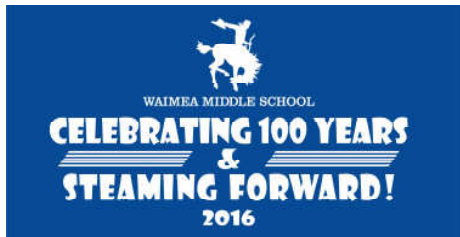


**Local Advisory Panel Meeting - MINUTES – FINAL  
Tuesday, August 22, 2017 – 4:30-6:30 PM – K-03**

Time	Activity	Facilitator	Notes
4:30pm	Pule	Cherise Mundon	Shared “Malana Mai Ka’u” – explained how she is working with students on protocol as the ‘Ike Hawai’i Resource Teacher
4:35pm	<p>Welcome, Introductions, Quorum, Community Input (2 mins each); Mahalo returning LAP Reps &amp; welcome new Reps:</p> <ul style="list-style-type: none"> <li>• Jane Sherwood – Chair</li> <li>• 6<sup>th</sup> Grade Certificated Rep – Barbara Haight</li> <li>• 7<sup>th</sup> Grade Certified Rep – Jamilynn Mareko</li> <li>• 8<sup>th</sup> Grade Certified Rep – Linda Lobue (returning)</li> </ul> <p>Recruiting LAP families and one more Classified Rep.</p>	Jane Sherwood	<p>Introductions. Barbara Haight is newly elected 6<sup>th</sup> Grade Certificated Rep - unable to attend; provided introductory handout (attached).</p> <p>Will send family self-nomination form home in Wednesday Envelope, then hold election. Still recruiting replacement for Classified rep.</p>
4:40pm	<p>This year’s journey of learning – Principal’s overview</p> <ul style="list-style-type: none"> <li>• New teachers &amp; staff</li> <li>• Celebrate: Accreditation confirmed thru 2020!</li> <li>• 17-18 Schoolwide focus &amp; priorities</li> <li>• Kamehameha Schools – STEAM Funding &amp; Hawaiian Culture Based Education (HCBE) support</li> <li>• Academic Progress: Strive HI &amp; STAR Assessments</li> <li>• Facilities: STEAM Building, electric meter upgrade; field repairs, etc.</li> <li>• Family Open House – Wed., Aug. 30, 2017 – All invited.</li> </ul>	Amy Kendziorski	See below
5:10pm	Moving LAP forward: Setting the direction for the new school year – LAP outreach to recruit more participation by all stakeholder groups and to engage more community partners for funding and program support.	Jane Sherwood	See below
5:40pm	Ho’okako’o Corp. Update: Board changes; HSTA contract year	David Gibson & Paul Nakayama	See Below
5:55pm	Title I: Parent & Family Engagement Policy (required revision)	Pat Rice	See Below



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6:05pm	Robotics Club – First Lego League & Vex Kokua (WMS to host Robotics Vex Competition – Sat., Oct. 21 – Gym)	Nau'i Murphy	See Below
6:15pm	'Take a LAP Fun Run/Walk & Silent Auction' – Fri., Sept. 29, 4 p.m. All asked to assist with securing event participation and auction items. ("Ask" letter to be shared.)  Meeting schedule for 17-18 SY: 2 <sup>nd</sup> Tuesdays, 4:30-6:30 p.m.: 9/19, 10/17, 11/14, 12/19, 1/16, 2/20, 3/27, 4/17, 5/15/18.	Patti Cook  Jane Sherwood	See Below

**Minutes continued...**

AKendziorski reviewed new school year teacher-staff changes/additions:

**Staff Moves:**

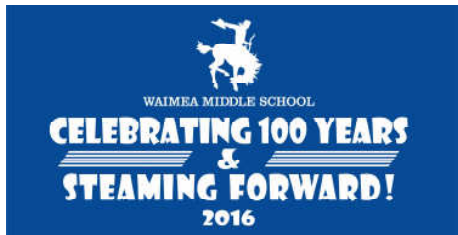
- Cherise Mundon accepted 'Ike Hawai'i Resource Teacher position just days before the start of school
- Tina Benson accepted the 6<sup>th</sup> Grade Social Studies teaching position – giving up SCC role – also just days before start of school
- Amy Kailimai accepted .75 position as Mentor Coordinator and .25 position doing family outreach
- Cara Bertelmann accepted MEP Mentor Coordinator and tutor position
- Geoffrey Mundon accepted Elective (Art) PTT position

**New Hires:**

- Doreen Williams accepted 6<sup>th</sup> Grade teacher position – reading
- Rachael Hilyer accepted combined SCC and reading teacher position
- Lahela Barcenilla accepted MEP PTT position (also is a WMS parent)
- Jordan Kaohimaunu accepted custodial position
- Devven Presley accepted SPED PTT position (also doing 21s Century after-school program)

