

Sarah Mueller

From: Minnesota Nonpublic School Accrediting Association <smueller@mnsaa.org>
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To: Sarah Mueller
Subject: Accredited Memo from MNSAA



Accredit-Memo from MNSAA

January 2019

Hoping this newsletter finds our friends and colleagues enjoying the abundant blessings that come with a fresh start in a new year!

In this edition of our Association's monthly newsletter, you will find information about meeting the legal requirement of **Internet Access for Students**, the necessity of maintaining **personnel files**, and meeting MNSAA's requirements for marketing and development to **recruit and retain students** that foster relationships to advance the school's mission.

As always, please feel free to contact me with any questions about MNSAA accreditation.

Let it snow!
Sarah W. Mueller
Executive Director



MNSAA Standard #3.07 - Internet Access for Students*



The Children's Internet Protection Act (CIPA) was enacted to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools that receive discounts for Internet access or internal connections through the E-rate program - a program that makes certain communications services and products more affordable for eligible schools. Even schools that do not benefit from E-rate are encouraged to utilize these best

practices including, but not limited to:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them

(*As defined by [Children's Internet Protection Act](#))

[Learn more about CIPA here.](#)



Personnel & Employee Records

MNSAA Standard #5.11 requires that schools maintain accurate and confidential personnel records and credentials as required by law and as necessary for its effective operations. The personnel record is generally maintained in a locked cabinet(s). MNSAA requires that the files contain: criminal background checks; written evaluation and performance appraisals; job descriptions; W4; I-9 immigration forms. High quality personnel files would additionally contain: college transcript(s); resume; application; letter(s) of reference; confirmation of terms of employment; teaching license; signed acknowledgement of school policies, professional goals, salary history; code of ethics; attendance history; emergency contact information and more.



There are some items that should be kept in separate personnel files either because of state/federal laws, for reasons relating to potential lawsuits, or to facilitate an inspection request. For example, the USCIS recommends that employers keep paper I-9 forms separate from personnel records.

One good practice to get in the habit of is to periodically inspect and clean out all of your employee personnel files. Set a time to do this at least once a year, perhaps at the same time you are conducting employee performance reviews. When you go through the personnel files, be looking to take out any documents that are not necessary. Updating and cleaning out personnel files is much like keeping a computer running smoothly by periodically removing unnecessary files -- it is a chore, but it must be done.

By law, employees have the right to inspect their personnel files upon request.

Learn more here: [MN Statute 181.961A](#)



Marketing, Enrollment & Advancement



Communication with your broader community helps build relationships that support your school's mission. MNSAA anticipates that schools establish marketing initiatives to recruit and retain students as they foster relationships. In fact, onsite teams will look for evidence of marketing initiatives that may include an enrollment management plan; forecast of enrollment trends; a demographic study; inquiry database; entrance/exit surveys; kindergarten roundup; open houses; and collateral materials. (MNSAA Standard #4.05: Marketing & Enrollment)

Written development plans, alumni associations, donor development and fundraising events are all evidence that Advancement initiatives are supporting the ongoing mission of the school (MNSAA Standard #4.06: Advancement) Plan early to publish a State-of-the-School report to your stakeholders advising of progress achieving strategically planned improvement initiatives, assessment results, and use of financial resources. (MNSAA Standard #4.07: Annual Report to Stakeholders)

Several of our Association schools have remarkable examples of how to build into the future!



What's Happening at MNSAA?



Preschool Accreditation

MNSAA has re-ignited preschool accreditation. It is our hope that Preschool - Grade 12 accreditation will support our schools in more clearly defining their total academic environment as a seamless learning community that includes early learners. The addition of preschool accreditation is optional for qualifying schools to choose. Licensure with the MN Department of Human Services is required. Additional expense to schools choosing this option will be minimal.

Building Partnerships

MNSAA has full cooperating partnerships with [AdvancED](#) and [Middle States Association](#). School may choose to add this additional accreditation to their existing or new MNSAA accreditation. There are several benefits to a dual accreditation. Contact Director Mueller for more information.

Board of Directors Retreat

On March 6-7, your MNSAA Board of Directors will retreat for two days of deep thinking and planning for the future. This is also the time we determine our budgetary needs for the future. Any changes to dues and fees will be reported to your as soon as possible.

MNSAA on the Move!

If you would like your school to be visited by our Executive Director or another MNSAA leader, please contact us at 952.758.5985 or email at smueller@mnsaa.org.



2018 Onsite Visits Coming Soon!

The following schools are bringing their rigorous two-year self-study analysis to a conclusion through the formation of a strategic plan for improvement. These schools are now preparing to host an onsite visit in upcoming weeks and months:

- **Ascension Catholic Academy School System** - Minneapolis and St. Paul
- **Assumption Catholic School**, Hibbing
- **Holy Trinity School**, South St. Paul
- **John Ireland School**, St. Peter
- **Our Lady of the Prairie School**, Belle Plaine
- **St. Charles Borromeo School**, Minneapolis
- **St. Dominic School**, Northfield
- **St. Elizabeth Ann Seton School**, St. Cloud
- **St. John the Baptist Montessori School**, Excelsior
- **St. Mary's Mission School**, Red Lake (NEW)
- **St. Peter School**, Canby
- **St. Peter School**, Forest Lake
- **St. Peter School**, Hokah

We applaud the efforts of each school community in defining its strengths and recognizing opportunities for further growth in its preparations for accreditation. It is with sincere gratitude that we express our appreciation to more than 100 volunteers who will take time away from their schools to analyze and validate the findings of these schools. It is my hope that the recommendations of each onsite team will be valuable in guiding future school improvement.

[Visit our website for news and more!](#)

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