



WRISA

Annual Report



2024-2025 WRISA Annual Report

Assumption Middle School

Principal	Mrs. Amber France
Address	440 Mead St. Wisconsin Rapids, WI 54494
Phone	(715) 422-0950
Email	afrance@assumptioncatholicschools.org
Jurisdiction	Diocese of LaCrosse
Last Visit Date	10/06/2021
First Year Accredited	2018
New Documents Due	06/01/2028

School Overview

Address: **440 Mead St.**
Wisconsin Rapids, WI 54494

Phone: **(715) 422-0950**

Fax: **(715) 422-0936**

Web: **<https://www.assumptioncatholicschools.org>**

Grades: **6-8**

Principal: **Mrs. Amber France**

Email: **afrance@assumptioncatholicschools.org**

Mail

Printed

Certificate: **No**

First Year Accredited: **2018**

New Documents Due: **06/01/2028**

Last Visit Date: **10/06/2021**

Enrollment

K3	-	1	-	7	42
K4	-	2	-	8	28
K5	-	3	-	9	-
		4	-	10	-
		5	-	11	-
		6	33	12	-

Total Enrollment **103** Previous Enrollment **117** Change in Enrollment - **14**

Staff Count

Assistant Principal	-	Principal	1.00	School Counselor	-	Teacher	8.00
Teacher Aides	-	Office Staff	-	Cafeteria Staff	4.00	Custodians	2.00
Other	7.00						

Total Professional Staff **9** Total Enrollment **103** Student to Staff Ratio **11.44:1**

Substantive Changes

Change Description	Changed
Change in Articles of Incorporation and Bylaws. (submit new documents)	No
Change in administrator (list name, position, and date of hire in the comments box) - DO NOT UPLOAD PLAN OF ACTION OR TRANSCRIPTS HERE	Yes
Amber France principal 7/1/2024 see documents in system file	
Change in grade structure (adding, eliminating, or multi-aging). (list new grade structure and schedule a walk through with your jurisdiction's representative prior to the start of the year)	No
Change in legal governing body. (submit names and description of new governance structure)	No
Change in physical location (Submit occupancy permit and schedule a walk through with your jurisdictional representative)	No
Change in teaching staff (list name, position, and date of hire in the comments box) - DO NOT UPLOAD ANYTHING HERE	No
Do you have documents that support your long-range goals? Include any additional documents as required by your jurisdiction.	Yes
https://wrisa.net/wp-content/uploads/pk-protected/Assumption-Catholic-Schools-Strategic-Plan-2022.docx-2.pdf?attachment_id=1994	
List updates/revisions to all previously submitted Plans of Action/Personnel Plans (List staff names here, upload credentials in staff member section)	No
Purpose and/or organization of the institution. i.e.: merging, closing, or consolidating. (submit new mission statement, new organization name, or impact statement of reorganization efforts)	No

Staff Qualification

Name: **Audi, Yvonne** First Year At This School: **2020** Grade/Content: **MS Math** License Issued By: **WI**
 Credits Earned This Year: **0.00** First Year Teaching: **2005** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **08/01/2020** Degree: **BA**
 Faith Tradition: **Catholic**
 Religious Certification: **Advanced Religious Certification Completed**
 Plan of Action/Study:
 Transcript:
 License:
 Competency Equivalency or Waiver:

Name: **Bilderback, Pamela** First Year At This School: **2023** Grade/Content: **MS SPED** License Issued By: **WI**
 Credits Earned This Year: **0.00** First Year Teaching: **2005** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **08/01/2023** Degree: **MA**
 Faith Tradition: **Catholic**
 Religious Certification: **Basic Religious Education Certification In Progress**
 Plan of Action/Study:
 Transcript:
 License: https://wrisa.net/wp-content/uploads/pk-protected/bilderback-dpi.pdf?attachment_id=2067
 Competency Equivalency or Waiver:

Name: **Diedrich, Joseph** First Year At This School: **2020** Grade/Content: **MS 6-8** License Issued By: **WI**
 Credits Earned This Year: **0.00** First Year Teaching: **2020** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **08/01/2020** Degree: **BA**
 Faith Tradition: **Catholic**
 Religious Certification: **Basic Religious Education Certification Completed**
 Plan of Action/Study:
 Transcript:
 License:
 Competency Equivalency or Waiver:

