



# Annual Progress Report Scoring Rubric

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## 2018 Reviewer's Response

***DIVINE MERCY CATHOLIC SCHOOL  
FAIRBAULT***

*Reviewed by: Terese Shimshock*

*Signature*

A handwritten signature in blue ink that reads 'Terese Shimshock'. The signature is written in a cursive style with a light blue color.

*Date: June 27, 2018*

# Annual Progress Report Scoring Rubric

## Introductory Materials: *The Cover Form and Cover Letter*

INDICATOR	Not In Compliance	Compliance
<p><i>(Was the Cover Form included?)</i>  <b>Cover Form is provided</b></p>	<p><input type="checkbox"/> The Cover Form provided by MNSAA was <u>not</u> included in the annual progress report.</p>	<p><input checked="" type="checkbox"/> The <b>Cover Form</b> provided by MNSAA was completed and included in the annual progress report.</p>
<p><i>(Was an Executive Summary Letter included?)</i>  <b>Provides an Executive Summary cover letter on school stationery that identifies any unique situations encountered, and if applicable – any additional improvements and/or any major revisions to the strategic plan.</b></p> <p><i>(Any unexpected circumstances the school encountered during the academic year are delineated in this letter.)</i></p>	<p><input type="checkbox"/> An Executive Summary letter is <u>not</u> enclosed.</p> <p><input type="checkbox"/> The letter <u>does not meet</u> MNSAA quality expectations as defined in the instructions and compliance indicators. <i>(See Reviewer's Comments for additional information.)</i></p>	<p><input checked="" type="checkbox"/> An <b>Executive Summary letter</b> is enclosed.</p> <p><input checked="" type="checkbox"/> The letter provides an executive summary of any <b>unique situations encountered</b> during the year.</p> <p><input checked="" type="checkbox"/> If applicable, the cover letter includes <b>major improvement accomplishments</b> not included in the strategic plan.</p> <p><input checked="" type="checkbox"/> If applicable, the cover letter <b>specifies major revisions made</b> to the school strategic plan.</p>

### REVIEWER COMMENTS for Introductory Materials

Reviewer's Comments and/or Recommendations:

- **Thank you for submitting an informative and thoughtful executive summary letter. Congratulations on your school community's success with KoAm, Faithful Beginnings and more. Best wishes to DMCS as you prepare to host your onsite visit next year.**

# Annual Progress Report Scoring Rubric

## Component One: *The School Strategic Plan (SSP)*

INDICATOR	Not In Compliance	Compliance
<p><i>(What initiatives were planned for implementation this past year?)</i></p> <p><b>Provides the <u>School Strategic Plan</u> for the current school year with evidence of the previous year's progress report on the required ongoing MNSAA template.</b></p>	<p><input type="checkbox"/> Some or the entire strategic plan is <u>not</u> completed included or completed on the <u>required template</u>.</p> <p><input type="checkbox"/> The progress report is <u>not</u> identified for the year with a superscript date and/or does not utilize the defined color. <i>(<sup>2017-18</sup> Purple in June 2018)</i></p> <p><input type="checkbox"/> The plan <u>does not include</u> the previous years' progress narrations and/or does not specify when and why previous progress reports were removed.</p>	<p><input checked="" type="checkbox"/> The <b>required MNSAA template</b> for strategic planning is utilized with annual progress on action steps reported.</p> <p><input checked="" type="checkbox"/> The progress report is identified for the year with a <b>superscript date</b> and utilizes the <b>defined color</b>. <i>(<sup>2017-18</sup> Purple in June 2018)</i></p> <p><input checked="" type="checkbox"/> The plan includes the <b>previous years' progress</b> narration and/or identifies actions that are annually practiced. <i>(<u>Action steps that have been completed and reported to MNSAA for two or more years are considered annually practiced/institutionalized and no longer need an annual progress report posted.</u>)</i></p>
<p><i>(What did you actually accomplish this year?)</i></p> <p><b>In the <u>Progress Report</u> column, a written description of the specific actions taken during the current school year to implement the planned improvement targets is provided.</b></p>	<p><input type="checkbox"/> Written description of improvement efforts is <u>not reported</u> on the template or is <u>incomplete</u>.</p> <p><input type="checkbox"/> Information is <u>not provided</u> as to why a goal was not addressed as planned for the year.</p> <p><input type="checkbox"/> Progress is <u>predicted</u> or projected before real action has been taken.</p>	<p><input checked="" type="checkbox"/> <b>A written description</b> of the specific actions taken to implement the planned action steps is provided.</p> <p><input checked="" type="checkbox"/> The written description includes information advising <b>why the goal was not addressed</b> as planned and timelines adjusted if <b>necessary</b>.</p>
<p><i>(What do you plan to do next year and into the future?)</i></p> <p><b>The <u>School Strategic Plan</u> details strategies and action steps to guide future improvement efforts.</b></p>	<p><input type="checkbox"/> The plan <u>does not</u> detail improvement strategies and action steps for the next year and beyond.</p> <p><input type="checkbox"/> Descriptions of "<u>completed</u>," "<u>annually</u>" or "<u>ongoing</u>" are pervasive in the report. <i>(Calls into question the visionary nature of the plan.)</i></p>	<p><input checked="" type="checkbox"/> The School Strategic Plan details improvement strategies and action steps for <b>the next year and beyond</b>.</p> <p><i>(Schools in Year 6 of the accreditation cycle will be bringing their existing plan to a close and limited action steps for the future will be named.)</i></p>

## REVIEWER COMMENTS for Component One

Reviewer's Comments and/or Recommendations:

- *Nice job on completing the items outlined in your seven year plan. It will be exciting to see the next phase of Divine Mercy.*

