

# SAINTS PETER AND PAUL HIGH SCHOOL



## MIDDLE STATES PLANNING TEAM Minutes from September 27, 2007

- The meeting began at 6:15 p.m.
- Present---Mr. James Nemeth, Mrs. Edna Patchett, Mr. Steven Brohawn, Mrs. Paula Broll, Mrs. Julie Webb, Mr. Dan Leve, Miss Katie Heikes '08, Miss Katie Witwer '10, and Mr. Tim Linck
- Absent--- Mrs. Debbie McQuaid, Mrs. Vicki Cappa, Mrs. Gina Hovland, Mrs. Kim Kaestner, Mrs. Linda Steinmiller, Mrs. Rosemary Fasolo, Mr. William Duncan, Mr. Paul Galanek, and Mr. Joe Kuhn '09
- The meeting began with a prayer by Mrs. Patchett.
- The minutes from the March 29, 2007 meeting were reviewed and approved.
- Mr. Linck then noted that the school's website link to Middle States will be updated with the most recent data within the next week.

### Old Business:

- Mr. Linck gave a brief history of the Planning Team to the new members. He then explained how the Student Performance Objectives were developed and what the Saints Peter and Paul High School's task is until 2012.
- Mr. Linck then asked all Planning Team members, who were not already on an SPO Action Plan team, to select the one they would like to be on. A response to this request by email would be appreciated.
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- New members were given a copy of all Planning Team minutes.

### New Business:

- New members of the Planning Team were asked to introduce themselves: Mrs. Julie Webb and Miss Katie Witwer '10.
- Everyone else then introduced him or herself.
- Mr. Linck then explained the purpose of the Annual Report that must be made by the Planning Team and reviewed the first Annual Report from September 28, 2006.
- **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).

- Mr. Linck directed everyone’s attention to several documents which outline how the Action Plan teams go about evaluating the yearly progress of the Student Performance Objectives. This was done so that new members could be apprised of this process.
- The goal of the yearly evaluation is to produce the Middle States Annual Report which was presented at the end of the meeting.
- 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 and other changes were made by the Planning Team:
  1. Data under SPO #1.a has been aggregated to reflect progress in AP scores.
  2. Activity SPO #1.a.10 was added to implement vertical teaming skills.
  3. SPO #1.b.1 was changed to include an annual review at faculty meetings.
  4. SPO #1.b.6 was added to implement vertical teaming skills.
  5. It was noted that data for SPO #1.d will possibly change this year since academic ineligibility lists will only be published at the end of each quarter rather than at midterm and end of quarter. Since the change is currently unknown, the Action Plan team will wait until the end of the 2007-2008 school year to decide if new baseline data is called for.
  6. SPO #1.d.1 was changed to include “and evaluate” to the Study Skills Program. Under ‘resources needed’ “purchase Study Smarts program” was added. Under ‘indicators of success’ “conduct student and parent surveys, and completion of objectives by grade 9 teachers” were added.
  7. Mr. Linck praised Mrs. Linda Smith and her Study Skills committee for developing and implementing the Study Skills Program to all grade 9 students. We believe this program will help all freshmen now and in the future.
  8. SPO #1.d.2b, 2c, and 3 were given a rationale for their discontinuance.
  9. Mr. Linck wanted to know if the data for SPO #1.b.c.d should be aggregated. He was told no because the baseline data is yearly.
- 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 and other changes were made by the Planning Team:
  1. Mr. Brohawn and Mr. Nemeth noted that the data formatting in SPO #2 was confusing. Mr. Linck said he would change the formatting.
  2. Three committees related to SPO #2: Student Life, Attendance Review, and the Alcohol and Drug Task Force have been formed, have met, and are preparing reports for the school.
  3. The data under several of the sub-topics has been expanded to show specific percentages for each class: freshmen, sophomore, junior and senior. This will allow comparisons between classes and the opportunity to analyze the progress of each sub-topic’s goal.
  4. It was noted that student participation in clubs has undergone a reevaluation. Since the baseline data was determined, club moderators have revamped their definition of

club membership. Students must be “actively” involved in the club in order to be considered a member. Merely signing-up and having your picture taken is no longer justification for being a “member”.