Name: **Krans, Sara** First Year At This School: **2024** Grade/Content: **Middle and High School** License Issued By: **Diocese of LaCrosse**
 Credits Earned This Year: **0.00** First Year Teaching: **2024** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **0.00** Hire Date: **08/01/2024** Degree: **MA**
 Faith Tradition: **Catholic**
 Religious Certification: **Basic Religious Education Certification In Progress**
 Plan of Action/Study:
 Transcript: https://wrisa.net/wp-content/uploads/pk-protected/Krans-Transcripts.pdf?attachment_id=20811
 License:
 Competency Equivalency or Waiver:

Name: **Marshaus, Christopher** First Year At This School: **1998** Grade/Content: **MS HS Social Studies** License Issued By: **WI**
 Credits Earned This Year: **0.00** First Year Teaching: **1998** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **08/01/1998** Degree: **BA**
 Faith Tradition: **Christian**
 Religious Certification: **Advanced Religious Certification Completed**
 Plan of Action/Study:
 Transcript:
 License:
 Competency Equivalency or Waiver:

Name: **Martling, Michael** First Year At This School: **2024** Grade/Content: **MS Social Studies** License Issued By: **UT**
 Credits Earned This Year: **0.00** First Year Teaching: **2024** Cert: **Degree 12 Plus** License Expires: **2027**
 Hours of In Service / Professional Development This Year: **0.00** Hire Date: **08/01/2024** Degree: **BA**
 Faith Tradition: **Catholic**
 Religious Certification: **Basic Religious Education Certification In Progress**
 Plan of Action/Study:
 Transcript:
 License: https://wrisa.net/wp-content/uploads/pk-protected/Martling-Utah.pdf?attachment_id=20823
 Competency Equivalency or Waiver:

Name: **Minter, Daniel** First Year At This School: **2017** Grade/Content: **K5-12 administration** License Issued By: **WI**
 Credits Earned This Year: **14.00** First Year Teaching: **1988** Cert: **Degree 12 Plus** License Expires: **LIFE**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **07/01/2018** Degree: **MA, BA,**
 Faith Tradition: **Catholic**
 Religious Certification: **Advanced Religious Certification Renewed**
 Plan of Action/Study:
 Transcript:
 License:
 Competency Equivalency or Waiver:

Name: **Noyes, Jennifer** First Year At This School: **2020** Grade/Content: **MS 6-8** License Issued By: **Diocese of La Crosse POS**
 Credits Earned This Year: **0.00** First Year Teaching: **2020** Cert: **Plan Of Study** License Expires: **2026**
 Hours of In Service / Professional Development This Year: **45.00** Hire Date: **08/01/2020** Degree: **BA**
 Faith Tradition: **Catholic**
 Religious Certification: **Basic Religious Education Certification In Progress**
 Plan of Action/Study: https://wrisa.net/wp-content/uploads/pk-protected/JN-POS-2024.pdf?attachment_id=20826
 Transcript:
 License:
 Competency Equivalency or Waiver:

Name: **Rezin, Jamie** First Year At This School: **2015** Grade/Content: **MS HS Math** License Issued By: **WI**
 Credits Earned This Year: **0.00** First Year Teaching: **2014** Cert: **Degree 12 Plus** License Expires:

Hours of In Service / Professional Hire Date: **08/01/2015** Degree: **BA**

Development This Year: **45.00**

Faith Tradition: **Catholic**

Religious Certification: **Advanced Religious Certification Completed**

Plan of Action/Study:

Transcript:

License:

Competency Equivalency or Waiver:

Benchmark Summary

Minimum Performance Requirement

Ranking 4 3 2 1

MISSION AND CATHOLIC IDENTITY

★ 1.1	★ 1.2	★ 1.3	1.4	1.5	★ 2.1	★ 2.2	★ 2.3	2.4	2.5	★ 2.6	2.7	★ 2.8	★ 3.1	3.2	★ 3.3	3.4	4.1	★ 4.2	4.3	4.4
3	2	3	4	2	3	3	3	2	2	3	2	3	3	3	3	2	2	3	2	2

4.5
2

GOVERNANCE AND LEADERSHIP

★ 5.1
3

ACADEMIC EXCELLENCE

7.1	★ 7.2	7.3	7.4	7.5	7.6	7.7	★ 7.8	7.9	8.1	★ 8.2	★ 8.3	8.4	8.5	★ 8.6	9.1	9.2	9.3
3	3	3	3	3	3	2	2	3	3	3	3	2	2	3	3	3	4

OPERATIONAL VITALITY

10.1
3


Long Range Plan

Domain Action Plans

MISSION AND CATHOLIC IDENTITY

What trends do we see in our data?

