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“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 at 8/31/15 LAP meeting)
Date & Time:	4:30-6:30 pm, Monday, August 3, 2015
Members Present:	Community Reps: Colin Miura, Keawe Vredenburg, Jane Sherwood, Patrick Hurney, Owana Wilcox
	Family Reps: Marcie Neubecker
	Certificated Reps: Cherise Mundon (6th), Tisha Gusman (7th), Linda LoBue (8th)
	Classified Reps: Lori Ching
	WMS Admin: Amy Kendziorski, Janice English-Somerville, Patti Cook
	Ho’okako’o Board: Dr. Ken Fischer
	Guests:
Community Members: Pam Potter	
Family Members: Graham Ellis, Gayle Desha, Lisa Andrews	
Certificated Staff: Rebekah Tucker	
Excused:	
Classified Rep: Bernie Marsh	
Student Advisor: Eunice “Laz” Lazarus	

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WMS Local Advisory Panel (LAP) – Meeting Minutes – August 3, 2015 FINAL

Meeting commences 4:35 PM

Welcome, Intros & LAP Business (Colin Miura)

Opening Pule by Owana Wilcox.

Colin asked for minutes to be reviewed. Quorum established and Cherise moved to accept 4/27/15 minutes. Motion seconded and carried. June minutes corrections were specified. A discussion ensued regarding minutes needed to be simplified and not so literal. It was decided that Jane will work with Pam to revise the June 8 minutes, and will submit the revisions to Patti. June 8 minutes were tabled for August 31 meeting.

Note name correction: Kasey Souza should be Tracie Souza.

All present introduced themselves.

Community was asked if there was any input. No one came forward.

Patti reviewed LAP election status. Family seats (2) are open. Lori Bergin and Elsie Mijjena are vacating their seats. Ms. Mijjena has extended an offer to help with communicating on behalf of school with Marshallese families but can no longer continue on a permanent basis. Certificated seats: 6th grade: Cherise Mundon; 7th grade: Tisha Gusman; 8th grade: Linda LoBue. Classified Rep: one seat remains open. Patti explained self-nominating forms for LAP Family Reps will be sent home to families ASAP and that the timeline was designed to be concluded prior to the next LAP meeting on 8/31.

Interim Principal's Update (Amy Kendziorski)

Celebrations: Great start for the new school year.

Busses: 2 drivers hired; 1 to start soon, and 1 already transporting students. A big undertaking for school/office staff. Buses have state of the art technology...allows admin to track kids.

Summer STEM program: 53 kids completed the program. There were many partners that contributed to the success and funding of the program.

August 13 is preconstruction meeting for STEM building. Ken Melrose will assist school with advising on all aspects of construction to school personnel. We will plan for the groundbreaking to be a big event, once the date is set.

We haven't heard regarding funding proposal to KS. Additionally, we have applied for a R.E.A.C.H. grant to fund after-school programs to potentially reduce the amount of Neilan Foundation funds used for these purposes with the intent of redirecting Neilan funds into reading and other academic priorities.

KTA's annual Kokua i Na Kula fundraising program for public schools is beginning. Want to encourage faculty, community, parents, and kids to designate WMS when making purchases at KTA. It was suggested to include information about this in the 'Ohana News to make sure that WMS gets their share of the \$100K.

There are difficulties filling licensed SPED teacher positions as there is a statewide shortage of licensed teachers. Amy also expressed a need to recruit of pool of sub personnel in all areas (teachers, bus drivers, EAs).

Focus on priorities: Continuous academic improvement; Accreditation action plans; reading, assessment plans and assessment scores. Also, Charter Commission is developing guidelines which charter schools will have to meet in order to maintain charter status including focus on financial and operational practices and academic success.

Concern was expressed about speed with which the Commission is developing renewal policies. Amy explained that this process began two years ago. She is working to get fully up to speed on this process.

We need to grow family involvement and expectations for school. Part of being a Title 1 school is about establishing student/family/staff responsibilities as reflected in our Compact which every family receives for each of their children. Responsibilities for students, families and staff are delineated clearly.

Ohana News will be published biweekly, on same day as grade update (1st and 3rd Wednesdays). Jupiter Grades not posted as of this meeting. Still uploading student names, etc. There was concern expressed by teachers that this new Ohana News schedule in conjunction with Jupiter grades still needed more clear faculty involvement. It was

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recommended by the family subcommittee that it would be a good idea to coordinate posting of grades on Jupiter with the arrival of the newsletter to encourage parents to check grades. It is hoped that associating both will get parents to be more involved in grade checking and conversations with their child.

There was a discussion about revising the Compact which is a component of Title I to be more specific about some of the items in Compact which are fairly general. This can be done but the Compact is fixed for the remainder of the 2015-16 SY – had to be submitted many months back.

Gayle Desha raised issues with student led conferences in November. Parent only meets the homeroom teacher, no classroom teachers. Information should flow in both directions. Need more discussion and faculty input with regard to conference management.

Colin reminded everyone of the three items LAP was looking to deal with last year: improved student scores/student achievement; improved parent involvement; and discipline to support faculty. Our job is to make recommendations, but we don't want to dilute our efforts. Faculty can go back to meetings to express concerns in the other areas.

Janice will present behavior expectations to kids tomorrow to make sure students are aware there are consequences for inappropriate behavior. Parents need to know if there are behavioral issues. Referrals are made and parents are contacted.

Attendance is a priority: Being at school on time, and being at school all day. We want everyone at school. Absences must be excused, not just for students, but for staff as well.

AVID: Binder comes with pencil pouch and Wednesday Envelope is much sturdier plastic with Velcro seal inserted into the AVID Binder. School wide instruction on AVID has been given to help kids be better organized. It was great to see no one needed a pencil because they all had pencils in their binder.

