

## SAINTS PETER AND PAUL HIGH SCHOOL



### MIDDLE STATES PLANNING TEAM Minutes from October 22, 2008

- The meeting began at 6:04 p.m.
- Present---Mrs. Edna Patchett, Mr. Steven Brohawn, Mr. Dan Leve, Mrs. Vicki Cappa, Mrs. Gina Hovland, Mrs. Caron Pons, Mrs. Linda Steinmiller, Mrs. Paula Broll, Mrs. Julie Webb, Mr. William Duncan, Miss Katie Witwer '10, Mr. Ben Payne '11, Miss Courtney Murray '12, and Mr. Tim Linck
- Excused--- Mr. James Nemeth, Mrs. Debbie McQuaid, Mr. Paul Galanek, Mrs. Kim Kaestner, Mrs. Rosemary Fasolo, and Mr. Nick Lapres '09
- The meeting began with a prayer by Mrs. Gina Hovland

#### Old Business:

- Review of minutes of April 10, 2008 meeting and acceptance

#### New Business:

- Introduce new members of the Planning Team: Mrs. Caron Pons, Miss Courtney Murray '12, Mr. Ben Payne '11, and Mr. Nick Lapres '09
- Planning Team members who were present then introduced themselves
- **Information on the Mid-Point Review:**  
Mr. Linck shared a letter from Mr. Henry G. Cram, president of Middle States Commission on Secondary Schools, dated September 23, 2008 which explained that a Mid-Point report must be submitted to the MSCSS by December 31, 2008 outlining what progress the school has made in its *Accreditation for Growth* process since accreditation was received in 2005. If the report is accepted by the MSCSS there will not be the need for a visitation in the spring.
- **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).

- The Annual Reports for 2006 and 2007 were included with the documents given to each Planning Team member.
- **Report on Student Performance Objective #1 Action Plan—Mr. Linck**  
Mr. Linck then reviewed the current status of Student Performance Objective #1 which relates to Academics. Each sub-topic of the Action Plan was reviewed and several changes were noted as well as other suggestions that were made by the Action Team:

**SPO #1 (a):**

- AP courses that met or exceeded the proposed improvement in 2008 were AP English, AP U.S. History, and AP U.S. Government and Politics. AP courses that are not meeting the proposed improvement percentage are AP Calculus AB, AP Calculus BC, AP Chemistry, AP Biology, and AP European History.
- Of the nine activities under SPO #1 (a), eight have been completed and are ongoing, one was eliminated, and a tenth activity was added which requires the skills in activity 7 to be implemented by fall 2009.
- Mr. Leve said the AP faculty committee met on October 21 to discuss plans for the year. It was decided that the faculty committee would meet with the AP student committee during the year to discuss possible recommendations for improvement to the AP curriculum.
- It was felt that the data display for this objective was confusing. Paul Dahlen will create a table that is easier to read and interpret.
- It also was felt that the AP Chemistry data is a bit misleading. The drop in percentage can be attributed to a number of factors. The increased number of students taking the AP Chemistry course is one of those factors.

**SPO #1 (b):**

- For 2008, both the SAT I Verbal and SAT I Writing exceeded the proposed increase. Even though the SAT I Quantitative score did not meet the proposed increase, it should be noted that Quantitative scores have shown a steady increase over the past four years.
- Of the five activities under SPO #1 (b), numbers 1, 2, 3, and 4 have been completed. Activity 5 has been completed and was implemented in the fall of 2008. A sixth activity was added which requires skills identified in activity 4 to be implemented by fall 2009.
- All three areas are showing a significant increase in student success with the SAT I.

**SPO #1 (c):**

- In the area of PSAT scores [SPO #1 (c)], the data has been updated and the Class of 2009 (40%) did not meet the proposed improvement to 59%.
- Of the three activities under SPO #1 (c), number 1, 2, and 3 have been completed and are ongoing.
- The Action Team believes the baseline figure for this objective is much higher than it should be. The Class of 2006 was a relatively small and very bright group of students. The standard they set for PSAT improvement is above what most Classes are able to accomplish. That being said, we understand that only using one year's result as a baseline figure can be misleading. When baseline figures are generated for the next reaccreditation, they will be averages.

