

# SAINTS PETER AND PAUL HIGH SCHOOL



## MIDDLE STATES PLANNING TEAM Minutes from June 8, 2011 Meeting

Present: Mrs. Gina Hovland, Mr. Doug Becker, Mr. Jim Samiec, Mr. James Nemeth, Mrs. Linda Murray, Mrs. Barbara Biddle, Mr. Edd Bergman, and Mr. Tim Linck

Absent: Mrs. Debbie McQuaid, Mr. William Duncan, Mrs. Mary O'Shea, Mr. Mark Murray, Mr. Conor Broll '14, Mr. Peter Paul '13, and Miss Courtney Murray '12

The meeting began at 1:08 p.m.

The opening prayer was done by Mr. Linck.

### OLD BUSINESS

- The minutes from the March 28, 2011 meeting were reviewed and approved.
- Mr. Linck then explained that the purpose of this meeting was to review progress in the Student Performance Objectives' Action Plans since the beginning of school year 2010-2011.

### NEW BUSINESS

- **Annual Review Process**

“A process used to evaluate the progress made during the past year in implementing action plans and in meeting the student performance objectives and mission. The review of progress leads to the school making adjustments to the plan to increase success during the next year” (AFG 331).

- **Preparation of Annual Report**

“*Accreditation for Growth* planning is an ongoing, dynamic process and therefore, requires a structure for regular updating, reviewing and modifying of action plans.... To be most effective, reviews need to be planned well in advance, should be ‘data-driven,’ and should allow for input from a wide variety of stakeholders” (AFG 41).

- **Report on Student Performance Objective #1 Action Plan—Mr. Bergman**

#### **SPO #1 (a): AP scores**

- Data has not been updated for 2011. Mr. Linck will secure the necessary data when available
- The committee recognized that activities 2 and 3 are worth continuing; however, these activities were not implemented during the 2010 – 2011 school year.
- Activity 6: Prior to the completion of AP exams, AP teachers were instructed by email to send their student surveys to the SPO #1 Action Plan Chair who would submit them to the Principal. Several departments submitted their surveys directly to the principal without giving them to the Action Plan chair. This process will need to be started earlier in the future.
- Activities 7 and 10 will be implemented when all departments have concluded their vertical teaming.

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- Because AP field trips are at the discretion of individual AP teachers, the committee recommends eliminating activity 8. Tracking of field trips and the student evaluation of the field trip should be left up to the AP teacher.

#### **SPO #1 (b): SAT data**

- Data has not been updated for 2011. Mr. Linck will secure the necessary data when available.
- Of the six activities under SPO #1 (b), 2 and 3 have been completed.
- Members at SPO #1 committee meeting on 6/3/11 remarked that activities 1 and 5 have not been implemented.
- The completion of activities 4 and 6 is contingent on all departments completing their vertical teaming.

#### **SPO #1 (c): PSAT data**

- Data has not been updated for 2011. Mr. Samiec will secure the necessary data when available.
- Activity 1 is implemented and ongoing.
- Activity 2: PSAT information and tips were provided to students in their classrooms. Unfortunately, the PSAT parent night was canceled due to in climate weather. Information was emailed to parents concerning PSAT results and how to read the data.
- Activity 3 is up-to-date and ongoing.

#### **SPO #1 (d): Student ineligibility data**

- Data has not been updated for 2011. Mr. Samiec will secure the necessary data when available.
- Activity 2.c. continues to be done by the Principal.
- Activity 4 was implemented during the 2010 – 2011 school year.
- Under the direction of Ms. Smith, activity 6 continues to be implemented with modifications based on input from student surveys and the Study Skills Committee.

#### ➤ **Report on Student Performance Objective #2 Action Plan-Mrs. Hovland**

- The purpose of Student Performance Objective #2 is to increase student commitment to student life and physical wellness in six specific areas as measured by: (a.) participation in school-sponsored social activities, (b.) participation in at least one non-athletic club or organization, (c.) an increase in the number of contested Student Government Association elections, (d.) a decrease in the number of students who have ten or more absences each year, (e.) an increase in the number of students who belong to both a sports team and a club, and (f.) a decrease in the number of students who use or abuse tobacco, alcohol, or other drugs. An analysis of Action Plan #2's 2010-2011 data will reveal what has been accomplished, what will be ongoing, and what will be let go at the end of this Middle States cycle.
- **Objective A: a 9-percentage point increase in the percentage of students participating in at least one school social activity per year.** In the area of school social activities, data has been updated to reflect the 2010-2011 school year. The data have also been disaggregated to reflect participation rates for respective classes (freshmen, sophomores, juniors, and seniors) beginning with the 2006-2007 school year. This year's data shows the following: Overall student participation in at least one school social activity has gone up 3% from last year. Freshman went up 4%, sophomores decreased 3%, juniors remained the same, and seniors went up 7% in participation. The committee felt that the survey is a valid tool of measurement, specifically the ideas students give to help improve the activities as well as ideas for new activities. The committee felt the goal of this objective was to get students involved in the social life of the school; the committee felt this objective was met. It was also decided to continue the survey each year to solicit ideas from the students.

