



**Local Advisory Panel Meeting MINUTES – Tues., Feb. 19, 2019 4:30-6 PM – FINAL**

Time		Facilitator	Notes
4:30pm	<p>Call Meeting To Order - Welcome, Introductions, Quorum            Introduced Marvalee Carvalho – 7<sup>th</sup> grade parent interested in serving on LAP; works in WES office. Has served on DOE’s Facilities planning group too representing WES &amp; community.</p> <p>Review 1/15/19 LAP Meeting Minutes</p>	Jane Sherwood & Janice English	4:33 pm called to order; Quorum confirmed; Minutes approved; Brief introductions
4:40	<p>LAP Assistance w/ Annual Assessments</p> <ul style="list-style-type: none"> <li>➤ Grab &amp; Go Breakfast Prep</li> <li>➤ LAP help w/ 6<sup>th</sup> &amp; 7<sup>th</sup> student supervision to create teacher PBL planning time (2 Thursdays - 4/25 &amp; 5/2 – 12:30-2:15 p.m.)</li> <li>➤ Teacher Appreciation Breakfast – 6:30–8 a.m., Wed., May 8, 2019 Plz come to prep/cook 5:45 a.m. L-04</li> </ul>	Janice English	<p>Got to Page 3</p> <p>Breakfast confirmed.</p>
4:50pm	<p>Accreditation</p> <ul style="list-style-type: none"> <li>➤ Urgently need to recruit LAP members and parents to participate on one of our Self-Study Groups:</li> </ul> <p>Meeting Dates/Times: Final meeting date for 2018-19 is 2-4 p.m., Wed., May 8. Meetings resume in 2019-20 SY.</p> <ul style="list-style-type: none"> <li>➤ Request from “Climate and Community Self-Study Group” for LAP input on survey. Please click on this link and complete the survey. Should take about 15 minutes. Mahalo!  <a href="https://goo.gl/forms/ALsmH7JiEwYxniwq1">https://goo.gl/forms/ALsmH7JiEwYxniwq1</a></li> </ul>	Pat Rice	See attached description of Study Groups & meeting locations, etc.
5pm	STEAM Program Coordinator Update	Brent Takenouchi	
5:10pm	<p>Principal’s Update:</p> <ul style="list-style-type: none"> <li>● Attendance -               <ul style="list-style-type: none"> <li>○ Family Attendance Incentives – Instant Pot Drawing 3/7/19; NutriBullet (4<sup>th</sup> Quarter)</li> <li>○ Student Attendance Incentives - Campus Cash, Snack Shop, Valentine’s Dance</li> </ul> </li> <li>● Discipline – Bullying/Referrals (declined) w/ Principal’s Challenge and collective teacher-staff effort</li> </ul>	Janice English	See attached re: Perfect Attendance & Off-Track w/ Supports



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	<ul style="list-style-type: none"> <li>• Vaping: WMS signed on to “Flavors Hook Kids” campaign to support legislation to prohibit the sale of all flavored tobacco products, including flavored e-liquids, menthol cigarettes, cigars, cigarillos, hookah and smokeless tobacco. Campaign sponsored by the coalition for a Tobacco-Free Hawai’i, a program of Hawai’i Public Health Institute. Log on to learn more and consider endorsing campaign: <a href="https://flavorshookkidshi.org/">https://flavorshookkidshi.org/</a></li> <li>• HA Summit – Update (April 5-6)</li> <li>• Hired: ALC Teacher, PE Teacher, Health Aide, Visual/Performing Arts Teacher Extended Core as a Long Term Sub</li> <li>• Recruiting (Interviewing Internal candidates first) for 19-20 SY: Math Teacher, AVID Teacher (.5FTE), Social Studies Teacher</li> <li>• Recruiting (Open Until Filled): MEP PPT, Substitute Teachers</li> <li>• 8<sup>th</sup> Grade Ho’ike – Thurs., March 7 – 5-6:30 p.m. STEAM Learning Center – 2<sup>nd</sup> Floor – all invited for student presentations &amp; displays.</li> <li>• Student-Led Transition Night – Wed., March 13 – 5-6:15 p.m. <a href="#">Attached flyer</a></li> <li>• Community SEL Supports for Families – Thurs., March 28 – 5-6:30 p.m.</li> </ul>		<p>We expect about 300 participants for HA Summit.</p> <p>If LAP members know of possible candidates, please encourage them to apply, especially van and bus drivers.</p> <p>More info to come.</p>
5:30 pm	<p>UPDATE: Title IIA</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Trauma Informed Schools</li> </ul>	Pat Rice	Briefly explained PD scheduled for 3/25/19 w/ Ellie Foulkes and purchase of books for staff read over the summer: “Help For Billy.”
5:40 pm	<p>2019 State Legislature - \$950,000 CIP request for STEAM Learning Center Safety &amp; Security – serious flooding during recent storm (also K classrooms).</p> <p>Rep. David Tarnas has made it his top CIP priority and is bringing State House Leadership to Waimea – Tues., Feb. 26 – 4 pm. STEAM Learning Center tour, then 5-6:30 p.m. community meeting in cafeteria. Please join us!</p>	Patti Cook	PCook urged LAP members to please come 2/26 for tour of STEAM Learning Center with Legislators.
5:45pm	<p>New Business</p> <p>Community Input (2 minutes each)</p>	Jane Sherwood	No community input. Meeting adjourned at 6:05 p.m.



