ANNUAL BOARD

Spring 2017

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 2013-2014

7. Financial Report

8. Finance Committee Recommendations

* 1. Tentative Operating Budget

B. Tentative Capital Budget

9. Special Requests or Assignments

10.

11

ANNUAL BOARD

SECONDARY CREDIT REVIEW

And

PERSONNEL RECOMMENDATIONS

Report for 2016-2017

Recommendations for 2017-2018

Prepared for

(MAUC ACADEMY)

Verification

The salary percentages and rates have been audited as of the date indicated and the salary percentage and rate listed for educational employees are in accordance with the salary step placement schedule and salary rate set by the Mid-America Union Board of Education.

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Date Conference Superintendent of Education

*Part I*

*Annual Curriculum Review*

PERSONNEL ASSIGNMENTS & COURSE INFORMATION

CHANGES IN COURSE OFFERINGS

DUAL-CREDIT COURSES

PROFESSIONAL GROWTH ACTIVITIES

INSTRUCTIONAL EVALUATION

INSTRUCTIONAL EXPENDITURES

**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 | | Course Outline Approved  (Y / N) | Texts NAD Approved  (Y / N) |
| Local | Total | State | Denom. | Periods | Minutes |
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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 | | Course Outline Approved  (Y / N) | Texts NAD Approved  (Y / N) |
| Local | Total | State | Denom. | Periods | Minutes |
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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 | | Course Outline Approved  (Y / N) | Texts NAD Approved  (Y / N) |
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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 | | Course Outline Approved  (Y / N) | Texts NAD Approved  (Y / N) |
| Local | Total | State | Denom. | Periods | Minutes |
| Name: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**II. CHANGES IN COURSE OFFERINGS**

List all courses that have been added or deleted since the 2015-16 school year, giving the rationale and entity that approved the curricular change.

**COURSES ADDED SINCE THE 2015-2016 SCHOOL YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Credit** | **Reason Added** | **Approved By** |
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**COURSES DROPPED SINCE THE 2015-2016 SCHOOL YEAR**

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

List all dual-credit courses offered during the 2015-2016 school year and those proposed for 2017-2018 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 2017-2018 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 2015-2016 school year (not the current year). **A minimum of six clock hours per year is to be arranged by the local school.** Attach an additional page if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 2015-2016 school year.
2. Percentage of teachers receiving written evaluations during the 2015-2016 school year: \_\_\_\_\_\_\_\_\_
3. To date, how many teachers have received written evaluations this school year? \_\_\_\_\_\_\_\_\_
4. Briefly describe your plan to evaluate the teachers in your school during the current school year (2016-2017).
5. Give latest date that course outlines were reviewed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 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.

**VI. INSTRUCTIONAL EXPENDITURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2016-17  (Current Year) | 2015-16 | 2014-15 | 2013-14 |
| **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** | | 2016-17  Current Year  BUDGET | 2015-16  Last Year’s  BUDGET | 2015-16  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: | |  |  |  |

*PART II*

*ATTACHMENTS*

1. 2016-2017 Class Schedule
2. 2017-2018 Proposed School Calendar
3. 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.

XYZ Adventist Academy

SAMPLE ANNUAL PROGRESS REPORT

ON

ALL RECOMMENDATIONS

From Last School Evaluation

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

Date of Evaluation

MAJOR RECOMMENDATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Recommendation** | |  |
|  |  | **Response** | **Date of Response** |
| 1. | That the constituency, board, and administration develop a campus master plan. | |  |
|  |  | 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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OTHER RECOMMENDATIONS

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| --- | --- | --- | --- |
| **#** | **Recommendation** | |  |
|  |  | **Response** | **Date of Response** |
| 1. | That the board and administration develop and implement a plan for the safe dismissal and pick up of students at the close of the school day. | |  |
|  |  | Completed. | April 11, 2010 |
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*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 2016-2017

AND RECOMMENDATIONS FOR 2017-2018

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |  |  |  |  |  |  |  |  |  |
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| 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 2016-2017

AND RECOMMENDATIONS FOR 2017-2018

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |  |  |  |  |  |  |  |  |
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| 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. | |