

SAINTS PETER AND PAUL HIGH SCHOOL



MIDDLE STATES PLANNING TEAM

Minutes from April 10, 2008

- The meeting began at 6:06 p.m.
- Present---Mr. James Nemeth, Mrs. Edna Patchett, Mr. Steven Brohawn, Mr. Dan Leve, Miss Katie Heikes '08, Miss Katie Witwer '10, Mrs. Rosemary Fasolo, Mrs. Vicki Cappa, Mrs. Gina Hovland, Mrs. Kim Kaestner, and Mr. Tim Linck
- Absent--- Mrs. Debbie McQuaid, Mrs. Linda Steinmiller, Mr. William Duncan, Mr. Paul Galanek, Mr. Joe Kuhn '09, Mrs. Paula Broll, and Mrs. Julie Webb
- The meeting began with a prayer by Miss Katie Witwer.

Old Business:

- The minutes from the September 27, 2007 meeting were reviewed and approved.
- Mr. Linck then noted that the school's website link to Middle States is in need of updating and will be updated with the most recent data within the next week.

New Business:

- **Information on the Mid-Point Review which will occur in the fall of 2008**

Mid-Point Review Process:

Mr. Linck explained the purpose of the Mid-Point Review and explained why the Review did not happen this spring but was postponed until the fall. This information from the *Accreditation For Growth* protocol was given:

“The very nature of strategic planning and the *Accreditation For Growth* protocol itself requires that the process be living, dynamic, and on-going. ...As a result, Middle States concluded it is important to ensure that a school accredited via *AFG* be committed to the process as well as to the plan. Rather than simply submitting a written report, a school hosting a Mid-Point Reviewer has the opportunity to show how it “walks its talk”—how it does what it says it does. Middle States is looking not only for evidence of implementation of action plans and timelines, but that the school has been critical and reflective about its progress” (*AFG* 265).

- **Report on Student Performance Objective #1 Action Plan—Mr. Linck, Mr. Leve and Mrs. Smith**

SPO #1 a.: Mr. Leve has a list of AP students who will meet as a committee before the end of the year and make its recommendations to AP teachers. Mr. Leve will continue to conduct exit surveys of all AP students after their respective exams and the results will be given to AP teachers before the end of the year.

Mr. Linck mentioned that the numeric requirement for AP course registration has been eliminated. Students no longer need a 90% average in order to register for an AP course. However, teacher recommendation is still required. Mr. Brohawn said this policy is in keeping with the College Board's recommended policy.

SPO#1 a. & b.: Mr. Linck pointed out that activity 7 under (a.) and activity 4 under (b.), both of which deal with vertical and horizontal teaming, are currently being completed during faculty professional sessions. The vertical teaming session took place the afternoon of April 11, 2008.

SPO#1 c. 1.: Mr. Linck and Mrs. Patchett said that both the English and Math departments have obtained the digital analysis of 2007 PSAT scores, have determined areas of greatest weakness, and have provided instruction in those areas.

SPO#1 d. 1.: The Study Skills committee implemented the "Study Smarts" workshop in all grade 9 classes in the fall of 2007. Mrs. Linda Smith, chair of the Study Skills committee, provided this assessment: "The Study Skills Program was implemented in the fall of 2007 when all ninth grade students participated in the "Study Smarts" workshop. This workshop exposed all students to a variety of study skills and character building issues meant to make their high school career more successful. Evaluation of the program will take place at the end of this school year when grade 9 students are surveyed. The purpose of the survey will be to determine if students have used the Study Skills strategies during the year and if the strategies have been helpful. The grade 9 teacher committee will also meet to discuss the successes and failures of the program as well as if all program objectives have been completed. Results of the evaluation will be given to the faculty."

SPO#1 d. 4.: Mrs. Patchett said the NHS tutoring service is not working as well as she would like. The major problem appears to be the difficulty of getting students together at a convenient time. Many students who need tutoring are not flexible enough with their schedules. Some students are benefiting from the service, but not as many as could be. Mrs. Patchett also said the NHS is no longer providing tutoring to elementary students so that they could focus on the high school.

- **Report on Student Performance Objective #2 Action Plan—Mr. Brohawn**

SPO #2 a.: Mr. Brohawn noted that one of the interesting elements his Action Team has learned is how to analyze the data for this objective. The percentages of students who participate in social activities may be more a function of age than it is a function of the activities that are offered. It is quite possible that fewer freshmen and sophomores attend school social functions because of transportation issues rather than interest level. Juniors and seniors have cars where freshmen and sophomores do not. One of the goals of the Student Life Committee is to survey the student body and propose activities based on the survey results. While this may be beneficial in evaluating and expanding the offerings, it may not necessarily increase the participation by students.

SPO #2 b.: Mr. Brohawn made a similar comment about this objective. It is quite possible that participation in clubs and organizations is a function of the Class and not of the activities that are offered. Some Classes participate more than others. Some Classes are small and involved—some Classes are large and not involved. The types of clubs and organizations that are offered may have very little to do with student participation levels. Mr. Brohawn suggested that these objectives should not be changed until the next self-

evaluation. The data collected over the next three years might give a clearer indication of whether or not his Action Team's theories are correct or not. It was also noted that the recording of data has been changed to show different class participation. It has been disaggregated.

