



**Meeting Minutes – FINAL**

<b>Meeting Title:</b>	<b>WMS Local Advisory Panel (LAP)</b>
<b>Date &amp; Time:</b>	<b>4:30-6:30 pm, Mon., June 3, 2013</b>
<b>Members Present:</b>	<p><b>Community Reps:</b> Dr. Kamana Beamer (Chair), Pete Hendricks</p> <p><b>Family Reps:</b> Lori Bergin, Tim Beneski, Daniel Gomez</p> <p><b>Student Reps:</b> Kiara Lorenzo-Rodrigues (8<sup>th</sup>)</p> <p><b>Student Advisor:</b> Jade Bowman</p> <p><b>Certificated Reps:</b> Eunice "Laz" Lazarus (7<sup>th</sup>), Nau'i Murphy (8<sup>th</sup>)</p> <p><b>Classified Reps:</b> Bernie Marsh</p> <p><b>WMS Admin:</b> Matt Horne (Principal), Patti Cook (Community Liaison)</p>
	<p><b><u>Guests:</u></b></p> <p><b>Families:</b> M/M Kyle (Michele) Hooper (parents of 8<sup>th</sup> grade Exiting student)</p> <p><b>Student:</b> Joseph Hooper (8<sup>th</sup> grade Exiting student)</p> <p><b>Community:</b> Keawe Vredenburg, Betsy Cole, Dr. Mike Chun</p> <p><b><u>Excused:</u></b></p> <p><b>Community Rep:</b> Robert Lindsey</p> <p><b>Certificated Rep:</b> Erica Owens (6<sup>th</sup>)</p> <p><b>Ho'okako'o Reps:</b> Dr. Megan McCorriston, Guy Kaulukukui, Robert Witt</p> <p><b><u>Absent:</u></b></p> <p><b>Student Reps:</b> Serenidy (DeeDee) Delos Santos (6<sup>th</sup>), Jeren Soriano (7<sup>th</sup>)</p> <p><b>Student Alternates:</b> Hailey Mae Witcraft (6<sup>th</sup>), McKella Spencer (7<sup>th</sup>) &amp; Holi Bergin (8<sup>th</sup>)</p> <p><b>Election In Progress:</b> Classified Rep</p>

- Meeting minutes beginning on Page 2 -

**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

<b>Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
<b>1. Welcome &amp; Introductions – Dr. Kamana Beamer, Chair</b> <b>a. Introduction of Guests</b>	<p>Brief introduction of all present &amp; welcome.</p> <p>Pete Hendricks started meeting by praising the recent Student Performance Night w/ Slam Poet Kealoha – that it was exceptional, and thanked teachers and all involved – very impressive.</p> <p>Pete also thanked everyone – saying this was his last official meeting; has served on LAP for 6+ years and ready to move on but also willing to help when needed; just call him!</p> <p>Dr. Beamer also commented on recent WMS Exit Ceremony – how impressed he was with comments made by former WMS student Kuha’o Case – “so moving” – so much aloha felt at the event. Said Kuha’o’s presentation was better than the guest speaker at the recent graduation at UH law school! Thanked everyone involved in Exit and supporting students in general.</p> <p>Laz introduced the Hooper ‘ohana, whose last child has now Exited WMS. Said they were “true supporters of WMS” -- they and their extended ‘ohana have contributed in many ways to the school including 8<sup>th</sup> Grade East Coast Travelers’ fundraisers which have raised more than \$20,000 with imus, laulau sales, steak fries, etc. Also said that the family has promised to continue to help when needed.</p>	<p>Meeting called to order at 4:40 p.m.</p> <p>Everyone joined in thanking Pete for his dedication of time and expertise to the school!</p>
<b>b. Confirm Quorum</b>		Quorum confirmed.
<b>c. Review &amp; Approve Minutes from March 25 meeting</b>		Minutes approved with one correction – Daniel Gomez attended last meeting; correction made and minutes posted on both the school and HC website.
<b>d. Preview Agenda</b>		No change to agenda.
<b>2. Public, Guests &amp; LAP Member Comments – Dr. Kamana Beamer, Chair</b>	See above.	

