



“Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond.”

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| Meeting Title: | WMS Local Advisory Panel (LAP) - Final (approved at 8/31/15 LAP meeting) |
| Date & Time: | 4:30-6:30 pm, Monday, June 8, 2015 |
| Members Present: | <p>Community Reps: Colin Miura, Keawe Vredenburg, Jane Sherwood, Patrick Hurney</p> <p>Family Reps: Marcie Neubecker</p> <p>Student Reps: On hold</p> <p>Certificated Reps: Cherise Mundon</p> <p>Classified Reps: Unable to attend</p> <p>WMS Admin: Amy Kendziorski, Janice English-Somerville, Patti Cook</p> <p>Ho’okako’o Board: Dr. Ken Fischer</p> <p>Ho’okako’o Staff: Dr. Megan McCorriston (by phone)</p> |
| | <p><u>Guests:</u></p> <p>Community Members: Pam Potter, Sandy Tomiyama (DOH Health Nurse)</p> <p>Certificated Staff: Rebekah Tucker</p> <p><u>Excused:</u></p> <p>Family Rep: Elsie Mijjena, Lori Bergin</p> <p>Certificated Rep: Nau’i Murphy, Jade Bowman</p> <p>Classified Rep: Bernie Marsh, Lori Ching</p> <p>Student Advisor: Eunice “Laz” Lazarus</p> |

Meeting commences 4:32 pm

Welcome, Introductions & LAP Business (Colin Miura)

Today’s meeting is the last meeting for this school year. Thank you to everyone for your time, effort, energy, and support. It feels as if we’ve had a crazy year and despite it all, we’ve accomplished quite a bit.

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Colin asked for any additions or changes to the agenda. There is insufficient attendance for a quorum. Approval of the minutes is tabled until the next meeting.

Colin asked if there was any community input. No one came forward.

There was discussion about who would comprise the LAP committee in the future. Patti Cook informed us that Parent Rep Elsie Mijjena wasn't sounding hopeful about being able to attend LAP regularly due to work schedule in Kona, but did commit to continuing to assist w/ communication with the Marshallese community; Parent Rep Lori Bergin is exiting after serving 3 years on LAP; her son is exiting WMS; her contribution has been very meaningful, both as a parent and as a Waimea Elementary teacher. Jade Bowman and Nau'i Murphy, both members of the faculty, having completed their terms, and will be stepping off LAP, necessitating faculty elections.

Tracey Souza (parent) may be interested in participating in LAP. Colin volunteered to speak with her. Marcie has another year to go.

Amy questioned LAP bylaws regarding the election process. Patti said elections happen in the fall.

Need to work on student representatives' piece for LAP this summer.

Interim Principal's Update (Amy Kendziorski) - Celebrations

SBAC Testing: WMS successfully met the criteria of number of kids tested. We administered testing of all students, save one who didn't finish based on a medical excuse. She only finished the language portion and her score will be kept in language. School discovered a few hitches, and will use the experience to achieve smoother sailing for the future. We were not selected for the national NAEP science assessment of 8th graders next year. Have been the past several years. That is good news, as it contributes to students becoming test-weary. Also, NAEP results are put into a national pool of data that is unusable by teachers - not individualized. Plus, it is not a great measure of a student's ability in test circumstances. Parents can opt out for their child, but we try to persuade parents not to do this; it's important to have some form of testing assessment done.

Cherise said within each grade level, students took the SBAC assessments at the same time. The 6th graders were bumped off the computers up to 14 times, but technical staff (Jay, Mark, Steve) and testing coordinator Elizabeth Oden need to be commended because they got everything back on line. Janice deserves recognition too for making sure everyone got tested.

In addition to SBAC, the ACT Explorer assessment was administered to all 8th graders – a college readiness assessment, which went off without a hitch.

Tested a lot and now time to assess to address instructional challenges through use of baseline data. State data may not be distributed yet - 8th grade math results not included yet. It was asked if Amy had seen the data. She replied that it was "a good baseline because we can keep growing and getting better." WMS had students who scored in each area: proficient, above proficient, below and well below. Not all data in but at present, it appears WMS tested below average.

