



**Meeting Minutes – FINAL – Approved 1-28-13**

<b>Meeting Title:</b>	<b>WMS Local Advisory Panel (LAP)</b>	
<b>Date &amp; Time:</b>	<b>4:30-6:30 pm, Mon., Jan. 7, 2013</b>	
<b>Members Present:</b>	<b>Community Reps:</b> Dr. Kamana Beamer (Chair), Guy Kaulukukui (HC) <b>Family Reps:</b> Lori Bergin, Bernie Marsh <b>Student Reps:</b> Jeren Soriano (7 <sup>th</sup> ) <b>Student Advisor:</b> Jade Bowman <b>Certificated Reps:</b> Erica Owens (6 <sup>th</sup> ), Nau'i Murphy (8 <sup>th</sup> ) <b>Classified Reps:</b> None <b>WMS :</b> Matt Horne (Principal), Patti Cook (Community Liaison) <b>Ho'okako'o Rep:</b> Dr. Megan McCorriston (HC LSB)	
	<b><u>Guests:</u></b>	Wai'ale'ale Sarsona (KS/Ho'olako Like Division), Natalie Nimmer (HAIS), Elaine Warner (community member), Daniel Gomez (parent), Warren Tamaye (Head Custodian/Athletic Director), Helene McTavish (ELL Teacher & Testing Coordinator), Nancy Lindsey (parent), Johnna Marsh (7 <sup>th</sup> Grade Student)
	<b><u>Excused:</u></b>	<b>Community Reps:</b> Dr. Christian Veillet, Pete Hendricks, Robert Witt <b>Family Rep:</b> Melissa Mahi Lindsey <b>Certificated Reps:</b> Eunice "Laz" Lazarus (7 <sup>th</sup> ) <b>Classified Reps:</b> Michelle Kauhi, Kiki Kihoi
	<b><u>Absent:</u></b>	<b>Student Reps:</b> Serenidy (DeeDee) Delos Santos (6 <sup>th</sup> ), Kiara Lorenzo-Rodrigues (8 <sup>th</sup> ) <b>Student Alternates:</b> Hailey Mae Witcraft (6 <sup>th</sup> ), McKella Spencer (7 <sup>th</sup> ) & Holi Bergin (8 <sup>th</sup> )

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Topic:	Discussion:	Action:
<p><b>1. Welcome – Dr. Kamana Beamer</b></p> <p><b>a. Introduction of Guests</b></p> <p><b>b. Confirm Quorum</b></p> <p><b>c. Review &amp; Approve Minutes from Nov. 26</b></p> <p><b>d. Preview Agenda</b></p> <p><b>2. Public &amp; LAP Member Comments – Dr. Kamana Beamer</b></p> <p><b>3. Report on After-School Athletics Program</b></p>	<p>Athletic Director Warren Tamaye briefed the group on the program sharing a PowerPoint depicting a variety of 1<sup>st</sup> Semester athletic activities. Said Athletics is open to all students though school monitors grades and behavior as spelled out in Student Planner; no transportation provided; all receive a t-shirt for participating. Quite a few students do opt to participate.</p>	<p>Meeting started at 4:40 pm Opening pule by Dr. Beamer.</p> <p>Lori Bergin served as timer.</p> <p>Went around the room to introduce all present; special thanks to Wai’ale’ale Sarsona (KS/HLD) and guest-presenter Natalie Nimmer w/ HAIS for coming and their support of WMS. Dr. Beamer thanked all for their interest and attendance and encouraged everyone to continue inviting family/friends to monthly meetings.</p> <p>Quorum confirmed.</p> <p>Minutes approved as is for posting on school and HC websites.</p> <p>No changes to agenda. Dr. Beamer informed group that the next LAP meeting (1/28/13) would be Dr. Christian Veillet’s last as he’s relocating to the mainland to lead an astronomy project in Arizona. LAP will say farewell to him at next meeting.</p> <p>No comments.</p> <p>Very positive feedback from LAP members, thanking Mr. Tamaye and Coaches for their dedication. Also thanking Fairmont Hotel for donation of shoes, etc. Also, group acknowledged how well our students have done at various meets and games – many are clearly “natural” athletes and also have demonstrated willingness to persist/show up for practice and work hard.</p> <p>Question about cost of the program to the school: MHorne reported it’s about \$15,000 annually, mostly for modest stipends for coaches and also the school covers modest P&amp;R fees and provides transportation and snacks for most games when</p>

