBA protocol that is assigned any general indicator rating of “1” results in the automatic designation of Accreditation with Provision.
- **“Powerful Practices”** – A powerful practice is much more than an expectation that quantifies standard compliance. It innovates and exceeds accreditation expectations. It is an uncommon, calculated risk that has resulted in significant reward for the students. Therefore it is a desirable condition that has ramifications for our schools in the LCMS alliance. A powerful practice drives innovation and systemic change. A powerful practice may not be connected with schools of distinction.

Note: Mark asked – are our schools even aware that this exists. Jon says that the national review board makes note of those powerful practices. Our consultants and administrators should be thinking about these things that can be shared to enhance the entire accreditation community. Is there a better way to share these practices that can be shared to all the schools? Probably a team captain would be the best person to identify practices that could be shared with the entire community.

h. Accredited with distinction – To award schools of distinction for EBA schools in the 2016-2017 school year with the following established minimum of top 5% of candidate schools, a 3.1 total score ranking, and endorsement from the district. **Maybe one powerful practice?...check with Glenn.**

i. Consistency of Ratings – new wording for EBA (established last year, repeated for information)

If you are giving yourself a 4, you are considering yourself the cream of the crop -- 3 is highly functioning. Ratings are going down but that is because they are rating themselves more fairly. And a lot less schools are falling below acceptable.

- **“Highly Functional 4”** – This is an area of outstanding strength of the school. It not only meets ALL of the rubrics related to the general indicator, but is supported by extensive documentation and/or observable practices that exceed expectations related to this indicator. This indicator establishes practices for other Lutheran schools to consider. The visiting team will verify that these practices and/or documentation exceed the Operational (3) level.
- **“Operational (3)”** – This is the expected rating for a strong Lutheran school. ALL rubrics must be met completely for this indicator to be considered Operational. The condition is supported with documentation and/or observable practices that support the rating. Indicators with a 1 or a 2 need to be included in their school improvement plan... If they have a 1 they will automatically be put on provisional status.
- **“Emerging (2)”** – If one or more rubrics are not fully met, the rating must be Emerging. Improvement is required in this area. This indicator is recognized as important by the school, but is inconsistently applied. Any rubric not fully met must be addressed in the School Action Plan.
- **“Not Evident (1)”** – There is observable conflict or deficiency with this indicator at the school. Less than the majority of the expected rubrics are not met or addressed with sufficient practices, evidence, or documentation. This rating shall result in the assignment of Provisional Status. This must be addressed in the School Action Plan.

DAC Discussion regarding the above:

School Shepherd award will be given to a recognition to a pastor who is extremely supportive of the school. They select one person on a national level. The visiting team can make the recommendation that they are worthy of consideration for these awards.

When you get to the point of a questionable behavior of the pastoral staff... How does the staff receive any help to deal with the dysfunction? If a visiting team makes that observation, you are out there and can give some direction. Contact the Ed Exec, or the district president. If someone at the school opens the door during the visit, a consultant should say it in their report. It can be tied to a standard.

Question – how can it be done in a way that doesn’t make it counter- productive?

Answer - If there is a problem – it doesn’t have to be in the report. If there is a situation like this, the team should call Mark. And have a discussion with them. Sometimes the situation needs to be addressed to the church leadership, with the statement that “this isn’t right” and should be addressed.

Question – Does a team ever have an opportunity send a report apart from the Report of the Visiting Team? Most leaders meet separately with the administrator to discuss things that might not be in the report.

- **“Summary and Response”**
 - 1. Based on any general indicator ratings of “1” or “2”, the school must develop specific plans to improve. Plans must include specific targeted completion dates and assignments.
 - 2. At the discretion of the school, actions may be developed for indicators that have been rated as “3”.

