



**Local Advisory Panel Meeting MINUTES – Tues., April 17, 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"> <li>• Call Meeting To Order - Pule, Welcome, Introductions, Quorum</li> <li>• Welcome elected LAP Family Reps: Michelle Stevenson, Skye Bergan &amp; Clarissa Yamamoto</li> <li>• Congratulate newly appointed LAP Community Rep Kasem Nithipatikom (Approved by Ho'okako'o Corp. Board 4/3/18)</li> <li>• Review 3/27/18 LAP Meeting Minutes</li> <li>• Community Input to LAP (2 minutes each)</li> </ul>	Jane Sherwood	Started 4:40PM Pule; Quorum confirmed. Thanked both Kasem and Michelle Stevenson for willingness to serve on LAP. Minutes approved as is. No community input.
4:50pm	Recap of Principal Search Process & Timeline	Interview Committee	Brief update; See Page 2.
5:10pm	STEAM Learning Center – Move-In Items <ul style="list-style-type: none"> <li>• Mid-Year Move Stipends; Security System Status, Keys/Access</li> <li>• Main Office Staffing</li> </ul>	Jane Sherwood	See Pages 2-4.
5:25pm	Title I Update – Preparing for 2018-19 SY to support continued academic progress	Pat Rice	See Page 4 and attachments.
5:45pm	2018-19 SY Draft Master Schedule & Budget  Grants Update – KS, Hawaii Cmty Foundation, Legislative GIA, County of Hawai'i Nonprofit Grant, Neilan Foundation	Amy Kendziorski  Pat Rice, Patti Cook	See Pages 4-5.
6:15pm	End of SY: <ul style="list-style-type: none"> <li>• SBAC Testing:               <ul style="list-style-type: none"> <li>○ Math: 4/17-19</li> <li>○ ELA – PT: 4/24-26</li> <li>○ ELA-CAT 5/1-3 &amp; make-ups</li> </ul> </li> <li>• HSA Science Testing – 2<sup>nd</sup> Round: May 8-11</li> <li>• Incoming 6<sup>th</sup> Grade Family Orientation – Wed., April 25, 5-6:30 p.m.</li> <li>• Dr. Gremminger College Pathway Scholarships – Exiting 8<sup>th</sup> Graders &amp; Dr. Nakayama Summer School @ HPA</li> <li>• 8<sup>th</sup> Grade Interdisciplinary Ho'ike – Thurs., May 17, 5-6:30 p.m.</li> </ul>		See Page 5.



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	<ul style="list-style-type: none"> <li>• May Day – Fri., May 25 – Starts at 9:30 a.m. – Gym</li> <li>• 8<sup>th</sup> Grade Exit – Thurs., May 31 (also last day of school)</li> </ul> <p>Waimea Summer Programs (see below)</p>		
6:55pm	<p>Next LAP Meeting: Tuesday, May 15, 2018- 4:30-6:30 p.m. Z105</p> <p>May Agenda items:</p> <ul style="list-style-type: none"> <li>• Final Title I reporting - Pat Rice</li> <li>• 8<sup>th</sup> Grade Humanities Ho’ike Review (Linda LoBue/Catherine Shafer)</li> <li>• Report from LAP Discipline/Bullying Task Force – Kasem</li> <li>• Other:</li> </ul>	Jane Sherwood	

**Meeting Handouts:**

1. Title I - Comprehensive Needs Assessment - Strengths and Challenges – 2018-19SY
2. Title I Schoolwide Plan - 2017-2020 (only a portion of plan shared)
3. Fiscal Requirements Form for Title I Schoolwide Programs – 2018-19SY – Draft
4. Working Draft Budget SY 2018-19 (Projects \$165,890 deficit)
5. Cost Savings Proposals – April 17

