

**Highland High School  
Participatory Management Committee  
Meeting Agenda  
March 17, 2014  
3:00 pm  
Library**

1. Roll call
2. Approval of February 18, 2014 meeting minutes
3. Old business
  - a. Advisory proposal – updates?
  - b. TIMMS testing update
  - c. ACCUPLACER testing update
4. New business
  - a. Advanced Placement Examination policy proposal
  - b. 2014 Summer School program
  - c. Proposed AdvancED accreditation visitation dates
  - d. National Association of Secondary Schools (NASSP) CASE Research Study
5. Meeting to discuss 2014-2015 Student Handbook changes Monday, March 31, 2014 @ 3:00 pm (library)
6. Good of the order
7. Next regular meeting date: April 21, 2014 @ 3:00 pm

PMC February 18, 2014

## MINUTES

I. In Attendance: Pat Weil, Marc Ryser, Reese Ryzewski, Ashley Sudar, Gary Kilburn, Amy Vezmar

## II. Old Business

### a. Staff Survey

- Marc's responsibility for developing questions for a staff survey regarding quarterly assessments and final exams was stricken from Old Business.

### b. 2013-2014 Professional Development Calendar

- The 2013-2014 professional development calendar has been revised to accommodate additional time needed to work through AdvancEd standards. There is the possibility that we will continue to need to be flexible as progress through the self-assessment continues.

### c. AdvancEd Accreditation Steering Committee Status Report

- Dr. Weil shared the newly appointed AdvancEd Committee: David Markley, Maggie Jensen, Sherri Ralph, Rose Vis, Anne, Lemon, Amy Vezmar, and Anthony Belli. Amy reported that data had been gathered based on responses to Standard One in the AdvancEd Self-Assessment.

### d. Accuplacer College and Career Readiness Assessment

- Kelly Gossman ran preliminary data for HHS to reflect how many students will participate in this IDOE directive that has been established to test those deemed not college and career ready by their ECA and PSAT scores. Concerns were presented about loss of instructional time when students are pulled out to test. Decisions will need to be made about how to remediate those who do not meet the established cut score on the Accuplacer. Remediation will take place during the 2014-2015 school year. Discussion ensued about how college and career readiness relates to our school grade and about the importance of teaching test-taking skills as part of our remediation program. Dr. Weil composed an informational parent letter that will be sent home to prospective testers on February 24. Guidance staff will distribute a testing roster so that teachers are aware of who will be missing class time due to testing.

### III. New Business

#### a. TIMMS Testing

- The IDOE has selected HHS to test a random sample of twelfth-graders in the subjects of Calculus and advanced Physics. This is a data-gathering opportunity that will contribute to a worldwide assessment of educational progress in the subjects of math and science. Proctors will be provided and testing will likely take place in the Library.

#### b. Parent University (February 26)

- The School Town of Highland guidance counselors have organized a conference-style series of workshops designed for parents of students grades K-12. Workshop topics were derived from survey data gathered earlier in the school year. Parents will tour three topics of interest, with each session lasting 30 minutes. Topics were designed to meet a wide range of information relevant to parents of all age groups such as Kindergarten Readiness, 21<sup>st</sup> Century Scholars, and Concurrent Credit. Counselors and outside presenters will be leading individual sessions.

#### c. Third Quarter Grade Submission

- Third quarter grade submission is scheduled for March 19 at 8:00 am. Concerns were raised about lost class time due to school cancellations and delays. Discussion took place about the possibility of extending the GP3 submission deadline and the implications of extending quarterly exams to after GP3 ends. Discussion also took place about how we will address our remaining makeup day.

