

**Tuesday, 2 October 2012  
4:30 PM - 5:30 PM  
NHS Media Center**

<b>Members Present</b>	<b>Position</b>	<b>Representation</b>
[REDACTED]	Chair	Parent
[REDACTED]	Vice-Chair	Parent
[REDACTED]	Secretary	Teacher
[REDACTED]	Representative	Student
[REDACTED]	Representative	Parent
[REDACTED]	Representative	Parent
[REDACTED]	Representative	Teacher
[REDACTED]	Representative	Teacher
[REDACTED]	Representative	Teacher
[REDACTED]	Union	Teacher
Duane Werner	Principal	
David Martin	Assistant Principal	
[REDACTED]	School Liaison Officer	

Community Members Present: [REDACTED]

1. Welcome - Chair brought the meeting to order at 4:35 PM. New members: [REDACTED], parent representative and [REDACTED], elected student representative

2. Old Business

a. SY 2012/13 election status - Chair. The upcoming SAC election on "SurveyMonkey" was discussed. Technical details on ensuring anonymity, providing teachers with an opportunity to vote and two votes per family were discussed.

1) The administration raised the importance of promoting the election and the SLO stated that she would get it in the Panorama.

2) The timeline: Biographies out on Thursday, October 4 and voting October 8-11. The intent is that this becomes the template for future years.

3) **Action Item: After the election, in the November meeting, we will run internal elections for Chair, Vice-chair and Secretary.**

b. SY 2011/12 End of Year Report review - Chair

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1) Communication is always a work in process. Last year a subcommittee was established to set goals and the SAC assessed the degree to which they were achieved.

2) Highlights:

(a) An open forum was held but this year the open forum should happen sooner. Additional events should be conducted throughout the year. The forums must also be shorter.

3) Advanced placement and honors courses were addressed. It was recognized that NJHS and NHS admission requirements can be altered by adjusting local by-laws. Also, it was difficult to collaborate with other Mediterranean schools on this topic.

4) Collaboration was conducted with the wellness committee.

5) An effective start of the school year was a major issue successfully addressed by the SAC.

6) Area and district meeting summary reports (The district report was subsequently received - see attached).

7) The SLO is participating, via teleconference, in the European Schools Council meeting and will report back in November.

8) Honors courses and AP classes. Statistics associated with AP exam performance is desired. **Action Item: the school data POC will look to see what reports can be run. Continue to research what data shows will be optimal number of AP courses (i.e. are there too many AP courses offered?)**

9) Getting more teachers involved was a goal. After the election, the required number of teacher representatives will be on the committee.

10) College night was discussed highlighting opportunities for grades 5-12.

11) The SAC minutes were all posted on the web for 2011-2012. SAC leadership will continue working on publishing minutes and agendas within the required time constraints.

12) **Action items: Set a goal to get statistically significantly number of respondents for the school survey expected later this year.**

13) **Action Item: Get the subcommittee back together to set new goals for 2012-2013. Ensure that this subcommittee has teacher and parent representation.**

### 3. New Business

a. School year startup hits and misses - Principal

1) *Positives:*

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(a) Very successful opening block party  
(b) First day that school opened students had schedules. The vice-principal and the counselors worked very hard to make this happen.

(c) The administration met with students early and laid out parameters; so far cannot say enough positive things about the polite student body. One can tell that teachers and students are looking forward to being at school.

(d) On October 1, a Department of Education math fellow visited the school. She was very impressed with how the teachers are leading the students.

(e) Three students were recognized as National Merit Scholarship semi-finalist.

(f) The new format used for the open house (back to school night) received significant positive feedback from teachers and parents - the format was recommended by a teacher and implemented by the administration.

2) *Challenges:*

(a) Power outages in September were disruptive but it appears that Public Works has resolved it by implementing repairs to the school's power supply.

(b) Mediterranean District schools are piloting a newly implemented electronic communications system, ASPEN grade book. The principal is happy to see an integrated vice a parallel system as it allows for more effective and efficient communications between parents and teachers. Issues with gradebook initially on grade reporting are being worked out. Initially, there was no parent access granted from the district level. Not all parents were able to access the system and not all students have access.

(c) The administration stated that the ASPEN grade book does not allow you to e-mail home progress reports and progress reports can't go by e-mail due to privacy issues.

**Action Item: Follow up on student and parent access to see if alternative information pathways are needed.**

3) *Information:* New this year, incoming freshmen are required to have four years of math. Algebraic Modeling is a new course new this year. New classes will be rolled out this year in preparation for next year.

b. Continuous School Improvement (CSI) update -  
Assistant Principal

1) Highlights

(a) New CSI leadership has been very positive. We are now assessed on to five standards rather than the previous six standards. We are gathering evidence and sharing between committees what we need from all teachers.

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We are giving iPads to each of the site team members with links to all the evidence. The CSI and department meetings have been combined to make the link in telling our story for CSI and departments seamless. We are working on getting ready for a very successful accreditation visit in April.

(b) Implementing the New Intervention for writing: The first trait for our new writing goal will focus on ideas and we will introduce it with a rubric and student produced video on Tuesday.

(c) Assessments

i. Our math local assessment was administered with a computerized test during math class.

ii. Our writing exam will be given at the end of the month and administered within each English classroom. Teachers trained on using the rubric will grade the writing assessments. Two teachers will grade each student's paper; their scores will be averaged.

iii. The new Professional Learning Teams (PLT's) structure at the high school was discussed. The PLT's allow teachers to take ownership of their own professional development. The administration has freed up time for teachers to participate in this process. **Action Item: communicate DoDEA's format and intent for PLT's to parents and community.**

iv. A Parent: Are we still looking for parental input and communication? The administration stated that regular parent meetings are desired and that parents must understand the language used in the classroom. **Action Item: PTSA needs to know the CSI meeting schedule and exactly what parents are being asked to do at each meeting so they can communicate to interested parent's.**

c. ASPEN program implementation - Vice-Principal - previously covered.

d. SAC training schedule. The training will be in November.

4. New items for next meeting. None. Come to college night!

5. Adjournment: 5:50 PM.