So, testing was done. No student or teacher casualties. No tests were invalidated on the basis of cell phone presence despite two instances. Both students and parents apologized profusely. Colorado's policies were stricter and had **zero** tolerance.

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Family and Faculty-Staff Surveys: We had 171 parents of 280 complete end of year surveys. Important information is shared because it is a bigger voice than LAP. This is a different type of survey from years past – must more abbreviated. We need to assess the questions being asked of parents to ensure we get the information we need to address what's best for our students' academic progress. Amy welcomes input on from LAP on what members think we want to ask parents about. Patti did share that when preparing completed questionnaires to mail off for tabulating, a quick scan seemed to reflect that many responding parents had just checked off a row of bubbles. That seemed concerning; perhaps not much thought given to responses.

Also did a Title One survey, a statewide standardized questionnaire, with staff.

Colin: When are the results available? Amy said results of surveys will be shared in the fall.

Connecting For Success Grant: WMS has been awarded third year of this 3-year grant. This was based on the results we must provide that demonstrate students' progress in three areas. The big question: What happens after grant ends? We need to plan ahead. Hawaii Community Foundation (the funder) continuously applauds WMS' staff work on this grant and we are continuing to work hard to woo them in hopes of HCF securing or committing additional funding to continue this direct student mentoring and supports program. This grant pays for a part time counselor's position, Pat Rice's support services, and Lori Ching's full time community outreach and mentorship services. In all, CFS has about 55 Waimea community adults mentoring students on a regular basis.

Faculty/Staff Changes

Vice Principal: Janice English-Somerville is officially the new VP. Yay!

Registrar: Faculty member Lorna "Mas" Muromoto, is opting out of the classroom to become our Registrar.

SPED Teaching Position: We are still recruiting a SPED teacher – there is a statewide shortage of qualified, certificated SPED teachers; Waimea Elementary is looking for one too. The reason we are recruiting for a SPED teacher is that we were awarded a fourth SPED teaching position by DOE.

Bus driver positions posted: The search is on for up to 3 drivers for 2 routes which includes one as back up for all eventualities (illness, etc). Amy shared that some of the Roberts people are interested in working in Waimea.

Patti Cook shared an FYI: Feedback from applicants on several recent position postings indicated the Ho'okako'o online application process is very challenging, time consuming and potentially a barrier when recruiting lower level positions (EAs, etc.). Megan wanted to know when this came to light. Patti/Amy said it became evident in the last 6 weeks. Megan said the challenge would be addressed with HC's HR. She also indicated an electronic system is great for teacher positions but for support staff, it might be too complicated. Amy said there'd be 2 migrant tutor positions and a .5 SPED EA position coming up soon where these technological challenges might apply. Amy and Megan will consult about this online application process, noting that it was important to have the electronic capability for certificated teacher and administrative positions.

2015-2016 School Year Focus

Accreditation Action Planning: We ended the year with a Professional Collaboration (PC) day during which each of the 5 Accreditation Action Plan groups shared their progress and goals going forward. Amy said Accreditation Action Plans were showing that the alignment is coming together, overlapping with one another, driving the work goals and improved practices across the board. Each of the five groups had resounding overlap. The groups were not splintered. This is great news. The work continues.

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Schoolwide reading: All WMS students will have a reading class during 2015-16 SY; students will be grouped homogeneously for reading only. Spent quite a bit of time assessing best curriculum for our students' needs – wanted it to be “people driven not program driven.” The chosen program is Language! Live. This program has components that pair direct instruction in the classroom with students then working on the computer at their own individual level. This is the direction we need to go. All teachers – English Language Arts, Social Studies, Science and Math – will also support reading instruction.