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	Next Meeting: Tuesday, March 12, 2019 – 4:30-6 p.m. Z105		
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**Attachments:**

- Accreditation Self-Study Groups
- Student-Led Transition Night Flyer
- Major Assessments Grab ‘N Go Breakfast Prep Plan
- Attendance Report: Perfect Attendance & Off Track w/ program supports – See Pages 7 & 8

**Attendance: 2/19/19**

**Community Reps:** Jane Sherwood, Keawe Vredenburg, Kasem Nithipatikom, Pete Hendricks

**Certificated Reps:** Barbara Haight (6<sup>th</sup>), Linda LoBue (8<sup>th</sup>)

**Classified Reps:** Amy Kailimai

**WMS Admin:** Janice English

**Ex Officio:** Patti Cook

**Guests:** Pat Rice (Title 1 & Grant Coordinator), Dr. Roger Gremminger, Brent Takenouchi, Suzi Herhold, Marvalee Carvalho (parent)

**Minutes Continued...**

**GRAB & GO BREAKFASTS for TESTING:** Janice: Goal is to secure \$2 USDA Mealtracker reimbursement. Looking at “menu” to include Taro Chips, Fruit Protein, Water or Juice. Post testing: String cheese & juice box (Bernie Marsh to handle). LAP and friends asked to come 3 times – see above dates to pack 800+ snacks each time.

**WMS 2018-19 SY – Major Assessments – Grab ‘N Go Snack Plan - DRAFT 4 (revised)**

*As of 3/8/19*

ASSESSMENT	Testing Dates	Makeup Day	# Snacks	Suggested Snack Prep
Science HSA (8 <sup>th</sup> only)	M-T, March 11-12	Wed, March 13	85x2=170	Nau’i/Bernie to advise
Math SBA	T-Thur, April 23-25	Not confirmed	270x3=810	Mon, April 22 @2:30 pm – W104
ELA SBA (CAT)	T-Thur, April 30-May 2	Not confirmed	270x3=810	Mon, April 29 @ 2:30 pm –W104
ELA SBA (PT)	T-Thur, May 7-9	Not confirmed	270x3=810	Mon, May 6 @2:30 pm –W104
Science HSA (8 <sup>th</sup> only)	M-Tu, May 13-14	Wed, May 15	85x2=170	Nau’i/Bernie to advise
Algebra (portion of 8 <sup>th</sup> )	M, May 20	?	75?	Laz to coordinate distribution; just needs snacks delivered testing room plz



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**LAP Kokia re: PBL Planning Time:** LAP asked to assist w/ 6<sup>th</sup> & 7<sup>th</sup> student supervision to create 6<sup>th</sup> and 7<sup>th</sup> grade teacher teams PBL planning time (2 Thursdays - 4/25 & 5/2 – 12:30-2:15 p.m.). Please help with keeping eyes on kids – if available at this time, please go to the field. 8<sup>th</sup> grade will continue w/ regular schedule to maximize prep time for 2<sup>nd</sup> round of Science testing, etc.

