

## Planning Team Minutes September 23, 2004

- Present-----Barbara Ayers, Paula Broll, Kim Kaestner, Tim Linck, Edna Patchett, Dani Smith, Melvin Smith, Stephanie Bradley, James Nemeth, Amelia Montague, Debbie McQuaid, Judy Morgan-Dahlen
- Excused-----Vicki Cappa, Matt Whaley
- The meeting began with a prayer.
- The minutes were read and comments were given. The minutes from the last meeting were approved.
- **Mission, Beliefs, Philosophy Statements**—Cosmetic changes. Mission Statement- 1 statement. The order of the Beliefs Statement was changed. Still going through the review process. Mr. Nemeth doesn't expect any change from diocese. Explanation of Belief Statement to be submitted to Brother Jim for clarification of protocol. The Mission and Philosophy Committee will review every year –no intent to change.
- **Standards Subcommittee Progress**----Faculty Subcommittee-met twice-Received implementation and maintenance of Middle States Standards. Made recommendations of additional members requested. Currently, in the process of getting additional members approved.
- Faculty has been given all 12 Standards to complete each standard's survey. Parents and Parishioners will be sent one or two Standard surveys.
- Standard surveys are used to receive individual perspectives of parents, alumni and parishioners.
- There was discussion regarding the perception.
- Anyone who does not receive a survey will be allowed to.
- If all the surveys don't come back, report on that.
- Surveys of Standards is not required by the Middle States Association. We have done this to get a better perception of how our stakeholder groups view the current state of Saints Peter and Paul High School.
- December 3<sup>rd</sup>----Oral reports will be presented by Subcommittee Chairs at a faculty meeting. Planning Team members are encouraged to attend this meeting.
- 2 ½ days in October.....13 and 28<sup>th</sup> subcommittees to meet. They or us can contact chairmen about the meeting times. Call or email the chair. We, the Planning Team, are supposed to know what is going on.
- Mr. Nemeth said that student members can attend the committee meetings. Standards results will have an impact on the future of Saints Peter and Paul High School.
- Middle States will validate our results in our final plan.
- The letter to go out with the survey will be done by Tim and Mel. Committee can have input if desired. Emails will go to the members about the schedules for the committees for each week.
- Opinion Surveys were sent out to all parents, 200 parish members, and 150 alumni.
- Students and Faculty will complete the opinion surveys via the Internet.
- Parents, parishioners, and alumni will receive pencil and paper versions of the survey.
- Our use of an outside agency to survey our stakeholder groups is not a requirement of the Middle States Association. Our goal is to gather as much data as we can in order to develop the most effective Student Performance Objectives possible.
- Updates of Middle States progress will be placed in the Church bulletin.
- Access codes for Internet surveys will be given to all students and teachers. The deadline for completing the surveys will be Dec. 1. This date may need to be changed.

- Standard Surveys are due October 28<sup>th</sup>.
- Parents may get 2 different surveys.
- Additional spiritual statements will be added to the Opinion surveys.
- Tim explained Spiritual Statements and how they would relate to pc and pencil and paper versions.
- The Planning Team should review the spiritual statements and edit as necessary. All comments should be directed to Tim or Mel for inclusion.
- Tim will send copy. Have to have back end of next week.
- Parish Directory-1800-2000
- Scott Warner-Jim Nemeth-Send Parish Directory
- Jim Nemeth thanked everyone for their participation on this process of where we are going in the future.
- October----Thursday @6PM----Stuffing of envelopes

Respectfully submitted,  
Judy Morgan-Dahlen