



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

Meeting Title:	WMS Local Advisory Panel (LAP) - FINAL (Approved 1-11-16)
Date & Time:	4-6 pm, Monday, November 16, 2015
Members Present:	Community Reps: Colin Miura, Keawe Vredenburg, Jane Sherwood
	Family Reps: Marcie Neubecker, Graham Ellis
	Student Reps: None present
	Certificated Reps: Cherise Mundon, Tisha Gusman, Linda LoBue
	Classified Reps: Lori Ching
	WMS Admin: Amy Kendziorski, Janice English-Somerville
	WMS Staff: Patti Cook
	Ho’okako’o Board: Ken Fischer
	Ho’okako’o Staff: David Gibson
	Guests:
Community Members:	
Certificated Staff:	Rebekah Tucker, Erica Owens, Pat Rice, Naui Murphy,
Family Members:	Lisa Andrews w/ daughter/7th grader Noelani Andrews
Excused:	
Community Reps:	Patrick Hurney, Owana Wilcox
Family Reps:	Monique and Von Scott Wong
Student Advisor:	“Laz” Lazarus

Meeting commenced at 4 p.m.

Welcome, Introductions, Pule, Confirmed Quorum - Colin Miura

Community input: Community rep Keawe Vredenburg asked how the school was addressing Dengue Fever? Staff reviewed info secured from DOH/Civil Defense and sent out to faculty, staff, students and families. Also posted info on website, FB and made School Connects call home - included prevention info. Also secured supply of long sleeved shirts and long pants for students going to the garden and garden alerting garden staff to issues and prevention

WMS LAP MEETING - Nov. 16, 2015

strategies. Decided against using/offering students sprays with DEET - in part because no reported cases in the Waimea area.

WMS staff also said they would provide Dengue info at Friday's Take a LAP Fun Run and informed group that Waimea Cmty Association has reached out to DOH and County to schedule a Waimea community briefing. Date not confirmed yet but aiming tentatively at Dec. 1 evening briefing. Group agreed that WMS should partner in the community briefing and also continue to inform students and families about the issue and prevention and reporting strategies.

No minutes to approve - usual note taker Pam Potter has experienced ongoing medical issues due to injuries and this has precluded her attendance and follow-up. Janice will take minutes for this meeting. Group wished Pam speedy recovery. Group urged that if possible, minutes be distributed 2-3 days before meeting.

Mahalo to Dr. Ken Fischer - Dr. Fischer has resigned from HC Board and Amy and David Gibson conveyed gratitude to him on behalf of both HC and the school-community for his time and service. Group thanked him profusely - and presented a lei, card and cake and took a group photo. Brief break for personal mahalos.

Followup On School Leadership Discussion from previous meeting - Colin reported that WMS faculty and staff had been polled as discussed at previous meeting - 75% vote of confidence that Amy Kendziorski should continue to be school leader. Group conveyed thanks to Pat Rice and Tisha Gusman for coordinating and supporting the process of securing staff input. Also thanked Cherise Mundon and Keawe Vredenburg for suggesting the idea and Amy for being open to the input.

Next Steps Re: School Leadership - David Gibson reported that HGEA contract requires the position be post internally withing DOE in January or early February - Chris Kono/HR for HC will be consulted and coordinate this. In the past, no internal candidates have applied - however must interview any qualified candidates. Amy reiterated that she will let the school faculty, staff, families and LAP know her decision about whether to apply to continue to serve as Principal by December 31. Appreciated vote of confidence.

LAP Fun Run Update - Meeting agenda outlines the plan and logistics. LAP members asked to kokua throughout the event -- with setting up/running the event, but more importantly, reaching out to family and friends to participate!

Re: Silent Auction - Have over 40 items to date - thanked group for contributions - LAP community reps, teachers and staff have been very creative and have contributed an array of tempting auction items.

The event's purpose/intention was reviewed - it's a "development" opportunity to create excitement within and about WMS with a fun event that welcomes and feeds everyone, involves entire families and community friends and is also an opportunity to raise funds for classroom reading libraries for students. Reviewed costs and fee structure. Intended to attract as many students and families as possible, including elementary families with strong "Waimea Reads!" theme.

Silent Auction will follow a different format and will use numbers on the bidding sheet instead of names. It is hoped that this will increase bids because of anonymity.

Also discussed how to communicate "thank you" to donors. Reading teacher Rebekah Tucker committed to working with her students on thank you cards. Amy will prepare a formal letter to attach with student thank you cards that donors can use for tax purposes.

Because there is concern about attendance, group discussed how to boost participation. Rebekah suggested offering door prizes for students to encourage attendance. Group agreed we should use some of the silent auction items for student door prizes and that we should publicize this.

Ho'okako'o Update - David Gibson - Reviewed HC progress with recruiting additional board members - Criteria for the board will be skills based; reviewed who is currently on the board and addition of two new members - Manuel "Manny" Lawrence August, Jr., and Kumau Pineda-Akiona. Working to recruit more and welcome one or more from Waimea/Hawai'i Island. Board members now expected to participate actively in sustainability/fundraising. Added that someone w/ communications expertise would be needed too as Ann Botticelli will be stepping off the board.

