

SCC Minutes (SY14-15)

September 29, 2014

October 29, 2014

January 14, 2015

February 24, 2015

April 14, 2015

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL AGENDA
September 29, 2014

1. **INTRODUCTIONS:** Present were Elna Gomes, Bill Walter, Don Lougee, Terry Gresswell, Stan Gapol, Jeanine Acia, David Pavel, Cathy Lott, Randi Saplan, Katherine Dekemper, Aldwin Badua, Jacob Lott and Aldwin Badua.

2. **SECRETARY'S REPORT –**
 - a. Meeting of April 1, 2013
 - b. MEETING
 - i. Changes to Minutes - none
 - ii. Approval of Minutes stands as presented.

3. **Principal's Report**
 - a. Discipline Incident Data: See attached reports.
 - i. Incidents Average Per Month report reflects a dramatic drop in incidents from August to September. There have been programs implemented this year that may have had an impact. Lessons are being implemented during the new Ho'okele period which is a 45 minute session and includes character lessons on Tuesday and Thursday. Target focus has been to reduce the number of referrals and the purpose of homeroom was to build a stronger connection between students, school and teachers. The number of committees has been reduced to allow for more emphasis. Committees are as follows: PBS (ways to reinforce positive behaviors), AVID (school wide initiates in homeroom – binder for organization) Malama Honua (environment) and Kmart/Tech. In the AVID program incentives are given for compliance. For example students have received a free dress day every week so far for school wide binder compliance of 85% or more. Students shared their binders and Cathy shared that she really liked the school wide initiative.
 - ii. Some KMS teachers will attend a Behavioral Intervention training presented by Diana Browning-Wright. The teachers will receive training and then bringing information back to share.
 - b. Lava Flow
 - i. The Principal reported that she has been having daily meetings with Superintendant and other DOE departments. Since the direction of the lava flow is so uncertain, it's hard to plan for just one scenario so they are planning of many. Per experts from Volcano Park, it's a matter of when the lava will come not if. Predictions by scientists are the lava will flow anywhere from Pahoa post office to Malama Market. Even if lava stalls it will come out somewhere else because it continues to ooze at the vent. It's believed it will cross Kahakai Blvd and then go to the left into

the Hawaiian Beaches/Shores subdivisions. Kea'au Middle School will host students from the Makuu and Ainaloa neighborhoods into our school which accounts for approximately 100 students. Depending on which side of Hawaiian Beaches & Shores the lava flows will determine if we house additional students. The number we could receive from Keonipoko could be an additional 70 students for a total of 170 additional students on our campus. Ten classrooms have been made available by moving our staff around. We are preparing our students, teachers and staff to be psychology ready to accept the Pahoia students. Whether the teachers come or not, is being decided by OHR because of contractual agreements. Funding for new students hasn't been worked out. KMS exceeded student projection by 26 at the last count and we did receive some additional funds. Students asked how assemblies and lunch would work with the addition. Mrs. Gomes said we may need to consider grade level assemblies and staggered lunch bells.

c. Teacher's Grievance

The teachers have filed a grievance regarding the bell schedule and extended homeroom. The background is that the State Legislature passed a law indicating that our state needs to increase our instructional minutes which was a direct conflict to teachers' contract. According to ACT 167 homeroom and study hall are counted as instructional time but in teacher's contract it is counted as "other". Teachers complain is that they are instructing in the extended homeroom and in violation of contract. The Principal's response is that they are not instructing because there is no lesson plan. Teachers say any contact time with students is instructional. Per Principal there is a component of the contract that says there is a section that allows for time with students that is not instruction (study hall and homeroom) See contract page attached (item d) there are 440 minutes that can be used exclusively for homeroom. If all student time is instructional then why is study hall and homeroom listed as these times do have the direct student contact component? What is presented during the time that is in question are teacher centered and voluntary. Instruction is not directed by Principal. Tuesday and Thursdays include allowable instructional time per the teacher's contract while the other times are study hall and homeroom which falls into the 440 allowable study hall and homeroom minutes in the contract. The grievance is now in the step 2 of the process. Most schools are going to have this issue. On paper we are both legal according to the law and within the confines of the contract.

