

**Middle States Planning Team Meeting
Meeting Minutes – October 28, 2013**

Start of Meeting: 1:55pm

Members Present: Sister Frances Sullivan, Patricia O’Grady, Joan Olsinski, Sister Michelle Lukenda, Sister Peggy Ann Clinton, Michael Guarducci, Anthony Piparo, Michael Vigil, Anna Tomasello, Marcelle Farhat, Marie Campanile, Gabrielle Ramos, Katie Corwin, Lisa Turano

Members Missing: Elizabeth Rogacki ,Colleen Murphy, Board Member to be appointed

1. Pat O’Grady began with a prayer

2. Sister Fran addressed the group with opening remarks. She thanked the team in advance for their input, validation and the time and energy they will be putting into the process.

3. Pat O’Grady - Opening Remarks

Team of the working committee must represent all of the shareholders of the Mount. We are required to do an accreditation of the school every seven years and do a mid-term progress report at 3 ½ years. The self study must be completed by Spring of 2015. It is necessary to account for the new population that is present at the Mount.

Part of the self-study is to identify the goals, beliefs, values and our missions. We then have to be sure our programs validate the mission.

- Define the role of the Planning Team:

- a) to guide the process of self-study for Mount Saint Dominic in order to assess how well the school is fulfilling its mission and living out its core beliefs and values.

- b) to survey the stakeholders of the Mount Community to evaluate areas of strength and those that are in need of growth and improvement through surveys of parents, students, faculty and staff. Survey Monkey will be used and results will be analyzed based on the 12 standards. The Committee is responsible for evaluating responses. Comments will be allowed on survey.

- c) to ensure that the 12 Standards for Accreditation are being met by the school community.

- d) to ensure that the school community has identified two or three measurable student performance objectives that will enable the school community to grow and develop in areas that have been identified as needing improvement, and finally

- e) to ensure that action plans have been formulated to facilitate the success of reaching these student performance objectives.
- Develop a time line for the self-study process. Information will be disseminated through the MSDA website with a page dedicated to Middle States Accreditation process. Kathleen Ruane-Pryzyhocki will be responsible for updating the website based on information provided by the committee.

October 2013

- Appoint the Planning Team

November – December 2013

- Introduce the Middle States process to stakeholders
- Review mission, beliefs, core values, portrait of a graduate documents
- Conduct survey of stakeholders regarding the 12 Standards for Accreditation

January 2014

- Share results of survey on the Standards
- Begin process of developing student performance objectives

February – March 2014

- Solidify performance objectives
- Present objectives for technical review
- Appoint committees to develop action plans

April – May 2014

- Present action plans

June 2014

- Establish plans to prepare a baseline for the objectives

September – October 2014

- Administer baseline evaluations

November – December 2014

- Prepare all documents for evaluation

January 2015

- Send documents to Visiting Team Chair
- Meet with the Chair of the Visiting Team
- Send self-study documents to MSA Office

February 2015

- Prepare for Visiting Team's visit

March 2015

- Welcome Validation Team visit

- Assign tasks to each member of the planning team.

I. Surveys of Parents, Faculty, Staff and Students:

- **Coordinator:** Sister Peggy Ann Clinton
- **Committee:** EJ Rogacki
Katie Corwin
Lisa Turano
Board Member
Marie Campanile
Anthony Piparo (to help with sampling, size, etc. of the survey)
- **Responsibilities:**
 - Meet with George Hayes to set up use of Survey Monkey to survey stakeholders: students, parents, faculty, staff and board
 - Coordinate results of survey.
 - Survey responses to be done by the end of January
 - Report results to stakeholders

Comments:

Katie Corwin brought up point that in past surveys by food service the students did not feel their comments were not heard and implemented.

II. Co-Curricular Activities: Clubs, Sports, Service

- **Coordinator:** Joan Olsinski
- **Committee:** Gabby Ramos
Sister Michele
Mike Vigil
Anna Tomasello
Marcel Farhat
- **Responsibilities:**

Activities: Joan Olsinski to gather data

 - List and provide brief description of all student clubs, publications and activities.
 - Report % of students involved in each

Sports: Michael Vigil to gather data

 - List all levels of sports each season
 - Report % of students involved in sports each season.

Service: Marcelle Farhat, Anna Tomasello and Sister Michelle to speak with Christine Victori and information should be gathered by February.

- Describe philosophy and requirements for service program.
- Report all school sponsored service opportunities of preachers, kind hearts, justice club, NHS, Key Club.

III. Student Performance Objectives

- **Coordinator:** Pat O’Grady
Anthony Piparo
Michael Guarducci
- **Responsibilities:**
 - Direct and oversee selection and articulation of student performance objectives and plans of action.

12 Standards to address:

1. Mission & Belief
2. Governance & Leadership
3. Organization & Design of Staff
4. Educational Programs
5. Learning Media/Technology
6. Student Services – Guidance
7. Student Life/Activities
8. Facilities
9. Health & Safety
10. Finance – Budget
11. Assessment of Learning
12. Plan for future

For next meeting:

- Read manual
- Plan for meeting after Sister Peggy Ann returns from conference
- Meet by the end of November to discuss survey questions

Closing Comments from Pat O’Grady:

Be positive with a tedious process. When you identify an area of weakness it makes people/departments become defensive. The quote “Growth begins when blaming ends” is a good focus for the committee. This process is a chance to move forward and make the Mount better. Members need to be leaders in discussion groups to help move things forward.

Meeting adjourned at 2:40pm