AVID Implementation: Janice shared a video about AVID (Advancement Via Individual Determination) program, which is a recognized best instructional practice. The AVID video said this system makes good teachers great and can make schools great, too. It makes use of systems, leadership, instruction and culture. It makes use of WICOR strategies – Writing To Learn, Inquiry, Collaboration, Organization, Reading to learn. AVID Binders will be required for all students every day. So, in 2015-16 SY, all students will be expected to have their AVID binder with them at all times and all will be required to be reading. It is a strategic system making use of a team dynamic, where students can work together and individually, and teachers work as a team to help each other within this program. Teachers make use of Cornell note taking, asking essential questions and using reading strategies that encourages students to think out loud. Students don't have to guess, as they develop the ability to tackle complex issues, and are supported during this process.

AVID also addresses how you make kids ready to communicate both in the workplace and within a high school and college environment. Collaboration occurs across all groups: Teachers are trained. Students participate. Parents help. Teachers then look at data across all groups to learn how to modify instruction to maximize the teaching/learning experience. The goal is success oriented.

Amy said “We cheated.” AVID has been used in WES so 5th graders are familiar with the basics so using it in 6th grade will be an easy transition for students. It is an expensive program because of the teacher training required.

AVID goes hand in hand with the 6th through 8th grade reading goals of our school.

A question was raised about how was the decision to implement this program arrived at? While AVID is expensive, it has a strong record of success and is already being implemented extensively throughout DOE – including both Waimea Elementary and Honoka'a high so adopting it brings our school and students into alignment. While initially WMS must pay for the PD for teachers, we think that because DOE is using it system-wide, they will in time provide training and other resources at no cost to WMS.

Attendance, Tardiness & Consistent Behavior Expectations: Data confirms that kids who show up do better. We must work together to build awareness of the importance of consistent attendance, avoiding tardiness, and setting and expecting consistent positive behaviors. We will continue to impress the importance of this on the kids and build incentives such as our Positives rewards program to encourage attendance and positive behaviors. For attendance, Court is a last resort. How can we get kids to help other kids, adults to help other adults to understand the importance of attendance?

'STEM Instead' Summer School: 62 students (32 girls and 30 boys) have signed up. Program begins Monday; teachers meeting on Sunday. Breakdown as follows: incoming 6th, 22; 7th, 27; and 8th, 14. Instructors for this summer program are not WMS teachers except for Erica Owens. Program will run for 3 weeks (14 days), from 8-2 pm. US DOE Grant funds were just released to Friends of the Future. Huge efforts were made by WMS staff to pull this together with very little lead time. Also deep gratitude to Melora Purell/KWP/TKC for her assistance in recruiting exceptional teachers and planning curriculum (biology, physics and environmental science) with lots of excursions for hands on science experiences. Many partners involved in this program including Big Island Invasive Species Committee. There will be a July 2 ho'oike finale for families. Program will

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embody the core values of WMS and include ‘Ike Hawai‘i teaching and learning. Amy is administrator. In future years, there will be a “Friends of the Future” grant-funded staff person to assist with administrative coordination. This year we had to do it ourselves but we took it on because we want to get students excited about STEM and inquiry science.

Colin asked a question about next year’s schedule: Why did the school day get shortened? Explanation: Amy explained: Senate bill passed requires all schools to get to a place of added instructional minutes. Each school (secondary) and teacher contracted minutes. 990 student hours vs. teacher contract minutes 1285 instruction minutes. There was a complex definition of what instructional minutes were. This Bill eliminated the definition of instructional minutes to now say hours in school. HSTA is a powerful influential union whose involvement added to the requirements. New definition: it’s student “hours.” Teacher’s contract specifies a 7 hour day, all activities included. It now requires 225 minutes of planning time in 45 minute increments. This current schedule best reflects meeting all these instructional needs.

Colin: How does this year’s schedule compare to last year’s schedule minute-wise? Cherise: Last year’s schedule reflected too many instructional minutes. The allotment last year was 1400 minutes vs. 1285 this year. Teachers went overboard last year. Last year the overage was 13 minutes/day/teacher

Patti’s comment: If longer instructional days are desired by members of LAP, we must talk to our legislators.