The trends we see in Domain A include a strength in addressing the needs of the whole student and we offer a variety of activities for students to put their faith into practice. We can improve by intentionally including the mission in our planning and documenting more sufficiently.

For this domain, list the benchmarks by number where the minimum performance requirement was not met

All benchmarks are met.

List achievements and challenges

Achievements: 1.4 The visiting team noted with how often the mission statement could be found throughout the school. 2.8 The visiting team commends the ways the school is seeking to address the needs of the whole student. 3.3 The visiting team recognizes a variety of service activities offered to students to put their faith into practice. Challenges: 1.2 The visiting team recommends intentionally using the mission statement in all planning and decision making.

GOVERNANCE AND LEADERSHIP

What trends do we see in our data?

Overall governance and leadership is a strength for us. As a combined system we have layers of administration and responsibility. The challenge was this was the initial site visit and how our files were organized for our prior accreditation were not as expected as a system. There is also a disconnect between the 2 parish pastors and the schools we operate there but unlike a parish school there is no expectation that the pastor be involved beyond Mass.

For this domain, list the benchmarks by number where the minimum performance requirement was not met

5.2a, 6.3

List achievements and challenges

Collaboration between schools and parishes is good. Need more involvement of the Dean (new Dean August 2021), organize employee files according to the chart from Diocese, develop a staff recruitment plan

ACADEMIC EXCELLENCE

What trends do we see in our data?

The trends we see in our data include a strength in providing a wide variety of co-curricular and extra-curricular programs to the students. We met all benchmarks in Domain C but were recommended to continue working on implementing more student created digital products, establishing policies to address gifted students and demonstrating proper credentials/licensing.

For this domain, list the benchmarks by number where the minimum performance requirement was not met

All benchmarks were met. It was recommended to work on the following. 7.4 The visiting team recommends implementing more student created digital products. 7.6 The visiting team recommends establishing policies to address gifted students. 7.8 The visiting team recommends having paperwork in place demonstrating proper credentials/licensing.

List achievements and challenges

Assumption Middle School met every benchmark in Domain C: Academic Excellence. This was a large achievement but there is always room to grow. We need to continue working with our students and begin focusing on addressing things such as working with gifted students and offering them more.

OPERATIONAL VITALITY

What trends do we see in our data?

Domain D is almost exclusively a central office function. Overall we do a good job with vitality. Our budget is balanced and care is taken to maximize what is spent on student instruction as opposed to operational support.

For this domain, list the benchmarks by number where the minimum performance requirement was not met

10.6

List achievements and challenges

financial expertise of the finance council is noted. Audit process and financial checks are good. HR could use some help but staffing is an issue. Continue to update all plans. Need to share actual cost of instruction and sources of revenue with all stakeholders.

Goals

Standard:	Target 2023-24 Completion Year:	Actual Completion Year: 2023-24
Goal:	ACS Administration, working with staff, will examine all handbooks and policy manuals to bring them into compliance with 5.2a. This will be completed by June 30, 2023	
Archdiocese Review	Responsible Party	CO and building level
	Activities	
Activity	Measure	Progress
Complete an ongoing review of the various handbooks. Update handbooks and policy manuals as needed per 5.2a.	Annually updated handbooks will be provided for students and staff before the start of the new school year.	HR person hired spring 2023. Handbooks were revised in summer 2023 to eliminate duplication and new handbooks were available for 2023-24. Currently an HR audit is going on in fall 2023 which will result in revisions to the various employee handbooks and policies.
All handbooks are reviewed annually by leadership team	HR audit conducted in fall 2023. Handbooks updated.	Ongoing annual evaluation of the handbooks.

