

Naples High/Middle School SAC
Meeting Minutes
12/06/11

Members Present	Position	Representation
[REDACTED]	Chair	Parent
[REDACTED]	Vice-Chair	Parent
[REDACTED]	Secretary	Teacher
[REDACTED]	Representative	Student
[REDACTED]	Representative	Parent
[REDACTED]	Representative	Teacher
[REDACTED]	Representative	Teacher
[REDACTED]	Representative	Teacher
[REDACTED]	Representative	Student
[REDACTED]	Union	Teacher
[REDACTED]	XO	
Sandy Daniels	Principal	
David Martin	Assistant Principal	
[REDACTED]	School Liaison	
[REDACTED]	Officer	
Kent Worford	DoDDS Mediterranean District Assistant Superintendent	

Community Members Present: [REDACTED]

1. Welcome. The Chair called the meeting to order at 4:33 and recognized Mr. Worford, the DoDDS Mediterranean District Assistant Superintendent, who is Naples to observe NMHS's implementation of the Continuous School Improvement (CSI) process.
2. Review and approval of previous meeting minutes. Minutes from the November 2011 SAC meeting were approved without additions.
3. Old Business
 - a. Bylaws. The School Liaison Officer obtained a copy of bylaws from the Rota SAC. Discussion on the bylaws was tabled until next meeting so that committee members have a chance to read them.
 - b. Goals and Objectives Sub-committee. Continuation of the report from the 2011-12 NMHS SAC Goals and Objectives Sub-committee.
 - (1) School tour. The Chair asked how we could schedule a tour for the SAC committee as recommended by the sub-committee. [REDACTED] stated that during the school day would be best to see it in action. The tour was scheduled for following Monday 1 at 10:00 am. SAC

committee members were requested to meet in the school office; high school student representatives from grades 9 - 12 will meet the team to conduct the tour.

(2) Wellness committee. The school nurse, [REDACTED], is sending an email to parents and teachers to solicit members for the committee. Her desire is to conduct the meeting on December 14th.

(3) Communications. The SLO recommended revising the school's newsletter format so that new items are better highlighted. She stated that new items should be placed in the front of the newsletter so that interested persons will better note the revised and updated information. Additionally, the text of the email routing the newsletter can include a short discussion of the revised and updated items. The Chair committed to updating the newsletter page containing the SAC information more useful. During the discussion, the committee noted that more effort is required to inform the community on the activities of various committees (i.e. Wellness Committee). Ms. Hall agreed to forward the Wellness Committee meeting minutes to the SAC Secretary.

(4) Volunteerism. The Goals and Objectives Subcommittee chair noted that there are a lot of parents who would like to help out around the school but that they are not aware of how to get involved. She asked if there was a process by which volunteer skills are matched with the needs of classrooms? The SLO noted, as an example, the U.S. Army's Volunteer Management Information System (VMIS), a system which broadcasts opportunities, verifies volunteer hours and provides the school with data on volunteer commitments and performance. A parent stated that the Army operates VMIS using dedicated, and paid, personnel; the Navy does not have a similar position. A parent representative asked about the feasibility of a similar program in Naples and remarked that perhaps we could use a volunteer to coordinate this program. Furthermore, we do not have a good way to reach individuals with skills to offer. The principal remarked that the staff's volunteer coordinator, [REDACTED] could, help with getting something out electronically to help us with this. In response to a request from the Chair, the SLO agreed to form an adhoc committee to generate and evaluate a menu of high and low intensity options and to work with the PTSA and [REDACTED] to coordinate long- and short-term solutions. The identification of desired skills and talents is vital, and the more specific and detailed the description, the better it is for the potential volunteers. Mr. Worford

recommended the conduct of a needs assessment with the staff to create a standing list of desired skill sets.

(5) Other committees at NMHS

(a) How can the SAC view minutes for other committees that exist? The principal noted that it is vital for the SAC to help the school in getting parents involved in the subcommittees reviewing the five CSI standards. A parent representative requested publication of a CSI sub-committee meeting schedule so that interested parents could participate. The principal said she would send out a schedule of committee meetings.

(b) Increased visibility of CSI-related items. With respect to the writing prompts published during seminars, the Secretary suggested routinely placing prompts on the webpage for parents to review and enforce at home. The Principal agreed but remarked that a framework must be built first. The Vice Chair suggested conducting a town hall meeting to explain the prompts, show the data and let SAC help explain the process.

(c) The Principal requested that the SAC engage parents to assist in the school's efforts to describe and explain the CSI process. The Chair remarked that, based upon presentations at previous SAC meetings, the SAC was already "onboard" with the CSI process but that the SAC desires updates, brief and to the point, on actions taken through the CSI process and assessments of effectiveness. The expectation is that the administration would report the results of CSI-related testing, an assessment of the deficiencies identified and the actions implemented to correct them. The Principal stated that she was glad to hear this as she was not sure that the committee was "there yet." Furthermore, she said, "let's join hands and find the best way to get this out."

