

MID-AMERICA UNION ACADEMY ANNUAL BOARD REPORT With Instructions

SPRING 2024

PREFACE: This Academy Annual Board Report will be used by all Adventist schools offering secondary education in the Mid-America Union. The completed report is submitted to the Mid-America Union Office of Education at least two weeks before the Annual Board meeting.

PURPOSE: The Annual Board process fosters ongoing school improvement by holding schools accountable to accreditation standards. It meets the requirements of the North American Division Commission on Accreditation for offering secondary subjects. This report includes a curriculum audit, accreditation progress report, and personnel audit. The Annual Board process holds the school accountable for demonstrating progress in implementing the report from the Accreditation Visit Team.

PROCEDURES:

1. The principal shall complete the Annual Board Report and submit it to the Conference Superintendent for review.
2. After the Conference Superintendent has reviewed and signed the report, the principal shall submit it to the Mid-America Union Conference Office of Education **at least four weeks before the Annual Board meeting.**
3. The Mid-America Union Conference Office of Education will prepare a compliance report to be shared with the principal before the Annual Board meeting.
4. The Mid-America Union Conference Office of Education will review the Annual Board Report and any compliance issues at the Annual Board meeting.

REQUIRED DOCUMENTS TO BE INCLUDED WITH THE ANNUAL BOARD REPORT:

- Annual Board Meeting Agenda
- Annual Board Report
- Accreditation Visit Committee Progress Report (most recent)
- 2024-2025 Class Schedule
- 2025-2026 Proposed School Calendar

Mid-America Union Conference ANNUAL BOARD REPORT

Curriculum Audit

Accreditation Progress Report

Personnel Audit

Prepared for

[Insert Name of the Academy]

Principal:

(Principal Signature)

(Date)

Conference Reviewer:

(Conference Superintendent Signature)

(Date)

Union Reviewer:

(Union Secondary Associate Signature)

(Date)

PART I: CURRICULUM AUDIT

1. INSTRUCTIONAL ASSIGNMENTS AND COURSE INFORMATION
2. CHANGES IN COURSE OFFERINGS
3. DUAL-CREDIT COURSES
4. PROFESSIONAL GROWTH ACTIVITIES
5. INSTRUCTIONAL EVALUATION
6. INSTRUCTIONAL EXPENDITURES
7. PHILOSOPHY, GOALS, MISSION STATEMENT
8. ATTACHMENTS
 - a. 2024-2025 CLASS SCHEDULE
 - b. 2025-2026 PROPOSED CALENDAR

1. INSTRUCTIONAL ASSIGNMENTS & COURSE INFORMATION

Faculty	Experience (include current year)		Degree (specify)	State Certification		Courses Taught	MAUC Endorsed (Y/N)	Credit Value	Req. or Elective	Class Enrollment	Per Week		Semester 1 st 2 nd or Both	Texts NAD Approved (Y / N)				
	Local	Total		Type	Expires						Periods	Minutes						
Name:																		
Other Assignments:	List all denominational certificates (Professional, Standard, Basic, Conditional, or Designated Subject) below with expiration date and endorsements for each one.																	
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2. CHANGES IN COURSE OFFERINGS

List all courses that have been added or deleted since the 2023-24 school year, giving the rationale and entity that approved the curricular change.

COURSES ADDED SINCE THE 2023-2024 SCHOOL YEAR

Title	Credit	Reason Added	Approved By

COURSES DROPPED SINCE THE 2023-2024 SCHOOL YEAR

Title	Credit	Reason Dropped	Approved By

3. DUAL-CREDIT COURSES

List all dual-credit courses offered during the 2024-2025 school year and those proposed for 2024-2025 school year.

Course	Enrollment				Cooperating University or College	Academy Teacher	
	Per Semester This Year		Per Semester Next Year			Name	Masters in Area? (Y / N)
	Fall	Spring	Fall	Spring			

Has the application been submitted for these classes for the 2024-2025 school year? YES NO

4. PROFESSIONAL GROWTH ACTIVITIES

List all professional growth activities that were arranged by the local school, conference, and union for the faculty/staff during the 2023-2024 school year. The local school will arrange **a minimum of six clock hours per year**. Attach an additional page if needed.

Date	Activity/Topic	Presenter	Clock Hours

5. INSTRUCTIONAL EVALUATION

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

1. Describe how teachers were evaluated during the 2023-2024 school year.

2. Percentage of teachers receiving written evaluations during the 2023-2024 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 school year (2024-2025).

5. Give the latest date that course outlines were reviewed.

6. Describe how *Journey to Excellence 2.0* and the *Secondary Standards for Secondary Courses in Seventh-day Adventist Schools* are used to evaluate course outlines to ensure that there is coverage of essential elements in the course curriculum.

7. Are all teachers who teach Bible Encounter Trained? Yes No

If not, explain why they are not:

8. Have all 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:

6. INSTRUCTIONAL EXPENDITURES

	2024-2025 (Current Year)	2023-2024	2022-2023	2021-2022
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	2024-2025 Current Year BUDGET	2023-2024 Last Year's BUDGET	2023-2024 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:			

7. PHILOSOPHY, GOALS and MISSION STATEMENT

Accreditation Standard 1:

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.

The Academy's Philosophy and Goals:

The Academy's Mission Statement:

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

- 8. ATTACHMENTS:** Please attach the following documents to the end of the Curriculum Audit
- a. 2024-2025 CLASS SCHEDULE
 - b. 2025-2026 PROPOSED SCHOOL CALENDAR

PART II: ACCREDITATION PROGRESS REPORT

The Accreditation Progress Report shall include an update on fulfilling all recommendations, action plans, and the continuous improvement plan. There is no specific format required. However, all recommendations, action plans, and the continuous improvement plan shall be included along with a brief statement of what actions have been taken to complete each item. Progress reports from previous years may be utilized if it is updated to show the current year's progress. Please consult with the Mid-America Union Office of Education for more information.

PART III: PERSONNEL AUDIT

1. CERTIFICATED PERSONNEL
2. CLASSIFIED PERSONNEL

1. CERTIFICATED PERSONNEL

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.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
		P - Provisional T - Transfer R - Regular	12M = 12 - Month 10M = 10 - Month PT = Part-Time T = Temporary			* Includes the current school year			

2. CLASSIFIED PERSONNEL

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.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
	* "Same" indicates unchanged assignment		SF Salaried Full-time SPT Salaried Part-time HFT Hourly Full-time HPT Hourly Part-time		12 12-month 10 10-month P Part-Time		** Includes current school year.	