



## Local Advisory Panel Meeting - MINUTES

Tuesday, Dec. 19, 2017 – 4:30-6:30 PM – K-03

**FINAL**

Time	Activity	Facilitator	Notes
4:30pm	<p>Call Meeting To Order - Pule, Welcome, Introductions, Quorum</p> <p>Members unable to attend: Liana Honda (will try calling in); Kasem Nithipatikom (out of state)</p> <p>Review 10-16-17 LAP Meeting Minutes</p> <p>Community Input to LAP (2 minutes each)</p>	Jane Sherwood	<p>4:40 p.m. Call To Order Pule by Nau'i and Cherise</p> <p>Quorum confirmed</p> <p>Minutes approved as is.</p> <p>Agreed to print document name, date and page numbers whenever possible to simplify/clarify for LAP.</p> <p>See attendance &amp; community input Page 3-4.</p>
4:40pm	<p>Principal's Update:</p> <ul style="list-style-type: none"> <li>• Inviting LAP to participate in WMS schoolwide 'Aha project for Unity</li> <li>• Celebrations: Robotics, Neilan Foundation, Kamehameha Schools, Legislative GIA, State Foundation/AIPP Grant, Magic Island Productions, Mosquito Project/Filming by nationally recognized "Mosquito Man"</li> <li>• Discipline Issues</li> <li>• Budget – YTD Status of 2017-18 &amp; Prep for 2018-19</li> </ul>	Amy Kendziorski	<p>See Page 4.</p> <p>See Page 5.</p> <p>See Page 3.</p> <p>See budget timeline (attached) &amp; Pages 5-6.</p>
5:10pm	<p>OLD BUSINESS: STEAM Learning Center – Certificate of Occupancy secured; Opening Plans:</p> <ul style="list-style-type: none"> <li>• Moving Plans</li> <li>• 1<sup>st</sup> Day for WMS students</li> <li>• Dedication – Mon., Jan. 8 – 10 a.m. – Focus on students; All invited.</li> <li>• Naming "Z" Building</li> <li>• Status of student-staff safety re: rain; technology, furniture, access/security</li> </ul>	AK, Nau'i Murphy, Miss Laz	<p>See Page 6.</p>
5:35pm	<p>NEW BUSINESS: Title I Review</p> <ol style="list-style-type: none"> <li>1. Title I Schoolwide Plan Report SY 2017-2018 Schoolwide Plan Monitoring Evidence - Semester 1</li> <li>2. Fiscal Requirements Form for Title I Schoolwide Programs Fiscal Year 2017-2018</li> </ol>	Pat Rice	<p>Deferred until 1/16/18 when data will be more complete.</p> <p>See Pages 6-7 &amp; Attachment.</p>



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5:50pm	<p><b>NEW BUSINESS:</b> In response to recommendations that LAP focus time on specific strategies to help address key issues for the school – group will focus on <u>Positive Behavior Supports</u> (to include attendance issues)</p> <p>Begin with review of current data &amp; Policies-Procedures, then brainstorm how LAP can support students, teachers, admin &amp; families (continue in January and thereafter to support improvements)</p>	JS & AK	Deferred – out of time.
6:25PM	<p>Announcements</p> <p>Next LAP Meeting: Tues., January 16, 2018 – K-03</p>	JS & AK	<p>All invited:</p> <ol style="list-style-type: none"> <li>1) STEAM dedication (1/8/18 – 10 a.m.)</li> <li>2) Make A Difference Day with HA: BREATH – Mon., Jan. 15, 9A-1P.</li> </ol>

**Meeting Handouts:**

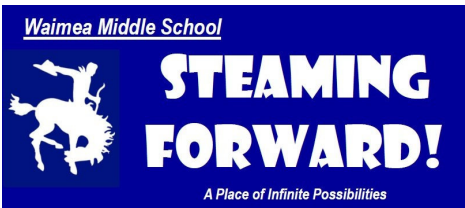
- STEAM Learning Center Dedication Invitation
- WMS Budgeting Timeline
- 2 Title I documents from Pat Rice
- Invitation flyer for Martin Luther King, Jr. Made A Difference Day w/ HA: BREATH – Mon., Jan. 15, 2018