**SPO #1 (d):**

- In the area of academic ineligibility [SPO #1 (d)], the data has been updated and reveals that 14% of students were academically ineligible sometime during the 2007-2008 school year which exceeds the proposed decrease to 23%. This significant drop is partially attributed to a new

method for calculating the ineligibility status of students during the 2007-2008 school year. Prior to this year, an ineligibility list was calculated at the end of each interim period and each marking period. That method equated to seven times per year. For the 2007-2008 school year, the ineligibility list was only generated at the end of each marking period. We believe this is the reason for the significant drop in percentage. As a result, we believe a new baseline figure should be established that reflects the new method of calculation. This will be done after this year which will allow for an average of two years.

- Of the four activities under SPO #1 (d), numbers 1, 2, and 4 have been completed and are ongoing. Number 3 was eliminated and replaced with number 2. The Study Skills Program was implemented in the fall of 2008. This Program is a cross-curricular endeavor. Activity 2 was amended to include mandatory study halls for all ineligible students. This program will begin after the first marking period of fall 2008.
- Mr. Linck explained that vertical teaming for each department had been completed for skills and concepts. Each department is currently working on listing “habits of mind” by the end of the school year. Once skills, concepts, and habits of mind have been determined, the horizontal teaming process will begin.
- Some of SPO #1’s successes: Study Skills program, Reading and Writing Across the Curriculum, mandatory study halls for ineligible students, and AP scores.
- **Report on Student Performance Objective #2 Action Plan—Mr. Brohawn**  
Mr. Brohawn then reviewed the current status of Student Performance Objective #2 which relates to Student Life. Each sub-topic of the Action Plan was reviewed and several changes were noted as well as other comments from the Action Plan Team:

**SPO #2 (a):**

- In the area of school social activities, data has been updated to reflect the 2007-2008 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. Participation rates are relatively high. There was a decline of 4-percentage points from the 2004-2005 school year and a 1-percentage point decline from the 2006-2007 school year. There was a significant increase of 22.5% for the 2007-2008 school year. The survey instrument used to determine participation in social activities was confusing and will be rewritten for next year.
- Of the five activities created to increase student participation in social activities, activities 1 and 2 have been completed. We are awaiting information from the Student Life Committee to implement activity 3. The timeline for activity 4 was adjusted to school year 2008-2009 respectively. Activity 5 is contingent upon the completion of activities 1 through 4.
- Mr. Brohawn said his Action Team is looking for a new technique of acquiring attendance at social functions data.
- A date for the 2008-2009 survey has been determined.

**SPO #2 (b):**

- In the area of club and organization participation, data was updated to reflect the 2007-2008 school year. The data has been disaggregated to show participation rates by the respective classes (freshmen, sophomores, juniors and seniors). The data shows an increase from the 2006-2007 school year, but a significant decline in the number of

students participating in clubs and organizations from the baseline. The 2005-2006 school year, however, saw each club and organization develop a definition of “active” participation. Since these definitions were not in place for the 2004-2005 school year, the numbers cannot be exactly compared.

- Of the six activities designed to increase club participation, activities 1, 2 and 4 have been completed, but activities 3, 5 and 6 have not. The survey of students for activity 3 has been completed and is under review by the Student Life Committee.
- The Action Team will determine a new baseline.

**SPO #2 (c):**

- In the area of contested elections, data updated for the 2007-2008 school year shows an increase in contested elections for the senior class and decreases for SGA, Junior, sophomore and freshman classes.
- Of the six activities designed to obtain 100% contested elections, activities 1, 2 and 3 have been completed, with the SGA recommending no change after reviewing procedures for elections (activity 2). Activities 4, 5, and 6 have not been completed, with activity 5 not due until the 2008-2009 school year and the completion of activity 6 contingent upon the completion of activities 1 through 6.
- The SGA has been directed to develop a plan for leadership recognition during the Fall 2008 semester (activity 4).
- Mr. Brohawn noted that speeches this year for freshmen elections were recorded and shown to grade 9 classes. He is interested to see if recording speeches will mean an increase in the number of students who contend for offices.
- He also said that an Honor Court is being looked into and that leadership in clubs other than the SGA should be recognized.

**SPO #2 (d):**

- In the area of absenteeism, updated data for 2007-2008 school year reflects a 1.3-percentage point increase from 2006-2007 and an 8.3-percentage point increase over the baseline. Data has been disaggregated for the senior, junior, sophomore and freshmen classes for 2007-2008 and will be so in the future.
- Of the seven activities designed to decrease absenteeism, activities 1 and 2 have been completed. Activities 3-7 have not been completed, with activities 4-7 not due until school year 2007-2008 or later.
- The Attendance Policy Committee was reconstituted at the beginning of the 2007-2008 school year and has been directed to develop recommendations during the Fall 2007 semester.
- The committee recommends the development of a method for tracking period attendance, rather than daily attendance, and is working on the technological and personnel issues related to this change.
- A test of period attendance using the current GradeQuick electronic gradebook system is planned for the 3<sup>rd</sup> quarter of the 2008-2009 school year.
- Mr. Brohawn said that absenteeism is of grave concern. The area of absenteeism has many facets and will take some time to get under control. Students need to be held accountable for their absences and realize that excessive absenteeism could have dire consequences.