(d) Other school related committees. The Vice-Chair brought the committee back to the Goals and Objectives committee's question about other committees required by the DoDEA. According to the Principal and the Assistant Superintendent, the following committees are required by higher guidance:

1. Crisis management
2. Disciplinary
3. SAC - parent
4. IAC - parent
5. CSI - parent
6. Wellness - parent
7. PTSA- parent

(6) Accelerated learning opportunities (Honor's course grade weights). According to research conducted by the Chair, in 2008 and 2009, the NMHS SAC raised the question of increasing the grading weight of Honors courses to the District and the Area Advisory Committees. Both DAC and the AAC noted that as there is no rigorous certification process for honors course, the content is not consistent from system to system. Therefore, applying extra weights to the grades assigned to so-called honors classes could place DoDEA students at a disadvantage. The question was asked in several venues and received the same response. The SLO, who was involved in the generation of the request to the DAC/AAC, noted that Fairfax County Public Schools choose to weight the grades assigned to honors courses because they felt their students were at a disadvantage due to lack of weighted grades. In her opinion, this assessment should cause the DoDEA administration to at least reconsider their position. The Chair noted that although the DAC/AAC stated that colleges often recalculate the Grade Point Averages (GPA's) provided, his experience has shown that many do not. The AAC concluded that DoDEA will make a note in High School transcripts provided to colleges and universities about the policy with respect to unweighted honors grades. The SLO will inquire as to data used in the Fairfax County Public Schools report as it is interesting that they came to a different conclusion than the DoDEA. Mr. Worford noted that both Advanced Placement (AP) and International Baccalaureate (IB) classes have a standardized exam to assess student performance; Honors courses do not. Mr. Worford also noted that there is no such thing as Pre-AP as DoDEA does not allow tracking of students into various course structures. The SLO added that the SAC's suggestion was not wholesale weighting of honors grades, only honors weighting for the classes that are honors in DoDEA and that there would be no transfer of weighting for courses considered as honors for non-honors DoDEA classes. The Secretary remarked that this effort is looking at the difference between a 4.00 and a 4.07 for affected students; it should not be that big of a deal.

(7) Attendance policy.

(a) A parent representative requested a "nuts and bolts, black and white" description of the newly implement policy. She desired to know what will happen if her family takes a trip. Ms. Daniels stated that a town hall meeting to discuss the policy was needed. Ms. Daniels stated that the point of the policy is to put some teeth in

the requirement for students to attend school as there are some, but not many, who abuse the system. A parent representative asked how the extreme examples effect the academic performance of the normal family? A parent asked how many days can a student miss? Ms. Daniels responded that students can have up to seven unexcused absences a quarter. At seven days, the Student Support Team will meet to discuss the students performance and determine if additional action is required.

(b) Ms. Daniels continued with a discussion of excessive tardiness. In the event of excessive tardies, then school works with the parents and coaches to monitor and improve timeliness. The school recently received an ICE comment about the requirement for a parent to provide a doctor's note when signing in a student; as a result, the front desk policy was revised - no doctor's note is required when a parent is signing a student in or out. The Chair noted that the principal's cover letter promulgating the draft attendance policy clearly stated the school's process but that the information must still be pushed out. The SLO asked about a forum for parents to provide feedback on attendance policy. The Assistant Superintendent, Mr. Worford, said that parents should provide feedback to the school's principal and DSO (?). Ms. Daniels stated that the number of students that come in late is "awful," with a significant number of tardies each day. We need to get the word out to the parents, she concluded, that being late has a tremendous impact on the ability to provide a quality educational experience.

4. New Business

a. IAC Report - not published as of the time of the meeting.

b. Customer Satisfaction Survey Results - Survey was conducted last year and is conducted on a bi-annual basis. The results are not statistically significant as only 10% of eligible parents responded. At least 20 students are required to make the survey valid. The next survey is during the 2012/12 school year and an effort must be made to improve participation.

c. CSI Update - The Chair requested an status update at each meeting. Ms. Daniels noted that at 1430 on Thursday, the District's site visit team will conduct an outbrief for the staff. The results will be discussed at the January 2012 SAC meeting.

d. Public access to personally identifiable information (limits on website postings)- tabled until January to include Facebook.

e. SAC topics

(1) Social events is tabled.

(2) Academic year transition problem identification and resolution - tabled until we can fence off 30 minutes

(3) Advance Placement (AP) course performance. The Chair requested posting of AP Exam performance as a whole. He is also interested in the scaffold process of the students taking AP classes. Looking at the whole spectrum - how are our students doing? Mr. Worford noted that the school should encourage students to choose the correct sequence of courses to prepare them to take AP; AP meetings should include 8th graders so that they can see the sequence of classes required to best prepare for the advanced courses. The Chair noted that he had observed the guidance counselors conducting a similar conversation with parents at college preparation sessions. Mr. Worford noted that Ms. Daniels has access to the desired information and can share it with you. Ms. Daniels stated that she will get this data out collectively; specifically, how many students are in AP overall and what percent get 3's 4's and 5's. The Chair noted that AP class performance is a critical metric as there is no intermediate curriculum available between the regular courses and the AP courses.

(4) Final exam policies. The SAC desires a discussion on the policies associated with final exams. The discussion is tabled until the next meeting.

5. New items for next meeting. None noted.

6. Adjournment 5:50 PM