**Attendance: 12/19/17**

- **Community Reps:** Jane Sherwood; Keawe Vredenburg
- **Family Reps:** Recruiting
- **Certificated Reps:** Barbara Haight (6<sup>th</sup>), Linda LoBue (8<sup>th</sup>)
- **Classified Reps:** Amy Kailimai (recruiting 2<sup>nd</sup> rep)
- **WMS Admin:** Amy Kendziorski, Chris Barron
- **Ex Officio:** Patti Cook
- **Ho’okako’o Board:** Dr. Paul Nakayama
- **Ho’okako’o Staff:** David Gibson
- **Guests:** Eunice “Laz” Lazarus (8<sup>th</sup> grade math teacher), Nau’i Murphy (8<sup>th</sup> grade science teacher & Sci. Dept. Head); Pat Rice (Title 1 & Grant Coordinator), Cherise Mundon (‘Ike Hawai’i Resource Teacher), Laura Robertson (parent), and Momi Yamasaki (parent).

**Community Input:** Two parents spoke:

LRobertson: Thanked LAP for opportunity to share concerns re: bullying on campus. Son bullied and physically assaulted; partially his fault but now feels traumatized. Bullying began in elementary and continued in middle school. Came to LAP because she wants campus to be safe for all students. School has adopted Chapter 19 student discipline procedures; not sure



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how well they are being followed. Also, if a student makes poor choices and the school policy is that it will prevent them from participating in excursions, shouldn't this be spelled out in school policies? Consequences need to be clear.

Principal reviewed Chapter 19 re: discipline policies and Student Planner warning system.

Vice Principal said that it's not appropriate to discuss some of the specifics about this situation due to FERPA/student privacy requirements but a parent should nevertheless be able to express concerns.

Agreement that school admin must ensure that parents know school discipline/safety policies. Also agreed WMS must do more to address concerns that started in elementary school.

Teacher rep said that the start of 2<sup>nd</sup> semester – with all the changes that are occurring w/ new STEAM building, etc. - is a good time to review w/ parents and students the school's safety and discipline policies and clarify areas that need refinement. Many changes or new protocols needed with new building.

MYamasaki: Her son's situation is different; he has been bullied and also, my son is not perfect but we have had positive support, reinforcement from school admin

BHaight: It seems like there's a pattern – the more intense situations begin in elementary school; WMS needs to do more mitigating to nip it in the bud in 6<sup>th</sup> grade.

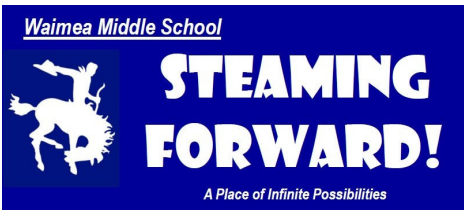
Principal discussed need for Social Emotional Learning (SEL) – the school is working to teach kids how to handle conflict; need to do more of this. Said school has started restorative peer mediation – slow in rolling this out but intended to help students learn to resolve conflicts. Have had a hard time “finding time” for this in the school day.

Principal also talked about how the ability to handle conflict, problem solve gets more difficult as students get older – physical size, hormones, etc. This is why we have a schoolwide rule: No Physical Contact. None – not hugs or anything else.

DGibson asked if WMS is trying to identify those students where there are conflicts in elementary? No response.

Suggestion from teacher that WMS needs a separate bullying policy.

It was agreed that non-instructional time – recess, passing times – is primarily when bullying occurs. Discussion about manpower issues with campus supervision. WMS does not employ a campus security attendant; doesn't have funding for this. SRO is funded by County Police Department w/ federal grant; SRO is not always here but when he is, he plays an active part in school safety/security. His main job is to build positive relationships with students but also is an



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extra pair of eyes. WMS must constantly analyze play areas; needs more eyes on campus, especially during breaks.

Parents thanked LAP for giving them more time. JSherwood said LAP would followup with administration and HC.

**Hawaiian Culture Based Education** – CMundon explained that Kamehameha Schools is working with all three HC schools to find culturally-based commonalities. They have identified: #1) PIKO, #2) Aho/Aha – symbolism of cordage woven together for greater strength/unity. CMundon shared video clip of the late Kumu John Kaimikaua sharing his mana'o about the 'aha – everyone (represented by the aho) brings their strengths; when we work together (i.e., bound together as an 'aha), there is strength and it will nurture and sustain the life of the community.

