



## Accredit-Memo from MNSAA

**April 2019**

Spring in Minnesota truly has arrived. It's just hard to see it through snow and ice blasted windows some days! Hoping school closings have been productive days for our school leaders. In this edition of our Association's monthly newsletter, you hear about:

- MNSAA's requirement for [staff supervision and evaluation reports](#)
- Maintaining and updating your [School Strategic Plan](#)
- Granting [access to student records](#)
- New changes to your [Annual Progress Report](#) - Due June 15, 2019
- [2019-20 MNSAA Annual Dues & Fees](#) update - Based on end of year enrollment in 2019
- Breaking open [MNSAA's Core Values - Collaboration](#)
- MDH's [New Immunization Form](#): Vaccines for Infants, Children and Adolescents
- Get ready for our [2019 Annual Conference](#)
- Partnerships with regional agencies - [Dual Accreditation with MNSAA](#)

If your school is undergoing a change in leadership for the next academic year, please promptly contact the MNSAA office to let us know. As always, please feel free to contact me with any questions about MNSAA accreditation.

**Look for tulips to pop up soon!**

**Sarah W. Mueller**

Executive Director



### Supervision and Evaluation of All Employees MNSAA #5.08: Evaluation Process

MNSAA Standard **#5.08: Evaluation Process** requires that our accredited schools have an evaluation process for all school employees that includes regular and ongoing supervision, annual documented reviews, and a clear relationship to employment decisions. When needed, suggested courses of of to improve performance are included. Current job descriptions lead the evaluation report.

It's time to make sure that all written evaluation reports are posted in each administrator, teacher, instructional aide, and support personnel's file for this academic year!

**MNSAA does not require the use of a specific resource or reporting template.**



### Maintaining Your School Strategic Plan Keeping Your Document ALIVE!

Driven by the school's mission, the School Strategic Plan (SSP) for improvement sets the course and direction for development and growth within the school. At its core, the plan identifies where the school wants to be and how the school plans to get there. It defines a realistic vision and sets a course of action for the school. The SSP identifies clear direction and steps for improvement and is maintained as a living document throughout the seven year cycle of accreditation. The improvement plan evolves as new opportunities surface and challenges present themselves. As the SSP is implemented, periodic review is to be explicitly planned. The MNSAA Annual Progress Report provide one opportunity.

[Evaluate the quality of your school's improvement plan here.](#)



## Access to Student Records\*

### MNSAA Standard #3.06: Legal Requirements

School parents are entitled to review student records. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an application program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

[Learn more about the Family Educational Rights & Privacy Act here.](#)



## 2019 Annual Progress Report

### Due: June 15, 2019

### What's New this Year?




MNSAA continues to move our Association schools forward in successfully meeting all of our accreditation standards. We have identified essential areas that schools appear to need some additional support. In 2019, we are encouraging compliance with Standards **#4.07 Annual Report to Stakeholders** and **#5.08: The Evaluation Process** - teachers only in 2019.

We have streamlined the reporting process in 2019. The reporting document is one streaming template. This year, we are asking for just one piece of evidence to support your narration that stakeholders are aware of your School Strategic Plan - progress and goals for the future. This year, we are only seeking your **Annual Report to Stakeholders**.


**Look for these changes to come:**

1. **All narrative reports are in one template** for uploading (or emailing directly)
2. File your **State-of-the-School annual report to stakeholders** as evidence that the strategic plan is known. This report needs to include at a minimum: **Summary of SSP Progress & Upcoming Improvement Initiatives**.
3. Finally, we will seek to learn about **teacher evaluation**. Specifically, plan to answer these questions:
  - Provide a written description of the evaluation process for school teachers;
  - Check box if all teachers have a written evaluation in their personnel files for the 2018-19 academic year; and
  - Advise in a narrative what you have learned from this process that will inform future decisions

Resources are now available on our website. Download the [2019 Annual Progress Report Template](#) and Instructions here. They will be emailed directly to school leaders on May 6.



