

**NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS
Member Services Committee Meeting**

Clark County School District
Curriculum and Professional Development Building
3950 S. Pecos-McLeod
Las Vegas, NV 89121-4396

**Minutes
April 2, 2008**

1. Welcome and Introductions.
Present: Chair Rick Powell, Jerry Peacock, Joe Pope (for Scott Brittain), and Richard Tranter
Absent: Scott Brittain, Chuck Fannin, Jack French, and Nick Smith.
Staff: Executive Director, Dr. David Steadman and Associate Director, Leonard Paul
2. Minutes of the Last Meeting. Approved following a discussion of information technology needs.
3. Survey Review. The committee reviewed the results of the 2007 survey conducted by the Third Party and Research Committee. Discussion focused on how to increase support and service to the high school category of schools and resulted in the following recommendations:
 - a. Members of the Member Services Committee were asked to share the survey results at State Accreditation Committee meetings and to create state proposals for supporting schools within individual states.
 - i. State Accreditation Committee chairs would be asked to include these results in their reports at the commission meetings. Their reports should include the State Accreditation Committee's understanding of how the data impacts their corresponding state.
4. Current School Discussion. How can the Northwest Association of Accredited Schools help schools demonstrate their accreditation status? What type of help do schools need? Suggestions included:
 - a. The Hoover Elementary School web site.
 - b. A complaint policy.
 - c. A list of bogus accreditation agencies.

RECOMMENDATIONS/MOTIONS:

- a. Provide the Hoover Elementary web site as an example to all member schools. The Executive Director should provide an explanatory memo introducing it as a good example of integrating accreditation into a school's web presence.
- b. **MOTION: To develop a policy on school complaints for inclusion in the *Policy and Procedures Manual* – passed.**
- c. **MOTION: To develop a list of all non-accredited high schools for each of the seven states within the northwest region. To develop a list of**

accreditation agencies that are not recognized by the Northwest Association of Accredited Schools – passed.

- d. Discussion on the motion. The purpose of the two lists would be to clarify schools and agencies for which Northwest member schools were not required to accept credits.
5. High School Recruitment Discussion. The committee dealt with the issue of how it might recruit public high schools with little-to-no support from the state departments of education. The committee realized that Idaho, Nevada, and Utah high schools were mandated accreditation through the legislature and therefore recruitment was not an issue for these three states. Discussion also resulted in the following recommendations:
 - a. State Accreditation Committees need materials that would easily explain the need for accreditation (including benefits as well as lists of schools and post secondary programs requiring diplomas from accredited schools).
 - b. Consideration towards organizing small regional groups of principals designed to support school improvement, site visits, and accreditation support.
 - c. Preparation of a document for new principals introducing and explaining accreditation.
 - d. Marketing with newspapers, PTAs, and parents.
 - e. Consider a branding slogan such as “Yes we belong.” Chair Powell suggested accompanying language such as, “Your school is not alone in the academic world. Your and your school are part of a bigger family, both state (Montana accredited schools) and regionally (Northwest accredited schools). We are separated by distances and the difference between our individual schools, but we are connected by our affiliation through a shared mission of accreditation.”
 6. DVD Review. The committee reviewed changes to the DVD resulting from recommendations made at the December 2007 meeting of the Commission on Schools. The committee was asked to make recommendations for the use of the DVD.

RECOMMENDATIONS/MOTIONS:

- a. **MOTION: To approve the use of the DVD and for distribution through State Accreditation Committees – passed.**
 - b. Discussion on the motion. The DVD would be made available through the Northwest’s home page. A closed-caption version would be made available upon request.
7. Review of Brochures and Publications.
 - a. The committee recommended that directions for downloading and personalization of brochures should be included on the Northwest Association of Accredited Schools’ respective web page(s).
 - b. Revise the FAQ Web page to provide a dropdown menu that allowed direct choices of individual questions (from within the FAQ content).
 8. Credit Reciprocity and Acceptance Issues.

- a. Include the Credit Reciprocity/Acceptance information as a separate item on the left-side menu of the web template.
9. Center for the School of the Future. The committee reviewed the presentation by Dr. Richard West at the December meeting of the Commission on Schools and discussed the use of the materials.

RECOMMENDATIONS/MOTIONS:

- a. **MOTION: To recommend that the Standards Committee consider including school safety and student behavior in the school standards – passed.**
 - b. Discussion on the motion. The indicators would conclude that appropriate school safety measures and positive student behavior would lead to improved student achievement.
 - c. The Mission Statement Primer.
 - d. Recommendation: The committee endorsed the Mission Statement Primer as a tool for Northwest Association of Accredited Schools' member schools.
10. Fifty and Seventy-five Year School Recognition Options. The committee recommended a press release for fifty and seventy-five year school recognition that would be sent to newspapers and superintendents as well as a copy to State Accreditation Committee chairs and Executive Secretaries. For public schools, a plaque would be sent to the school superintendent for distribution at school board meetings. Independent schools would be provided the plaque by the state or division committee chair.