#### d. Good of the Order

- Next Meeting: March 17, 2014 @ 3:00 pm

**Highland High School  
Memorandum**

Date: April 19, 2013

To: Highland High School AP Teachers  
Highland High School Department Chairs  
Highland High School Guidance Counselors

From Dr. Patrick D. Weil, Principal

Re: Policy proposal: Advanced Placement examination recommendation

I am soliciting your input on a policy proposal that has been a recent topic of conversation that produced this recommendation from me:

*"It is mandatory that Highland High School students must satisfactorily complete an Advanced Placement (AP) examination for each AP course taken in order to receive "AP" designation and quality points on their official high school transcript. A student who successfully completes an AP exam in the course that he/she is enrolled in is exempt from taking the final examination for that course.*

*Students may only opt out of this requirement if the AP course is also a dual credit course with a college or university that maintains a current school board approved articulation agreement with Highland High School, and they have paid to receive the dual credit. In this case, the student's transcript will reflect credit for the college course completed, provided that the student meets all of the requirements set forth in the articulation agreement for the granting of college credit. These students must take the final examination for the course.*

*Dual credit students may also choose to take the AP exam, in which case, they will be exempt from the final exam in the course upon successful completion of the AP exam. These students AP score will be placed on their transcript (at the request of the student) in addition to dual credit designation.*

*Students who do not meet either of these requirements will receive credit on their transcript for the Core 40 course and no quality points."*

The rationale for this policy is:

- Students will have a better understanding of how they compare to other students nationally
- Students will have the experience of testing under college like conditions
- These scores count for our School Report Card
- We have invested a lot of time and money into training our AP teachers and trying to improve our AP Program and we need the data of student test scores to better evaluate our program.

Please review this recommendation with your colleagues and provide me with written feedback no later than Friday, April 26, 2013.

Thank you for your input. Please feel free to contact me if you have any questions.

DRAFT

**School Town of Highland  
2014 Summer School Program**

**NOTICE: All summer school programs are Monday through Thursday!! No Friday classes!  
No Classes on July 4 or July 5.**

**Elementary - Mr. Kevin Trezak, Elementary Summer School Principal (923-2428)**

Class	Grades	Dates	Hours
I-READ Remediation*	3	6/2 - 6/12	8am-10am
Pre-Kindergarten Jumpstart (Title I)	Incoming K	7/21 - 8/7	**
Reading Jumpstart	1-2-3	7/21 - 8/7	8am-10am / 10am-noon

\*I-READ Remediation is for 3rd grade students who did not pass the I-READ 3 state assessment. After completing the remediation class, they will have one more opportunity to pass the test. If they do not pass the I-READ 3, they must be retained in 3rd grade.  
Letters will be sent home prior to the end of the school year for students nominated to attend either of these free programs.

**Senior High - Dr. Patrick Weil, Secondary Summer School Principal (922-5613)**

Class	Grades	Prerequisites	Dates	Fee	Hours
English 10 (ECA)	10, 11, 12	Needs to pass ECA	6/2 - 6/26	\$75.00	8 - 10 a.m. 1st Session
Algebra I (ECA)	9, 10, 11, 12	Needs to pass ECA	6/2 - 6/26	\$75.00	10 - 12 p.m. 2nd Session Mon. - Thurs.
<b>Credit Recovery Max 2 Credits</b> Biology, Earth/Sci, Chemistry, Eng 9 Eng. 10, Eng 11, Eng 12, US Hist Economics, Government, Wrld Hist Alg I, Alg II, Geometry, Health	9,10,11,12		6/2 - 6/26	\$75.00	8 - 10 a.m. 1st Session 10 - 12 p.m. 2nd Session Mon. - Thurs.
Indiana On-line Academy( Max 2 Cl	9, 10, 11, 12	See your counselor		\$50.00	

**SUMMER SCHOOL HIGHLIGHTS - PLEASE READ**

**FEES AND TRANSPORTATION**

High school summer school fees are payable by May 31, 2013.

Transportation to and from summer school is the responsibility of the parents.

Registration for high school summer school will begin on April 2, 2013 and end on May 31, 2013. **CLASSES WILL BE FILLED BASED ON DATE OF REGISTRATION.** There will be a late registration fee of \$5.00 per class for each student enrolled after the specified dates. Refunds (less a \$5.00 handling fee per class) will be given through June 3, 2013 for high school. **NO REFUNDS WILL BE GIVEN AFTER THAT TIME.**

**Patrick D. Weil**

---

**From:** Knudsen, Anne [KnudsenA@nassp.org]  
**Sent:** Friday, March 14, 2014 10:37 AM  
**Subject:** CASE Research Study  
**Importance:** High

Thank you for agreeing to participate in the CASE Research Study. I hope you find the information you gain to be valuable for you and your district.

