



Local Advisory Panel In-Person Mtg MINUTES – Tues., Nov. 29, 2022 4:30 – 6 PM

In Person In Keaoākea - the STEAM Learning Center – Z105

Time	Activity	Facilitator	Notes
4:30pm	Call Meeting To Order – Welcome, Quorum, Check-In	PKanekuni & JEnglish	4:33 Started; Quorum confirmed.
4:35pm	Review/Approve October 11, 2022 WMS LAP Meeting Minutes	PKanekuni	Approved as is.
4:40pm	Ho’okako’o Update	DGibson	See P2.
4:45pm	Principal’s Report: <ul style="list-style-type: none"> ● Robotics Awards – 1st LEGO League Competition ● Recap re: Family-Student-Teacher Conferences ● Student Behavior – Technology, Consequences, ‘Quick Tip’ 	JEnglish	See P2-3.
5:00pm	Charter School Commission - Academic Performance Framework – (See attachment)	PRice	See P3-4.
5:10pm	Family Engagement Discussion (See attachment)	PRice/JEnglish	See P4-5-6.
5:40pm	Family Representatives Input <ul style="list-style-type: none"> ● Reflections/Concerns/Suggestions/Questions 		Included in Family Engagement Discussion
5:45pm	Teacher-Staff Representatives Input <ul style="list-style-type: none"> ● Reflections/Concerns/Suggestions/Questions 		See P6.
5:50pm	Community Representatives Input <ul style="list-style-type: none"> ● Reflections/Concerns/Suggestions/Questions 		See P7.
5:55pm	New Business Community Input (2 minutes each) Next Meeting: Tuesday, January 10, 2023 – 4:30-6PM – Z105	PKanekuni	No New Business; No additional Community Input

Attachments:

- Charter School Commission Academic Performance Framework – SY21-22
- Family Engagement Documents



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Attendance: 11/29/22

Community Reps:	Phyllis Kanekuni, Midge Jambor, Pete Hendricks, Andrew Odell, Tammy Muranaka
Family Reps:	Rachelle “Elle” Phillips (6 th); Jennifer Brown (6 th)
Certificated Reps:	Jennifer Gillette (6 th), Leesa Robertson (8 th) - Virtually
Classified Reps:	Kalae Kawamura
HC Governing Board:	Pualani Akaka, Chair; Susan Maddox, Member
HC Staff:	David Gibson
WMS Admin:	Janice English
WMS Staff:	Patti Cook
Guests:	Pat Rice (School Improvement Specialist/Title I & Grant Coordinator), Lori Ching (Counseling Intern)

WELCOME/CHECK-IN:

Brief mahalo with lei and lovely snacks contributed by Phyllis Kanekuni and Pat Rice for Patti Cook who will conclude 20 years of service to WMS as position is being eliminated 12/31/22 due to reduced enrollment and budget constraints. Acknowledgement appreciated.

HO'OKAKO'O UPDATE:

DGibson reported that WMS' annual audit is now completed – no issues surfaced. JEnglish thanked Tanya Malani for her diligence year-round which – along with the support and guidance of PRice and all teachers and staff, makes “clean” results possible. This status is extremely important to maintaining our Charter and attracting funding support from many sources.

DGibson reminded everyone that HC Board is still looking for a Waimea Rep for the governing board. Said Kualapu'u Elementary School is working on Charter renewal.

PRINCIPAL'S REPORT:

JEnglish shared that our Na Paniolo Robotics Team earned an invitation to the State First LEGO League competition this Saturday 12/3/22 in Honolulu by securing honors at the recent district competition in Kona. This is the 14th year WMS has participated in First LEGO League competition. Participating students are 6th - 8th graders. Teacher-mentor-coaches are Miss Nau'i Murphy and Miss Tisha Gusman, along with STEAM Program Coordinator Brent Takenouchi. Wishing team well in this Saturday's competition. A private donor just today confirmed a \$5,000 contribution to WMS to support after-school Robotics. This is much appreciated because a decision on the DOE REACH Grant PRice applied for has been delayed.



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Face-to-Face (mostly) Family-Student-Teacher Conferences were held 11/22-23/22: Family participation in the high 80%. Families eager to meet with teachers, very few no-shows; some did have to be rescheduled due to last minute issues but overall, this is excellent participation. Thanked the teachers for the effort involved to prepare students and coordinate conference schedules.

Discussed anonymous QuickTip hotline the school has on its website and frequent reminders sent to student and families to be sure they know this option is available. It has produced helpful information to keep students/school safe and “living” Core Values.

Vaping reports have surfaced thru QuickTip hotline. JEnglish said the school’s goal is to identify students with possible vaping issue to try to get them help/treatment to prevent addiction and physical harm. WMS partnered with Hamakua-Kohala Health, whose trained staff came in to present lessons on how dangerous vaping is. Brought in what looked like a set of lungs – really disturbing to see how they are affected.