**Celebrations:**

- WASC accreditation reconfirmed thru 2020 (very positive feedback from visiting committee)
- 17-18 Focus & Priorities:
  - Continuous Improvement – Academic Achievement
  - STEAM Building – will be finished as soon as electrical hookup occurs. New electrical panel is on-island and should be installed during Fall Break. Will require campus-wide shut-down of power for at least 2 days. Occupancy Certificates follow, then begin move-in and classes expected to begin Jan. 2018. 8<sup>th</sup> Grade has already begun to implement proposed project-based STEAM teaching and learning – all 4 core classes will move into the building. Also 7<sup>th</sup> grade Math and Science. Funding being pursued for STEAM technology and tech supports.



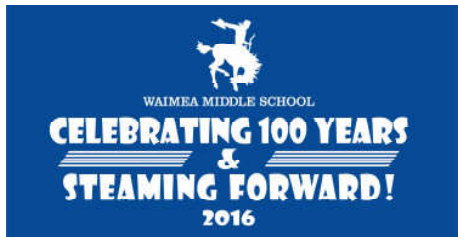
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- Science Department adopting new Next Generation Science Standards (NGSS) – full implementation required by 2019. Dr. Art Sussman, one of the leading NGSS educators in the country, will be here for teacher professional development as part of a Mala'ai grant – to more deeply integrate the garden into science lessons. Science assessment won't change from HSA until 2019.
- All grade levels have committed to introducing "Calm Classroom" techniques into the school day – mindfulness, breathing exercises - a recognized best practice.
- Counselors and teacher team spent time this summer planning to introduce enhanced Social-Emotional-Learning practices into the school; will introduce Student Ambassadors program with a rep from each student Advisory class to provide input and share out information; will introduce monthly "Character Traits" focus combined with student awards program; and will introduce a Peer Mediation/Restorative Justice program to the school in partnership with West Hawaii Medication Center.
- Kamehameha Schools is underwriting a Hawaiian Culture Based Education (HCBE) program for all three HC schools – a KS team will be at WMS next week to assess needs to support HCBE becoming imbedded schoolwide. KS has been talking about doing this for more than a year. WMS teacher-admin team met recently with teachers-admin w/ Kualapu'u, Kamaile and HC – a very productive meeting; agreed to 3 focus areas for all 3 schools:
  1. Piko
  2. Mo'oku'auhau (genealogy/family history)
  3. Sense of Place – history, stories, etc. about this place (WMS teachers-staff began year with a huaka'i to Kohala watershed to plant trees, remove invasives – invest time and sweat – and nurture ourselves and the land; learn about who we are.
- STAR Reading & Math Assessments – 1<sup>st</sup> round just about completed. Will use it to look at how students have been placed.
- SBAC Assessments – School Admin has seen preliminary results; will be shared out with families soon. (Were given to parents who attended Open House 8/30/17.)
- STRIVE HI Results – Expected to be released 1<sup>st</sup> week of September. WMS expected to show 25% Chronically Absent. This is very concerning and area of focus this SY.
- 2017-18 Enrollment – Slightly ahead of projection; expected 250; up to about 258 but changes daily. Oct. 15 is "drop dead" enrollment date that determines per pupil income to school.
- Campus improvements: Field improvements/irrigation almost completed; Basketball court being resurfaced. Several dangerous sidewalk areas are being replaced – work in progress.
- Family Open House – Wed., August 30, 2017 – 5-7 p.m. All invited.

QUESTION: KVredenburg – Is there a dedicated work group to address attendance issues involving admin, teachers, staff? AK: Likes this suggestion. Said that last year the school worked on its attendance policy and cleaned up our practices. Have Attendance Action Plans for most chronic students that include meeting with parents face-to-face (not sending by mail). Still needs to get tighter and also need to look at incentives. This year we ask families – if student is absent for any reason - to call in before 8 a.m. Also, office staff are making live calls to families for absences. Advisors asked to keep close tabs.

KVredenburg: Said he has a feeling there is a plan but doesn't have a sense of progress.

SBergan (parent who is a nurse) said last SY was "a terrible year for sickness" – children and families would get very sick with colds/flu, get better, then relapse. AKendziorski said this is one of the reasons school wants to focus more on health and wellness. Need to look at root cause of illness issues. Health and hygiene lessons – washing hands, good nutrition, etc. This is one of the reasons school pursued Free Breakfast and Lunch for all students so they'd be better able to fight off illness. Also introduced Free



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Busing to make it easier to get here. Need to teach families and students that they need to be at school. But also don't want to encourage 100% Attendance – if sick, stay home.