**Attendance: 4/17/18**

**Community Reps:** Jane Sherwood, Kasem Nithipatikom, Keawe Vredenberg, Liana Honda  
**Family Reps:** Michelle Stevenson  
**Certificated Reps:** Barbara Haight (6<sup>th</sup>), Jamilynn Mareko (7<sup>th</sup>), Linda LoBue (8<sup>th</sup>)  
**Classified Reps:** Amy Kailimai  
**WMS Admin:** Amy Kendziorski  
**Ho’okako’o Board:** Dr. Paul Nakayama  
**Ho’okako’o Staff:** David Gibson  
**Ex Officio:** Patti Cook  
**Guests:** Pat Rice (Title 1 & Grant Coordinator), Roger Gremminger (Volunteer mentor), Colin Miura, Tisha Gusman (7<sup>th</sup> grade math teacher); Nau’i Murphy (8<sup>th</sup> Grade Science – DH)

**Meeting Minutes, continued:**

**Principal Search Update:** DGibson reported that the Interview Committee will be conducting more interviews and a new timeline will be announced for Full Faculty and LAP-Family-Community forums. Not sure how soon this will be; committee pleased about the number of applicants – 23 to date. Said that after first round of interviews, the Committee got clearer about what they were looking for; revisiting all applications and may decide to re-open and accept more applications; will know this week. Ideally will have new Principal in place by July 1 but slim possibility will have to push decision into the 2018-19 SY



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with an Interim. Please call him if we have questions, concerns.

**STEAM Learning Center – Move-In Items**

- **Mid-Year Move Stipends:** Discussed need to resolve this including which teachers to be stipended and how to address other impacts of mid-year opening of STEAM building on staff. Question asked about whether moving stipends are only for those who moved during winter break or also for those moving this summer. Not resolved but did mention that teachers in general are often expected to move before the start of a new school year, so the winter move was unusual and therefore merited consideration. A teacher rep said all of this should have been discussed and resolved before the moves and there were repeated attempts to do so but meeting never occurred. Had to move so teachers just did it. Some took more time than others; some moved more equipment/supplies than others – ie, NMurphy relocated all of the robotics equipment/supplies and effectively set up 2 classrooms. AKendziorski asked to report back on how this is being resolved including timetable at the next LAP meeting.
- **Security System Status:** AKendziorski said three quotes have been received based on request developed by admin working w/ WMS and DOE tech staff. Intends to stay with same vendor that currently provides security system for main office and computer labs; have asked vendor to revise proposal to trim costs; wants to include prepayment of 3-5 year warranty on equipment and annual maintenance fee. Will meet in the coming week to review revised bid. Said DOE has strict guidelines about privacy – must advise all (families, teachers, staff, general public) about surveillance. Cannot aim cameras off campus; must post signage and video footage can only be retained for 10 days. CMiura offered to meet w/ school team to review proposal. AKendziorski asked to report back on this with timeline at next LAP meeting.
- **Keys/Access:** Lengthy discussion about what's needed and concerns of faculty, staff and admin including options that do not "hinder what teachers do" – current process requiring submitting a Use of Facilities request at least 10 days prior for access to the building after hours or on weekends is "cumbersome." Options discussed included giving teachers with classrooms in STEAM building needed keys, or setting up a lock box in L-Lounge to permit access on nights and weekends. Also discussed dispensing with Use of Facilities request forms for teachers in the building when using after hours. Concerns also shared about main office sometimes closing before 4 p.m. w/o warning so unable to pick up previously requested and approved keys. Need to "enable teachers to teach" – sometimes an emergency comes up or a special event and unexpectedly, teachers need to stay late or come in early; can't do this due to 10-day advance request requirement. Discussed safety concerns, required fire preparedness issues (all 4 gates must be open). JSherwood said there seems to be a fundamental issue of trust; believes teachers will do the right thing for kids. AKendziorski asked to report back on how this is being resolved including timetable at the next LAP meeting.