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<p><b>4. Principal's Update – Matt Horne</b>  <b>a. Data Update</b></p>	<p>MHorne briefly reviewed 1<sup>st</sup> Semester data as available – grades not completed yet. Attendance has dropped to 94.7% after strong 1<sup>st</sup> Quarter results, and tardies have increased.</p> <p>Also reported enrollment up to 289 but current 8<sup>th</sup> grade is very large (101 students) and incoming 5<sup>th</sup> grade is small, so we expect to see drop in enrollment next year; this has serious financial impact on school's budget.</p> <p>Also reported "high mobility" – 47 students have entered school since start of the year and 35 have left = 1/6 of students are "new" – "a big issue/challenge for teachers."</p> <p>Reviewed HSA LA – 1<sup>st</sup> Round: students did better in the first round this year than last year. HSA Math – didn't do as well – explained that math is "skills based" – if the question is about ratios, you really cannot guess, where w/ reading, there's more "crossover." Said we have more students that we need to move up in math than reading to achieve "Safe Harbor."</p> <p>MHorne said LA/Math teacher teams are implementing strategies to help students meet benchmarks in both LA and Math.</p> <p>MHorne shared behavior referral data – in general, WMS student behavior is very positive with a very small number of incidents compared to elsewhere in Hawaii and the US, but was a slight increase last year. Explained that changes in the number of referrals for different offenses "can mean a lot of different things" – ie, better reporting, a "crackdown" on specific violations (ie., cell phones, dress code). Reviewed briefly what constitutes A-B-C-D offenses (D being the lowest level, A being the most serious – see Student Planner for more specifics).  Generally:  D: Bullying, non-compliance, cheating, dress code violations, vulgarism/insulting another student  C: Insubordination, smoking, truancy, cell phones, contraband  B: Disorderly conduct, gambling, harassment, theft  A: Assault, fighting, burglary, dangerous weapons/substances, extortion, sexual offenses, threatening.</p>	<p>not in Waimea. Also noted that students/coaches fundraise with a snack shop so taken altogether, the school "enjoys a lot of bang for the money spent on athletics."</p> <p>See PowerPoint for data. Report cards to be mailed later this week to all families.</p> <p>Parent Lori Bergin (also a WES teacher) commended that "we should be aiming higher than "Safe Harbor" – that this should be viewed as "the bare minimum." All agreed.</p> <p>Parent/Teacher Lori Bergin commented that "cheating" should be a more severe offense than a "D"</p> <p>Parent (and former WMS EA) Nancy Lindsey said: "In fairness to students, last year was very emotional time for our students – several terrible tragedies occurred" that may have resulted in an</p>
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<p><b>b. Vice-Principal &amp; Technology Coach</b></p>	<p>VP Recruiting: MHorne reported that 4 candidates were interviewed by 2 panels (one involving Dr. Beamer and HC reps, one involving school reps). Have not yet conducted reference and background checks but did say that all candidates had Hawai'i ties. Acknowledged that it's historically difficult to attract exceptional candidates with mid-year postings. Would have more info at the next meeting. Thanked Kamana Beamer and participating faculty-staff for dedicating a full day to these interviews.</p> <p>Tech Coach Recruiting: No qualified applicants to date; did receive 2 applications but one had no educational background and one didn't meet minimum criteria. Will broaden the search.</p>	<p>increase in behavior issues. Many agreed with her.</p> <p>Several WMS teachers/staff also explained that there was a serious crackdown last year on cell phone abuse/misuse – this year students know better; ditto dress code but this contributed to rising behavioral referrals last year.</p>
<p><b>5. LAP ByLaws &amp; Charter Updated – Edited by Patti Cook, Discussion Led by Dr. Kamana Beamer</b></p>	<p>MMcCorrison reported receiving WMS LAP's proposed Charter and ByLaws revisions and submitting them to the HC Governance Committee, which had approved them and was now forwarding them to the full Board for review/adoption at the 1/10/13 meeting. Said there were only "a couple of minor tweaks" – technical references to legislation in the draft Charter document, which was expected. Also, the Governance Committee wanted to add a signature by the Principal to the ByLaws to indicate approval. Adoption expected at the 1/10/13 meeting and would send final documents back to MHorne to share w/ LAP, post on school website, etc.</p>	<p>MHorne encouraged LAP members/friends to help spread the word about the tech coach position &amp; encourage potential candidates to apply.</p>
<p><b>6. Characteristics &amp; Recommendations for Additional LAP Members – Dr. Kamana Beamer</b></p>	<p>KBeamer asked for additional input on both characteristics and specific names of individuals to be considered for (1) LAP and (2) HC Board on behalf of WMS.</p>	<p>LBergin: Said community representatives on both LAP and HC Board should have "community rootedness – someone who is a part of Waimea – perhaps someone who has had student here or who went to school here."</p> <p>KBeamer committed to following up with Dr. Mike Chun and Robert Lindsey. Elaine Warner said she would think about it and will meet with MHorne. EOwens said she would follow-up with Dr. Ken Fischer. Other names suggested included Matt Hamabata, Betsy</p>