Comment was made that Hawaii teacher salaries are commensurate with time spent teaching, where on mainland, their work day is 8-9 hours.

Colin: We can’t control HSTA or legislature, so we must maximize the time we have to educate our kids.

Question from Patrick Hurney: Does AVID system aid in making 52-minute periods more meaningful with lesson plans and classroom management?

Amy & Janice: Yes!

Several LAP expressed confusion or concern about next year’s schedule, including the “snaking” nature of periods. Amy noted that many, many hours and many, many different schedules were considered. “There is no PERFECT schedule, but this one best fulfills all requirements. Colin commented that this is great for now, and we will keep a watchful eye to see how it can be tweaked in the future

Ho’okako’o Update (Dr. Megan McCorrison)

Congratulations for completing school year. Well done, everyone!

Islander Institute & Strategic Planning: Megan said she wanted to report the State of the State with HC and what’s happening for the summer. Over the summer, HC will continue to work on organizational development. She thanked all for participating in the Islander Institute process. Feedback was well received as we look to the future going forward. This information is critical for defining how we develop our strategic plan. HC is planning on sharing the results of the Islander Institute project soon.

Megan wanted to emphasize that one of the goals of the Accreditation visiting committee was sustainability of the school’s education program. The budget situation has changed a lot over the years in that HC no longer receives as much per pupil as it did from the legislature -- about \$6,100 per child this year. She said we need to rethink strategy as to how we can generate more funds for each of our three schools to keep our schools whole, and not to have to repeat this process each year. Clearly, the monies that were once available are no longer there. Rather than look at this issue from year to year, and partly in response to the Accreditation

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committee recommendations, HC felt that it was a good idea to get all the principals together in July to look at and develop strategies for 5 and 10 years forward. There will be a 1 day workshop to focus and develop action plans for how to build a school's long term budget for the future. The plan we develop will help us avoid being in reactive mode and will guide all of our work with the leadership team headed by Bob Peters, an HC Board member, to impart knowledge and skills to the leadership to meet the challenge. These leaders will then share their knowledge with their school communities. From that point forward, we want to plan the strategies together. We want to develop a road map for the future in terms of our Accreditation process.

Cherise: 2 questions: #1) Has there been a presentation to the board on the Islander report? Megan: No, Wednesday is the presentation. #2) Has KS decided how much they are giving WMS for 2015-2016? Megan: The amount should be announced in June. This subject needs to be put on the agenda plus be reviewed by the board.

Patti asked if KS' designated contact for HC - Kelly Broadus - is planning to visit WMS. Megan: not at this time. Amy noted that KS agendas and players are changing.

Megan said WMS' \$400,000+ application to KS is a onetime request. KS is undergoing a huge restructuring. She said HC doesn't know what the application process or funding opportunities will look like in the future. Megan is looking to meet with Jack Wong. Megan thinks it's a good thing to cement relationships. She also encouraged Po'o meeting participation by Amy on behalf of WMS.

Patti urged WMS continue membership in the Hawaii Public Charter School Network – that this group had the best potential for lobbying the legislature to secure improved per pupil funding. Said WMS needs to be at the table. Membership is based on a per pupil fee – about \$6000/year for WMS. However, can't just pay dues and stay home; WMS must be actively involved in network leadership so that their focus is on per pupil funding.

How LAP might help with Fulfilling WMS' Mission and General Discussion

Colin: We need to get training to understand what measures are in place. What does that mean? Those are the right things to measure, but how do you do it? What does it look like and what is the proper frequency to do it? STAR is done quarterly. Kids don't take tests seriously if they are administered with more frequency. It's important to set goals and have the community push to get practices established. Establish the basics of reading, writing and math.

Janice: Smarter balance established measurements. SBAC is not over when school is over. Time is available to do some catch up. Don't do field trips that are fluff. We cannot afford to do trips off campus as it impacts on instructional minutes. It helps to formalize some measurement across content areas.