The links to the CASE survey can be found below. You will need to determine the best ways to disperse the link to your staff, parents/guardians, and students. I have attached a list of ideas for maximizing participation. You can also contact me if you have questions or need assistance.

You have about a month to implement the survey, as it will close on Friday, April 11, 2014. After you have determined the ways you are going to disperse the link please determine approximately a two-week timeframe when the link will be available for your stakeholders to access. Make this timeframe known to your staff, parents/guardians, and students. You might need to send reminders as the end of the time draws near. If your spring break is between now and Friday, April 11<sup>th</sup> and you feel this might hinder your results please email me and I will work with you to make other arrangements.

\*\*\*\*\*

Included in this email, please find:

- (1) The link to **EMAIL** out to your students, faculty and staff, and parents.
- (2) The link for posting on your school's **Webpage**.

Brief instructions below preface each link:

(1). Sending Survey Link in an Email?

Simply copy the entire link below. Then, paste the link into the body of your email message so that when others receive your email, they can click the link to access the survey.

[https://www.surveymonkey.com/s/CASE\\_Research\\_Study\\_2014](https://www.surveymonkey.com/s/CASE_Research_Study_2014)

(2). Placing Survey Link on a Webpage?

Simply copy the entire code below. Then, paste the code into the HTML of any webpage so that others can click the link to access the survey.

<a href="https://www.surveymonkey.com/s/CASE\_Research\_Study\_2014">Click here to take survey</a>

\*\*\*\*\*

Please do not hesitate to contact me with any questions. I want to help you make this process as smooth as possible. This is an exciting opportunity for your school and I look forward to working with you.

Sincerely,  
*Amy McGuffey*  
University of Dayton  
[Mcguffeyal@udayton.edu](mailto:Mcguffeyal@udayton.edu)



Home | School Improvement

- [BREAKING RANKS FRAMEWORK](#)
- [BREAKING RANKS PUBLICATIONS](#)
- [TOOLS FOR SCHOOL IMPROVEMENT](#)
- [METLIFE FOUNDATION-NASSP BREAKTHROUGH SCHOOLS](#)

## Information For

- [Strategic Partners](#)
- [Advertisers](#)
- [Media](#)

## School Improvement

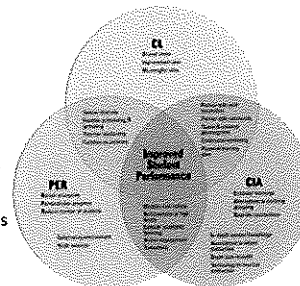
### Breaking Ranks® The Comprehensive Framework for School Improvement

CASE School Climate Survey

Since the creation of the original *Breaking Ranks* recommendations more than 15 years ago, significant strides have been made toward achieving the program's goal of making schools more student centered by personalizing programs and support systems and meeting the Intellectual challenges of each student. Today, this body of knowledge and experience makes up what is known as the *Breaking Ranks Framework*: a comprehensive framework for school improvement that can support all schools in the K-12 continuum.

**One Framework for Responsible K-12 School Improvement**  
How can one framework for school improvement work equally well in schools of different grade levels? The attractiveness of the *Breaking Ranks Framework* is that it does not prescribe a specific model that a school must follow, but rather builds upon the individual school's data to assess strengths and identify needs so that a customized plan for school success can be developed.

**What Needs to Improve?**  
Regardless of grade level, all schools must address the three core areas of **collaborative leadership (CL)**; **personalizing your school environment (PER)**; and **curriculum, instruction, and assessment to improve student performance (CIA)**. Only by addressing each of these three overlapping areas can improved student performance occur.

