



**Local Advisory Panel Meeting MINUTES – Tues., Jan 15, 2019 4:30-6:30 PM – K-03**

| Time    |   | Facilitator                    | Notes  |
|---------|---|--------------------------------|--|
| 4:30pm  | <ul style="list-style-type: none"> <li>● Call Meeting To Order - Pule, Welcome, Introductions, Quorum</li> <li>● Review 12/4/18 LAP Meeting Minutes</li> <li>● STEAM Program Coordinator Introduction - Brent Takenouchi</li> </ul>   | Jane Sherwood & Janice English | 4:35 pm call to order; Quorum confirmed Minutes approved as submitted; brief introductions |
| 4:50pm  | <p><b>Major Annual Assessments:</b></p> <ul style="list-style-type: none"> <li>● 8<sup>th</sup> Grade Only: <ul style="list-style-type: none"> <li>● NAEP: Tues., Jan. 29</li> <li>● Science HSA: March 11-13; Makeup 3/14; May 13-15; Makeup 5/16</li> <li>● Algebra: Mon., May 20</li> </ul> </li> <li>● Schoolwide SBA: <ul style="list-style-type: none"> <li>● Math: Week of April 22-26 (CAT &amp; PT)</li> <li>● ELA: Week of April 29-May 3 (CAT), and May 6-10 (PT)</li> </ul> </li> </ul> <p>➤ LAP help w/ Pre-Test Grab &amp; Go Breakfast (7:55 a.m.) plus Small Snack Post-Test – LAP Taste Test!</p> <p>➤ Exploratory Conversation: LAP help w/ 6<sup>th</sup> &amp; 7<sup>th</sup> student supervision to create teacher PBL planning time (4/25 or 5/2 – 12:30-2:15 p.m.)</p> <p>➤ Teacher Appreciation Breakfast – 6:30 – 8 a.m., Wed., May 8, 2019 Report to prep/cook 5:45 a.m. L-04</p> | Janice English                 | See Page 2   |
| 5pm     | Ho'okako'o Corporation Update   | David Gibson                   | See Page 3   |
| 5:10pm  | <p><b>Celebrating Progress:</b></p> <ul style="list-style-type: none"> <li>● Brief recap of 6<sup>th</sup> Grade Archaeoastronomy Project</li> <li>● Attendance Focus: <ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> Qtr 100% Attendance Family Challenge – 1/8 – 3/5</li> <li>○ Students - Campus Cash, Snack Shop (1/16, 1/30, 2/6 &amp; Aloha Fridays)</li> <li>○ 2018-19 SY Attendance Projection based on full year</li> </ul> </li> </ul>   | Janice English, Teacher Reps   | See Page 4   |
| 5:20 pm | <ul style="list-style-type: none"> <li>● Principal's Update: <ul style="list-style-type: none"> <li>○ Preview: Student Talk-Story Lesson on Bullying &amp;</li> </ul> </li> </ul>   | Janice English                 | See Page 5   |



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|         | <p><b>Discipline</b></p> <ul style="list-style-type: none"> <li>○ HR Recruitment: ALC, Health Aide I or II, PE Teacher, Subs</li> <li>○ March 25 – No School – Teacher PD Work Day – Plan for 2019-20</li> <li>○ HA Summit – Friday-Saturday, April 5-6, 2019 here &amp; next door at MCO’s Kahilu Town Hall</li> <li>○ Campus Safety – Exterior surveillance cameras</li> </ul> |               |                        |
| 5:35 pm | <ul style="list-style-type: none"> <li>● UPDATE: Title I</li> </ul>  | Pat Rice      | See Page 5             |
| 5:45pm  | <p><b>New Business</b><br/>           Community Input (2 minutes each)<br/>           Next Meeting: Tuesday, Feb. 19, 2019 – 4:30-6 p.m. Z105</p>  | Jane Sherwood | Adjourned at 6:15 p.m. |

**Attachments:** Updated Calendar for 2<sup>nd</sup> Semester (1-8-19)  
 Bullying “Bingo” – to teach vocabulary  
 Title I recap  
 2019 Legislative CIP Requests for WMS – see end of minutes