Reps from all 3 HC schools, HC and KS met recently for a day-long training at Kamaile Academy – this included WMS teachers BHaight, CMundon, Laz, TGusman and AKendziorski.

Teachers demonstrated how to make an aho and 'aha and LAP members tried their hand at it.

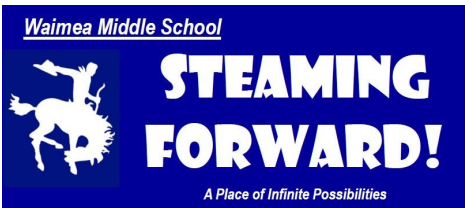
CMundon continued to explain that after the day at Kamaile Academy, the group came back and “Laz took it and ran” – teaching her 8<sup>th</sup> grade class to become experts. This included being told that when weaving, they must have a good attitude. These students then taught all faculty, then fanned out to teach others in 8<sup>th</sup> grade and also 6<sup>th</sup> and 7<sup>th</sup> grade students. Students worked together, talked, fostered new friendships.

Every student, faculty and staff member and now LAP asked to make 4 aho, and students have been asked to get a parent, family member or friend to make an aho and bring it back. Then 4 strands (one per grade level, and one by a family member/LAP/community) will be woven together to create 17-21 'aha. The idea is that every student will have something to add to the new building.

Ultimately, there will be a length of 'aha kept by 6<sup>th</sup> grade; a length kept by 7<sup>th</sup> grade; the rest will be exhibited in a showcase and 2<sup>nd</sup> floor railing in the new learning center along w/ pictures and artifacts. As 6<sup>th</sup> moves up to 7<sup>th</sup>, they will take their 'aha with them into their new area and then into the STEAM building for 8<sup>th</sup> grade. New incoming 6<sup>th</sup> graders will make their own – the symbolism being “all bringing their strengths to the school and the STEAM learning center.” Intended to become a schoolwide tradition.

**Celebrations:** AKendziorski reviewed:

1) Robotics: 2 WMS teams did well in First LEGO League State Championships in Honolulu.. 2) Neilan Foundation: Dramatically increased donation to WMS for 17-18SY including \$120,000



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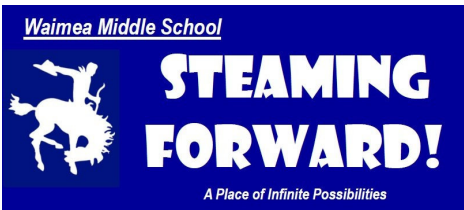
for STEAM Learning Center – plus other items, primarily to acknowledge teachers-staff for “good work” and progress. Also includes funding for Summer Arts Camp that will include incoming WMS 6<sup>th</sup> graders. HC to serve as fiscal agent for \$66,000 for WES and WES-WMS programs. Mahalo extended by LAP to HC for this support.

- 3) Kamehameha Schools: 2 grants submitted – should know by March 2018.
  - a. Ho’olako Like: \$1,500 per pupil; Approx. \$375,000 per year for 2 years requested. First time we have had the opportunity to apply for 2-years at a time; most appreciated; knowing what to expect earlier really helps with planning.
  - b. STEAM Grant: To fund programs outside of the school day (Robotics, Mala’ai, K(Arts)).
  - c. DGibson noted KS is moving toward a “regional approvals process.” Also that WMS very fortunate to be asked to submit for STEAM funding – not offered to all schools.
  - d. Request made that the budgets submitted with the HLD and STEAM grants be shared with faculty-staff. PPrice agreed to do so.
- 4) 2018 Legislative Grant-In-Aid: WMS to apply for approx. \$400,000 for STEAM technology. Very competitive – will be asking school-community to convey support to the legislature when the time comes.
- 5) State Foundation/Art In Public Places and Artist In Residence Grant – approved for WMS – 3+ years; \$100,000 – already moving quickly with a 4-person project team including Principal, Student (Jaena Ann Kaiue), Teacher (Katie Arrayan) and Community member (Mollie Hustace). Art piece will be installed somewhere outside of the STEAM Learning Center.
- 6) Magic Island Productions - \$1,000 gift from Dexter Gomes to support either WMS Hiki No program or students learning to create video news stories.