## 2019-20 Annual Dues & Fees Announcement



Our accreditation services are provided at an affordable cost to every Minnesota nonpublic school who desires local and ongoing over site. Look for a slight increase in Annual Dues & Fees for the upcoming school year. **Plan now** for payment after July 1, 2019.

- Schools with 1-100 students: \$310 per school
- Schools with 101-550 students: \$3.10 per students
- Schools 551 students or more: \$1665 per school

**Optional preschool accreditation, late fees, and renewal (or new) application fees apply.**  
[Check here for the full 2019-20 Dues & Fees Structure](#)



## MNSAA's Core Values: Collaboration

In upcoming newsletters, we will be rolling out the Core Values that guide our work with our schools. **Collaboration** is essential to the work of MNSAA's accreditation processes.

MNSAA offers collaboration as a commitment to work together in supportive relationships to meet common goals. We accomplish this by developing partnerships with public and private organizations to strengthen our program and remain on the cutting edge of relevant state statutes and best practices in accreditation. We believe that by working in cooperation, team work can strengthen Minnesota's nonpublic schools across the state. This **collaboration** can be seen clearly at our Annual Conference in November.




## MDH: New Immunization Form

### MNSAA Standard #3.06: Legal Requirements

MNSAA requires that all of our accredited schools maintain student health records that include tracking immunizations. The Minnesota Department of Health has introduced a new **Immunization Form** to help parents document their child's immunization history or medical/non-medical exemption. This new form helps schools in collecting the immunization information they need to comply with the School Immunization Law. There have been no changes to the law or requirements, only improvements to the form.

[Look for more information and the new Immunization Form here.](#)



## Save the Date!

### MONDAY, November 4, 2019

### Connections are Key!

We are delighted to announce that [All Saints School](#) in Lakeville has offered to host our Annual Conference this year. The school has ample space for parking, is easily accessible off Interstate 35 and the heart to share their beautiful space. Please

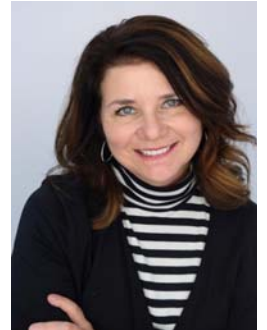




note that our conference will be held on **MONDAY** this year. We are grateful the All Saints community is choosing to give up their professional staff day to MNSAA.

**Connections are Key!** The day will be an exceptional opportunity for leaders and teachers to reflect on meeting the needs of the whole child, including their affective social and emotional needs. We are especially pleased that **Dr.**

**Julene Nolan** from **Phoenix School Consulting** has agreed to be our keynote speaker for the event.



**GREAT NEWS!** Reduced rates will be offered to schools who send a team of 10 or more from their school! Individual rates will remain at \$150 a day - a super bargain for an amazing day of connecting and learning. We are excited to watch our conference keep growing.

**Speaker Proposal are now being accepted! We hope you will submit one soon!**



## Dual Accreditation with MNSAA + Regional Agencies Save Time and Money with MNSAA in the Lead

We have entered partnership agreements with two regional agencies. Currently, MNSAA has dual accreditation agreements with **AdvancED** and **Middle States Association** - both recognized and distinguished agencies with national and international reputations.

We are very delighted that in each case, these regional agencies have agreed that MNSAA's processes and protocols will lead all dual accreditation relationships. That is, our seven year cycle and standards will prevail.

### Benefits of MNSAA Accreditation:

- Local and ongoing over site of your school with easy access to leadership
- A seven-year cycle of accreditation (versus 5 years)
- MNSAA is cost effective
- Easy access to information about Minnesota's laws governing nonpublic schools
- Regional recognition and access to school improvement resources



**Contact MNSAA today to learn the easy steps required for your school to achieve dual accreditation!**

**Visit our website for news and more!**

Minnesota Nonpublic School Accrediting Association | 952.758.5985 | [smueller@mnsaa.org](mailto:smueller@mnsaa.org)

MNSAA, 205 Lexington Ave S, New Prague, MN 56071

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