**Attendance:** 1/15/19

**Community Reps:** Jane Sherwood, Liana Honda, Kasem Nithipatikom, Pete Hendricks  
**Certificated Reps:** Barbara Haight (6<sup>th</sup>), Linda LoBue (8<sup>th</sup>)  
**Classified Reps:** Amy Kailimai  
**WMS Admin:** Janice English  
**Ex Officio:** Patti Cook  
**Ho’okako’o ED:** David Gibson  
**Guests:** Pat Rice (Title 1 & Grant Coordinator), Dr. Roger Gremminger, Brent Takenouchi & Ellie Foulkes

**MEETING MINUTES:**

**Major Annual Assessments:** Janice reviewed the schedule:

**8<sup>th</sup> Grade Only:**

- **NAEP (aka “The Nation’s Report Card”):** Tues., Jan. 29 – About 50 students will participate – selected by State. We don’t get to see our students’ results but it’s a must-do to demonstrate how state as a whole is doing and impacts federal funding and programming so must be taken seriously. Changing format this year; relocated to Z105 – and broken into 2 groups:
  - 8:30-11 - 1st group testing
  - 10:15 - early lunch for 2nd group



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- 11:15-1:45 - 2nd group testing
- Science HSA: 1<sup>st</sup> Round: March 11-13; Makeup 3/14; 2<sup>nd</sup> Round: May 13-15; Makeup 5/16 – JEnglish explained that science teacher Nau'i Murphy is using the same strategy she used last year re: 2<sup>nd</sup> round of testing in May which resulted in a big improvement in science scores last year; hoping to repeat this.
- SBA Math: Week of April 22-26 (CAT & PT)
- SBA ELA: Week of April 29-May 3 (CAT), and May 6-10 (PT)
- Algebra: Mon., May 20 – really “pre-algebra” – the intention is to give as many students as much exposure to algebra as possible.

JEnglish offered LAP attendees samplings of several possible snacks that could be served to students prior to major assessments because so many students come to school w/o breakfast and won't eat school breakfast offered. All samples fall within USDA and Blue Zones Project nutrition guidelines. LAP members given mini-assessment sheet similar to what will be used to taste test items w/ students. General consensus: they were not substantial enough; will need to double up or add milk or yogurt or other protein. Suggestion made to consider hard boiled eggs and that Costco sells them cooked and shelled. LHonda suggested adding bananas, oranges, grapes. PCook mentioned we used to buy KTA's cone sushi – the inari wrapper (a tofu pouch) contains protein. Students liked it when offered in the past along with a piece of fruit and it was filling.

[We will be asking LAP and community friends to help with Grab & Go Breakfasts such as we were taste testing every morning of the major HSA and SBA assessments. More detailed plans at next LAP meeting.](#)

Also, post-tests, school will provide cheese sticks – Bernie Marsh to coordinate.

Ho'okako'o Corp. Update: DGibson said HC Board has decided to try quarterly meetings for the full board and they will concurrently ramp up committees; next meeting is 1/22/19. Agenda will focus on Islander's final draft Strategic Plan – now recommended for approval. Will share this back with schools once it's adopted.

HC is considering supporting other schools – providing primarily financial and admin services at the request of the public charter school commission. Hoping that fees paid will pay for additional staffing required and provide supplemental revenue to help them carry out their mission. Discussed 2 schools on the near horizon – one on Kauai, one in Puna.

Kamaile has initiated a Principal search; very challenging. Noted that WMS faculty-staff were “all of the same mind” – in terms of our shared vision; Kamaile has many new faculty and some long timers – differing perspectives. Have 50 applicants including 2-3 internal.



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HC is discussing succession planning; Joe has served three 3-year terms; he is thinking about retiring from the board but no firm timetable mentioned. Also, Barbara Kalipi and Bob Peters ready to retire too after long years of service to HC and its schools.

HC still has a vacant board seat for a Waimea resident.

2019 Legislature opens tomorrow (1/16/19). The Hawaii Charter School Network is not “as organized” as it was in the past. HC is working to ensure line item funding continues to be provided for national board certified teachers (\$5,000/year/teacher) and Hard-To-Fill (HTF) (\$3,000/year/teacher) bonuses. (HTF does not apply to WMS.)

Discussion about how best to retain teachers and incentivize them to continually improve and not have them recruited elsewhere.