**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

<p><b>3. Report from Students:</b>  <b>a. Proposed “Take a LAP”  Event: Friday, Aug. 23 –  Kiara Lorenzo Rodrigues</b></p>	<p>Kiara presented Student Leadership recommendation that LAP &amp; school host fun run/walk to “publicize and introduce LAP” to students, families and community and also to raise funds to support school’s plan to develop a hydroponic garden – to be integrated with science and the garden and learn better ways to sustain ourselves. See plan outline on PowerPoint.</p> <p>Run/Walk route on south side of campus.</p> <p>Lengthy discussion about event and how to handle dinner - Mrs. Michelle Hooper said “we will still be here to support this” and committed to her ‘ohana to preparing the dinner. LAP expressed gratitude! Food prep will be in L-04 (need to expedite replacement of stoves, which have been included in school budget).</p>	<p>Agreed to \$10/advance registration for Adults; \$15/day of. To include dinner, glow stick, hydropack water bottle w/ school logo. Also will be a silent auction.</p> <p>See flyer for timing details which are now confirmed.</p> <p>Pete Hendricks suggested we ask Laura Dierenfield w/ PATH for advise on how to handle event – registration, etc.</p> <p>PCook to support w/ publicity.</p> <p>TBeneski made a motion for LAP to support purchase of food and paper products (up to \$2,000) for dinner from LAP budget, and also purchase hydropacks and glow sticks using up to \$700 from school’s “branding” funds. Group also agreed that we will only ask donations from race/walk participants – all others may enjoy dinner free.</p> <p>All encouraged to contribute items for silent auction.</p>
<p><b>b. Update on Student  Round-Table Meetings  – Kamana Beamer &amp;  Matt Horne</b></p>	<p>Dr. Beamer and MHorne described having hosted 2 meetings with 18 students – 6 per grade level representing the diversity of our student population, including one LAP student rep per grade level. Students were recommended by grade level teachers and other faculty-staff. The intention of these gatherings was “listening to and hearing what students are thinking” to include their ideas in school improvement plans to help students success and to better engage them in learning and school life.</p> <p>Responding to student comments about school lunch, BCole mentioned WMS will probably have a full time FoodCorps position that could possibly help with this.</p> <p>Also commented on having attended a public</p>	<p>See notes at end of these minutes summarizing student input. Dr. Beamer and MHorne thanked students both for participating and for the quality of their thoughts. Will continue these gatherings either monthly or bi-monthly.</p>

**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

<p><b>4. End-of-Year Summary Report &amp; Significant Changes for 2013-14 – Matt Horne</b></p> <p><i>(Students may be excused at this point)</i></p>	<p>school where, during lunch they held dancing in the gym – good exercise and great fun. MHorne said this wasn't out of the question.</p> <p>See PPT presentation by MHorne. Self-explanatory. MHorne pointed out that students entering WMS from WES are coming in at a higher level of proficiency – data shows significant progress over past several years.</p> <p>Laz commented on WMS' larger percentages of ELL and SPED students impacting student proficiency. "Cream culled" before 6<sup>th</sup> grade so faculty has to work harder. MHorne acknowledged this and said we know it's our job to move all up and we must be motivated to continue upward trend that we're seeing coming in from 5<sup>th</sup> grade.</p> <p>MHorne said he's hopeful Honoka'a will begin to see a greater percentage of students entering the high school at proficiency – we have a duty to improve – not ok to continue sending the same percentage of non-proficient students on.</p>	<p>(Entire PPT is posted on website on LAP page, and highlights are on the website's Accountability Center – see link on homepage.)</p>
<p><b>5. Budget Summary and Planning – Matt Horne</b></p> <p><b>a. Update on Current Year's Spending</b></p> <p><b>b. Proposed Budget Expenditures for 2013-14: Input &amp; Questions</b></p>	<p>MHorne distributed CSMC Year-To-Date Actual to Budget Summary (July 2012-6/3/2013). School will receive \$2.26M that was budgeted before end of year. Did see reduced net income loss, largely because transportation bill came in lower than budgeted - \$124,000 vs. \$200,000.)</p> <p>MHorne distributed Proposed Budget as of 5-22-13; still being finalized and then will be submitted to HC for approval. Reflects extensive faculty-staff input and discussion, and the need to spend down reserve and concurrently invest in sustainable practices and build capacity. Budget aligns with many of the findings in the Accreditation Self-Study and preliminary Action Planning.</p> <p>Discussed approx. \$2.8M Reserve: Cannot continue this; puts school in precarious position with funders when we have work to do; must use reserve to dramatically improve program for all students. Will save \$500,000 in prudent "rainy day" fund, but will work to spend down remainder over next two years.</p> <p>TBeneski asked about national trend toward 1:1</p>	<p>Budget summary reflects major income and expense categories; if anyone has specific questions, happy to share more detailed breakout – please just ask.</p> <p>MHorne available to discuss anything about proposed budget at any time.</p>

