



**Meeting Minutes – FINAL/Approved 10/29/12**

<b>Meeting Title:</b>	<b>WMS Local Advisory Panel (LAP)</b>
<b>Date &amp; Time:</b>	<b>4:30-6:30 pm, Mon., Sept. 24, 2012</b>
<b>Members Present:</b>	<p><b>Community Reps:</b> Dr. Kamana Beamer (Chair), Pete Hendricks, Dr. Christian Veillet  <b>Family Reps:</b> Lori Bergin, Bernie Marsh  <b>Student Reps:</b> Serenidy (DeeDee) Delos Santos (6<sup>th</sup>)  <b>Student Advisor:</b> Jade Bowman  <b>Certificated Teachers:</b> Erica Owens (6<sup>th</sup>), Eunice "Laz" Lazarus (7<sup>th</sup>), Nau'i Murphy (8<sup>th</sup>)  <b>Classified Reps:</b> Michelle Kauhi, Kiki Kihoi  <b>WMS :</b> Matt Horne (Principal), Patti Cook (Community Liaison)</p> <p><b>Ho'okako'o Rep:</b> Dr. Megan McCorriston (HC LSB)</p>
	<p><b><u>Guests:</u></b> Pauline Lo Bailey (HC Board Chair), John Balaam (parent), Kathi Foster (8<sup>th</sup> grade teacher), Tisha Gusman (7<sup>th</sup> grade teacher), Margaret Wille (community member)</p> <p><b><u>Excused:</u></b>  <b>Community Reps:</b> Robert Witt  <b>Family Rep:</b> Melissa Mahi Lindsey</p> <p><b><u>Absent:</u></b>  <b>Community Reps:</b> Guy Kaulukukui  <b>Student Reps:</b> Jeren Soriano (7<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>) &amp; Holi Bergin (8<sup>th</sup>)</p>