Janice shared a PowerPoint about AVID. This program is highly regarded nationally for helping schools close the achievement gap. Teachers will be trained to use "WICOR" = writing to learn, inquiry, collaboration, organization & reading to learn. The AVID binder helps organizational skills. What we ask kids is how they learn. Are they: kinesthetic, visual, or auditory?

Waimea Reads!: There is a struggle in literacy in the school and the community. Reading specialist Rebekah Tucker has assessed all kids in the school and all students to have been assigned to a reading class where they are grouped homogeneously. Like readers are grouped together for reading classes. All faculty shares responsibility for teaching reading. We are improving classroom libraries in Language Arts classrooms and every student must have a book they are reading. This forms good habits for reading. Also, all students have a reading log to help in tracking reading progress. Planners have provisions to help kids identify and track reading scores.

Beginning with the first Saturday in September there will be a "Waimea Reads!" tent hosted by WMS at the farmers market. A scholastic book fair is planned for September and "Book Bucks" are being developed to encourage all students to read. Patrick suggested a summer reading program. Discussed doing more for fundraising to get a variety of books for all grade and reading levels. Group also discussed book storage space to avoid humidity problems, bug infestation, etc.

Group discussed repeating the "Take a LAP Fun Run/Walk" to fundraising for books. The most successful income generator from a fun run is the silent auction. Talked about timing event to coincide with the new Saturday farmer market. Fall date to maybe tie in celebration with busses and vans so people know their donations made some impact. Group agreed to again host a "We're Going Places – Take a LAP Fun Run/Walk" to raise funds for reading program.

School Leadership: Keawe prompted a lively discussion regarding "Interim" Principal title – suggesting he and others want a sense of confidence that Amy was here to stay.

How LAP Might Help- Kaizen & Meaningful Incremental Measurements (Colin Miura)

Colin suggested that at the next faculty meeting the teachers ask, "What can LAP do for teachers? To recap, the three things asked for previously were: aid student scores/student achievement; improve parent involvement; and improve discipline.

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Janice has a program for the discipline issues, as she explained.

A greater challenge is to find more parents to be on LAP's Family Engagement Subcommittee. Please suggest any prospects to Colin or Patti for recruitment. Colin suggested parents are on overload; it's not that they don't care.

Student achievement is first priority. Colin wants some kind of periodic tracking for Amy to work with faculty and share with LAP. Kaizen involves a process of looking at small incremental measurements for progress, then the big ones will naturally be met. Colin requested Amy to present more suggestions for next meeting on measurements for LAP to follow.

Amy and Janice were requested to look at the amount/type of homework assigned. This request came from LAP's Family Engagement Subcommittee. Comments have been made that "kids don't do it" but Colin said if they do their homework, it will help student achievement scores. Homework debate is huge and not just at WMS. Another issue: working on lessons at home can result in students learning something incorrectly and then it has to be relearned properly.

All reminded that the school provides free Homework Help. Jane asked for some kind of session to aid parents in teaching or support learning: Singapore Math, for example. How can a parent help if they don't understand the current learning process? As teachers, it was said a grading policy and a syllabus is provided. Amy and Janice can look into making teachers more accountable. Who is giving homework, and who isn't? An individual teacher is part of bigger system. Grade level chair and department chair to provide consistency in learning (and make sure all tests aren't scheduled at the same time across subjects).

Student Planners have not arrived yet. 6th grade teachers check planners at least weekly. 8th grade teachers will try this year to be more consistent about checking each week and responding to parent notes. No one could comment on 7th grade practices. We were reminded that improved planner checking and usage across grade levels would involve parent communication.

The year-end Family Survey produced comments from families that all tools are not consistently used by everyone. No one solution suits everyone; we provide a variety of communications tools and hope families will find the one that works for them: email, written notes, phone call? As a school we are looking to encourage the flow of information in both directions. Amy commented that family survey data has yet to be analyzed, but it is mostly used for grant compliance.

LAP's Family Engagement Subcommittee has said that the top three ways they prefer receiving information was:

- 1) Student Planner
- 2) Jupiter Grades
- 3) School Connects phone calls/emails/text messages home to families.

FUTURE LAP MEETINGS: Meeting time moved to 4-6 p.m. this SY. A calendar of LAP dates was distributed as an attachment.

Question asked by Amy: How often do we want HC to participate in LAP meetings? Our budget doesn't allow monthly travel. It was stated that LAP wants HC participation but no need to fly in from Honolulu for 1-½ hour meeting. Board members can call in by phone or skype and they can participate in person on rotating basis.

Ken Fischer made it clear that if there is anything LAP wants him to bring back to HC, he is willing. Ken will fly to participate in HC meeting this coming Wednesday.

Cherise asked Ken to bring the answers to two questions back to LAP: Provide an update on HC's Strategic Planning, and what are the findings of Islander Institute? Corollary to that: What are our next steps?

Keawe continued by asking about what progress HC has made in fundraising? Another important component that needs to be asked about is the activity level regarding lobbying the legislature? It was suggested that HC not do this alone, but to work with the network. All agreed we need to improve the per pupil allotment.

Good news: we \$330,000 ahead of last year on grants and donations.

LAP issues to get back to on 8/31 meeting:

- What can we do to help teachers?
- What measurements can we use?
- What's happening w/ student led conferences?
- Student Planner and homework issues (Amy and Janice)

- Financial update quarterly

Meeting adjourns @ 6:53 pm

Next LAP Meeting is scheduled for **4 pm** on 8/31.

Attachment: 2015-16 SY LAP meeting schedule