**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

<p><b>6. Ho’okako’o Update– Megan McCorriston, HC Exec. Director</b></p> <p><b>7. LAP Member &amp; Board Member Recommendations Discussion – Kamana Beamer</b></p> <p><b>a. Open Classified Staff LAP Seat</b></p> <p><b>b. Open Community Member LAP Seats</b></p> <p><b>c. Recommendation to HC for Board Member from Waimea</b></p>	<p>computer access for all students; that Parker is implementing this and HPA considering it. MHorne said WMS – as part of Accreditation Action Planning – is forming a tech committee. Briefly described status of school technology – we have focused on increasing bandwidth by disconnecting from the DOE internet (very small/slow) to private provider so have gone from about 3 MB to 24 MB – some pilikia with changeover still but bandwidth will hopefully soon not be a problem. Currently, school has enough computers but servers won’t support them so upgrading servers is the next step. Some will be funded by the school; some by a private donor. Acknowledged it has been especially difficult for faculty-staff during recent transition from DOE internet but should result in vast improvement in speed.</p> <p>Also pointed out that school has not systematically invested in technology for quite a few years; must begin implementing annual upgrades and has included this in the budget for next year.</p> <p>MHorne also shared bell schedule for next year, reviewing intent and how it reflects input from both faculty-staff and LAP (restoring electives and art, etc.)</p> <p><i>(Postponed: Dr. McCorriston attending a School Improvement Symposium at Harvard University)</i></p> <p>Discussion:</p> <p><b>Classified:</b> MHorne will work with staff to fill this position.</p> <p><b>Community:</b> Suggested candidates include Dr. Mike Chun (prefers getting better acquainted with the school first), Colin Miura (group agreed he should run for a family rep seat because he will have a child entering school in the fall), Hulali Covington (is a Waimea resident and long-time teacher/Dean of Students at Honoka’a High; has expressed willingness to serve; group agreed we should ask her but by this point of meeting we lacked quorum so will ask for vote by email, and if approved, will then recommend her to HC Board). Other names: Dave Coon</p>	<p>Group agreed to recommend Hulali Covington to HC Board to serve as a Community Rep. Not only does she know the Waimea community but her connection to Honoka’a High for all these years would be most beneficial, too. MHorne to follow up.</p>
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**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

<p><b>8. Update on Accreditation Process &amp; Action Planning – Nau’i Murphy, WMS Accred. Steering Cmte.</b>  <b>a. LAP &amp; Community Involvement</b></p> <p><b>9. Announcements: Coming Events &amp; Opportunities – Patti Cook</b></p> <p><b>10. Concluding Remarks and Next Steps –Kamana Beamer</b></p> <p><b><u><a href="#">Next Meeting: Tues., July 30, 2013, 4:30 – 6:30 p.m. (NOTE DAY CHANGE FROM MONDAY TO A TUESDAY.)</a></u></b></p>	<p>(former Headmaster at Iolani and an Interim KS Trustee). Ulu Garmon and Elaine Warner.</p> <p><b>HC Board Member:</b> Group agreed MHorne and Dr. Beamer should ask Dr. Ken Fischer if he would be willing/able to serve and if so, recommend him to HC. Note: HC Board member would serve ex-officio on WMS LAP.</p> <p>NMurphy recapped status of Accreditation: We are concluding our 2<sup>nd</sup> year; have finished 2<sup>nd</sup> Draft of Self-Study and given it to HAIS/WASC to review/comment. Feedback will be shared with school in August-September. <b>Findings of Self-Study have guided identification of 4 areas for Action Planning: (1) Student Supports; (2) Curriculum Alignment; (3) Development &amp; Resource Management, and (4) Technology Integration.</b> Focus groups have re-organized around these 4 Action Plan areas and 1<sup>st</sup> Draft of Action Plans were submitted (very preliminary for some groups).</p> <p>Action Planning will continue to be the focus of an intense amount of time for teachers-staff at the start of the SY; then both Self-Study Draft 2 and Draft Action Plans will be shared with LAP, probably in August. This work will continue thru September-October. Final Self-Study to be submitted in November.</p> <p>Question raised about status of new <b>Bilateral Performance Contracts</b> and new <b>Strive HI</b> accountability framework. MHorne will ask HC/MMcCorriston to update faculty-staff and LAP on both of these. This prompted additional question about arranging a briefing by HC on its new Strategic Plan and also a reminder that this should be done for faculty-staff first, then LAP.</p> <p>Time ran out but handouts included important dates and 2013-'14 SY Calendar.</p>	<p>MHorne to follow-up with Dr. Ken Fischer.</p> <p><b>Accreditation Visit is tentatively set for March 30-April 2, 2014 – please mark your calendar – everyone will be asked to participate in this visit.</b></p> <p>Group unanimously agreed MHorne to invite HC to come Tues., July 30 to first brief faculty-staff at back-to-school P/C day on these items, then to hold 4:30-6:30 pm LAP meeting that afternoon.</p> <p>Dr. Beamer thanked everyone for their time and dedication and encouraged all to plan to attend the next meeting and to bring along a family member, friend or neighbor. Also encouraged all to participate in Aug. 23 “Take a LAP” Fun Run/Walk.</p>
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Attachments:

- 1) Year End Academic & Financial Summary - PowerPoint Presentation by Principal (also posted on school website – see LAP page and “Accountability Center”)
- 2) LAP Presentation by 8<sup>th</sup> grade LAP Student Rep Kiara Lorenzo-Rodriguez re: “Take A LAP Fun Run/Walk” – Fri., Aug. 23, 2013
- 3) WMS Year-To-Date Actual To Budget Summary (As of 6/3/13)
- 4) WMS 2013-’14 SY Proposed Expense Budget (Updated 5/22/13)
- 5) 2013-’14 SY Calendar
- 6) Summary of student input at first to Roundtable Gatherings (see below)

Questions & Items to Be Addressed:

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Submitted By:

Patti Cook
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Date Submitted:

6-19-13
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**Abbreviated Summary of Student Comments from Roundtable Gatherings: ( 3/28 & 5/2/13)**

**Protocols Outlined for Student Round-Table:** Students asked not to use specific names of faculty, staff, other students; what said here, stays here; everybody gets a voice/asked to contribute; and keep the focus on making the school better.

**Dreams/Hopes:** Many mentioned sports (volleyball, rugby, basketball, professional wrestling), quite a few in STEM fields - astronomy, marine biology, nursing, technology engineer, architect, doctor; one an artist, one said “pursue religion”, one “voyaging with Uncle Chadd.”

**Favorite Things at WMS:** The garden, teaching/learning Hawaiian traditions; school is “welcoming to newcomers”; teachers are supportive; after-school programs are helpful.

**Wishes/What I would like to see...:** More excursions, free dress Fridays, more electives, more appealing lunch choices, more variety w/ salad bar; more fruits and vegetables. Also said “make learning more fun – hands on” (games, manipulatives), split up learning, provide incentives (field trips). Also mentioned curtains in portables for Lockdowns, starting a hula halau, finding better ways to block off campus so outsiders can’t walk across or come onto campus. No bullying.

**What would help you succeed:** More hands-on, tutoring, making learning more fun, robotics, group work, more time for homework in class/during school day, not seeing every teacher every day

**What are you spending time on?** Many mentioned science projects; 8<sup>th</sup> graders mentioned e-Portfolios, 7<sup>th</sup> grader mentioned 3D model of plant for science project; 6<sup>th</sup> graders mentioned building a canoe; several mentioned sports.

**What is most challenging?** HSA Math (hard to read/understand questions), Project deadlines – lots on the same day; having every class every day. Computer carts sometimes don’t work so ran out of time. Some don’t have computers or internet at home. Teachers and subs need to coordinate/communicate with each other better; subs will tell us something different than what teacher has said. Balancing time – school and personal. Really wanted to go on Hoku’ula hike so tried hard to stay out of trouble.

**Why are 30-50% not demonstrating proficiency?** Kids don’t pay attention, play around; class is “boring”...”too hard.”

**WMS Local Advisory Panel (LAP) - Meeting Minutes – June 3, 2013 – Draft 1**

**How does school look from a student's eyes?** Confusing. At first, lots of kids I didn't know. "Freaked out" - big kids. Was scared – new, different from our islands. Scary – I didn't speak much English.

**What rules would you change:** Free Dress Fridays; change uniforms/new style of uniforms; don't require lunch cards and make kids sit; do fun things (Taco Tuesdays, etc.), OK to use electronics during the school day; encourage teachers to play music in classes.

**#####**