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- Objective B: a 10-percentage point increase in the percentage of students who actively participate in at least one non-athletic club or organization.** In the area of club and organization participation, data was updated to reflect the 2010-2011 school year. The data has been disaggregated to show participation rates by the respective classes (freshmen, sophomores, juniors and seniors). This year's data shows the following: Overall participation in at least one non-athletic club or organization was 89%, with freshmen participation being 73%, sophomores participation being 95%, juniors participation being 90%, and seniors participation being 93%. The data shows a sharp increase from the baseline. A discussion ensued as to why the sharp increase in numbers. The committee felt that the addition of new clubs, i.e. Health Careers Club, Chess Club, Public Relations club, etc. reached a broader interest group. Again the committee unanimously voted to have the survey administered each year with the results and suggestions being sent to all teachers. It was suggested that the committee should look into an electronic survey that the students could take; this would calculate the percentages as well as create a list of the comments. For B6 it was noted that the individual moderators, working with their club members, could use the survey results to evaluate their clubs and decide if their club is viable and/or what changes need to be made.
- Objective C: 100% of elected positions in the Student Government Association and senior, junior, and sophomore class officers will be chosen by contested elections of at least two candidates per office.** In the area of contested elections, data updated for the 2010-2011 school year shows both increases and decreases. This year's data shows the following: 75% of SGA offices were contested, 100% of the upcoming senior offices were contested, 75% of upcoming junior offices, and 50% of upcoming sophomore offices. The freshmen data is not available until the freshmen elections fall of 2011. 3C will be a summer workshop implemented by Mr. Duran and Mr. Kinlock with all SGA members. The committee decided to not focus any more time to the student honor court. Due to the small size of our school it would be impossible to have the student court be anonymous, therefore putting those students in an awkward position.
- Objective D: a 10-percentage point decrease in the percentage of students who have ten or more absences during the school year.** In the area of absenteeism, updated data for 2010-2011 school year reflects an overall 4% decrease in absences from last year, bringing us back to our original baseline. Absenteeism decreased in freshman 30%, sophomore 29%, and senior 39% classes, but increased in the junior 31% class by 1%. Electronic attendance has been implemented this fall for period attendance. For activity 5, Mr. Dahlen will email the faculty for their evaluation of the period tracking. The committee felt that due to lack of resources and technology they are unable to complete activity 6. Activity 7 will be addressed once committee receives more info in regards to period attendance. The committee also discussed concerns that the attendance will not decrease until there is accountability for the students who miss more than 10 absences. As of now, student accountability for excessive absenteeism is not viable due to the lack of personnel to track attendance and technology.
- Objective E: a 10-percentage point increase in the percentage of students who participate in at least one extracurricular and one athletic activity per year.** In the area of extracurricular and athletic participation, data was updated for the 2010-2011 school year. The data reflected a sharp increase in participation. This year's data shows the following: overall participation in at least one extracurricular and one athletic activity was 80%, freshmen participation at 94%, sophomore participation at 78%, junior participation at 84%, and senior participation at 68%. There was some discussion as to why the sharp increase of participation, again the committee felt there was a broad selection of options for the students. The survey will be ongoing as an instrument to get feedback from the students as to their interests and suggestions for improvements. For activity 5 it was noted that the individual moderators,

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working with their club members, could use the survey results to evaluate their clubs and decide if their club is viable and/or what changes need to be made.

- **Objective F:** Mr. Nemeth addressed Objective F through a one night brain-storming session with parents, students, and faculty. This session was held on September 29, 2009 and the results of this meeting are available in the Action Plan for SPO#2.

➤ **Report on Student Performance Objective #3 Action Plan-Mrs. Biddle**

- The purpose of Student Performance Objective #3 is to increase student commitment to a Saints Peter and Paul Christian community in four specific areas as measured by: (a.) Increased participation in the voluntary retreat program, (b.) An increase in the number of students who are members of the Mission Team, (c.) An increase in the number of students who complete at least 150% of required service hours, and (d.) A decrease in the number of students who are disciplinarily referred to the office some time during the year. An analysis of Action Plan #3's 2010-2011 data will reveal what has been accomplished, what has not been accomplished, and what needs to be done in the coming year.
- In the area of increased participation in the voluntary retreat program, the data has been updated for the 2010-2011 school year and reflects that 81% of seniors (44 of 47) and juniors (37 of 53) participated in the program which is 28 percentage points above the 53% standard, but 8 percentage points lower than last year. The decrease is attributed to the timing of the junior retreat just before Thanksgiving break when 11 students were on vacation. One student did not attend for medical reasons and 4 chose not to attend. Activities 1, 2, and 3 are complete and ongoing.
- In the area of participation in the Mission Team, the data has been updated and reveals that 37% of the student body (76 of 205) were members of the Team in 2010-2011. This percentage is 11 percentage points above the 26% standard. It is important to note that student participation is counted only once even though 28 students volunteered at the Monastery two, three, or more times. Of the two activities designed to increase participation on the Mission Team both activity 1 and 2 have been completed.
- In the area of service hours, the data for 2009-2010 has been updated and reflects that 49% of the student body completed at least 150% of required service hours. The figures for 2010-2011 have not been updated. Of the three activities 1 and 2 have been completed. Activity 3 is ongoing and scheduled to be completed on time.
- In the area of discipline referrals, the data has not been updated as of June 6, 2011. The reason for this is that this data is compiled during the summer months to accurately portray numbers for the entire school year. Of the three activities designed to decrease disciplinary referrals Activities 1 and 2 have been completed and are ongoing. Activity 3 is ongoing and scheduled to be completed in the fall of 2011. Mrs. Cappa and Mrs. McQuaid will determine a working definition of "Peer Ministry" for this activity before the start of the 2011-2012 school year. It has been determined that a peer ministry program has been implemented through the retreat programs and is ongoing. Activity 3 also will require a data base and tracking system revision.
- All four areas continue to meet and exceed 2012 expectations.