KVredenburg: Do teachers provide makeup homework? AK: Sometimes. Also, after-school and morning tutoring offered free to help students catch up.

LLobue said she has found it's important as a teacher to talk to students about attendance and show them how many days they've been out; sometimes they don't realize it until grades start slipping.

JSherwood said she thinks parents are sometimes "complicit" – gotta talk to parents too.

LHonda asked when letters go home – letters can be a deterrent. AKendziorski: 5 absences and letters go home but while truancy court is an option, it's not that effective; often long lapses between absences and court date. (CBaron went to court last week re: 2 students who were referred to court for absences last year!)

Kasem commented that families need to be oriented at the start of the school year and also when first entering WMS. Give them paper with DIRECT # to call if student absent and address this at Open House, incoming Orientation, Gear Up. Also, consider printing in multiple languages so we're sure parents understand the message. AKendziorski agreed we do not do enough translating of critical documents/information. WES has translation resources. Kasem suggested similar approach to helping families know what to do when they need help.

SBergan: Said as a parent she liked emails that were sent home last year; also like school's Facebook page – very informative.

JSherwood discussed her vision of LAP as its new Chair: Wants to talk more to the community about the school; not clear how to do this but wants to let community know how to be of more service/support to the school.

DGibson said one of the primary roles of LAP is to advise the HC Board. Said Paul Nakayama is not a rep of LAP. There is a history of LAP reps attending HC Board meetings. PRice and others recalled teachers/staff attending HC Board meetings back when budget permitted more travel. Agreed it could be done by teleconference now.

JSherwood said she looks to the school to let LAP know how it can help and also to look to LAP for assistance with attracting resources. Doesn't just want LAP to be a place where admin/school reports out, but that LAP would do meaningful work to support academic progress. Reporting out can be done in writing (short, concise handouts); use time together to do more meaningful work.

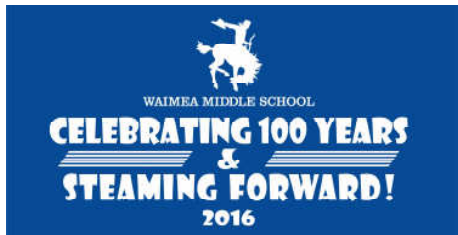
PRice said we have struggled with this; that there have been attempts to form work groups to do real work – ie, fundraising.

DGibson shared that Kamaile and Kualapu'u are both doing direct mail to households in their respective communities, both to recruit students and fund raising. Kamaile also has a big banner welcoming enrollment.

Group discussed more participation in community events – Relay for Life, Christmas Parade, etc. to show pride, recruit students, attract funders.

AKendziorski talked about recent successes at Waikoloa w/ its PTSA – several dynamic parents have drummed up a lot of enthusiasm.

SBergan said it was a "given" that her 5<sup>th</sup> grade daughter would come to WMS this year, but transition was scary. No student or parent orientation. WMS should start orienting 5<sup>th</sup> graders at the end of the school year for the following year – bring kids over to campus, etc. It would make transition easier and



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potentially attract more students – students and families like some of the special programs WMS offers – K(Arts), athletics, etc. Also, WMS is free.

NMurphy said she was willing to help school reach out to Waimea Hawaiian Homesteaders. 100<sup>th</sup> Anniversary passed but now “working toward the next 100 years.”

**Group agreed to start a work group focused on Opening of new STEAM Building – both the official celebration and wrap-around fundraising strategies – will be the focus of the Sept. 19 LAP meeting.**

DGibson updated group on HC:

- 1) Board changes: Manny August and Bob Masuda both resigned. Looking to WMS LAP to recommend a replacement. Question asked about the process. DGibson said ideally it would be someone able to advocate for WMS; question asked about specific desired skills. DGibson said effective advocacy for the school was the most important but could use finance and development expertise; don't need any more attorneys. If someone interested and/or willing, please advise JSherwood or AKendzioriski.
- 2) HSTA Supplemental Contract Negotiations – supplemental applies to all three HC schools. WMS also has a site based agreement. HC has contracted with a former HSTA staffer, Dwight Takeno, to assist; not expected to be adversarial; employees are “our friends.” HC in the process of identifying changes to propose.

DGibson encouraged more direct LAP communications with the HC Board; attend HC meetings in person or Skype. Said Board is talking about shifting to three completely separate board meetings – one to focus on each of the 3 schools to be better address the needs of individual schools. Full board would then meet other months.

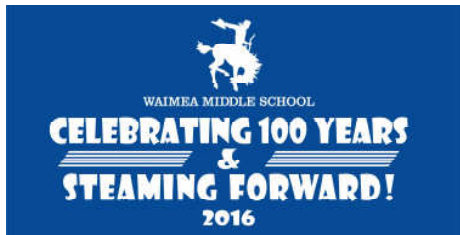
DGibson said the HC Board would welcome a presentation by the teachers who attended the High Tech Hi training this past summer.

