ANNUAL BOARD

Spring 2023

REPORT FORM

INSTRUCTIONS

List of Needed

SUPPORTING DOCUMENTS

Completed report is to be submitted to Mid-America Union Office of Education at least **two weeks prior** to Annual Board. The MAUC Office of Education will prepare a compliance report to be shared with the principal prior to sharing with the board at the Annual Board.

-- S A M P L E A N N U A L B O A R D A G E N D A–

(Academy Name)

Academy Annual Board

(Meeting Date)

**Agenda**

1. Devotional

2. Minutes of Previous Board Meeting (List Date)

3. Principals’ Report

* 1. Elementary School \*

B. Academy

\* Additional Sub-Committees as desired (except Personnel)

4. Secondary Curriculum Review

5. Personnel Committee Report and Recommendations

6. Proposed School Calendar for 2023-2024

7. Financial Report

8. Finance Committee Recommendations

* 1. Tentative Operating Budget

B. Tentative Capital Budget

9. Special Requests or Assignments

10.

11

PREFACE

This annual report is to be used by all Adventist schools offering secondary education in the Mid-America Union Conference and is to be submitted to the Mid-America Union Office of Education

PURPOSE

This Annual Progress Report fosters on-going school improvement by holding schools accountable for the standards. It meets the requirements set forth by the North American Division Commission on Accreditation. The report is organized around school-wide standards, which are essential for quality educational programs and are to be met by all Adventist accredited schools. This report holds the schools accountable of the progress made in the implementation phase of all school improvement action plans. In addition, this report facilitates the review of the secondary curriculum.

PROCEDURES

Specific instructions for each section of the annual report are attached as a separate document. The following are general instructions:

* + 1. The report shall be completed by the school principal and submitted directly to the Mid-America Union Office of Education (MAUC).
    2. Completed report is to be submitted to Mid-America Union Office of Education at least two weeks prior to Annual Board.
    3. The MAUC Office of Education will prepare a compliance report to be shared with the principal prior to the Annual Board.

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ANNUAL BOARD

SECONDARY CREDIT REVIEW

And

PERSONNEL RECOMMENDATIONS

Report for 2022-2023

Recommendations for 2023-2024

Prepared for

(MAUC ACADEMY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Conference Superintendent of Education

*Part I*

*Annual Curriculum Review*

1. PERSONNEL ASSIGNMENTS & COURSE INFORMATION

II. CHANGES IN COURSE OFFERINGS

III. DUAL-CREDIT COURSES

IV. PROFESSIONAL GROWTH ACTIVITIES

V. INSTRUCTIONAL EVALUATION

VI. INSTRUCTIONAL EXPENDITURES

VII. PHILOSOPHY, GOALS, and MISSION STATEMENT

**I. PERSONNEL ASSIGNMENTS & COURSE INFORMATION**

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| **Faculty** | Experience  (include current year) | | Degree  (specify) | Certification Expiration Year | | **Courses Taught** | MAUC Endorsed  (Y/ N) | Credit  Value | Req. or Elective | Class Enrollment | Per Week | | Semester  1st 2nd  or Both | Texts NAD Approved  (Y / N) |
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**I. PERSONNEL ASSIGNMENTS & COURSE INFORMATION, Cont.**

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**I. PERSONNEL ASSIGNMENTS & COURSE INFORMATION, Cont.**

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**I. PERSONNEL ASSIGNMENTS & COURSE INFORMATION, Cont.**

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| **Faculty** | Experience  (include current year) | | Degree  (specify) | Certification Expiration Year | | **Courses Taught** | MAUC Endorsed  (Y/ N) | Credit  Value | Req. or Elective | Class Enrollment | Per Week | | Semester  1st 2nd  or Both | Texts NAD Approved  (Y / N) |
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**II. CHANGES IN COURSE OFFERINGS**

List all courses that have been added or deleted since the 2021-22 school year, giving the rationale and entity that approved the curricular change.