**Budget:** AKendziorski shared budgeting timeline leading up to preparing 2018-19 SY budget. Will share 1<sup>st</sup> semester year-to-date budget recap at January meeting.

- Reviewed current SPED supports provided by DOE to WMS (costs not included in our school budget):
  - 3 teaching positions
  - 3 EAs
- 1 Article 6 Teacher
- 1 SPED PTT (17 hours)
- Just added 1 more SPED PTT (17 hours) to begin in January 2018 – in response to recent discipline concerns.
- SPED funding/supports recently confirmed for 2018-19SY:
  - 3 teaching positions
  - 3 EAs
  - 1 Article 6 Teacher

**STEAM Learning Center:** AKendziorski reviewed project status – Certificate of Occupancy received, move-in started. Long discussion about access after-hours. Needs further study and collaborative problem solving. All agreed student-teacher safety comes first and that we need protocols for the building including what happens during a lockdown.



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Naming “Z” Building: Laz shared the process involving students and how the decision was made. All liked the name and agreed to keep it confidential until the dedication.

Moving plans: Finally beginning but manpower help to move boxes still uncertain; PTA kokua limited because few soldiers at Pohakuloa during December; Altres Staffing has limited pool of manpower in Waimea; have asked Kahu Billy and Habitat for Humanity. Some teachers and staff have family members/friends willing to kokua. AKendziorski will work with teachers to provide access as much as possible, but burden of move is primarily on our three custodians. Many teachers have agreed to take out trash and help relieve custodians of other classroom chores so they can focus on move.

Teachers asked to be stipended for time spent during Winter Break to move and setup room in STEAM building. Not resolved.

Reviewed 1/8/18 Dedication plans – all urged to attend.

NMurphy reported as requested at previous LAP meeting that estimated budget for STEAM activities for students on opening day would run less than \$250. PPrice said there was Title I funding for this – Nau’i will work with PPrice to purchase items.

Brief discussion about additional furniture/fixtures to be ordered; bids requested for cameras/security system; no details provided.

AKendziorski reported on a meeting w/ DOE/DAGS and others including Rep. Cindy Evans today (12/19/17) to discuss traffic/safety concerns, parking, etc. No specifics shared. Rep Evans also wanted to discuss improvements to or rebuilding Thelma Parker Gym and establishing “trade school” opportunities at WMS.

**WMS Title I Update:** PPrice reviewed the purpose of Title I is to “provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.” Each school is required to complete a yearly Comprehensive Needs Assessment (CNA) that identifies root causes/contributing causes of low student achievement. From this each school completes a Schoolwide Plan which describes how the school will improve academic achievement throughout the school (enabling activities), but particularly for the lowest achieving students. Both the root causes and the enabling activities are completed collaboratively at the school level.

Financial Requirements Form (FRF): Each school then completes an FRF (budget) on how it proposes to spend their Title I allocation. This must be approved by our Local School Board Executive Director (David Gibson at HC) and then the Public Charter School Commission Federal Programs Manager.



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All Title I expenditures must be aligned with the root causes/contributing causes identified in the CNA and the enabling activities in the Schoolwide Plan. Actual page numbers and descriptions of how the items will be used are required.

Each time the Title I allocation is revised at the school, a new FRF must be completed and this must be approved by HC and the Charter School Commission.

PRice said that at the start of the SY, Title I informs the school about its allocation for the year ahead and carryover from the previous year. WMS had expected about \$60,000 but instead, is receiving \$103,000 plus \$6,000 carryover. Reviewed FRF (budget) in detail. (attached).

Decided not to review **1<sup>st</sup> Semester Schoolwide Plan Monitoring Evidence** because just learned that some students had not yet completed 2<sup>nd</sup> Qtr STAR assessment; PRice will share data at the January LAP meeting. Will send out report prior to meeting and asked all to please review it before the mtg.

**Agenda Requests for 1/16/18 LAP Meeting:**

- AKendziorski asked to share school discipline plans including Chapter 19 prior to the meeting to review and discuss.
- AKendziorski will provide 1<sup>st</sup> Semester Budget Recap
- PRice will provide Title I 1<sup>st</sup> Semester Schoolwide Plan Monitoring Evidence.

Meeting concluded at 6:50 p.m. All thanked for attending.

**#####**

Attachments – WMS Budget Timeline  
Title 1 Report