### Celebrating Progress:

6<sup>th</sup> Grade Social Studies Archaeoastronomy project: JEnglish and BHaight briefly explained display of art work and “one pagers” in K-03 Classroom. 6<sup>th</sup> Grade Social Studies focuses on World History/Ancient Civilizations. Students really enjoyed a series of lessons about how many ancient peoples looked to the sun, stars, universe and incorporated them into their lives (calendars, planting and fishing, etc), also many built significant sites including a large heiau in Keauhou, Kona that is aligned with the Makali’i constellation (aka Pleiades). Project incorporated reading, science, art, “one pagers” (an AVID strategy) and “quality producer.” Students loved the project. Teacher comment: “this class includes eager learners.”

Attendance: Was 28% Chronic Absence at last month’s meeting; down to 23%; still bad but there is a very focused effort schoolwide to encourage attendance with snack shop, Campus Cash, Taco Tuesdays, Valentine’s Dance, Instant Pot drawing, etc. Includes 3<sup>rd</sup> Qtr Family Award incentive offering a drawing for an Instant Pot per grade level for all families whose students achieve 100% attendance Jan. 8-March 5, 2019.

JEnglish also sent post cards to the families whose students achieved 100% attendance 2<sup>nd</sup> Quarter. Will award students/families with NutraBullet drawing in 4<sup>th</sup> Quarter.

Taco Tuesday Snack Shop very popular – a lot of work but students responded positively.

Teachers recommended that we needed more “instant awards” so JEnglish has introduced Campus Cash – can exchange 5 Positives for a \$1 Campus Cash to be redeemed at Snack Shop. Also noted that worst attendance days are Mondays and Fridays, so we are adding an Aloha Friday Snack Shop every Friday. Simple BZP-friendly snacks. Thanked Mrs. Kara Onaka Winters for rallying Leadership Students to make this all possible.



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Hoping all of this effort will bring us to our goal of between 16-19% chronic absences.

LLoBue added that 8<sup>th</sup> grade agreed more frequent rewards help so the grade level team has taken responsibility for Positives redemption in the STEAM building – to also lighten the load on the office team. Redemption now occurs for 8<sup>th</sup> grade every 2 weeks. 6<sup>th</sup> and 7<sup>th</sup> is also ever 2 weeks.

How funded? \$4,000 funded by Ho‘olako Like Division (HLD) of Kamehameha Schools.

Kasem asked about how SEL program with Ambassadors etc. is going. BHaight said Student Ambassadors are meeting more regularly but it’s an imperfect situation. Not as consistent as would be good but the students who were asked to serve as their Advisory Class Ambassadors are “really honored.” Brief conversation about how “X” Period – sometimes called Advisory – “overburdened” – lots of different activities and priorities crammed into this time.

BHaight recalled a curriculum called “RAP” that we used to use – was really good in helping support SEL teaching. Kasem urged we evaluate the SEL activities at the end of the SY to know if it’s working. [JEnglish said she will follow-up on this by asking for an evaluation tool for SEL for teachers and students for year-end.](#)

### Principal’s Update:

JEnglish shared a sneak peak of an Anti-Bullying/Bullying Prevention lesson she plans to share with all students the following week – 2 classrooms of students at a time. Shared sample Bullying BINGO board to help develop vocabulary. Will review Chapter 19 briefly – the ultimate consequence for bullying is a 10-day suspension.

JEnglish: “We will not tolerate bullying. Our expectation is there is kindness on this campus.” (For more about this lesson, see Facebook past dated 1/18/19.)

Priorities: Need more teachers/staff on campus/field/playground during recesses – wearing green vests so very visible.

Working to hire an Alternative Learning Center Teaching Assistant, Health Aide, PE Teacher and to recruit more substitute teachers. If anyone knows possible candidates, especially for sub teaching, please encourage them to call Janice or Michelle Kauhi.

Reviewed that there will be no school on Mon., 3/25/19 to provide teachers with PD time to plan for 2019-2020, so Spring Break will run March 18-26, with classes resuming 3/27.

Reviewed HA Summit sponsored by HIDOE April 5-6; will provide more details as it gets closer. It is an honor to have this here – a reflection of DOE’s OHE office appreciating work our teachers did last year re: HA Day.