**SPO #2 (e):**

- In the area of extracurricular and athletic participation, data was updated for the 2007-2008 school year. The data reflected a 5.8-percentage point increase over the 2006-2007 school year.
- Of the five activities designed to increase participation, activities 1 and 2 have been completed. The timeline for activity 3 was been adjusted to Fall 2007 but the Student Life Committee has not yet presented written proposals. Activity 4 was completed with the introduction of a varsity Cross Country team in the fall of 2008. Activity 5 is contingent upon the completion of activities 1-4.
- Mr. Brohawn said that a new baseline figure for this item needs to be developed by the Action Plan team.

**SPO #2 (f):**

- In the area of decreasing reported student use or abuse of tobacco, alcohol, or other drugs, the Drug and Alcohol Task Force has run into several unanticipated problems. As a result of much discussion, the objective for this item was changed to “a 50% increase in the number of activities sponsored by the school specifically designed to prevent the abuse of alcohol, tobacco, and drugs.” The baseline was set at 4 activities that were undertaken in the 2007-2008 school year.
- The Drug and Alcohol Task Force will continue to work with Teen Advocacy and various partners in the community to develop a comprehensive response to this issue.
- Mr. Brohawn reiterated that this particular item is difficult to measure. Since we can't track a negative, we don't know the number of students who resist tobacco, alcohol and other drugs as a result of the activities the school sponsors.

• **Report on Student Performance Objective #3 Action Plan—Mrs. Cappa**

Mrs. Cappa then reviewed the current status of Student Performance Objective #3 which relates to Spirituality. Each sub-topic of the Action Plan was reviewed and several changes were noted as well as other suggestions that were made by the Action Team:

**SPO #3 (a):**

- In the area of increased participation in the voluntary retreat program, the data has been updated for the 2007-2008 school year and reflects that 64% of juniors and seniors participated in the program which is which is 11 percentage points above the 53% standard.
- Activity 1 is complete, activity 2 will be completed in the spring of 2009 and activity 3 is scheduled to be completed on time.
- Mrs. Cappa said Mr. Pool is asking the Theology department to develop ideas to share with other department chairs regarding the implementation of Retreat themes in the classroom.

**SPO #3 (b):**

- In the area of participation in the Mission Team, the data has been updated and reveals that 37 % of the student body were members of the Team in 2007-2008. This percentage is 11 percentage points above the 26% standard.
- Of the two activities designed to increase participation on the Mission Team both activity 1 and 2 have been completed.

**SPO #3 (c):**

- In the area of service hours, the data has been updated and reveals the 35% of the student body completed at least 150% of required service hours. This percentage is 5% above the proposed 30% standard.
- Of the three activities 1 and 2 have been completed. Activity 3 is ongoing and scheduled to be completed on time.
- Mrs. Cappa said the Theology department is working on making service hours mandatory to graduate. The hours will increase gradually from 40-80 hours.
- Mrs. Cappa acknowledged that the record keeping would be a major concern, but that she hoped a software program could be used to assist. She also believes that if students can use service hours from outside of the Theology classroom, the requirement can be easily met.

**SPO #3 (d):**

- In the area of discipline referrals, the data has been updated and reveals that 49% of the student body received at least one disciplinary referral during the 2007-2008 school year. This percentage fall shorts of the proposed 39% standard.
- Of the three activities designed to decrease disciplinary referrals Activity 1 and 2 have been completed and are ongoing and Activity 3 is scheduled to be completed on time.

When Mrs. Cappa finished her presentation, Mr. Linck asked if there were any questions, comments, or concerns about the 2008 Annual Report. Since there were none, the Report was accepted unanimously by those present.

- The meeting concluded with a prayer by Mr. Linck.
- Tentatively, the next scheduled meeting of the Planning Team will be April 22, 2009. Please put this date on your calendar.

The meeting was adjourned at approximately 7:30 p.m.

Respectfully submitted,

Gina Hovland, Middle States Co-Internal Coordinator  
Mr. Tim Linck, Middle States Co-Internal Coordinator