5. The 2006-2007 data under SPO #2.b is missing. Mr. Brohawn said this data is being calculated by Dr. Ron Leshner and should be available shortly.
6. Freshmen will be added to SPO #2.c’s sub-topic.
7. The 2006-2007 data under SPO #2.e is missing. Mr. Brohawn said this data is being calculated by Dr. Ron Leshner and should be available shortly.
8. A lengthy discussion took place regarding SPO #2.f. Mr. Brohawn and Mr. Linck suggested the following change:

**From:** “a 5-percentage point decrease in the percentage of students who admit to using or abusing tobacco, alcohol or other drugs during the previous 12-month period”

**To:** “a 100 percent decline in the number of students who are disciplinarily referred to the office for issues related to the use or abuse of tobacco, alcohol, or other drugs”

Mr. Brohawn’s rationale for the proposed change was because of the level of frustration experienced by the Drug and Alcohol Task Force’s effort to find a survey instrument that could accurately determine the use and abuse of alcohol, tobacco and drugs by Saints Peter and Paul students. Because of possible inaccurate data or cost restrictions, Mr. Brohawn suggested a change to SPO #2.f. Mr. Nemeth noted that referrals to the office for drug, alcohol or tobacco use are not always “disciplinary referrals”. Those other than teachers refer students and relying solely on “disciplinary referrals” would not necessarily give the data the Action Team is looking for. Mr. Brohawn made the point that the data that is collected for SPO #2.f is not as important and the activities designed to decrease the use and abuse of alcohol, drugs and tobacco by students. Mr. Brohawn would like for the Drug and Alcohol Task Force to spend its time developing activities and adding curricular elements which will assist students rather than spending its time looking for a survey instrument that would be of little help.

After much discussion, Mr. Brohawn suggested that he take the proposed recommendation back to his Action Team for review and revision. The Planning Team agreed it upon.

- Mr. Linck 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 and other changes were made by the Planning Team:
  1. It was suggested that the data formatting for SPO #3.a.b.c.d be changed so that it is more clear. Mr. Linck said he would do this.
  2. It was suggest that SPO #3.a be split into juniors and seniors instead of being combined.
  3. SPO #3.a.2’s timeline was changed to Fall 2008.
  4. Since a definition of “Mission Team” in SPO #3.b is not included, it was suggested to include the definition for clarity. Mr. Linck will add, “which is comprised of summer trip members and Benedictine Monastery participants” to the sub-topic.
  5. It was noted by Mr. Nemeth that the number of office discipline referrals has decreased significantly in the last two years. He believes this is due to a concerted

effort on the part of teachers to work with students and avoid the office referral, because of policy changes, and the increase of private detentions. He also believes that students are conscious of this effort and have responded well.

- Mr. Linck asked Planning Team members to review the 2007 Annual Report so that it could be accepted. It was noted that since we did not have a quorum present at the meeting, we could not vote to accept or reject the Report. Mr. Linck said he would issue this request to all Planning Team members and hoped to have the Report's acceptance in a few days.
- Mr. Linck reminded all Planning Team members that attendance at meetings and their input into the Middle States process is of vital importance. The Planning Team is the "engine" of the Middle States reaccreditation process.
- Mr. Linck then thanked the Planning Team members who were at the meeting for their patience, diligence, insight and willingness to be of assistance to Saints Peter and Paul High School.
- We are extremely pleased to have Mrs. Julie Webb and Miss Katie Witwer '10 as members of the Planning Team.
- Mr. Linck would like to give a special "shout out" to Miss Katie Heikes '08 for taking absolutely superb notes. These minutes could not have been written without her very professional assistance. Thanks Katie! Remind me to give you some extra credit.
- **The next scheduled meeting of the Planning Team will be April 10, 2008. Please put this date on your calendar.**

The meeting was adjourned at approximately 9:05 p.m.

Respectfully submitted,

Miss Katie Heikes '08, Scribe

Mr. Tim Linck, Middle States Co-Internal Coordinator