# Annual Progress Report Scoring Rubric

## Component Two: *Communicating School Strategic Plan (SSP) Progress to Stakeholders*

INDICATOR	Not In Compliance	Compliance
<p><i>(How did you communicate the SSP with stakeholders?)</i></p> <p><b>Provides a written description on the required template of how the School Strategic Plan (SSP) objectives, strategies and progress achieving action steps were communicated to stakeholders.</b></p>	<p><input type="checkbox"/> The required template is <u>not used</u> for the written description for this component.</p> <p><input type="checkbox"/> Written description of process and venues used to communicate the SSP and progress achieved meeting defined improvement initiatives with stakeholders is <u>not included</u> or is <u>incomplete</u>.</p>	<p><input checked="" type="checkbox"/> Written description is included on the <b>required template</b> for this component.</p> <p><input checked="" type="checkbox"/> Written description of process and venues used to <u>communicate the SSP and its defined improvement initiatives</u> with stakeholders is included and informative in nature.</p>
<p><i>(Provide evidence to support the written description of communication of the SSP progress with stakeholders.)</i></p> <p><b>Provides evidence of how the School Strategic Plan (SSP) objectives, strategies and progress achieving action steps was communicated to stakeholders. (Limit 3-5 documents.)</b></p> <p><i>(The school is encouraged to include its annual <b>State-of-the-School!</b> report to stakeholders as one evidentiary document.)</i></p>	<p><input type="checkbox"/> <u>Evidence is not provided</u> that demonstrates communication of the SSP to stakeholders and its related progress toward achieving defined objectives, strategies, and action steps.</p> <p><input type="checkbox"/> Evidence provided is <u>repetitive</u> in format and/or demonstrates communication only to a <u>narrow</u> group of stakeholders.</p>	<p><input checked="" type="checkbox"/> <b>Evidence clearly demonstrates communication of the SSP</b> to stakeholders and the school's <u>progress</u> toward achieving defined objectives, strategies and action steps. (Not merely action steps.)</p> <p><input checked="" type="checkbox"/> Evidence provided is <b>varied</b> and published to a <b>diversity of stakeholders</b>.</p>

### REVIEWER COMMENTS for Component Two

Reviewer's Comments and/or Recommendations:

- **Lots of good things happening!**

# Annual Progress Report Scoring Rubric

## Component Three: *Monitoring Learning Progress*

INDICATOR	Not In Compliance	Compliance
<p><i>What is the school's assessment plan?</i></p> <p><b>Provides a <u>written description</u> of the tools and processes used for assessing student academic performance at specific grade levels.</b></p>	<p><input type="checkbox"/> The written plan <u>does not</u> describe methodologies and/or assessment tools utilized at specific grade levels to assess student learning and/or not posted on the <u>required template</u>.</p> <p><input type="checkbox"/> Written description <u>does not</u> include at least one standardized assessment tool (normative- or criterion-referenced).</p>	<p><input checked="" type="checkbox"/> <b>Written plan for monitoring learning progress</b> describes <b>methodologies</b> and/or <b>assessment tools</b> utilized at specific grade levels to assess student learning is provided on the required template.</p> <p><input checked="" type="checkbox"/> At least one <b>standardized assessment tool</b> (normative- or criterion- referenced) is identified.</p>
<p><i>How is the assessment data analyzed and known?</i></p> <p><b>Provides a <u>written description</u> and <u>supporting evidence</u> that addresses and demonstrates how the data gathered was compared and analyzed by appropriate stakeholders.</b></p>	<p><input type="checkbox"/> Written description <u>does not specify</u> how data gathered was reviewed, analyzed and/or interpreted.</p> <p><input type="checkbox"/> Evidence is <u>not</u> provided indicating that <b>aggregated and/or cumulative data</b> gathered was compared to previous years.</p> <p><input type="checkbox"/> Evidence is provided <u>does not demonstrate</u> that stakeholders were advised of assessment results.</p>	<p><input checked="" type="checkbox"/> Written description is provided specifying how data gathered was <b>reviewed, analyzed</b> and/or <b>interpreted</b>.</p> <p><input checked="" type="checkbox"/> <b>Evidence is provided</b> that <b>aggregated or cumulative data</b> gathered was <u>compared to the past</u>.</p> <p><input checked="" type="checkbox"/> <b>Evidence is provided</b> that demonstrates <u>stakeholders were advised</u> of assessment results.</p>
<p><i>How did the results impact instruction and curriculum?</i></p> <p><b>Provides a <u>written description</u> specifying how the data gathered was used to improve student learning as it guided instructional /curricular decisions. (No evidence required.)</b></p>	<p><input type="checkbox"/> Written description <u>does not identify</u> the instructional decisions and/or curricular changes that resulted from the analysis of data.</p>	<p><input checked="" type="checkbox"/> Written description identifies the <b>instructional decisions</b> and/or <b>curricular changes</b> that resulted from the analysis of data. If no changes have been made, that should be identified in this narrative.</p>

## SUMMARY OF FINDINGS AND REQUIRED RESPONSES

The 2017-18 Annual Progress Report is in compliance with all MNSAA requirements and no further action is needed.

**Required Response** is due on or before **October 15, 2018** in the following areas:

- Introductory Materials – *Cover Form and Cover Letter*
- Component One – *The School Strategic Plan (SSP)*
- Component Two – *Communicating School Strategic Plan (SSP) Progress to Stakeholders*
- Component Three – *Monitoring Learner Progress*

### Additional Comments from the Reviewer:

- *Thank you for your time and effort submitting a thorough annual progress report to MNSAA.*
- *Congratulations on finishing the self-study year and good luck on your site visit.*