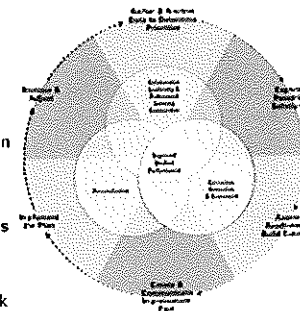


At the foundation of this Interconnected *Breaking Ranks Framework* lie nine cornerstones that should guide Implementation of Improvement initiatives. These are the foundational concepts upon which the *Breaking Ranks Framework* is built:

- Leadership
- Professional Development
- Culture
- Organization
- Curriculum
- Instruction
- Assessment
- Relationships
- Equity.

**How Do We Improve Our School?**  
School Improvement requires more than a great idea. Transformations do not take place until the culture of the school permits it—and no long-term, significant change can take place without creating a culture to sustain that change. The *Breaking Ranks Framework* provides a well-defined process that helps to foster a culture of excellence and continuous improvement within your school.

- The process consists of six stages:
- Gather and analyze data to determine priorities
  - Explore possible solutions
  - Assess readiness and build capacity
  - Create and communicate Improvement plan
  - Implement the plan
  - Monitor and adjust.



**Do You and Your Team Have What It Takes to Create a Culture for School Improvement?**  
One person alone cannot reach each student and help each student succeed. The Framework requires leaders who are able to lead in many different ways and in numerous circumstances. Principal, teacher, and student leadership are invaluable to the effort. Collaboration within grade levels, across grade

Scheduling Parent-Teacher conferences has never been easier.

Try it out at [www.PickATime.com](http://www.PickATime.com)

**pick A time**  
online appointment scheduler

levels, and across schools provides the backbone for the sustainability of the Framework.

Principals and other school leaders must look within themselves to ensure that they have the necessary skills, attitudes, and mind-sets to lead Improvement. To assist this effort, the Framework identifies the 10 skills that encompass the bulk of what school leadership entails:

Setting instructional direction	Organizational ability
Teamwork	Oral communication
Sensitivity	Written communication
Judgment	Developing others
Results orientation	Understanding own strengths and weaknesses

**Start Your School-Improvement Journey Today**

There are many challenges that differ between elementary level, middle level, and high schools, yet the *Breaking Ranks Framework* is comprehensive and flexible enough to implement at all levels. The *Breaking Ranks Framework* is designed to improve student performance by making learning personal—by helping schools build better relationships within the school, opening the door to learning, and helping students build a more profound and productive relationship with ideas.

**Inside**

Breaking Ranks Publications

Tools for School Improvement

MetLife Foundation-NASSP Breakthrough Schools



1904 Association Drive, Reston, VA 20191-1537 ■ 703.860.0200

[TERMS OF USE](#) | [PRIVACY POLICY](#) | [LINKING POLICY](#)

Questions? Go to our [Contacts](#) page to locate the appropriate department for your answer.

© National Association of Secondary School Principals

All rights to the intellectual property contained herein, including copyrights, trademarks, and service marks, are reserved by NASSP.

***Below is a list of ideas on how to ensure the maximum participation possible from your stakeholders. You may not have access to all of the suggestions below, but by utilizing as many of these as possible you will encourage participation and therefore receive more valuable feedback.***

- Be positive when discussing the survey and how valuable the feedback gained from it can be for your school.
- Meet with the technology coordinator in your building or district and brainstorm ways to distribute the link and gain the most participation.
- Post the link with the consent to participate on your school website. Make sure this is only on your high school website.
- Utilize an all call system to make parents or guardians, teachers, and students aware of the survey and where they can obtain access to the link.
- Utilize your email or text system to send the link to parents or guardians, teachers, and students.
- Offer a time during school hours for teachers and students to complete the survey. This might be during computer class or you might set up another option to ensure all teachers and students have the opportunity to complete the survey.
- Encourage those completing the survey to be honest. Let them know you value their input.
- Have some computers available in a designated place within the school where parents or guardians can complete the survey.
- Remind participants that the survey is anonymous.
- Have a plan in place prior to dispersing the link.
- Over the course of time the link is available, send two to three reminders with the link reminding stakeholders to complete the survey. Send one of these reminders the day before the survey will close.
- Encourage participation, but do not force participation.