**Topic:**

**Discussion:**

**Action:**

<p><b>1. Welcome &amp; Introductions – Dr. Kamana Beamer</b></p> <p><b>a. Introduction of New 6<sup>th</sup> Grade Student LAP Members</b></p>	<p>New HC Board Chair Pauline Lo Bailey introduced herself and briefly discussed her vision and support for WMS and how she and new Board VP Ann Botticelli plan to work with each other and with the schools.</p> <p>PLB: Heads up Human Resources and all co-curricular programs at Punahou; has an MA and before joining Punahou, she ran an early childhood/infant-toddler program and also worked for a large multi-national, so understands navigating between business and education. Has been on HC board several years and is "very committed to the work we are doing"; upon being elected HC Chair, she dropped all other boards to focus on HC and its schools.</p> <p>Megan McCorriston added that PLB has an excellent working relationship with Kamehameha Schools – is a KS alumnae. This will be helpful given increased scrutiny and accountability with both KS and the Legislature.</p> <p>MM said Ann Botticelli also has close</p>	<p>Opening pule by Laz.</p> <p>LAP members welcomed Mrs. Bailey and invited her to future meetings.</p> <p>Question asked about the term of the HC Board Chair. PLB: 2 years but the individual can serve 2 consecutive terms; PLB said she wants to be in the leadership position at least 3 years to accomplish her goals.</p>
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<p><b>b. Confirm Quorum</b>  <b>c. Review &amp; Approve Minutes</b>  <b>d. Preview Agenda</b></p> <p><b>2. Public &amp; LAP Member Comments (5 mins) – Dr. Kamana Beamer</b></p> <p><b>3. Report from Students: Cross Country Team</b></p> <p><b>4. Update on Accreditation Process (5 mins) – Nau’i Murphy &amp; Matt Horne</b></p>	<p>relationship w/ KS and is very effective with legislators.</p> <p>PLB briefly discussed HC’s relationship w/ KS; KS recently underwent a self-initiated audit that identified concerns related to its support of Hawaiian focused PCSes – accountability being the key issue. This is changing HC’s relationship with KS – initially, HC had a 5-year MOA, now KS is operating w/ one-year MOAs with all of its PCSes – “we must keep KS informed and AB and I pledge to do that,” said PLB. She added that KS does not want to fund “the basics – facilities, utilities, etc. nor do they want to fund leadership development or administration; KS \$\$\$ must be spent on academic improvement and cultural learning.</p> <p>New 6<sup>th</sup> grade Student LAP Rep Deedee Delos Santos introduced.</p> <p>Dr. Beamer shared that he and wife are expecting a son Feb. 1, 2013.</p> <p>Students unable to come but PCook briefed group on recent gift of Adidas running shoes and gear to students by Fairmont Hotel and Sept. 29 5<sup>th</sup> Annual WMS XC meet – all invited, help welcome.</p> <p>Nau’i reviewed Focus Group process, timing and reiterated invitation to LAP members/school-community to participate in focus groups. Reviewed that the current Accreditation Self-Study phase was to help the school-community really understand where we are at, then the next phase will be to develop specific Action Plans for continuous improvement. Matt thanked everyone for the time and serious effort being put into the self-study. The first draft of the study must be completed by the end of November, then we will have December to review and</p>	<p>Quorum confirmed.  Minutes approved unanimously to be posted on school website.  No changes proposed to agenda.</p> <p>JBalaam suggested securing publicity about our XC team’s successes and coming meet; PCook reported that stories &amp; photos were featured in the ‘Ohana News, on website and were sent to NHN, WHT. Also, big feature w/ pictures appeared in NHN re: Fairmont gifts to students.</p> <p>Several LAP members &amp; regulars are serving on various Focus Groups:</p> <ul style="list-style-type: none"> <li>● John Balaam on Finance</li> <li>● Dr. Ken Fischer on Governance</li> </ul> <p>If anyone interested in participating, please let Patti Cook know. While most groups meet during the week day, some will be meeting in the evening.</p>
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<p><b>5. Update on Vision Setting – Tisha Gusman &amp; Kathi Foster</b></p>	<p>finalize before Winter Break. Matt assured LAP that there is funding available to provide stipends, as needed, to keep process moving to meet end of year deadlines.</p> <p>See attachment. Tisha &amp; Kathi, representing the Accreditation Focus Group on “The School’s Philosophy/Purpose” shared draft “Vision &amp; Beliefs” statements that reflect tremendous effort and widespread internal school input and asked LAP’s input as required by the Accreditation process.</p> <p>They noted that the “Vision &amp; Beliefs” received priority attention because they impact so many other aspects of the Accreditation Self-Study process.</p>	<p>Group responded favorably to Vision statement as is – that it captured prior input from LAP, but had several suggestions re: “Beliefs.”</p> <ol style="list-style-type: none"> <li>1) Laz: Move “students” up to first in list of Stakeholders in bullet point #1;</li> <li>2) Laz: Possibly change word “Administrators” to “School leadership”?</li> <li>3) Consider Inserting the word “shared” into 2<sup>nd</sup> bullet – ie, “It is the school’s shared responsibility”...</li> <li>4) Consider changing the word “teach” to “help students develop” in 2<sup>nd</sup> bullet</li> <li>5) Move 2<sup>nd</sup> bullet point down to become 4<sup>th</sup>, moving up other bullet points relating to students so they appear higher in priority.</li> <li>6) Dr. Beamer said he really liked 3<sup>rd</sup> bullet point.</li> <li>7) Question asked re: Core Values – should “I KAIR” be a part of this? Also, where does Pa’ahana fit in?</li> </ol> <p>Kathi &amp; Tisha will take this input back to Focus Group to consider. Will report back to LAP at next meeting.</p>
<p><b>6. LAP Bylaws and Charter Discussion</b></p> <ol style="list-style-type: none"> <li>7. Are there any differences that need to be highlighted?</li> <li>8. Is there a preferred document as a starting place?</li> <li>9. What will it take to align the two?</li> <li>10. Are there any other discoveries or questions?</li> </ol>	<p>See attached notes.</p>	<p>After lengthy Charter/ByLaws discussion, it was agreed that a subcommittee should be formed to proposed revisions of both the WMS LAP Charter and WMS LAP ByLaws to be presented for review/discussion at the next LAP meeting.</p> <p>Matt Horne, Pete Hendricks, Laz &amp; Patti Cook volunteered to serve on the subcommittee.</p>
<p><b>11. Ho’okāko’o Update – Megan McCorrison</b></p>	<p>Megan and Pauline Lo Bailey briefed LAP</p>	



