



Month-by-Month Guide for School Leaders

Reference for staying on top of MNSAA's annual requirements

JULY

Did you receive your **Annual Dues Invoice and Progress Report response**? It was sent via email to the principal's inbox from smueller@mnsaa.org. Were any follow-up requirements identified? NOW is a great time to prepare any required response to the Annual Progress Report.

July is a good time to review the **MNSAA Accreditation Standards**. Consider starting with **Standard 2: Teaching and Learning**

AUGUST

Watch for your **Back to School** packet to arrive in the mail. It will include your school's **annual accreditation certificate(s), annual dues invoice**, a registration form for the Annual Conference in November and more!!

New Principal? Contact MNSAA to arrange for mentorship from a colleague.

If you will be hosting an onsite visit this academic year, watch for the \$500 invoice for additional related fees. (Breathe! It only happens once every 7 years! 😊)


Review your **School Strategic Plan** with stakeholders during Workshop Week and back-to-school events. Keep the plan a visionary and living document by adding pertinent strategies and actions.

Looking for a great Back-to-School Workshop idea for your teachers? It's a great idea to review the requirements of **Standard #3.06 Insuring the Safety and Security of Students and Staff** and **#3.07 Supporting Health Requirements** with staff.

SEPTEMBER

Welcome **Back to School**! A packet of information arrived in the mail in mid-August. It included your school's **annual accreditation certificate, annual dues invoice**, registration form for the **Annual Conference** in November and more...

Heads up! Your **Basic Information Report instructions** will arrive via email. Your resources will be online at www.mnsaa.org under *School Resources*. Time now to remember your password.

Avoid late fees! Be sure to pay your **Annual Dues** by mailing a check (preferred) or with credit card online to the MNSAA office by **September 15th**.  **New in 2020!**










OCTOBER

Due on October 15th – Complete your school's **Basic Information Report** which includes changes in contact information, student enrollment as of October 1st, and a brief professional staff report. It's important that you share the statement of compliance and MNSAA requirements with your governing leaders. (It came in your Back to School packet.)

Register and pay for the **Annual Conference**! Check the essential professional development sessions to attend at the conference as a new principal.



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-  **NOVEMBER** You DO want to attend the **MNSAA Annual Conference**. This is your opportunity to network with nonpublic school leaders from across the state, gain insight into MNSAA accreditation, and learn more about best educational practices that drive our standards.
-  **DECEMBER** If your school hosted an onsite visit last winter/spring, the **required response** to the onsite Team Report and **revised/updated School Strategic Plan** are due by December 31st.
Does your school need to file a **Letter of Intent** to renew accreditation? Due Dec. 31st.
If your school has an upcoming onsite visit, plan to serve on an accreditation team to gain insight into the MNSAA process. Check with the director for schools in your area.
-  **JANUARY** MNSAA requires schools to **communicate improvement initiatives, the School Strategic Plan** and results of progress to stakeholders. Have you updated your School Strategic Plan lately? Be sure to note improvement initiatives and report the results to your stakeholders. Keep track of this for use reporting in June.
-  **FEBRUARY** Your **Annual Stakeholders' Report** needs to be well underway to include data such as: successes and progress toward strategic plan initiatives, enrollment, finances, and assessment results. Contact the MNSAA Director or your mentor for good ideas.
-  **MARCH** Do you have a plan in place for **analyzing assessment data**? This is essential information to guide future instruction and curricular decisions. MNSAA wants to see evidence this is occurring.
-  **APRIL** It's time to get **formal supervision/evaluation reports** of all staff completed and **written evidence** documented in personnel files. Don't forget to have your own professional evaluation completed, too.
-  **MAY** Watch your email for **Annual Progress Report** instructions to arrive. Spend time carefully reviewing instructions and gather evidence needed to report. Look for reporting templates at www.mnsaa.org under **School Resources**.
Share a draft copy of your Annual Progress Report with staff and board. Solicit their input and keep documentation of your conversations/decisions.
Update your School Strategic Plan to keep it visionary and a living document.
-  **JUNE** Avoid late fees and penalties! File your school's **Annual Progress Report by June 15th**.
Take the Member Handbook with you up to the cabin! It's a good time to review our accreditation standards and indicators while basking in the sun! 😊
-  **JULY** Take a deep breath while you think about ways to improve your school. Be sure to **update the School Strategic Plan** to *keep it a living document* with these newly conceived great ideas and improvement initiatives.



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