

SAINTS PETER AND PAUL HIGH SCHOOL



MIDDLE STATES PLANNING TEAM Minutes from June 9, 2010

- The meeting began at 2:15 p.m.
- Present---Mr. James Nemeth, Mrs. Edna Patchett, Mrs. Barbara Biddle, Mr. Edward Bergman, Mr. Doug Becker, Mrs. Linda Murray, Mr. Mark Murray, Mrs. Mary O'Shea, Mrs. Gina Hovland, Miss Courtney Murray '12, Mr. Benjamin Payne '11, Mr. Peter Paul '13, and Mr. Tim Linck
- Excused---Mrs. Debra McQuaid, Mr. Steven Brohawn, Mr. William Duncan, and Mrs. Patti Wiles
- The meeting began with a prayer by Mr. Linck

Old Business:

- The minutes from the November 9, 2009 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 our last meeting in November of 2009.

New Business:

- **Report on Student Performance Objective #1 Action Plan—Mr. Bergman**
 - SPO #1.a:** Mr. Linck will obtain 2010 AP test scores in July, 2010.
 - SPO #1 a. 3:** Dates for AP committee meetings will be established in September, 2010. The teachers met one time during the 2009-2010 school year. It was suggested by Mr. Doug Becker that the committee meet 2 times each year—one in the fall and one in the spring. The spring meeting should take place after the student committee makes its recommendations.
 - SPO #1 a. 4:** The student AP committee met in March and April of 2010. Mr. Becker advised that the teacher AP committee should meet in fall, 2010, and that the AP student committee should meet two or three times before the AP teacher committee meets a second time.
 - SPO #1 a. 6:** Mr. Becker said AP exit surveys were conducted the week after AP exams were given. All surveys were given to Mr. Nemeth for review. The information has not yet been analyzed.
 - SPO #1 a. 7:** Ms. Valeo was not able to correlate departmental vertical teaming skills for horizontal teaming initiative because not all departments have submitted Vertical Teaming charts.
 - SPO #1 a. 8:** A list of all AP class field trips that were taken in 2009-2010 was not available. Since Mr. Brohawn is the only AP teacher who has taken his AP students on field trips, Mr. Pool will contact him to get the needed information. Mr. Linck suggested AP teachers be asked why specific field trips for their AP classes were not taken.
 - SPO#1 b.:** Mr. Linck will obtain SAT I and national mean scores for the Class of 2010 in August.
 - SPO#1 b. 5:** Mr. Linck reported that we still have the schedule of reading and writing across the curriculum activities and they will continue next year during faculty meetings. To this date (6/4/10), the Mathematics, Foreign Language and English departments have made presentations.
 - SPO#1 c.:** Mr. Linck will obtain the percentage of the Class of 2011 students who show an increase in the total PSAT score of more than 20 points from freshman to junior year when the data becomes available in August.

SPO#1 c. 1: Mr. Samiec has obtained a digital analysis of PSAT scores from the College Board. He will complete some statistical analysis and give his findings to the Mathematics and English department chairs.

SPO#1 c. 3: It was suggested that a dedicated section of the website contain links specifically for PSAT and SAT information.

SPO#1 d.: Mr. Linck will obtain a percentage of students who were academically ineligible for the first three quarters of the 2009-2010 school year. There were 7 of 189 students who were academically ineligible sometime during the year. This number equates to 3.70 %.

SPO#1 d. 1: Surveys to evaluate the Study Skills Program (*Study Smarts*) were conducted by freshmen, sophomore and junior teachers of English on 6/4/10. Analysis is still pending. (Mrs. Smith)

SPO#1 d. 2: Ineligible student attendance at six mandatory study halls and the submission of the Reinstatement form was monitored by Mr. Samiec. Mr. Samiec reported that 4 out of the 5 students after the third quarter did well and that monitoring will continue next school year. Mr. Nemeth suggested that a form which was easy to use by faculty and administrative staff for the tracking of study halls be created by this Action Plan team.

SPO#1 d. 4: Ms. Patchett reported that during the 2009-2010 school year, only one peer tutoring program was in effect and that NHS students were included as tutors. The peer tutoring program was structured so that students who required help were paired with peer tutors best suited to their needs. The program was successful.

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

SPO #2 a.: Survey instrument needs to be developed by fall 2009; survey given in spring 2010: freshmen 96% (48/50), juniors 100% (43/43), sophomores and seniors not tabulated.

SPO #2 a. 1: Sophomores, juniors, and seniors will be surveyed fall 2009; survey fall 2009, spring 2010 and ongoing.

SPO #2 b.: Survey instrument needs to be developed by fall 2009; survey given in spring 2010: freshmen 90% (45/50), juniors 88% (38/43), sophomores and seniors not tabulated.

SPO #2 b. 3: Suggestions from surveys: book club, board games, flag football, pillow polo, health professions club, sailing club (suggestion was to contact the Chesapeake Bay Maritime Museum or the Miles River Yacht Club and see what facilities they might be able to offer this club), music club, studio arts club, and Students Against Destructive Decisions; also suggested was an Edline Student Life calendar with club and organization activities, meeting times and dates; field trips; and major tests.

SPO #2 c.: This year's elections: 0% for SGA, 50% seniors, 100% juniors, 100% sophomores, freshman elections in fall; suggestion to have class elections before SGA executive board; students want to be involved with class sub committees.