**Accreditation:** PRice reviewed next Self-Study background, timing and work groups required and asked LAP members and friends to please consider serving on one of these groups. Only one more meeting this SY – Wed., May 8, 2019, 2-4 p.m. but will resume in the fall; 1<sup>st</sup> draft of Self-Study due May 2019; entire study must be completed by Dec. 2019 for March 2020 Visit.

KVredenbarg asked to be sent an update on what the groups have accomplished to date.

LAP asked to go online and respond to survey (link in agenda above) to assist the school Climate and Community Self-Study Group.

**STEAM Program Coordinator Brent Takenouchi** provided some personal history; Oahu-born; lived in Japan for a year so is fluent in Japanese; Attended Island Pacific Academy and earned his MA from UH. Most recently taught at Parker School – worked there with Janice English. Excited about opportunity at WMS for more community involvement and outreach and more flexibility. Discussed “Design Thinking” and student empowerment. Is holding a series of mini-workshops to help introduce teachers-staff to new technology. Is working to teach students to be able to teach others how to use various machines – empower them to care for the equipment, take ownership. Also hopes to use this process to teach greater collaboration and become better problem solvers. Working to get Makerspace going too.

Kasem: Urged BTakenouchi to keep communications open with teachers and also asked that he think about what would bring positive attention to the school. Brent agreed; initial focus is to support teachers; also wants to teach students to use the equipment and also to view technology as a means to an end.

**Principal’s Update:** Campus Cash is having a positive impact. Also, Valentine’s Dance 2/15/19 was “an eye-opening experience and possibly best thing we’ve done this year re: attendance.” Kids wanted to attend and some families pushed hard to get their child to attend even though they hadn’t fulfilled expectations. Admin held the line re: attendance and behavior expectations.



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JEnglish will be bringing a proposed Attendance Policy to LAP for discussion; general concept: if a student misses 10 days in a semester, he/she is in jeopardy of securing required credit(s). Must have doctor's excuse if out.

RGremminger challenged that we don't want students coming to school if really sick to protect the health of other kids and faculty-staff. All agreed but JEnglish said more discussion of the details is needed; will bring proposed policy to have this discussion; wants to be fair to families and kids but also needs to make families accountable. May take a year to implement this policy. Currently at 25% Chronic Attendance. Sent out 37 letters last month to families about Chronic Attendance. Only 3 of the families called/followed up.

Mon., 2/11 – 100+ kids absent at WES per MCarvalho – 2/12 was no school and many families took advantage of this. WMS also had high absence rate that day.

JSherwood still thinks WMS needs a crisis counselor to do outreach to families to address attendance as well as other issues. PRice applied for a grant to fund this but not approved. Still looking for funding source – about \$65,000 for a full time position plus expenses.

**Discipline:** JEnglish reported reduced issues and that students “are reporting.” Lessons provided students by both the Principal and in Advisory have had a positive impact.

**8<sup>th</sup> Grade Ho'ike** – March 7, 5-6:30 p.m.: LAP members and friends urged to come assist teachers with project presentations. 23 class projects – beginning 2/21-3/6. M-T,Th,F from 1:30-2:15 p.m.; Wed 12:30-1:15 p.m. 2<sup>nd</sup> Floor of STEAM Building. OK to go straight to building and sign in there.

LLobue discussed projects – as important as the US History topics are, this is also about teaching students “The Big Cs”: Collaboration, Creativity, Communication, Critical Thinking, Compromise. These are life skills. Also, these projects provide students with an opportunity to make a public presentation of their learning.

**Student-Led Transition Night – Wed., March 13, 2019:** JEnglish reviewed the plan (see flyer). Will be awarding families who attend (and RSVP) with a drawing for clear backpacks and clear water bottles – both of which Janice hopes to make required for student safety.

**Vaping and other health/safety issues:** JEnglish said school is planning a Caring Supports for Students & Families Night – Thurs., March 28, 2019, 5-6:30 p.m. Partnering w/ Hamakua Kohala Health Center. Connected to 3/25/19 Teacher PD re: Trauma Informed Schools.