WMS Family Rep Elle Phillips commented on how her son had come home promising NEVER to vape – quite impacted by how bad it is for your health/well-being.

JEnglish also said her goal includes educating parents as to what to look for – that vaping devices are sometimes hard to spot. Families also need education because many think it’s not as dangerous as smoking cigarettes, which is not true.

JEnglish also discussed a student having air-dropped video accidentally to a teacher of a fight that occurred here on campus in the boy’s bathroom. Some students videoed the fight so we were able to identify students involved. The accidental air-drop to a teacher was how she learned about the incident. This triggered an investigation and she is in the process of informing families and establishing consequences. Her goal is to help students understand they are accountable for “living” our schoolwide Core Values and how their behavior can be harmful to themselves and the entire school-community. Said parents were generally receptive when she met with them – had printed photos and other evidence so no question about a misunderstanding. A letter went home to all families about this incident and was shared w/ LAP via email. Letter emphasized that she is available to talk any time.

Also said she welcomes input from LAP on how to make school more engaging to deter these kinds of incidents/distractions.

CHARTER COMMISSION – ACADEMIC PERFORMANCE FRAMEWORK (APF):

Pat Rice reviewed the attachment. WMS is a Charter Commission 4.0 school; this report for the 21-22 SY is for Year 1 of our 4-year Charter Contract and Commission members visited the school in June to discuss the framework and expectations. WMS scored an **89** out of 100 for its APF for its first year (a minimum of 73 is required).

Draft 2



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“89 is quite good = about a B+, and there are areas that need improvement.”

The attachment is self-explanatory but specifically thanked the Commission for discerning that WMS placed in the top 10 schools statewide for math growth, and achieved the 2nd highest growth rate in math for all public and public charter middle schools for the 21-22SY. This is significant evidence that teachers are succeeding in helping students grow. Also said it's not easy to decipher this from publicly posted schoolwide Strive HI data.

WMS also did extremely well with closing the achievement gap between high needs and non-high needs students.

Re: Areas of Concern – many students still below proficiency because they come in “really low” – “so growth is very important to achieve proficiency.”

“We should congratulate ourselves for how well we did with the 21-22SY Framework but still lots of hard work ahead.”

Pat noted that we have asked the Commission to come again when school in session (not during the summer) so that our Leadership Team can meet with them to discuss student progress, growth and better understand expectations.

The group thanked Pat, Janice and entire faculty-staff for doing so well w/ assessments, especially in spite of pandemic challenges.

FAMILY ENGAGEMENT DISCUSSION:

Pat Rice began the conversation by sharing the attachment which explains why family engagement is essential for student success and to meet expectations of Accreditation, Title I, OHA grant and other funders. Title I in particular sets high expectations and requires detailed reporting and evidence.

Note top of Page 3 of the Family Engagement Documents handout re: ANNUAL EVALUATION OF POLICY. LAP has not done this – only has occurred informally with Leadership. Today's discussion is in response to this and in recognition by teachers and staff of the school's need to do better w/ family engagement to better support student academic and social-emotional learning and growth.

Pat also reviewed all new mandated procedures related to Title I – the process has dramatically changed from being data driven to inquiry driven. As in the past, the school must prepare a Comprehensive Needs Assessment (CNA), then use this to develop a Comprehensive Academic Plan (CAP). Teachers and staff must participate in this process. Then the CAP has to be approved by the HC board and drives the school's budget. However it's an all new



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process that's still being rolled out by the commission w/ webinars. Janice and Pat are currently working with Leadership and teacher teams to meet urgent deadlines. It is very challenging.

Regarding Family Engagement, a parent rep asked if “un-engaged” families were possibly not English speakers. Response: 13% of our students are ELL (which means they might not be proficient w/ English and that English may not be spoken at home). JEnglish said Brent/Registrar uses IC to provide translations for families who need it. Also, ClassDojo will translate messages if requested by families and some do use this feature.

WMS focused on family engagement this year, most notably w/ OHA ‘Ohana Engagement Facilitator grant and in partnership with Ellie Foulkes – a retired ELA/reading teacher. To date we have held 2 family nights called “Around The Table” with a light dinner and conversations to build engagement and nurture parenting skills. Small turnout but quality time spent. Families who have come expressed appreciation. Next one will be 1/11/23. Sincerely appreciates Ellie’s financial support as well as time and expertise.

Question asked about how many surveys are sent home to families. JEnglish estimated 5. Said teachers/staff push hard to get families to complete/return the annual – not anonymous - Family Household Survey, which is essential for Title I and other funding. Many calls, emails, personal follow-up to secure 100% return. However most surveys are anonymous so are much harder to track and participation is modest. One LAP family rep who generally is very engaged in school and son’s learning admitted she doesn’t do surveys when they require written statements.