Standard:	Target 2023-24 Completion Year:	Actual Completion Year:
Goal:	Central office staff will review all CO files, Files will brought up to WCSA/Diocese of La Crosse standards for 5.2.1 as they relate to employee records. This will be complete by May 31, 2024.	
Archdiocese Review	Responsible Party	CO
	Activities	
Activity	Measure	Progress

Bring all employee files current to 5.2.1 checklist	All employee files will meet the WCSA standards	An HR person was hired in spring 2023. The files are being reviewed and brought into compliance. An HR audit in fall 2023 to determine additional work needed on the files.
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Standard:	Target Completion Year: 2023-24	Actual Completion Year:
Goal: To ensure proper use of medication at least 2 staff will be trained in basic medication for schools.		
Archdiocese Review	Responsible Party building principal	
	Activities	
Activity	Measure	Progress
The administrative Assistant and at least one other staff person will receive required DPI medication training	at least 2 people will have documented training	Admin. Asst trained in 2023
Beside the administrative assistant, one other staff person will receive the required DPI medication training.	The administrative assistant and 1 other staff person will have documented training completion.	One staff person trained in 2024-2025 school year.

Standard:	Target Completion Year: 2026-27	Actual Completion Year:
Goal: ACS administration will create a plan for potential leadership succession in the administration and central offices.		
Archdiocese Review	Responsible Party leadership team and commission	
	Activities	
Activity	Measure	Progress
develop a leadership succession plan	Plan will be presented to the education commission by the end of the 2024-25 school year	this will be worked at at commission most likely in 2024 or 2025

Standard:	Target Completion Year: 2024-25	Actual Completion Year:
Goal: ACS administration will create a plan for staff recruitment. This plan will reflect the need to hire for mission. The plan will be in place by March 31, 2024 for the 2024-25 hiring season.		
Archdiocese Review	Responsible Party leadership team	
	Activities	
Activity	Measure	Progress

Take the informal process that ACS currently uses and systemize and create a written plan for staff recruitment for open positions.

A written plan will exist by March 31, 2024 to be used in all hiring for the 2024-24 school year.

This is being worked on in 2023-24.

Standard:	Target Completion Year:	2026-27	Actual Completion Year:
Goal:	ACS administratrion will develop plans for increased faith formation and growth of the administration team. To facilitate this the president will work with administration and the dean to plan faith formation for the leadership team. By the end of June 2023 at least 1 extra faith opportunity will be promoted to leadership. Input from the Dean will be sought by the president to present to the leadership team for consideration		
Archdiocese Review	Responsible Party	CO and leadership team	
Activities			
Activity	Measure	Progress	
Dean and chaplain will be involved with planning and carrying out faith formation for leadership team	At least 1 leadership specific opportunity will be offered in the 2023-24 school year. G	President and dean meet 2x per month and are discussing options for further faith formation of leadership which will be shared with leadership.	
Leadership team training with Evangelium group summer 2024.	Key members will complete the two day training.	Training was complete and information being used for 2024-25 planning.	

Standard:	Target Completion Year:	2023-24	Actual Completion Year:	2021-22
Goal:	ACS will annually update all stakeholders with the cost of attendance and percentage breakdown of revenue sources.			
Archdiocese Review	Responsible Party	CO		
Activities				
Activity	Measure	Progress		
Update stakeholders on cost of attendance and revenue sources annually	report will be presented	reports were presented in 2022 and 2023. Additional financial details will be provided on the 2024 report.		

Standard:	Target Completion Year:	2023-24	Actual Completion Year:	2023-24
Goal:	ACS will continue to have financial experts on the finance council to assist in review of the finances.			
Archdiocese Review	Responsible Party	CO		

Activities		
Activity	Measure	Progress
A plan to retain/recruit finance experts for the finance council will be developed	at least 4 of the 10 parish members will have finance experience	Currently have 5 with financial experience

Standard:	Target Completion Year: 2025-26	Actual Completion Year:
Goal:	The administration team, with the education commission, will develop a succession plan for all levels of leadership. This will be complete by the end of the 2024-25 school year.	
Archdiocese Review	Responsible Party administration	
Activities		
Activity	Measure	Progress
administration will present a leadership development plan to the education commission and dean by the end of the 2024-25 school year.	Plan will be adopted and put into the policy book at the end of the 2024-25 school year.	No work on this in 2022-23 or 23-24.