- j. Evidence Based Accreditation Document (EBA)
 - Purpose
 - Relationships
 - Leadership
 - Professional Personnel
 - Teaching and Learning – critical for the consultant to make sure pieces are present (this section is all about serving students better)
 - Student Services
 - Facilities

- k. Elements of the EBA process
 - Required and potential pieces of evidence
 - School action plan – must include anything rated 2 or 1
 - 6 members on the visiting team
 - Visiting team ratings prevail over school ratings – must be documentation and reason CONCERN AND RECOMMENDATION, WHY THE TEAM RAISED OR LOWERED A SCHOOL’S RATING, ESPECIALLY WHEN CHANGING A 4 TO A 3.)
 - Visiting Team Report format
 - Exit Report PowerPoint
 - OVERALL SCHOOL RATING – calculate the overall rating by averaging each of the scores of the 41 standards (THIS IS NEW!!)

- l. EBA Action Plan
 - Must be constructed by the school to address items rated as 1 or 2
 - Plan must be attached to the self-study at the time of the visit
 - Plan must be amended after the visit to include concerns identified by the Visiting team
 - Final plan including the visiting team concerns must be submitted to the DAC and passed along to the national reviewers from the membership committee

- m. Raising NLSA fees from \$450 to \$600 (no raise for district fees) - **this is the first increase in some time.**
 - Cover existing and anticipated NLSA expenditures
 - Align with the LCMS office of National Mission Budgetary Expectations
 - Allow for “future proofing” of staffing and positional changes
 - Ensure a prolonged time between fee increases
 - Increase program deliverables (marketing, banners, awards, etc.)

- n. Retirement of Terry Schmidt as Director of NLSA – at end of school year. – they want to have enough money to justify this position. The NAC commission suggested that there be small increases each year. This information should be shared before the schools’ financial plan has been

7. Report on upcoming visits:

- Redeemer PS, Vero Beach – dropped the process
- Bethlehem PS, Jacksonville Beach – let accreditation lapse
- Good Shepherd, N. Ft. Myers – granted an extension 2018
- Holy Cross, Sanford – new to the process (Ruth is the consultant) – going to also use NLSA so that they have that religious element as part of their accreditation process
- Trinity, Delray Beach – using both the ECD and EBA processes (Both Karen and Jon agreed

to give them until January 15, 2018 to submit materials to her. If acceptable, we will contact the DAC and give permission for a team visit.)

Bob moved that we accept this suggestion. Motion seconded.

Discussion – the voice of the commission needs to be expressed. Should there be additional steps involved. If it is not done by January 15. In the mean time we want to come down and see where you are at. We will send them armed with a letter of the things that need to be done.

Say, “We have concerns. She couldn’t get her stuff together.” Can we modify the proposal that by January 15 there needs to be acceptable progress or there won’t be a team visit this year. They need to have more done by then than just the stuff that was required by this presentation deadline. Recommend that they have an immediate visit to show the consultant what has been done at this point and then all things will be done by January. **Motion carried.**

8. Protocol for DAC expenses
 - a. Initial visit to begin a school in the process – DAC reimbursement (send expense voucher to Lynda); necessary revisits prior to the team visit is a DAC reimbursement – **or use Lynda’s electronic document.**
 - b. Communicate with the school during the process – email, telephone, snail mail
 - c. Team visit – costs to be reimbursed by the school
7. Evidence of Strategic Planning – explain how a school plans, implements, and evaluates changes necessary for school improvement (HOW rather than WHAT)
 - a. A well-written NLSA school improvement plan is evidence.
 - b. A textbook review cycle is evidence.
 - c. Annual school goals can be evidence.
8. Critical role of the consultant
 - a. Verify that the school is using the appropriate self-study document from LuthEd
 - b. Encourage the administrator to use the Administrator's Manual for guidance
 - c. COMMUNICATE, COMMUNICATE, COMMUNICATE
9. Major deficiencies
 - a. A major deficiency is "any condition that is based on an NLSA standard which has a severe negative effect on the quality of education, the ministry of the school, and/or endangers the health and safety of the school population."
 - b. Must be time-sensitive - has to be satisfied within two years
10. DAC update sheet (Hand Out)
11. Assignment of team captains for 2017-2018 visits
 - a. St. Paul, Lakeland (AdED) – Jane (TC)
 - b. Trinity, Delray Beach (ECD 2 – OI, EBA 1 – Karen Smith (C), Jody Schweichler (TC) Bob Boyd (TC)
 - c. Faith, Hialeah (EBA 1) – Brenda Sorren (C), Ruth Wiedenmann (TC)
 - d. Holy Cross, N. Miami (EBA 1) – Bob Boyd (C), Jon Peterson (TC)
 - e. Trinity, Kissimmee (EBA 1) – Roger Walker (C), Steve Hoffschneider (TC)
 - f. Good Shepherd, Sarasota (ECD 1) – Glenn Moenning (C), Brenda Sorren (TC)
 - g. Messiah, Tampa (ECD 2 – OI) – Kathy Knudtson (C), Pat Weingart (TC)

