

INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT for the NPUC SCHOOL COMMISSION

The **Annual Report** to the NPUC School Commission is to assist in transforming the philosophy and objectives for Seventh-day Adventist schools into quality educational practice. The information provided will be used by the Commission to ensure that each school is on a “*Journey to Excellence*.” This annual report provides accountability for schools through the assessment of the curricular program and the reporting of progress in developing and implementing school improvement action plans.

Upon review of the **Annual Report**, the Commission will report findings (deviations from standards) and a voted status to each school and to the NPUC Board of Education. It is expected that the school principal will present the Commission’s report of findings and voted status to the local school board.

GENERAL INSTRUCTIONS

- Complete the report according to the instructions that follow.
- Attach a current class schedule showing class times and instructors.
- Attach a narrative explanation for any standard marked NO.
- Attach a copy of the school board minutes showing that the school board has reviewed the school improvement action plans in the past 12 months.
- **On or before OCTOBER 1** submit the report electronically or by mail to NPUC and a copy to your local conference Office of Education. **Reports from Oregon Conference schools are scheduled by the Conference Office of Education.**

INSTRUCTIONS
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STANDARDS FOR SCHOOL QUALITY

The report contains 35 statements about quality practices in Adventist schools. These are organized into ten standards areas. Please respond **YES** if your school satisfactorily meets the standard statement, or **NO** if your school does not satisfactorily meet the standard.

Table A - PERSONNEL ASSIGNMENTS

Report the opening student enrollment before completing the table. This allows for the automatic calculation of ratios. Report the total number of personnel assigned in each category in full time equivalents (FTEs) using decimal numerals to the tenths or hundredths place (e.g. Classroom Teachers: 8.5).

Table B - PERSONNEL ASSIGNMENTS & COURSE INFORMATION

Report **ALL** certificated personnel, including elementary personnel for K-12 and K-10 schools. To produce additional pages of Table C to accommodate all staff, **please follow the instructions regarding the use of Adobe Acrobat forms.**

1. **Staff Name** - List ALL certificated staff (administrative, instructional, guidance and media, etc.) in alphabetical order by last name. In the column below the name under **Other Assignments** list the primary assignments and sponsorships beyond classroom instruction.
2. **Employment** - Indicate full and part-time personnel by entering “**F**” or “**P**” for full or part time.
3. **Degree** - List the **highest degree** the certified employee has obtained.
4. **Certification** - Under **State** list the two-letter state abbreviation for any state certification held. Under **Denom** list the type and date of expiration of the denominational certificate held by the individual. Note the certification in this manner: Pr11 - indicates professional certification with a 2011 expiry. Use the following abbreviations: Pr - professional, St - standard, Bs - Basic, Cd - contitional, DS - designated subjects.
5. **Employment Status** - Indicate the employees status by entering the level (e.g. **I, II, III**), or “**Pr**” for probationary status.

Table B - PERSONNEL ASSIGNMENTS & COURSE INFORMATION

(Instructions Continued)

6. **Instructional Evaluation** - Indicate whether the certificated personnel have received a written evaluation as required by policy for their employment status by entering "Y" or "N" for yes/no. NOTE varying requirements for Instructional Evaluation (see: NPUC Ed Code #4010 - #4016).
7. **Classes Taught** - List each course and section being taught this year by the teacher.
8. **Endorsement** - Put a "Y" (Yes) or "N" (No) in this column to indicate whether the teacher has denominational endorsement to teach each class and section listed.
9. **Credit** - Indicate the total credits for a complete course per year.
10. **Class Enrollment** - Indicate the enrollment for the current semester. Give an estimate for classes which will be taught during the second semester.
11. **Per Week Time Requirement** - Under **Periods** list the number of times per week the class meets, and under **Minutes** give the total number of minutes per week for the class.
12. **Course Outline Approved** - Please indicate with "Y" (Yes) or "N" (No) to whether course outline has been submitted and approved.
13. **Approved Textbooks** - "Y" indicates that the textbooks used have been selected from the NAD approved textbook list or upon approval of an alternate textbook request. "N" indicates that the textbooks have not been approved. "NA" indicates that the class does not use a textbook.

Table C - PROFESSIONAL GROWTH ACTIVITIES

The school is expected to arrange for a **minimum of six hours** of professional growth activities per year. A conference sponsored workshop may only be counted if participation by the school was optional.

1. **Professional Growth Activity/Topic** - List all activities that were **arranged by the school** for faculty/staff during the previous school year. Include the in-service **date**, the type of activity or topic, and the primary **presenter**. List only those activities arranged for by the local school and not activities engaged in by individual teachers.
2. **Clock Hours** - Give the time involved for each activity in hours, using decimals (not minutes) for part of an hour.

Table D - MEDIA EXPENDITURES

1. **Total Number of Students** - The total enrollment reported in the annual opening report. Enter these numbers first to accommodate the automatic calculation feature.
2. **Library/Media Budget** - List the amount “budgeted” for expenditure for the current school year for library/media materials, not including equipment or furniture.
3. **Library/Media Expenditures** - Give the actual expenditures for library/media materials, not including equipment and furniture, for each of the previous three years.
4. Calculate by clicking the calculation box after the table.

Table E - TECHNOLOGY EXPENDITURES

1. **Total Number of Students** - The total enrollment reported in the annual opening report. The entries should be the same as those in Table D.
2. **Educational Technology Budget** - List the amount “budgeted” for expenditure for the current school year for the support of educational technology. The budget may include funds for computer hardware, software and connectivity costs, but should not include anticipated costs for furniture or remodeling.
3. **Educational Technology Expenditures** - Give the actual expenditures for hardware, software and connectivity costs during each of the previous three years. Do **NOT** include capital expenditures for items such as furniture or remodeling.
4. Calculate by clicking the calculation box after the table.

Table F - PROGRESS REPORT ON ACTION PLANS

Please provide the date (month/year) of the last full on-site school evaluation.

Write a short narrative on the progress your school has made toward implementing the school improvement **action plans** from the last evaluation visit. For reporting progress on more action plans requiring more pages, see the INSTRUCTIONS FOR USING ADOBE ACROBAT.

Under current status note the date the goal was set (usually the date of the last on-site evaluation) and the current status. If the action plan is completed, please indicate under that status the date of completion.

OTHER ATTACHMENTS

Please remove the last page and attach in its place the items requested:

- (1) a current class schedule with daily/weekly clock hours,
- (2) a narrative explanation for any of the standards indicator statements marked **NO**, and
- (3) a copy of the school board minutes, with date, showing that the school board has reviewed the school improvement action plans and *Major Recommendations during the last 12 months.

*Major Recommendations are for Senior Academies only.