Suggested that school might get better feedback with a focus group approach with family members who are representative of student population

Kalae Kawamura, our new ‘Ohana Engagement Facilitator, shared that she recently sent home a survey to families. First sent out electronically via ClassDojo – only 12 responses. Then sent out a paper copy to all families via Wednesday Envelope – sent out 200, got 88 back. Agreed that getting family feedback is challenging but appreciated the 88. Has shared the responses with each grade level. Some families asked about how to get a GED, EBT card, doctor, etc. and she is following up w/ them individually.

The questions families asked resulted in Kalae creating a new 3-panel folded flyer to provide families with an array of resources – both within the school and outside - from food to housing to financial literacy, etc. Shared copies of the flyer (attached to minutes). If anyone has suggestions about additions/revisions, please let her know. The flyer will be shared with all families over the next several weeks.

LAP Family Rep Jennifer Brown shared how very hard the past 2-3 years have been for families and teachers/staff – “almost PTSD inducing.” She mentioned many issues that make it hard – nearly impossible - for some families to participate in school programs: work schedules, lack of transportation, exhaustion as well as COVID concerns. Agreed that food could be a “draw.”



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Said she really believes that parents want to do what's best for their child, the school, the community but many just scraping by – “where do you draw the line?”

Was agreement among school staff and LAP that Kalae's position and efforts are making a difference; grateful for grant funding. We must keep trying.

JEnglish said for the school's “Around the Table” family nights, teachers suggested shifting the time to a bit later and is trying this.

Also discussed how families do come out for athletic games; Lori Ching confirmed that a good number of families have come out for volleyball games. Teacher Leesa Robertson shared that several family members joined the recent 8th grade field trip. Suggestion made that we should perhaps think about engaging families in different way/venues. Family Rep Elle Phillips said she would have loved to attend the recent Halloween Costume Contest. Also was suggested that perhaps families should be invited to join in for IKAIR Day activities. The next one will be March 10, 2023.

Also mentioned Saturday activities such as a beach cleanup – some families do want to do community service but not sure how.

Teacher Leesa Robertson suggested inviting families to come into classrooms to see what it's like for their child and what's expected. Come in – maybe for an hour – to read w/ kids or help in other ways. Said some teachers would welcome this, some not. Said she currently has 2 of our mentors coming in to read w/ students; working well.

Conclusion from Family Engagement Conversation: Based on results of recent family conferences, maybe we're doing pretty well; may need to think differently - using different venues to reach different families. General agreement that the new OHA grant w/ Kalae is helping significantly with improving family connectivity.

TEACHER REPRESENTATIVES INPUT:

8th GRADE: Leesa Robertson reported “Great family attendance for conferences; conducted them “the old fashioned way” with hard copies, no computers. Also said 8th Grade has started prep for May Day – informing students about what's involved to participate in the May Day Court – contract requirements, etc. Also said 8th Grade starting NWEA assessments tomorrow.

6th GRADE: Jennifer Gillette also reported excellent attendance by families/students at conferences; only 3 families didn't participate for the entire grade level. Families said they enjoyed the face-to-face connection and that it creates a better bond. Said that is almost makes the teachers want to do them earlier in the year but don't have adequate data or know the students well enough earlier. Also said the grade level has completed the Panorama survey.



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JEnglish reminded all that our teachers this year agreed to conduct Virtual Ohana Interviews at the start of the year to begin to build stronger family connection. It took quite a bit of time but thinks it helped get the year off to a good start.

STAFF REPRESENTATIVE INPUT:

MENTORING: Ilene Grossman said it's going well – and she is still looking for more mentors; students are coming in asking for a mentor – which is terrific! Thanked both Pete Hendricks and Andrew Odell for continuing to mentor. Currently has about 40 mentors, one is meeting w/ 3 students, several are working with 2 students. Has another 5 “in training.” If LAP members are interested or know of someone who might be, please let her know.

COMMUNITY REPRESENTATIVES INPUT:

Pete Hendricks invited everyone to another Chess Open House at the Waimea Preservation Assn. – Thurs., 12/1/22 – 3:30-5PM. Will have adults there to teach how to play chess – either using the larger- than-life set outdoors or playing w/ chessboards.

Phyllis Kanekuni reminded everyone about “short hours” at the library due to staff shortage and vacations. Now thru Dec. 7, 2022, the library will be open:

- Tuesday, Thursday, Saturday: 9 a.m. to 1 p.m.
- Wednesday, Friday: 11 a.m. to 3 p.m.

Patti Cook reminded all about tomorrow's Food Basket 'Ohana Drop @ 10AM, Friday evening's Tree Lighting at Parker Ranch's Pu'uopelu Historic Homes, and Saturday's Parade. Kalae – who is co-chairing the parade – reviewed the new route, road closure, safety requirements. Also reminded all of school-community briefing on dangers of Fentanyl on Tues., Dec. 6, 2022, 5:30-6:30 pm in the Waimea Elementary Cafeteria. All welcome.

ADJOURNMENT

Phyllis thanked all for attending and wished everyone a safe holiday season.

Meeting adjourned 5:55PM.

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