**COURSES ADDED SINCE THE 2021-2022 SCHOOL YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Credit** | **Reason Added** | **Approved By** |
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**COURSES DROPPED SINCE THE 2021-2022 SCHOOL YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Credit** | **Reason Dropped** | **Approved By** |
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**III. DUAL-CREDIT COURSES**

List all dual-credit courses offered during the 2022-2023 school year and those proposed for 2023-2024 school year.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Enrollment** | | | | **Cooperating University or College** | **Academy Teacher** | |
| Per Semester | | Per Semester | | **Name** | Masters in Area?  (Y / N) |
| This Year | | Next Year | |
| Fall | Spring | Fall | Spring |
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Has application been submitted for these classes for the 2023-2024 school year? YES \_\_\_\_ NO \_\_\_\_

**IV. PROFESSIONAL GROWTH ACTIVITIES**

List all professional growth activities that were arranged by the local school, conference and union for the faculty/staff during the 2022-2023 school year. **A minimum of six clock hours per year is to be arranged by the local school.** Attach an additional page if needed.

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| --- | --- | --- | --- |
| Date | Activity/Topic | Presenter | Clock Hours |
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**V. INSTRUCTIONAL EVALUATION**

School principals are expected to provide each teacher with **written** professional performance evaluations.

1. Describe how teachers were evaluated during the 2022-2023 school year.

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1. Percentage of teachers receiving written evaluations during the 2022-2023 school year: \_\_\_\_\_\_\_\_\_
2. To date, how many teachers have received written evaluations this school year? \_\_\_\_\_\_\_\_\_
3. Briefly describe your plan to evaluate the teachers in your school during the school year (2023-2024).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Give latest date that course outlines were reviewed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Describe the use of *Journey to Excellence* and *Standards for Secondary Courses in Seventh-day Adventist Schools* to evaluate course outlines to ensure that there is coverage of essential elements in the course curriculum.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are all teachers who teach Bible Are Encounter Trained: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

If not, explain why they are not: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all your coaches completed the Three-Step Coaching Process: Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Step 1 Complete the “Distinctively Adventist Athletics” ALC course.

Step 2 Complete the NFHS Fundamentals of Coaching course.

Step 3 Sign and submit the “Coach’s Commitment” statement.

If not, explain why they are not:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VI. INSTRUCTIONAL EXPENDITURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2022-23  (Current Year) | 2021-22 | 2020-21 | 2019-20 |
| **TOTAL Number of Students** |  |  |  |  |
| **Library/Media Budget** |  |  |  |  |
| **Library/Media Expenditures** | |  |  |  |
| **Library/Media Expenditures Per Student** | |  |  |  |
| **Educational Technology Expenditures Per Student** | |  |  |  |
| **Instructional Equipment Expenditures** | |  |  |  |
|  | | | | |
| **DEPARTMENTAL BUDGETS** | | 2022-23  Current Year  BUDGET | 2021-22  Last Year’s  BUDGET | 2021-22  Last Year’s  Expenditures |
| **Art** | |  |  |  |
| **Bible** | |  |  |  |
| **Computer Education** | |  |  |  |
| **English** | |  |  |  |
| **Health** | |  |  |  |
| **Home Economics** | |  |  |  |
| **Industrial Arts** | |  |  |  |
| **Mathematics** | |  |  |  |
| **Modern Languages** | |  |  |  |
| **Music** | |  |  |  |
| **Physical Education** | |  |  |  |
| **Science** | |  |  |  |
| **Social Studies** | |  |  |  |
| Other: | |  |  |  |
| Other: | |  |  |  |

**VII. PHILOSOPHY, GOALS and MISSION STATEMENT**

**Standard:** *The mission statement, philosophy and purpose which give direction to the school’s*

*program is developed and approved cooperatively by the school board, administration,*

*and staff and reflect Seventh-day Adventist educational philosophy.*

Our Philosophy and Goals:

Our School Mission Statement:

* Yes The mission philosophy and purpose of the school are expressed in a written statement and
* No made available to staff, students, parents and constituents.