- h. Faith, Viera (ECD 2 – OI) – Karen Smith (C), Jody Schweichler (TC)
 - i. Grace, St. Petersburg (EBA 1) – Ruth Wiedenmann (C), Roger Walker (TC)
on a year extension
12. Assignment of consultants for 2018-2019 visits
- a. St. Paul, Boca Raton (EBA 1) – Jon Peterson (C)
 - b. Faith, Eustis (EBA 1) – Pat Weingart (C)
 - c. Shepherd of the Coast, Ft. Lauderdale – Roger Walker (C)
 - d. Advent, Boca Raton (EBA 1) – Brenda Sorren (C)
 - e. St. Michael, Ft. Myers (AdvancED) – Jon Peterson (C)
 - f. St. Paul, Peachtree City (EBA 1) – Jody Schweichler (C)
 - g. Trinity, Rockledge (EBA 1) – Steve Hoffschneider (C)
 - h. Zion, Ft. Myers (ECD 2 + OI) – Kathy Knudtson (C)
 - i. Trinity Tots, Lake Placid (ECD 2 – OI) – Karen Smith (C)
 - j. Trinity, Athens (ECD 2 + OI) – Jim Richards (C)
 - k. Good Shepherd, N. Ft. Myers (EBA 1) – Bob Boyd (C) on a year extension
 - l. Holy Cross, Sanford (EBA 1) – Ruth Wiedenmann (C)
13. Protocol to be used for elementary schools that have an early childhood program (**Consultants take note as you begin a school in the process.**)
- 1. If an elementary school and preschool operate under one governing board, the EBA protocol may be used.
 - 2. If an elementary school and preschool operate under one governing board, the EBA and the EC protocol may be used.
 - 3. If an elementary school and preschool operate under two separate governing boards, the EBA protocol and the EC protocol must be used.
14. Action plan for schools in #12
- a. Initial contact with administrator within the next two weeks
 - b. Initial visit to school by mid-January
 - verify that the administrator has downloaded the correct self-study document
 - emphasize the use of the Administrator's Manual
 - c. An agenda for this initial meeting was part of the training materials (if you need this material, let me know)
 - d. **WHAT YOU DO AT THIS MEETING IS CRITICAL TO THE SUCCESS OF THE SCHOOL IN THIS PROCESS AND WILL GO A LONG WAY IN POSSIBLY MINIMIZING FRUSTRATIONS AND STRESS!!**
15. Accredited schools update (Hand Out)
16. Assembling a Visiting Team Report
- a. Face Sheet – new on Luth Ed
 - b. Team Report Submission Check List - new on Luth Ed
 - c. Title Page
 - d. Foreword
 - e. Disclaimer
 - f. Visiting Team Biographical Information
 - g. Visiting Team Report
 - h. Report Summary
 - i. General Information Section of the School Profile