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**PRice reviewed Title I – Revised budget and plan; the entire process reflects and depends on teacher-admin collaboration to identify strengths and challenges and lay out detailed plan of action, who accountable, etc.**

**JEnglish then shared that the Hawaii Public Charter School Commission sent a Notice of Concern (NOC) to HC Board Chair Joe Uno about WMS at 5 p.m., Fri., Dec. 14. Never received this before and it required a detailed response/Action Plan by Dec. 28! Very disturbing timing. Both of HC's other schools also received NOC. Issues were specifically about Academic Performance and Attendance (WMS fine w/ Financial and Organizational Performance).**

**Fortunately, our Title I plan and grade level/department decisions we've made collaboratively over the past few months meant that our response was mostly "cutting and pasting" from existing documents – tedious and time consuming on a stressful deadline but Pat Rice was able to do it. Had to be very specific about what doing to improve scores and attendance – when and who. Nothing new, just restating existing plans and commitments. Kudos to Pat Rice for getting it done.**

**JSherwood asked if there is any evidence that all they hoops they are putting us through are making a difference?**

**JEnglish and PRice both think the plans and commitments teachers have made are solid and thoughtful, and also that there is "a lot of trust on campus" – teachers trusted us to respond to the CON. Many schools who received the notice did not respond by Dec. 28. "Timing was very difficult." "WMS jumps thru hoops – so where is our "carrot"?"**

**New Business: Kasem asked that he'd appreciate more info about some of the people who regularly attend LAP – more specifics about Brent, Ellie and Pete – to know better about what they might help with or contribute.**

**Meeting adjourned at 6:15 p.m.**

**CIP REQUESTS FOR WAIMEA MIDDLE SCHOOL: 2019 State Legislature  
67-1229 Mamalahoa Highway, Kamuela, HI 96743  
*Prepared 1-11-19***

### **STEAM Learning Center:**

- 1) Purpose: Urgent Public Safety & Security – Redesign all 4 entries to prevent persistent flooding due to unmitigated exposure to wind/rain and ensure safety of**



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students/faculty-staff whenever building is in use. Install exterior lighting and switch over to dusk-to-dawn timer to ensure safe access into and when leaving the building after dark so that it can be used more extensively for classes, trainings, workshops, lectures, events, etc. to prevent accidents leading to injuries and lawsuits, and to ensure security of users of the learning facility and the building itself, and to prevent vandalism.

|                            |                  |
|----------------------------|------------------|
| Planning/Design:           | \$150,000        |
| Equipment/Supplies:        | \$350,000        |
| Construction/Installation: | <u>\$450,000</u> |
|                            | <u>\$950,000</u> |

- 2) Purpose: Retrofit w/ Photovoltaic System & Battery Storage – To reduce ongoing electricity costs and carbon footprint. Will require new on-campus transformer near the new faculty-staff parking lot. Also will requires electrical engineering for planning/design.

|                            |                  |
|----------------------------|------------------|
| Planning/Design:           | \$100,000        |
| Equipment/Supplies:        | \$500,000        |
| Construction/Installation: | <u>\$350,000</u> |
|                            | <u>\$950,000</u> |

- 3) Purpose: Open Air Learning & Performance Space

Complete exterior of building to provide outdoor learning pods and performance setting with furniture.

|                            |                  |
|----------------------------|------------------|
| Planning/Design:           | \$ 50,000        |
| Equipment/Supplies:        | \$100,000        |
| Construction/Installation: | <u>\$ 75,000</u> |
|                            | <u>\$225,000</u> |

More/

**Waimea Elementary & Waimea Middle Schools (combined upgrades)**

- 4) Purpose: Planning/design/construction of new parking area on land that the 2018 Legislature funded acquisition for. To be used by both WES and WMS families, faculty and staff.

|                     |   |
|---------------------|---|
| Planning/Design:    | \$350,000 (will require Environmental Assessment) |
| Equipment/Supplies: | \$100,000   |



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**Construction/Installation:        \$150,000**

**\$600,000**

- 5) Purpose: Student-Faculty-Staff Communications & Safety – Replacing failing telephones/fire alarms/bells – Existing system is well beyond end-of-life. (*This project is on the DOE facilities matrix.*)**

**Planning/Design:                    \$ 50,000**

**Equipment/Supplies:              \$400,000**

**Construction/Installation:       \$450,000**

**\$900,000**

**#####**

**Questions/Discussion:**

**Miss Janice English, Principal – 808-887-6090 Ext. 225**

**[Janice\\_English@wmpccs.org](mailto:Janice_English@wmpccs.org)**

**Mrs. Patti Cook, Development Director – 808-937-2833**

**[Patti\\_Cook@wmpccs.org](mailto:Patti_Cook@wmpccs.org)**