*PART II*

*ATTACHMENTS*

1. 2022-2023 Class Schedule
2. 2023-2024 Proposed School Calendar –

( Must be a month by month calendar, August to May. Not a 1 page calendar )

1. Progress Report on Recommendations from Last School Evaluation
   * The Progress Report need not be in a specific form, but a sample follows on the next page.
   * This can be a running document that is updated as often as progress is made on the recommendations and merely reported to the board at least annually.
   * The Progress Report includes **all** recommendations with majors listed first.
   * Progress Report for School’s Continuous Improvement Plan.

**Place Class Schedule Here then remove this Sheet!**

**Place Class Schedule Here then remove this Sheet!**

**Place Class Schedule Here then remove this Sheet!**

**Place 2023-2024 Proposed School Calendar Here then remove this Sheet!**

**Place 2023-2024 Proposed School Calendar Here then remove this Sheet!**

**Place 2023-2024 Proposed School Calendar Here then remove this Sheet!**

-XYZ Adventist Academy

SAMPLE ANNUAL PROGRESS REPORT

ON

ALL RECOMMENDATIONS

From Last School Evaluation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation

MAJOR RECOMMENDATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Recommendation:** | |  |
|  |  |  | **Date of Response** |
| 1. | That the constituency, board, and administration develop a campus master plan.  **Response:** | |  |
|  |  | A committee was assigned and has met twice. Study groups have been formed for each area of campus with assignment to prepare a draft to come back to the whole committee for editing.  Study committee has received drafts from area study groups and is in the editing process. | March 1, 2011  August 20, 2012 |
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|  |  | Please fill out the information requested below: |  |
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|  |  |  |  |
|  | 1. How Many Major Recommendations have been completed at this time? \_\_\_\_\_\_\_\_ | |  |

B) How many Recommendations have been completed at this time? \_\_\_\_\_\_\_\_

C) How many Major Recommendations have not been completed at this time? \_\_\_\_\_\_\_\_

D) How many Recommendations have not been completed at this time? \_\_\_\_\_\_\_\_

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|  | **Major Recommendations**  **Major Recommendations**  **R**      **REPORT ON SCHOOL’S CONTINUOUS IMPROVEMENT PLAN**  The annual report of a school’s progress on the implementation of its Continuous Improvement Plan  provides accountability to the accrediting agencies, the school board and the constituency.  **PROGRESS REPORT FOR SCHOOL’S CONTINUOUS IMPROVEMENT PLAN**  School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Last Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  | |  |



*PART III*

*PERSONNEL RECOMMENDATIONS*

(To be presented by the Personnel Committee Chairperson as a separate action.)

CERTIFICATED PERSONNEL

CLASSIFIED PERSONNEL

**CERTIFICATED PERSONNEL**

PERSONNEL COMMITTEE REPORT FOR 2022-2023

AND RECOMMENDATIONS FOR 2023-2024

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | EMPLOYMENT STATUS | | ASSIGNMENT  PERIOD | | | YEARS OF TEACHING EXPERIENCE \* | | | |
|  | Current Year | Next Year | Current Year | Next Year | Other | Non - SDA | SDA | Total | This School |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
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| 8. |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |
|  | Level 1 -Part Time  -Special Cond.  -Out of Cert  Level 2 -Old Provisional  Level 3 -Old Regular | | 12M = 12 – Month  10M = 10 - Month  PT = Part-Time  T = Temporary | | | \* Includes the current school year | | | |

**CLASSIFIED PERSONNEL**

PERSONNEL COMMITTEE REPORT FOR 2022-2023

AND RECOMMENDATIONS FOR 2023-2024

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | ASSIGNMENT | | EMPLOYMENT STATUS | | ASSIGNMENT  PERIOD | | YEARS OF SERVICE\* | |
| Current Year | Next Year\* | Current Year | Next  Year | This Year | Next Year | Total | This School |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |
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| 11. |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |
|  | \* “Same” indicates unchanged assignment | | SF = Salaried Full-time  SPT = Salaried Part-time  HFT = Hour Full-time  HPT = Hour Part–time  IHT = Industrial Hour-time | | 12M = 12 - Month  10M = 10 - Month  PT = Part-Time  T-xx = Temporary # of weeks (T-09) | | \* Includes current school year. | |