



Local Advisory Panel Meeting Minutes – Tues., Aug. 21, 2018 4:30 - 6:30 PM
Keaoākea STEAM Learning Center Demonstration Lab (Z105)

Time	Activity	Facilitator	Notes
4:30pm	<ul style="list-style-type: none"> • Call Meeting To Order - Pule, Welcome, Introductions, Quorum • Review 5/15/18 LAP Meeting Minutes 	Jane Sherwood/ Janice English	Called to order 4:45 p.m. No Quorum; deferred approval of minutes.
4:40pm	Welcome New Principal Janice English: Principal’s Report - “A Year of Refinement”	Janice English	
5:05pm	<p>Additional More Schoolwide Priorities</p> <ul style="list-style-type: none"> • Title I Requirements – See attachments: <ul style="list-style-type: none"> ○ WMS Parent & Family Involvement Policy ○ Student-Family-Staff Compact • Accreditation Requirements <p>Discuss LAP support for school initiatives based on Principal’s Focus, Title I and Accreditation</p>	Pat Rice / Janice English / Jane Sherwood	
5:50pm	<p>New SY for LAP: Set meeting schedule</p> <p>LAP Membership:</p> <p>Community Reps (5):</p> <ul style="list-style-type: none"> • Recommend Jane Sherwood & Keawe Vredenburg continue as Community Reps to Ho’okako’o Corp. (HC) • Recommend Pete Hendricks be recommended as community Rep to HC • Continuing: Liana Honda, Kasem Nithipatikom <p>Family Reps (3): Self-nomination forms sent home; election in progress</p> <p>Certificated Teacher Reps (1 per grade level):</p> <ul style="list-style-type: none"> • 6th: Barbara Haight • 7th: _____ • 8th: Linda LoBue <p>Classified Reps (2): Election in progress.</p> <p>Coming events:</p> <ul style="list-style-type: none"> • Wed., Aug. 29 – Family Open House & Title I Annual Meeting – 4:45-7 p.m. – Begins in Cafeteria, small meetings w/ teacher teams in classrooms, classroom visits, then return to cafeteria for dinner & overview – LAP members invited. • Fri., Sept. 14 – Take A LAP Fun Run & Silent Auction – “Trek for Tech” – GOAL: \$8,000 for technology work stations for 21st century teaching 4 p.m. Cafeteria (Registration, Bingo, Silent Auction begins) 	Jane Sherwood	

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	<p>5 p.m. Run/Walk! 5:30 p.m. Dinner & Door Prizes 6:15 p.m. - Silent Auction closes</p> <p>Fun Run/Auction Help Needed:</p> <ul style="list-style-type: none"> ○ Donate &/or solicit auction items & bingo door prizes ○ Suggest/help secure incentives for student participation? ○ Teachers/staff to create gift baskets ○ Assist with auction and fun run coordination ○ Encourage community participation in both run and auction <p>• Wed., Sept. 26 – WMS Family Literacy Ho‘ike – 5-7 p.m. – Mana Christian ‘Ohana’s Kahilu Town Hall – Student poetry presentations</p>		
6:05pm	<p>New Business Community Input (2 minutes each)</p>	Jane Sherwood	

Attachments: WMS Parent & Family Involvement Policy & Student-Family-Staff Compact; Principal’s PPT Presentation.

Attendance: 8/21/18

Community Reps: Jane Sherwood, Keawe Vredenberg, Liana Honda, Pete Hendricks

Family Reps: Recruiting

Certificated Reps: Barbara Haight (6th), Jamilynn Mareko (7th), Linda LoBue (8th)

WMS Admin: Janice English

Ho’okako’o Board: Dr. Paul Nakayama

Ex Officio: Patti Cook (Community Development)

Guests: Dr. Roger Gremminger (community member) & Pat Rice (Title 1 & Grant Coordinator), Mrs. Nerlita Galleta (parent)

Formally welcomed new Principal who then presented a PPT overview of plans for the year ahead (see attached). Discussed 2 new curriculums (Illustrated Math & Amplify Science), expanded focus on project-based learning w/ 7th biting of PBL now that they are all together in W building and able to more easily collaborate. Agreed teachers need more planning time to support PBL – Saturdays seem the best; need stipend funding – some provide by KS and Title I but may need more. Stronger Social-Emotional-Learning focus – using ClipShout curriculum – fairly easy to implement and is aligned w/ IKAIR Core Values. Will continue monthly Character Trait focus with August being Kaizen: September will be Perseverance/Courage.