Title I/PRice: WMS required to revise **Parent and Family Engagement Policy** – distributed revised copy (attached). This has already been pre-approved by Title I staff w/ the Hawaii Public Charter School Commission and reviewed by WMS teachers. LAP agreed it was fine as is. Will next be posted on WMS website. Note: When reviewing calendar of Family Engagement events listed on the new Title I Policy, a suggestion was made that WMS host an end of SY SPORTS BANQUET. WMS did this 1-2 times in the distant past; all agreed it was a good idea.

Robotics/NMurphy: Shared attached flyer describing history of Robotics at WMS and how the program is growing – this year to include WMS hosting a VEX “In the Zone” competition Sat., Oct. 21, 2017 in the gym, and also a 1<sup>st</sup> LEGO League competition in the Spring (no date yet). 29 WMS students participating in Robotics this SY. Please contact Nau'I direct if you can volunteer to assist on Oct. 21 – a variety of skills needed including possibly food booth.

STomiyama/DOH briefly reviewed outbreak of Mumps on Oahu and implications for Hawai'i Island – incubation period is 21 days; could really have a huge impact on school attendance. Flyers have been sent home already to WMS families. Who is at risk for Mumps? Anyone born before 1957 probably had mumps as a child so probably protected. Today, there are a number of children w/ exemptions for vaccinations; they are at risk. Said if you don't remember having mumps, you can get tested or should get immunized.

**WMS LAP Fun Run/Walk & Silent Auction: Fri., Sept. 29, 2017** – PCook shared out an event flyer (draft), auction “ask” letter and donation acceptance form, and asked all to assist with securing auction items. School also needs help encouraging event participation – was pretty modest last year. All urged



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to attend and participate or help. Ask Letter and form to be emailed out as a Word doc – it can be easily modified to personalize it for specific friends, businesses. Prefer “family friendly” items for auction; not super high end items and no alcohol please.

Briefly discussed name of event “Take a LAP” doesn’t mean much to most people even within the school; consider changing name. Subsequently agreed to change name to IKAIR Fun Run

Suggestion made that event needs to be more “fun”? No specific suggestions as to how.

Also discussed “Suggested Donation”: Last year – only about 75 participated (very small) but netted almost \$6,000 from silent auction. We waived donation for all WMS and WES families/students and faculty staff. Only asked donation of non-school participants – netted about \$200.

This year it was suggested that we ask a \$10 donation for all WES/WMS families as well as WMS Faculty-Staff families. Some feedback that faculty already contributing gift baskets for auction. No decision made.

**Meeting concluded at 6:30 p.m.** JSherwood thanked everyone for attending.

**Next meeting: Tues., Sept. 19, 2017 – 4:30-6:30 p.m. Classroom K-03. Also, suggested future dates listed on meeting agenda are tentatively confirmed – 2<sup>nd</sup> Tuesdays of each month.**

**Attendance: 8/22/17**

**Community Reps:** Jane Sherwood (Chaired meeting); Keawe Vredenburg  
**Family Reps:** Recruiting, then election to follow  
**Certificated Reps:** Barbara Haight (6<sup>th</sup>), Jamilynn Mareko (7<sup>th</sup>), Linda LoBue (8<sup>th</sup>)  
**Classified Reps:** Amy Kailimai (recruiting 2<sup>nd</sup> rep)  
**WMS Admin:** Amy Kendziorski, Chris Barron  
**Ho’okako’o Board:** Dr. Paul Nakayama  
**Ho’okako’o Staff:** David Gibson  
**Ex Officio:** Patti Cook  
**Guests:** Skye Bergan (parent) Pat Rice, Cherise Mundon (‘Ike Hawaii Resource Teacher), Liana Honda (community), Kasem Nithipatikom (volunteer tutor), Dr. Roger Gremminger (volunteer tutor) Nau’i Murphy Science teacher/DH, Sandy Tomiyama (DOH)

**Attachments & Meeting Handouts:**

- WMS Title I Parent & Family Involvement Policy (reviewed and confirmed by Faculty-Staff and family; also approved as is by WMS LAP.
- WMS Robotics Informational Flyer & Request for Community Collaboration for Big Island VEX Robotics EDR Competition – Sat., Oct. 21, 2017 – from Naui Murphy, Jade Bowman & Tisha Gusman
- Draft LAP Fun Run “Ask” Letter & Donation Acceptance Form & Draft Flyer
- Introductory handout from new 6<sup>th</sup> Grade LAP Certificated Rep Barbara Haight