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<p><b>d. Technology Update</b></p>	<p>Westerman’s own/run a technology consulting firm that designs &amp; manages entire computer networks for major national educational institutions including Penn State, Univ. of California, etc. They have offered to assist WMS with their expertise to revamp our network, upgrade servers, etc.</p>	<p>MHorne scrambling to respond to the Westerman’s initial request for a comprehensive inventory of our existing network – hardware and software. Said our system is very typical of DOE – hardware and software “aging” and patched together haphazardly and not one really knows all the details. He is working w/ our tech staffer to respond to their request, and is hopeful that the Westermans could help us make significant progress to address schoolwide concerns and vision of providing students 21<sup>st</sup> century technology tools and learning opportunities. He said that potentially, the in-kind value of the Westerman’s time and support could exceed \$250,000. Will keep LAP updated.</p>
<p><b>13. Announcements: Coming Events &amp; Opportunities – Patti Cook</b></p>	<p>LAP members invited to 5<sup>th</sup> Annual WMS Cross Country Meet and ELL/MEP Family Night.</p>	
<p><b>14. Concluding Remarks and Next Steps – Dr. Kamana Beamer</b></p>	<p>PCook briefly reviewed coming events as itemized on agenda.</p> <p>Jade Bowman asked if HC Board under PLB’s leadership would be looking for more funding for WMS. PLB and MM said <u>yes</u> – they are creating a Development Committee for this purpose. Added that schools “should not go direct to KS to ask for funding help.”</p> <p>Margaret Wille asked: “Does Matt Horne know what funds WMS has available to it?” Matt: Yes – Approx. \$1.9 million, a portion of which must be kept in reserve to be prudent, the rest of it is to help students achieve continuous improvement. Added that with current Legislative per pupil funding, WMS continues to run a deficit of +/- \$200,000 per year which has to come from the reserve.</p>	
<p><b>Next Meeting: <u>October 29, 2012</u></b></p>	<p>Dr. Beamer thanked everyone – especially PLB for attending.</p>	<p>Meeting adjourned at 6:22 p.m.</p>

**Questions & Items to Be Addressed:**

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Continue work on 'Wish List'

**Next LAP Meeting:**

- 1) Accreditation "School Philosophy & Purpose" Focus Group to review suggested changes from LAP with their group and, in turn, share revised draft Vision Statement at next meeting.
- 2) WMS LAP By-Laws & HC LAP Charter – subcommittee to present draft revision of both documents at next meeting.
- 3) ELT update by Principal

**Attachments: DRAFT VISION/BELIEFS STATEMENT provided by Accreditation Focus Group #1: The School's Philosophy/Purpose**

Submitted By:

Patti Cook

Date Submitted:

10-15-12

**DISCUSSION OF WMS LAP CHARTER (Adopted by HC July 6, 2007) & LAP BY-LAWS (As Approved May 15, 2008)**

Dr. Beamer: Why were there WMS LAP ByLaws (2004) before a WMS LAP Charter (2007). Answer – WMS was first PCCS for HC Board and all just feeling our way. WMS established its own ByLaws, then HC Board decided it needed to eliminate confusion with its own HC ByLaws, so adopted the WMS Charter in 2007. Each of the three schools has its own Charter – they are not the same.