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- **Main Office Staffing:** Lengthy discussion of concerns about lack of adequate staffing presence in the main office; no one is now situated in the front center area so when anyone enters, no one there to assist them. One LAP member stopped in to do some business, no one there, then someone yelled from a back office: “We see you!” – not professional; not the kind of welcome appropriate for a public middle school – a community school, especially when we need/want to recruit more students/families. Discussed why Registrar was relocated and what this means to overall functioning of the main office; also discussed why Principal would be relocated there. The intention was to showcase the STEAM Learning Center as a major attraction for the school. However, the result is that parents come into the office, are directed back to the STEAM building, then are wandering around lost – there is no “reception desk” so individuals sent there to see the Registrar end up interrupting classes or causing fear about the possibility of an intruder. Discussed the 4 offices in the “back” – south end of the building; what the intention was for those spaces. Disagreement over whether they were intended for admin or as “collaboration rooms.” PNakayama said project based learning requires teams of students working together – sharing their skills and ideas to invent something. Students need a place to argue their points of view – not ideal in a big space such as the Demonstration lab; will need supervision of course. Also discussed using these rooms for small group instruction. Also discussed that there was no discussion with office team about moving or anyone else – “it just suddenly happened.” Also discussed that when a family comes in to register a new student, so much of what they need to take care of is still in the main office. Discussed need for all services to be in one place and that being together – admin and staff – would help improve internal communications. Was mentioned that WMS Principal has not always been in the main office; Principal was in the shop for 2 years but some said that wasn’t ideal either. LHonda suggested holding off on final determination of where Principal is located – let new admin make this decision – might want all staff together. Also noted there is no close parking near the STEAM Learning Center while there is fronting the main office. All agreed counselors can be located away from main office – “need more privacy.” Kasem said the STEAM building has “a lot of space now” but will fill up very quickly. Also urged that consideration be given to redoing the main office. Really need to think through what “image” we want for WMS. Strong statements made to stop the moving; need more discussion about how the building is to be used. AKendziorski asked to report back on how this is being addressed including timetable at the next LAP meeting.

**Title I Review:** Title I primary focus is to improve achievement for children in poverty. PRice shared 4 documents (highlights only – not entire documents which are very detailed including specific goals and who responsible, etc.). She walked LAP through them as required:

- **Title I - Comprehensive Needs Assessment - Strengths and Challenges – 2018-19SY**
- **Title I Schoolwide Plan - 2017-2020 (only a portion of plan shared)**
- **Fiscal Requirements Form for Title I Schoolwide Programs – 2018-19SY – Draft**



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These are drafts and part of an ongoing process. Initially she met with every department to assess needs and academic plans; then drafted plan and has shared with faculty for further review/input; required to review with LAP; once finalized, will be submitted for review/approval by Ho'okako'o Board, then to the Public Charter School Commission and then to DOE; when finalized, these docs must be posted on school website. Reviewed the documents in depth and answered questions. PRice also said there is one additional document to be submitted of "Assurances" that provides evidence that we did what we said we were going to do.

**2018-19 SY Draft Budget:** AKendziorski shared draft that has been circulated with faculty-staff for several weeks, along with summary of Cost Savings Proposals from faculty, staff and admin. Budget guestimates some revenue areas and does not reflect several pending grants. Draft budget as presented would require drawing down school reserve by \$165,634. Ho'okako'o Corp. has asked that its schools conserve reserves and "live" with zero-based budgeting (expending what income they produce during the given school year), so must reduce projected costs. Group discussed cost savings proposals and related issues and concerns. Many of cost savings proposals overlap or are in conflict. Many questions and concerns including inadequate set-asides for Admin for federal programs and grant reporting. Also, teachers said they have requested that the school Leadership Team for 2018-19 include both Department Chairs (5) and Grade Level Chairs (3), despite the additional cost to cover required stipends. AKendziorski asked to prepare cost/benefit analysis of the savings proposals and then prioritize. Also asked about how much the school had in reserve, and how much reserve mandated by the Charter Commission/ Charter Contract. AK will be working with Julie Upton with HC and then meeting with full faculty next week to further refine SY master schedule and budget. Will bring it back to share at next LAP meeting.

**Grant Applications:** All still pending.

Meeting concluded with review of coming important dates/events (see agenda).

All invited to Incoming 6<sup>th</sup> Grade Orientation 4/25/18.

Date for 8<sup>th</sup> Grade "Malama Honua Projects" changed from 5/10 to 5/17, 5-6:30 p.m. and all invited.

Adjourned at 6:40 p.m.

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