

### Planning Team Minutes August 4, 2005

- Present-----Mr. Tim Linck, Mr. Mel Smith, Mrs. Debbie McQuaid, Mr. Matt Whaley, Mr. Steve Brohawn, Miss Amelia Montague, Mrs. Judy Morgan-Dahlen, Mrs. Barbara Ayers.
- Absent-----Mr. James Nemeth, Mrs. Edna Patchett, Mrs. Kim Kaestner, Mrs. Vicki Cappa, Mrs. Paula Broll, Mrs. Stephanie Bradley.
- The meeting began with a reading from the *Book of Job* by Tim Linck.
- The minutes from the April 21, 2005 meeting were not read, but since there were no objections, they are considered approved.
  - ❖ The handouts for the meeting consisted of an agenda, a copy of the most current 3 Students Performance Objectives, the 3 Action Plans, the AFG Section 8 detailing the contents of our school's Middle States Planning Document, and the second technical response from the Middle States Staff validating our 3 Student Performance Objectives.
  - ❖ Mr. Smith reviewed the Student Performance Objectives and the Action Plans and no objections or questions were heard from the floor.
  - ❖ Mr. Smith said a letter of explanation along with the Objectives and Action Plans would be sent to the Saints Peter and Paul community within the next few weeks.
  - ❖ A discussion ensued concerning the length of membership on the Planning Team and whether or not there should be an attendance policy for Team members. A number of suggestions were put forth and Mr. Brohawn volunteered to write a proposal for both length of Team membership and attendance. His proposal will be presented at the next Planning Team meeting.
  - ❖ It was felt that students would serve a 3-year term since they would become members in their sophomore year. A new student member is needed since Dani Smith graduated. The following sophomores were nominated: Ellie Brojous, Lauren Evans, Dave Sneddon, John Paul Pellerin, and Meredith Higgins. This list will go to Mr. Nemeth.
  - ❖ The Planning Team will be considered the Annual Review Committee for overseeing the implementation of the Action Plans. After the Middle States Validation team visits us in November, it will be necessary for the Planning Team to meet several times during the year to review the progress that has been made with the Action Plans.
  - ❖ Mr. Smith reviewed Section 8 of the AFG and said that all Planning Team members will receive a copy of the Planning Document early in October. The document will need to be completed by October 1 so that it can be sent to the Validation Team's Chair.
  - ❖ The Validation Team's visit will be November 7-10. There is much planning that needs to be done before the visit. Mrs. McQuaid said rooms at the Tidewater Inn have been booked for the 5-member visiting team. We also need to secure a restaurant for Monday night, Nov. 7. The following suggestions were made: Washington Street Pub (3<sup>rd</sup> floor), Crab Claw, Town Dock, Higgins Crab House, and the Rustic Inn. The list of invited guests for the dinner has not been finalized, but it is assumed to include our Pastor and Associate Pastor, all Planning Team members, and those Mr. Nemeth believes should be there.
  - ❖ Mrs. McQuaid outlined the food that would be available during the day for the visiting team and suggested that they use our cafeteria for lunch. If they need to work in the conference room during lunch, they could take their food there.
  - ❖ Mr. Smith said the large conference room has been reserved for the week of Nov. 7.
  - ❖ It was suggested that a punch & cookie reception be held on the afternoon of Nov. 9 in the cafeteria for all faculty to meet and greet the visiting team. This was needed since all faculty will not be attending the dinner reception on the evening of Nov. 7.
  - ❖ We agreed that at least 2 meetings of the Planning Team would be necessary before the visit.
  - ❖ Mrs. Ayers pointed out that this fall is a very busy time for Saints Peter and Paul parish with the 50<sup>th</sup> anniversary of the elementary school, the dedication of the new church, and the Middle States visit in the high school.
- **The meeting was adjourned at 6:50 p.m.**
- **The next meeting of the Planning Team will be in September.**

Respectfully submitted,  
Judy Morgan-Dahlen  
Tim Linck