Standard:	Target Completion Year: 2026-27	Actual Completion Year:
Goal:	Administration and faculty, as appropriate, will create/revise technology, facilities, enrollment, and marketing plans	
Archdiocese Review	Responsible Party leadership team and commission	
Activities		
Activity	Measure	Progress
Faculty will create a scope and sequence to compliment the overall technology plan. Administration will revise existing facilities, enrollment and marketing plans	The overall technology plan was developed in 2022-23. It will now be expanded to include scope and sequence. Other plans will be developed and implemented in 2024-25.	technology plan was updated in 2023, facilities committee formed for 2023-24 and draft plans in marketing and enrollment have been created
Scope and Sequence for technology being worked on.	draft plan presented in spring 2024	Neptune navigate digital citizenship in 2024
Facility survey fall 2024	results will be shared with commission and plan developed	Waiting for results of survey

Standard: 1.2	Target Completion Year: 2023-24	Actual Completion Year:
Goal:	By the 2023-2024 school year Assumption Middle School will document staff meeting minutes regularly while intentionally connecting meeting decisions to our mission statement. The mission	

statement will be attached to weekly agendas.

Archdiocese
Review

Responsible Party Assumption Middle School Team

Activities

Activity	Measure	Progress
1. Keep meeting minutes regularly. 2. Intentionally connect meeting decisions to our mission statement.	We will measure our progress by including notes in our meeting minutes and connecting our mission statement to our decision making process.	Our middle school staff meetings have begun to regularly take meeting minutes with our mission statement attached to the bottom of our agendas. This is a helpful reminder to make all decisions based on our mission.
Intentionally connect meeting decisions to our mission statement.	We will measure our progress by including notes in our meeting minutes and connecting our mission statement to our decision making process.	Middle school meetings are held weekly. Minutes are taken and sent out to all staff after the meeting. For the 2024-2025 school year, we will ensure our mission statement is on our middle school agenda

Standard: 1.2

Target Completion 2023-24
Year:

Actual Completion Year: 2023-24

Goal: By the Spring of 2024 Assumption Middle School will require all students to complete and document service hours as assigned by the Religion teacher.

Archdiocese
Review

Responsible Party Assumption Middle School Staff

Activities

Activity	Measure	Progress
1. Require service hours for Religion.	We will measure our progress by requiring students to turn in documentation of completed service hours at the end of each semester.	At the start of the 2023 school year our middle school Religion teacher began implementing required service hours for grades 6 through 8. Hours of service for each grade level were assigned and documentation process was explained and is currently in progress.

Standard: 7.6

Target Completion 2024-25
Year:

Actual Completion Year:

Goal: By the Fall of 2024 Assumption Middle School will create a written plan of action for gifted students and implement the plan by the Spring of 2025.

Archdiocese
Review

Responsible Party Assumption Middle School Team

Activities

Activity	Measure	Progress
1. Research ways to implement more ability grouping. 2. Development of additional programs such as	Creating a research committee to explore the need of gifted as well as those of our stakeholders.	Over the course of the 2023-2024 school year the middle school team will look at various ways to implement a plan for

math league, science club, odyssey of the mind, spelling bees, etc.

1. Research ways to implement more ability grouping. 2. Development of additional programs such as math league, science club, odyssey of the mind, spelling bees, etc.

Creating a research committee to explore the need of gifted as well as those of our stakeholders.

gifted students. We are continuing to work in this area.

Over the course of the 2024-2025 school year the middle school team will look at various ways to implement a plan for gifted students. We are continuing to work in this area.

Standard: 7.8	Target 2023-24	Actual Completion Year:
	Completion Year:	
Goal: Central office will ensure that all staff files contain proper documents according to diocesan policy and regulation. The initial review will take place in 2023-24 and then annually as staff is added.		
Archdiocese Review	Responsible Party	HR
	Activities	
Activity	Measure	Progress
review and update all staff files.	All files will be updated by the end of the 2023-24 school year	HR person hired in spring 2023. Files are being reviewed and brought into compliance. HR audit will be conducted in fall 2023.

Invoice

Wisconsin Religious & Independent Schools Accreditation

P.O. Box 154
Sparta, WI 54656

Assumption Middle School

440 Mead St.
Wisconsin Rapids, WI 54494

Annual Membership Fee	\$175.00
Student Enrollment Fee	\$103.00
Total	\$278.00
Payment Method	Cheque
Date	09/27/2024