Cherise: Kids check out after May Day. Jane suggested doing May Day during the last week. Colin: Measurements needed to try to find out what works in a quantifying way.

Janice: Reading is a deficit across the board. If the kids can't read, they can't do content area. Even math requires reading. Next year, literacy is the focus...8th graders are leaving without literacy proficiency. It took a while to put a reading person in place. Patti: Development meeting suggested "Waimea Reads" program, sponsoring activities like extra credit for weekend reading.

Amy: Colin, please use reading as the focus of measurement. Let's develop community reading activities. We need to get a message to the community about reading.

Rebekah: We should find a focus area to do strategic plan. Pick something like, "I KAIR" statements. Pick one thing and concentrate efforts to see how it applies to content areas as a preview, post view, and summary.

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Colin: What should we measure?

Rebekah: Do you want to see examples of measures by grade level, or individually?

Colin: I want to see where the improvements are. Who is the best on this assignment? Who does the what and how does it show improvements? I want to see the different areas of improvement that are available.

Patti: How about attendance? Amy: Kamaile had data showing attendance % by grade level. Cherise: Make a big deal of perfect attendance. Amy: The school goal is 95%. Don't want students attending who are really sick. Asked about offer incentives?

Pam: Offer a starter bank account? Jane: Offer a cash reward? Colin: Offer a pizza party for the class with best attendance. Marcie: Offer them a movie.

Colin: Family outreach addressed the issue of homework/reading assignments. Kayla comes home with no homework. This is an area for Janice to look at. Janice said that the rule of thumb is: for 6th grade, 60 minutes of homework; 7th grade, 70 minutes; 8th grade: 80 minutes.

Cherise: Teachers need to be more accountable. What's right and what is balanced? There should be practice/assignments at home, if not, it's schoolwork.

Colin: Kids don't DO the homework. Suggestion: For field trips, make the kid write a "reflection" about the trip as a written assignment.

Rebekah: Part of the minutes of homework required should include reading.

Cherise: Teachers should examine what kind of homework are you sending home? With new schedule, more homework should be assigned.

Colin: Family wants to know what their kids are doing. One teacher sent home an email with a detailed explanation of the project and expectations. These kinds of communications could get more parents more involved.

Janice mentioned Jupiter Grades provides a good tool for sharing information with families about homework assignments. It would be a good idea to get more teachers to learn how to use this communications tool. Many parents still don't know about Jupiter Grades. It is a tool to be used by Teachers and Parents. Cherise said grades are downloaded 5th and 20th of each month.

Patti: It could be useful to use the first and third Wednesdays for the newsletter and tie in Jupiter grades to get more parents involved; this was discussed at the Parent Involvement Subcommittee.

It was suggested that Cherise needs to bring suggestions and feedback to and from teachers. We need to make more and improved communications all around.

Colin: Earlier in the SY, there were three things teachers asked of LAP:

1. Reading specialist
2. To get parents more involved. Committee so far is small, but positive and has provided useful information. Use the current participants and try to grow participation through them

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3. Discipline.

Future LAP Meetings: We are looking to move LAP meetings to the 3rd Monday of the month so Amy can participate in the KS Po'o meetings. Current LAP schedule is in conflict. Patti is to come up with a proposed schedule. Amy is going to KS po'o meeting on Friday.

Regarding the next LAP meeting, Patti says 8/3 would probably attract better attendance than 7/27 but need to confirm Po'o meeting schedule.

Amy brought up HC's participation at LAP meetings; suggested HC's Honolulu Board members and staff can participate by phone or skype monthly and fly in quarterly. An alternative suggestion is to come for the day to see the campus in full swing, visit classes, and meet with everyone. Cherise recommends notice to see classrooms in action.

The last hour of the meeting involved conversation regarding the forthcoming results of the Islander Institute findings. Members of the LAP committee look forward to the presentation of the results within WMS, and how the WMS results compare re: similarities vs. differences to how the other two charter conversions schools' relate to HC.

Meeting adjourned at 7:29 pm.

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