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<p><b>7. Accreditation Framework Overview – Natalie Nimmer from HAIS</b></p>	<p>LBergin reported that Mrs. Melissa Mahi had confirmed to her in writing that she is unable to attend LAP meetings due to her father’s illness – regrets this sincerely and apologizes and said she was resigning to permit another family member to be elected to represent family interests/concerns.</p> <p>Group discussed process to elect a new Parent LAP Rep.</p> <p>NNimmer explained Hawai’i Association of Independent Schools (HAIS) is “like the DOE for private schools; said that when public charter schools became ready to seek Accreditation, it seemed that HAIS/WASC standards were more “comparable” than DOE standards” so HAIS stepped forward with support from Kamehameha Schools. She is currently working w/ 13 public charter schools statewide.</p> <p>Reiterated that Accreditation is “validation of what is working” – an organized process to identify areas of growth and step-by-step plan for school improvement that includes the entire school-community. It’s a collaborative, problem solving process with stakeholders including families and feeder schools. Added that “school improvement” shouldn’t slow down or stop for this process. See PowerPoint for more specifics.</p> <p>NNimmer shared with LAP that she had attended recent faculty-staff discussion of Self-Study First Draft – was “impressed” by the quality of the discussion – asking hard questions which is really essential; Self Study must “honest” and “evidence based” – ie., when visiting team comes, they must see and experience what the Self-Study says. The Action Plans should address areas that need improvement and specific plans on how this will be accomplished, so it’s okay if Self-Study is critical or reveals areas of concern. Also, we do not have to wait on making improvements/initiating changes now to address areas that need improvement.</p> <p>Was brief discussion of school’s various school-community surveys and how these should be incorporated in the Self-Study as “evidence.” It was agreed that WMS has valuable longitudinal data from the years of consistent surveys and that this should continue. WMS also expecting some new data from Kamehameha Schools as a result of students participating for the first time last May in the ‘Opio Survey.</p>	<p>Cole, and also asking Christian Veillet if there was anyone at CFHT that we should recruit.</p> <p>Group agreed unanimously – both to thank Mrs. Mahi for her contribution, and to initiate family election process ASAP, first soliciting self-nominations, then holding an election.</p> <p>WSarsona informed group that Kamehameha Schools’-funded surveys (‘Opio and family survey) are now <u>mandatory</u> for all of its 17 Hawaiian focused public charter schools. She will work w/ MMcCorriston and MHorne to</p>
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<p><b>8. WMS Accreditation Update &amp; Link to Continuous School Improvement – Accreditation Steering Committee Representatives</b></p>	<p>NMurphy &amp; MHorne briefly updated group , referring to the Accreditation Meeting Schedule &amp; Tasks Calendar that was printed on the back of the meeting agenda.</p>	<p>determine when these will be available to be sure they are completed.</p> <p>WMS focus groups are on time and on task. If any LAP members would like to read draft Self-Study or be more involved, please let MHorne know. Family input very important.</p> <p>Also, “The School’s Philosophy/Purpose” Focus Group did send the draft Vision, Beliefs &amp; School-Wide Learning Results” home to families for review/comment. As of 1/25/13, 67 families have signed and returned the draft with only one not agreeing:  Grade 6 - 38 approved; 1 didn’t agree  Grade 7 – 20 approved  <u>Grade 8 - 8 approved</u>  TOTAL: 66 approved; 1 didn’t agree</p>
<p><b>9. Community Open House Planning Help – Patti Cook</b></p>	<p>PCook explained the intention of an Community Open House – to “better tell the WMS story to families and the community” – as urged by LAP at an earlier visioning meeting and also to try to improve the financial stability of the school by attracting additional enrollment.</p> <p>Said that the school Leadership Team had met earlier that day and tentatively set the time/date for 5-7 pm, Wed., Feb. 27 in K-Classrooms &amp; Courtyard and possibly incorporate the “Stone Soup” project that was so successful back when Hawai’i schools were furloughing kids – thereby involving all students in the project and encouraging all families to attend. Also, that LT had discussed showcasing various school programs – ranging from ‘Ike, Mala’ai Garden, Robotics, Student Leadership, Athletics, etc. to curriculum and technology. Hope to involve students in presenting too.</p>	<p>NLindsey emphasized that we had to let people know this was happening and that so much has changed -- invite the community and tell our story using newspapers, radio/tv, website, banners, flyers, etc. –</p> <p>Suggest made to talk to some of the “new” families that have chosen WMS – ask “what attracted you?”</p> <p>DGomez spoke as a new parent (his son just started that morning at WMS) that he was very impressed with office team – Bernie Marsh, Betty Healy, Kiki Kihoi – how helpful they have been.</p> <p>NLindsey described her experience as a long-time parent – had students in the school a number of years ago when the community all said “the public schools were a nightmare – that you gotta get your child into HPA or Parker” but that this has changed. Also said that there are many who went to this school and have have gone on to</p>