➤ **Where we stand and where we need to go evaluation.**

➤ **Using AFG (*Accreditation for Growth*) the second and subsequent times**

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“Because of the unique nature of this protocol, the use of *AFG* the second and subsequent times will differ from school to school, depending on the degree to which the school has developed a culture that reflects the spirit and intent of this strategic planning protocol and the parameters to which the school committed itself. The process for using *AFG* for accreditation the second and subsequent times includes the following parts:

- Part 1            **Recommitment to the *AFG* Protocol**
- Part 2            **Period of Appraisal**
- Part 3            **Meeting the Middle States Standards for Accreditation**
- Part 4            **The Planning Process**
- Part 5            **The Plan of Growth and Improvement**
- Part 6            **Peer Review and External Validation” (*AFG* 14-1).**

- **Looking to the future:**
- **DRAFT TIMELINE FOR OUR 2<sup>ND</sup> *AFG* RE-ACCREDITATION:**
- **Our current accreditation expires May 1, 2013**
- **Proposed Re-accreditation Team Visit in Fall 2012:**

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|-----------------------|---|
| <b>Spring 2011:</b>   |   |
| <b>Nov. 15, 2010</b>  | 1. Attend <i>AFG</i> Overview Workshop (title: <i>AFG</i> 2 <sup>nd</sup> and Subsequent Use Workshop) for latest <i>AFG</i> updates (Mrs. Hovland and Mr. Samiec to attend Nov. 15, 2010)<br><br><b>Completed</b>  |
| <b>March 28, 2011</b> | 2. Discuss and approve continued commitment to the <i>AFG</i> protocol<br><br><b>Completed</b><br><br>3. Submit signed <b>Recommitment Form</b> to Middle States Office<br><br><b>Not Completed</b>   |
| <b>May 6, 2011</b>    | 4. Develop responses to the <i>AFG</i> <b>Reflection Rubric</b><br><br><b>Completed</b>   |
| <b>June 3, 2011</b>   | 5. Collect records, data, and information related to implementation and progress of <i>AFG</i> plan over the previous four years since the Mid-Point Review Report and determine which activities in the Action Plans need to be continued and which ones can be stopped.<br><br><b>Completed</b> |

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| <b>June 2011-<br/>September 2011</b> | 6. Begin <b>Technical Review</b> process: <ul style="list-style-type: none"> <li>➤ select committees for each of the 12 Standards</li> <li>➤ establish new Planning Team Committee</li> </ul>                       |
| <b>Fall 2011</b>                     | 7. Revise and/or affirm our <b>Mission, Philosophy, and Beliefs</b>   |
| <b>October 2011</b>                  | 8. Schedule date for Validation Team visit with MSA   |
| <b>Winter 2011</b>                   | 9. Formulate 3 new/revised <b>Student Performance Objectives</b>  |
| <b>Spring 2012</b>                   | 10. Develop new <b>Action Plans</b> and continue on “old” plans<br>11. Revise and resubmit <b>SPO’s</b> until approved by MSA<br>12. Continue communication of strategic plan; ask for ratification of <b>SPO’s</b> |
| <b>Early Fall 2012</b>               | 13. Conduct Pre-Visit with Team Chair   |
| <b>Late Fall 2012</b>                | 14. Host <b>Validation Team</b>   |
| <b>Winter 2012</b>                   | 15. Review report and make appropriate recommended changes in planning process or strategic plan<br>16. Implement <b>SPO Action Plans</b> not already underway  |
| <b>Spring 2013</b>                   | 17. Receive <b>Re-accreditation</b> from May 2013-May 2020<br>18. Celebrate!!!!   |
| <b>Fall 2013</b>                     | 19. Conduct first <b>Annual Review</b> of new <b>SPO Action Plans</b>   |

- **Next meeting tentatively scheduled for Wednesday, October 12, 2011 at 6:00 p.m. to review the progress of Student Performance Objectives for the 2010-2011 school year and to accept the 2010-2011 Annual Report.**
- **Closing prayer—Mrs. Hovland**
- **Available handouts: Please place in your Middle States binder for future reference**
  1. Meeting Agenda
  2. Minutes from March 28, 2011 meeting
  3. Summary of Appraisal Rubric

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