SPO #2 c.: Once again Mr. Brohawn asked if the number of participants contesting for elected positions is a function of the size of the Class, the motivation of the students in the Class, or the activities in this section. It is possible that the activities that have been designed to promote leadership in the school have minimal impact. It is also possible that we have made a mistake by just looking at the SGA. There are many more student leaders in the school than just those in the SGA. Our view of student leadership is too narrow and needs to be expanded.

Mr. Linck noted that the school newspaper will have a section devoted to spotlighting student leaders in each of its issues. This is a follow-up to a suggestion made by the Action Team.

Mr. Brohawn said a discussion of the Student Honor Court will take place during the 2008-2009 school year.

SPO #2 d.: Mr. Brohawn said the Attendance Committee has met several times and is attempting to determine if attendance should be taken by period or by the day. There are technological as well as personnel issues involved for recording attendance either way. It was also suggested that the data be disaggregated to give us a clearer picture as to absentee trends by grade level. There are issues as well with absences of convenience and long-term illnesses and how they impact the percentage of students with ten or more absences. Mr. Brohawn noted that it is likely that a student who has ten absences in a row needs to be evaluated differently than a student who misses two days in five different months. All agreed that 37% of the student body having ten or more absences during the 2006-2007 school year was an alarming figure.

SPO #2 e.: Mr. Brohawn suggested that the same issues his Action Team had with sections a, b, and c also apply to section e. Student participation may be influenced by factors other than how interesting the activities may be to students.

SPO #2 f.: Mr. Brohawn readily admits that this section is not at the top of his favorites' list. The Drug and Alcohol Task Force has suggested the elimination of a survey instrument to gauge student use and abuse of illegal substances. The focus of this objective will be on creating activities that inform students about illegal substances and provide venues for drug-free social activities. The measurement tool will concentrate on the number of students who attend each activity.

It was suggested by Mrs. Fasolo that students be added to the Task Force. Mr. Brohawn agreed and said it would be done.

Mr. Nemeth said that what is needed is a comprehensive plan that is pastoral, informative, and disciplinary in its scope. The mission of the school is to help students who are struggling with substance use and abuse, not identify them and expel them from school.

During our discussion, a number of good points and suggestions were made concerning this issue. One suggestion encouraged the creation of a confidential referral process that would help deal with students who are using and/or abusing drugs. It was stated that many students who use and/or abuse illegal substances avoid detection by faculty and

administration. Though other students may be aware of specific students who are using drugs, they are hesitant to inform the faculty and administration. A confidential referral process might help to alleviate this situation.

Another suggestion was to have an increased presence of faculty in areas such as the senior parking lot after school. It was also said that from a student's perspective, the issue of drug use and/or abuse should be met head on. Students need to know that there are severe consequences for the use and/or abuse of illegal substances on school property.

- **Report on Student Performance Objective #3 Action Plan—Mrs. Cappa**
 - SPO #3 a.:** Mrs. Cappa **explained** that the issue of whether or not junior and senior retreats should be mandatory or voluntary is still under discussion. However, the percentage of juniors and seniors who have attended the voluntary retreats has increased from 43% in 2004-2005 to 61% in 2006-2007.
 - SPO #3 b.:** The Mission Team has been a beacon of shining success since it was instituted. The summer Mission Team trips as well as the monthly Benedictine Monastery service visits have been activities that the entire Saints Peter and Paul community can take pride in. Mrs. Cappa, Mrs. Hovland, and Mr. Pool should be commended for the time, effort, and dedication they devote to our students in seeing that they are in service to others.
 - SPO #3 c.:** There was a discussion of how to give students access to their service hours on Edline. Students would like to know how many hours they have if they are writing a resume or for just knowing how many hours they need to acquire. As of now, there does not appear to be a way to do this. Mrs. Cappa will pursue this issue. It was also mentioned that the number of required service hours will increase to 80 within the next two years. How this will be accomplished is still being developed.
 - SPO #3 d.:** It should be noted that the percentage of students who have been disciplinarily referred to office has decreased from 77% in 2004-2005 to 50% in 2006-2007. Mr. Nemeth is creating a committee to review and reform the *Student and Parent Handbook*. Discipline policies are scheduled to be completed by the spring of 2009. Mrs. Cappa said they did not want to combine the Peer Ministry Program with the Student Honor Court. She was not sure if connecting the Peer Ministry Program to a disciplinary body was a good idea. And the Peer Ministry Program is close to being implemented.
- The meeting concluded with a prayer about family by Miss Katie Heikes.
 - **The next scheduled meeting of the Planning Team will be September 25, 2008. Please put this date on your calendar.**

The meeting was adjourned at approximately 8:05 p.m.

Respectfully submitted,

Mr. Tim Linck, Middle States Co-Internal Coordinator