Continuing to use AVID strategies – each department has selected their priorities.

Discipline: Reviewed and discussed procedures.

Improved schoolwide communication “appreciated by all” said Pat Rice; includes use of Google Docs for a central location for all docs; weekly staff bulletin; leadership meetings, Common Team Planning time for teachers.

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Family Communications: Discussed SchoolMessenger (calls/eblasts to families) – Jane Sherwood not receiving; will look into why not receiving. Wednesday Envelope/flyers. Also discussed need for a Parent Handbook. No resolution.

Reviewed 'Ike Hawai'i/Cultural Learning/HCBCE PD w/ Kamehameha Schools; HA integration and hosting statewide HA workshop here at WMS in March 2019.

Discussed Sept. 14 WMS LAP “Trek 4 Tech” Fun Run and Accreditation – need to recruit community and family to participate in next round of Accreditation, beginning with a self-study. Pat Rice will serve as our Self-Study Coordinator. Explained new format for Accreditation. In the meantime, WMS is finishing up our current Implementation Plans. Self-Study will lead up to the next formal visit in Spring 2020. Very important to continue the high level of inclusiveness that WMS achieved last time around w/ Accreditation – involving all stakeholder groups in the process ensures “buy in.”

Title I: Pat Rice reviewed the intention, expectations and funding, including Family Involvement Policy and Compact (both attached).

LAP Organizational Details:

- 1) Agreed LAP will continue to meet on the 3rd Tuesday of the month, 4:30-6 p.m. in STEAM Learning Center. Will combine Nov-Dec meetings and move March date to 2nd week due to Spring Break. Meetings will be: Oct. 16, Dec. 4, Jan. 15, Feb. 19, March 12, April 16, May 21, 2019. Will be posted on WMS website.
- 2) Voted unanimously to recommend reappointment by Ho'okako'o Corp. Board of Jane Sherwood and Keawe Vredenburg to LAP as Community Representatives, and appointment of Pete Hendricks as a Community Rep. Pete was a previous LAP Chair and former WMS parent and grandparent and very active in the community – excellent at facilitating partnerships.
- 3) Have sent home Family Self-Nomination Forms; awaiting return. If anyone has a recommendation of a family member who would had time and interest, please let Janice or Patti know to follow up.
- 4) Teacher Reps: Barbara Haight confirmed for 6th; Linda LoBue for 8th; 7th may have a “floating teacher rep – Jamilynn Mareko will attend as often as possible.
- 5) Certificated Reps: Amy Kailimai has agreed to serve again; still trying to recruit 2nd rep.

Coming Events:

- **Annual Open House:** Wed., Aug. 29 – 4:45-7 p.m. - Everyone invited.
- **LAP ‘Trek 4 Tech’ Fun Run:** Fri., Sept. 14 – 4-7 p.m. – Everyone invited to participate; especially need help with auction donations please. Will email flyers and “ask” letter to LAP members. If you have suggestions about a company or service to “ask,” let Patti know for followup.
- **Family Literacy Ho'ike** – Poetry Presentations: Wed., Sept. 26 – 5-7 at Mana Christian 'Ohana's Kahilu Town Hall – All invited! See literacy in action.

Other Business: Liana Honda asked about the status of main office following up on earlier conversations last April-May. Admin-teachers agreed it's much better; good team spirit. Group discussed how to make the experience even more inviting – both in appearance and welcome by staff – “1st greeting so important.”

Meeting adjourned at 6:10 p.m.