WMS LAP MEETING - Nov. 16, 2015

Question asked about whether board members pay for their own travel; no, HC covers travel expenses but board members do not receive compensation - it's volunteer service.

Said that principals now report directly to the board, not to the ED; said the Exec Committee is comprised of chairs of each committee and the Exec Cmte will evaluate principals.

Discussed relationship between LAP and the Board - intended to improve communication - be the voice of the school and community to the off-island governing board.

Have added two positions of the HC staff: A project manager and administrative assistant; proposed data specialist position is on hold.

Interim Principal's Update - Amy Kendziorski)

Charter School Commission – Contract Renewal Process - Reported that there's an important meeting 11/19/15 for the commission to either accept or defer proposed process. Lots of opposition but regardless, we should know that academic performance will be a major component of the renewal process for all schools.

Kamehameha Schools/Ho'olako Like - WMS 2016-17 grant application due December 15; Amy and Pat Rice are working closely with faculty and staff to draft the 2016-17 proposal; WMS is not a guaranteed recipient - it is no longer "embedded in the law" that WMS shall receive \$1,500/pupil. Really don't know what to expect but working hard to build stronger, more meaningful ties to KS leadership - attending Po'o meetings and participating actively in discussions including defining what it means to be a "Hawaiian focused public charter school."

WMS Development Focus - As mandated by Accreditation, we have now secured a FT position to focus on this and also funding to support stepped-up Family Engagement as requested by faculty-staff and LAP. These positions are dependent on KS funding. Amy is working with HC to define these positions and begin recruiting.

Student-Family Conferences: Nov. 24-25:

6th grade: Doing them w/ Advisory teachers - student comes with parents for 20 minutes; reviews portfolio with exemplars and goals, test scores; SBAC, STAR, ALEKS and grades.

7th grade: Doing w/ Advisory teachers - student comes with family for 20 minutes with portfolio that includes exemplars, goals and test scores.

8th grade: Changing format based on feedback to teachers from LAP parent group and conversations with grade level team. 25 minute rotation by teachers so families talking direct to teachers; students have set goals for each class; strong data driven focus - information shared by each teacher to create home-school connection and commitment.

Group urged teachers to please make sure parents know how to contact teachers by email. Was a question about Jupiter Grades - use and access; Janice committed to sitting in the computer lab during conferences to teach parents how to access and use Jupiter.

Janice noted that Jupiter email system is a good tool to use to contact parents.

'Waimea Reads!' update: "We killed the tent" - wind blew it down/bent legs; have to order replacements. Having a pop-up reading booth at the Saturday farmers market has been good visibility but need to evaluate whether it is best use of time and resources. School has been given quite a few books by community members, churches, etc. and, in turn, has given away quite a few books too. But, in general, the customers at the farmers market are not WMS families.

Partnerships - Recap:

1 - Great K(Arts) Grand Finale performances. Two shows including one for all WMS students and WES 5th graders. Best show ever with new "Talk Show" format - provided students with an opportunity for public speaking. Special thanks to

WMS LAP MEETING - Nov. 16, 2015

parent rep Graham Ellis who taught juggling - the student performance was awesome and kids really loved him and what they learned. Required tremendous focus by students.

2 - Waimea Ocean Film Festival = Free tickets for faculty/staff and heavily discounted tickets for students

3 - Fairmont Orchid - 40-member leadership team coming for a workday Dec 9, 2-5 p.m.

4 - KTA flu shots for staff - Mahalo!

5 - Robotics - At District Finals in Kona, WMS students took the island championship, thereby securing a seat in Statewide finals Dec. 5 in Honolulu

6 - Plastics & Our Oceans - a new learning opportunity for middle school students w/ UC Santa Barbara, NOAA and others - students invited to submit entry to participate in what will include a trip to Honolulu to learn about the science of plastics and their impact on the ocean environment and what could be done to address this with legislation.

7 - Hawai'i Island Food Basket - will begin giving WMS snack packs for every student to take home before long weekends or holidays. Funder has said this is only for public charter schools, so all WMS students will receive first snack pack prior to Winter Break but WES students will not receive this - though we did urge this.

STEM Building Construction – Ahead of schedule; Isemoto's crew have been terrific to work with.

CFS/WMS Student Career Exploration Day - Wed Jan 27, 2016 - Program will involve all WMS 6th, 7th and 8th graders. Pat Rice reviewed the plan and handed out a letter to all LAP members asking help with recruiting presenters. Letter had form attached to submit when presenter is confirmed.

How LAP Can Help w/ Continuous Academic Improvement For All - Colin Miura

- 1) Pa'ahana Day - Thurs., Dec 3. Volunteers needed from 10 a.m. to noon.
- 2) 6th grade welcomes help with making phone calls re: students not attending school; also welcomes help with recruiting mentors for Connecting For Success.
- 3) Landscaping - Amy to check re: contract issues but thinks volunteers can work on weekends.

Meeting adjourned at 6 pm. The next LAP meeting is scheduled for Monday, Jan. 11, 2016.

Drafted by JES/PC.