17. What and Where to Send Things
 - a. Self-Study Reports (sent by the school) - 1 electronic copy minus attachments to the National Office, 1 electronic copy minus attachments to the District Office, 1 paper copy to each team member
 - b. Visiting Team Reports (sent by the school after receiving the completed report from the team captain) - 1 paper copy and 1 electronic copy to Glenn Moenning, 1 electronic copy to each voting member of the DAC, 1 electronic copy to the District Office, 1 paper copy to each team member
 - c. All this will be summarized in a letter from me that you give to the administrator at the end of the team visit.
18. Lynda Voss/Mark Brink sharing, concerns, etc.
19. Tomorrow's schedule
 - a. Meet with administrators – 8:30 a.m.
 - b. DAC wrap-up on presentations – 10:30 a.m.
20. Closing Prayer

PRESENTATIONS TO THE DAC

Thursday, September 28, 2017

DAC Members – Jody, Karen, Kathy, Brenda, Pat

8:30	Messiah, Tampa, ECD 2 – OI	Kathy Knudtson (C) Pat Weingart (TC)
9:00	Good Shepherd, Sarasota, ECD 1	Glenn Moenning (C) Brenda Sorren (TC)
9:30	Faith PS, Viera, ECD 2 - OI	Karen Smith (C) Jody Schweichler (TC)
10:00	Trinity, Delray Beach, ECD 2 – OI (See note under agenda item 5.)	Karen Smith (C) Jody Schweichler (TC) Bob Boyd (TC)

DAC Members – Jon, Roger, Steve, Bob, Jim, Ruth

8:30	Trinity, Kissimmee, EBA 1	Roger Walker (C) Steve Hoffschneider (TC)
9:00	Grace, St. Petersburg, EBA 1	Ruth Wiedenmann (C) Roger Walker (TC)
9:30	Holy Cross, N. Miami, EBA 1	Bob Boyd (C) Jon Peterson (TC)
10:00	Faith, Hialeah, EBA 1	Brenda Sorren (C) Ruth Wiedenmann (TC)

PRESENTATION ASSIGNMENTS

Messiah, Tampa, ECD 2 - OI (8:30)

Steering & Subcommittee members – Pat
General Information/School Profile – Pat
Statements Section – Karen
Relationships Section – Kathy
Other Section – Brenda
Statistical Report – Brenda

Trinity, Kissimmee, EBA 1 (8:30)

Steering & Subcommittee members – Ruth
General Information About the School – Jim
Sections 1&2 - Jon
Other Section – Bob
Preliminary Action Plan for “2” & “1” – Roger
2 Core Curricular Areas – Steve

Good Shepherd, Sarasota, ECD 1 (9:00)

Steering & Subcommittee members – Jody
General Information/School Profile – Brenda
Statements Section – Karen
Relationships Section – Kathy
Other Section – Brenda
Statistical Report – Jody

Grace, St. Petersburg, EBA 1 (9:00)

Steering & Subcommittee members – Ruth
General Information About the School – Jim
Sections 1&2 - Jon
Other Section – Bob
Preliminary Action Plan for “2” & “1” – Roger
2 Core Curricular Areas – Steve

Faith, Viera, ECD 2 - OI (9:30)

Steering & Subcommittee members – Pat
General Information/School Profile – Pat
Statements Section – Karen
Relationships Section – Kathy
Other Section – Brenda
Statistical Report – Jody

Holy Cross, N. Miami, EBA 1 (9:30)

Steering & Subcommittee members – Ruth
General Information About the School – Jim
Sections 1&2 - Jon
Other Section – Bob
Preliminary Action Plan for “2” & “1” – Roger
2 Core Curricular Areas – Steve

Faith, Hialeah, EBA 1 (10:00)

Steering & Subcommittee members – Ruth
General Information About the School – Jim
Sections 1&2 – Jon
Other section – Bob
Preliminary Action Plan for “2” & “1” – Roger
2 Core curricular Areas – Steve