SPO #2 c. 5: An SGA committee of students made recommendations; suggested that students meet with Mr. Nemeth during the summer to give input on the handbook; Planning Team to advise on next course of action. Suggestions included creating a sub-committee of students and teachers to research the Honor Court concept and make recommendations; giving students the choice of administrative discipline or the Honor Court; building the members of the Honor Court from a random selection of students like the jury system; and maintaining complete anonymity from who is on the Court to whose case is being heard.

SPO #2 d.: The percentage of students who have had ten or more absences during the year: total 34% (65/189), freshmen 28% (15/54), sophomores 31% (17/55), juniors 30% (14/46), seniors 56% (19/34).

SPO #2 d. 2: Attendance Committee needs to be formed by fall 2009; still under review and ongoing. Mr. Nemeth said in 2010-2011 teachers will be required to keep period attendance and submit a hardcopy to his office two times each quarter.

SPO #2 e.: Survey instrument needs to be developed by fall 2009; survey given spring 2010: freshmen 92% (46/50), juniors 84% (36/43), sophomores and seniors not tabulated.

SPO #2 e. 3: Suggestions from surveys: dances, lock-ins, block parties, movie nights, field day, badminton, and pep rallies. Courtney suggested that more pep rallies should be held prior to big games, bull roasts, and/or championships. Ben, Peter, and Courtney liked the idea of a dance in April especially for the underclassmen since the juniors and seniors attend the Prom in May.

SPO #2 f.: Meetings will continue and information will be provided by Mr. Nemeth. Mr. Nemeth said he felt the meetings that were held this past year were very effective. Both students and parents gave valuable suggestions for tackling the drug and alcohol issue at our school.

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

SPO #3 a.: These are the percentages of students who participated in the voluntary retreat program: juniors 91% (42/46) and seniors: 85% (29/34). Retreats for the freshmen and sophomores are mandatory.

SPO #3 a. 2: Will be completed during the summer of 2009. Video is complete. Two more copies will be requested. Mr. Nemeth will have the video put on the website, and possibly it will be used as a promotional tool at the new parent orientation night on June 9th.

SPO #3 a. 3: Mr. Linck has seniors who do not attend the senior retreat write a mission statement in keeping with the senior retreat theme. The Theology department also has lesson plans that are in accord with the retreat theme. However, more and more seniors attend the retreat each year. We have found that those who stay behind have prior commitments or become ill or are traveling. Therefore, there will be no further changes to this proposal. The same applies to the junior retreats.

SPO #3 b.: Obtain the percentage of students who participate in Mission Team activities.

****seniors: 15% (5/34), juniors: 39% (18/46), sophomores: 47% (26/55), freshmen: 43% (23/54).**

****These numbers are down from last year due to three cancellations. One cancellation was due to snow; two were due to change of leadership at the Benedictine Monastery**

SPO #3 c.: Information will be available in the summer as to the percentage of students who complete at least 150% of their required service hours.

SPO #3 c. 3: Theology department will require 10 hours of service per semester beginning with 2010/2011 school year, which will equal 80 hours of service for graduation. Policy will be grandfathered in for current students.

SPO #3 d.: The percentage of students who are disciplinarily referred to the office sometime during the year based on demerits, detentions, and suspensions:

seniors: 50% (17/34), juniors: 54% (25/46), sophomores: 60% (33/55), freshmen: 37% (20/54).

SPO #3 d. 3: “Peer Ministry Program” should be defined to facilitate the implementation of this objective. Debbie, Vicki, and Mr. Nemeth need to address this. Can this be part of DeSpiritus curriculum?

Mr. Linck directed the Planning Team’s attention to the tentative schedule listed on the agenda for the next cycle for re-accreditation. The cycle will begin in the spring of 2011.

- **DRAFT TIMELINE FOR OUR 2ND AFG RE-ACCREDITATION:**

- **Our current accreditation expires May 1, 2013**

- **Proposed Re-accreditation Team Visit in Fall 2012:**

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| Spring 2011 | <ol style="list-style-type: none"> 1. Discuss and approve continued commitment to the AFG protocol 2. Submit signed Recommitment Form to Middle States Office 3. Attend <i>AFG</i> Overview Workshop (title: <i>AFG 2nd</i> and Subsequent Use Workshop) for latest <i>AFG</i> updates |
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| June 2011- September 2011 | 4. 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 5. Develop responses to the <i>AFG Reflection Rubric</i> |
| Fall 2011 | 6. Revise and/or affirm our Mission and Beliefs |
| October 2011 | 7. Schedule date for Validation Team visit with MSA |
| Winter 2011 | 8. Formulate, revisit Student Performance Objectives ; begin Technical Review process |
| Spring 2012 | 9. Develop new Action Plans and continue on “old” plans 10. Revise and resubmit SPO’s until approved by MSA 11. Continue communication of strategic plan; ask for ratification of SPO’s |
| Early Fall 2012 | 12. Conduct Pre-Visit with Team Chair |
| Late Fall 2012 | 13. Host Validation Team |
| Winter 2012 | 14. Review report and make appropriate recommended changes in planning process or strategic plan 15. Implement SPO Action Plans not already underway |
| Spring 2013 | 16. Receive Re-accreditation from May 2013-May 2020 17. Celebrate!!!! |
| Fall 2013 | 18. Conduct first Annual Review of new SPO Action Plans |

The meeting concluded with a prayer by Mrs. Hovland.

- **The next scheduled meeting of the Planning Team will be Wednesday, October 13, 2010 at 1:00 p.m. Please put this date on your calendar.**

The meeting was adjourned at approximately 4:30 p.m.

Respectfully submitted,

Mr. Linck, Middle States Co-Internal Coordinator