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**ATTACHMENT**

**WAIMEA MIDDLE SCHOOL - ACCREDITATION SELF-STUDY GROUPS**

**NEXT MEETING – MAY 8, 2019 – 2-4 PM**

**Please email Pat Rice if you are able to join a group – [pat\\_rice@wmpccs.org](mailto:pat_rice@wmpccs.org)**

**GROUP 1 – MISSION AND EDUCATIONAL PROGRAM**

- The school has a clearly articulated mission statement, formally adopted by the Board of Trustees that defines its purpose and core values, and informs all major planning and decision-making.
- Guided by the mission, the school clearly defines its curricular and co-curricular programs and provides coherent documentation of them. The programs are regularly evaluated, updated, and strengthened in order to stay current with relevant educational research, to assure the intended outcomes in student learning, and to prepare students for the next stage of their academic careers.

Members: Jade Bowman, LeAnn Demello, Barbara Haight, Eunice Lazarus

Leader: Barbara Haight Location : Z 103

**GROUP 2 – THE STUDENT LEARNING EXPERIENCE**

- The school maintains a vigorous and informed focus on the learning of each student. It has policies, expectations, procedures, assessment systems, and student feedback mechanisms that enable it to engage—and maximize the learning potential of—each student.

Members: Diana Kalahiki, Jamilynn Mareko, Naui Murphy, Erica Owens, Brent Takenouchi, Tina Yohon

Leader: Naui Murphy Location : Z 203

**GROUP 3 – FACULTY AND PEDAGOGY**

- The school has a clear set of criteria for teacher effectiveness that reflects its mission and pedagogical goals and that informs hiring, professional growth, and evaluation. Through regular assessment of pedagogical effectiveness, which includes student learning outcomes, the school seeks to strengthen teaching and learning.

Members: Linda LoBue, Leesa Robertson, Catherine Shafer, Sherri Takamoto

Leader: Sherri Takamoto Location : Z 202

**GROUP 4 – CLIMATE AND COMMUNITY**

- The school maintains a healthy climate that mirrors the mission. That climate is sustained through highly effective communication and supports the learning and personal growth of each student. It reflects a commitment to diversity, equity, and inclusion, and it is evident in the engagement of the school community.



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Members: Andrea Anastacio, Cara Bertelmann, Tisha Gusman, China Haag, Amy Kailimai, Shelby Loo, Mary Martinson, Jessica Morgenstein

Leader: Mary Martinson (Alt. Shelby Loo) Location : Z 102

### GROUP 5 – ADMISSIONS & ENROLLMENT, FINANCE, AND ADVANCEMENT

- The school has published, consistently applied admission and financial aid policies and procedures that demonstrate a commitment to access and diversity in accordance with the school's mission. The admission process identifies students and families who are well matched to the school's program and values. Admission practices are mission-driven and designed to support the financial sustainability of the school.
- The school has an operating budget sufficient to carry out the school's mission with designated sources of funds to support the school program, plant, operations, and personnel. The school's finances ensure the long-term sustainability of the institution, and they are regularly reviewed by the Board of Trustees, well managed by a qualified staff, appropriately documented, and compliant with all applicable regulatory and legal financial requirements.
- Consistent with its mission and proportional to its needs and resources, the school engages in fundraising, marketing, communications, constituency support, and community relations to attain its goals and ensure its future viability.

Members: Patti Cook, Kiki Kihoi, Tanya Malani, Cherise Mundon, Kara Onaka-Winters, David Gibson, Julie Upton

Leader: Cherise Mundon Location : Z 104

### GROUP 6 - HUMAN RESOURCES, FACILITIES: BUILDINGS & GROUNDS, HEALTH, SAFETY AND WELLNESS

- The school maintains positive working conditions, fair and consistent personnel policies—including hiring and evaluation practices—and appropriate compensation. A collaborative culture with open communication is fostered to create an optimal environment for the community of the school.
- The physical plant supports and enhances the mission of the school and enables the school to implement its program effectively. The physical plant is a safe, well maintained, secure, and healthful environment for students and adults. The school is regularly attentive to the physical plant, creating and executing plans for the current maintenance and future development of the facilities in support of the mission and programs.
- The school has established and effectively implemented policies and procedures that promote the health and ensure the safety of students and adults on campus and at school events. The school complies with all relevant legal and regulatory requirements in this regard, and it takes responsibility for educating community members and for promoting policies, habits, and practices that encourage and sustain individual and community wellness.