Christian Veillet: Suggested revising Charter & ByLaws so that they are complimentary, not duplicative. Suggested that the Charter be a **Statement of Purpose & Beliefs** (rather short), and that ByLaws address technical operating procedures (roles & responsibilities, member composition, quorum, decision making, conflict of interest policy, etc.). Suggested removing all technical details from the Charter.

Question asked about whether changes can be made to the WMS Charter; Both PLB and MM agreed "yes" – LAP may recommend changes – someone noted that the current Charter specifically states that LAP can recommend changes as part of its annual self-evaluation process.

Laz: Urged that we consider regularly having someone from WMS LAP attend HC Board meetings.

Pauline Lo Bailey: "We do value school presence at our meetings and I told the Accreditation TF discussing governance issues earlier this afternoon that we should have someone from the Waimea community on the HC Board. At the Board, we are discussing more consistent reporting so we can have more meaningful discussions on school needs. HC's role is to get out of your way – provide support and resources; our job is not to run the schools."

Jade Bowman: What is the job of the HC Board?

PLB: We are accountable by law to manage conversion charter schools – our goal is more stability in leadership, focus on teacher support and improving sustainability – that's our top priority.

Laz: WMS representatives should attend HC meetings to communicate our vision and plans, not seek permission; our intention in becoming a PCCS was to govern locally – we gotta get stronger and present our ideas and vision.

Not sure who said: We really want to focus on school/students, not leadership issues.

Dr. Beamer: As LAP progresses, he envisions less reporting and more interaction.

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PLB: Said she would like to have teachers come and present.

Laz: In the beginning, 4-5 from WMS attended most HC Board meetings including teachers – it allowed us to feel like we were informed and involved.

Not sure who said: LAP needs to “do more” – school-community needs to feel we really do have something to say and are an “action group.”

When asked direct if HC would agree to adding more community members to WMS LAP, PLB said: “I would think so.”

Laz: Having Guy Kaulukukui appointed to LAP as “a Community Representative is a concern – it’s not personal – it takes a voting voice from our community.”

Matt Horne: He thinks it's OK to have HC staff/board members serving on LAP but not as voting members – their input is very important but final decisions should be up to the WMS school-community.

PLB: “I just want us to be honest and supportive.”

Laz: “The people we trust are here.”

Jade Bowman: Recalled liking comments by Christian Veillet at a prior meeting when LAP members discussed their vision and goals – Christian had talked about LAP members feeling comfortable – safe – saying what they think. But when it comes to voting, it should be only our local school-community.

PLB: Said the former Chair has “assigned” HC Board members and she is open to changing the Charter and ByLaws and welcomed recommendations for this from WMS LAP. She said that if there were things that WMS LAP thought needed to be done or changed, to draft it and pass it up to the HC Chair.

### **General Agreement:**

- Someone from WMS LAP should attend HC Board meetings whenever possible.
- ByLaws should require meeting minutes to be circulated 7 days after the meeting to plenty of time to review and followup before the next meeting.
- A subcommittee would be formed to work on drafting a revised Charter and ByLaws to be discussed at the next LAP meeting. Members to include Matt Horne, Pete Hendricks, Laz & Patti Cook.

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## Draft Shared w/ LAP – 9-24/12

Crafted by WMS Accreditation Focus Group: The School's Philosophy/Purpose

### Vision:

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

**Our beliefs about teaching and learning**

### at WMPCCS:

- Student success is a responsibility shared by all stakeholders: administrators, teachers and staff, students, families and the community.
- It is the school's responsibility to teach students the critical thinking skills necessary for success in the 21<sup>st</sup> century.
- All students are unique and deserve a rigorous, creative and nurturing school environment that encourages them to realize their individual goals and aspirations as they move through the formative middle school years.
- Students benefit from learning opportunities that are culturally relevant and encourage appreciation and respect for diversity.
- Quality curriculum and instruction, as well as ongoing assessment, are critical elements for student success.

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