Members: Jennifer Fischer, Michelle Kauhi, Bernie Marsh, Jay Matsumoto, Kasem Nithipotikom , Warren Tamaye, Doreen Williams

Leader: Doreen Williams Location : Z105





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**GROUP 7 – GOVERNANCE AND ADMINISTRATION**

The school has an active, engaged, and committed governing Board comprised of members whose collective and individual strengths support and advance the school. The Board of Trustees clearly understands and acts on its responsibilities, ensuring that its size, composition, and practices enable it to be effective. The Board of Trustees sets and safeguards the mission, and it hires, evaluates, and supports the Head of School. The Board also holds fiduciary responsibility for the institution, and it strategically plans for the school's future.

Members: Janice English, David Gibson, Jane Sherwood

Leader: Janice English

Location : Z105

PERFECT ATTENDANCE AS OF 2/11/19

GRADE	PROGRAMS
7th Grade	
8th Grade	
6th Grade	
7th Grade	
7th Grade	Migrant
7th Grade	
6th Grade	Migrant
7th Grade	
7th Grade	Migrant
6th Grade	ELL
8th Grade	
6th Grade	
8th Grade	
8th Grade	
6th Grade	
7th Grade	
7th Grade	
6th Grade	
6th Grade	
8th Grade	
6th Grade	
7th Grade	
6th Grade	
8th Grade	504
8th Grade	
7th Grade	
7th Grade	504
6th Grade	
6th Grade	IDEA, Migrant
7th Grade	
6th Grade	
8th Grade	
7th Grade	
8th Grade	

$n = 35$   
 $6^{th} = 13$   
 $7^{th} = 13$   
 $8^{th} = 9$





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GRADE	ABSENT %	ABSENT DAYS	PROGRAMS
8th Grade	14.95	16	ELL, Migrant
6th Grade	10.28	11	ELL, Migrant
8th Grade	9.35	10	IDEA
7th Grade	19.63	21	
7th Grade	10.28	11	
8th Grade	14.95	16	
8th Grade	21.5	23	
8th Grade	15.89	17	IDEA
8th Grade	13.08	14	IDEA
7th Grade	10.28	11	
7th Grade	29.91	32	Migrant
7th Grade	9.35	10	
6th Grade	13.08	14	
8th Grade	19.63	21	IDEA
7th Grade	9.35	10	
8th Grade	14.02	15	
6th Grade	15.89	17	
8th Grade	10.28	11	
8th Grade	22.43	24	
8th Grade	9.35	10	
6th Grade	10.28	11	IDEA
7th Grade	10.28	11	IDEA
7th Grade	33.64	36	
7th Grade	16.82	18	
7th Grade	20.56	22	
7th Grade	18.69	20	
6th Grade	11.21	12	
6th Grade	16.82	18	ELL, Migrant
7th Grade	9.35	10	IDEA
6th Grade	14.95	16	
6th Grade	9.35	10	Migrant
8th Grade	9.35	10	Migrant
7th Grade	10.28	11	Migrant
8th Grade	26.17	28	ELL, Migrant
7th Grade	12.15	13	
6th Grade	14.02	15	
6th Grade	12.15	13	Migrant
7th Grade	14.02	15	
8th Grade	14.95	16	Migrant
8th Grade	12.15	13	
8th Grade	9.35	10	IDEA, Migrant
8th Grade	15.89	17	IDEA, Migrant
7th Grade	12.15	13	504
7th Grade	13.08	14	
6th Grade	14.95	16	IDEA, Migrant
6th Grade	9.35	10	Migrant
7th Grade	12.15	13	
8th Grade	9.35	10	
7th Grade	12.15	13	
7th Grade	11.21	12	
7th Grade	9.35	10	
7th Grade	10.28	11	IDEA, Migrant

OFF TRACK AS OF 2/11/19