4. Old Business

5. NEW BUSINESS

- a. Title One Report. Our federal requirements as a Title 1 schools says we need to have a meeting at the beginning of the year. This meeting will fill that role. A Title 1 school is defined as at least 40% of students on free

and reduced lunch. Our school has approximately 85% of students on the program. As such our school receives \$411 per student and \$5.11 for a parent involvement program this equates to \$216,000 and \$3000 respectively. The bulk of the funds will be used for two academic coaches for Professional Development for staff and monthly on-line assessment program. Topics are determined by performing classroom observations and in combination with OSSR and include areas such as teaching strategies and classroom management/behavior. Training will be available during PLCs, teachers own time, or PD days. Funds relating the parent component will be used on resources for parent involvement and education. Title 1 Coordinator is open to ideas for budget in the future. They strive to have the funds go toward student achievement. The funds are federal so there are strict regulations. As part of the funding there is a requirement to hold a quarterly academic plan update with SCC. The Principal will provide these updates. Expenditures of the funds need to be approved by the CAS. Terry Gresswell suggested a program for parent education on finances and is available to be a guest speaker on the topic. PCNC to follow up with Terry to expand on this topic. Some ideas were to learn how to balance a checkbook and perhaps the opportunity to open a checking or savings account. If lessons need to be implemented the place to do that would be Social Studies.

NEXT MEETING DATE: October 29, 2014 3:30.

Meeting adjourned: 5:00pm

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL AGENDA
10/29/14

- 1. MEETING CALLED TO ORDER AT 3:37.**
- 2. Secretary's Report** – Stan Gapol, Earl, Terry Gresswell, Jewelyn Somerin, Aldwin Badua, Don Lougee, Catherine Lott, Elna Gomes, Jeanine Acia, Bill Walter, Jacob Lott (David Pavel Excused)
 - a. Meeting Minutes
 - i. Changes to Minutes – approved as corrected with name changes.
 - ii. Approval of Minutes
- 3. Principal's Report**
 - a. General Comments: School closing 10/30-11/7 with new students only on 11/7 and then all students on 11/10. KMS Leadership students visited the Pahoa students. Pahoa students shared that they were excited to attend KMS with the students. Approximately 80 7th & 8th graders. Feedback from Catherine Lott is that parents of the 50 or so 6th grade students that are currently in an elementary setting and are coming here are having an adjustment going from an elementary school to a middle school and losing out on the benefits of being in the top level of their school. (i.e. 6th grade graduation) Twenty additional staff will be coming to our campus. Pahoa teachers will be teaching Pahoa students. Lunch bell will be staggered. Approval by SCC needed. Students don't have a choice in moving to KMS and having to purchase new uniform shirts. Approximately 80 shirts paid by Pahoa School. Hawaii Community Foundation made a donation to purchase shirts as a result of the hurricane so those funds will be used to purchase 80 shirts. KMS needs to use some weighted-student formula funds to purchase shirts. Usually not able to use those funds for personal items without a waiver upon approval from SCC. Motion made by Bill Walter to use weighted student formula funds to purchase uniform shirts for the incoming Pahoa students and motion 2nd by Catherine Lott. All approved. Next year the students will be fully integrated into KMS school. Terry Gresswell said if there is a dollar amount that the school comes up with he may be able to get finding from outside organizations. Creative Arts is willing to donate 80 shirts. Elna will follow up to provide with Terry with a dollar amount before the next meeting on November 14.
 - b. Academic Progress – template will open on November 3rd however Timeline may be delayed.
 - c. Weighted student formula – next WSF count will be in January.
- 4. Old Business**

SCC Walkthrough: visited 6 classes there appeared to be improvement in the classroom and the cafeteria. It was noticed that there were more

teachers and security in the cafeteria. Also like the way the students assisted in the organization with cleanup.

5. NEW BUSINESS

- a. KMS SCC Bylaws, timeline and Purpose of SCC review. Jeanine to get a copy of the bylaws to the students.
- b. Officer nominations / elections: Chairperson, Vice Chairperson & Secretary. Nominations from the floor, Stan Gapol nominated Terry Gresswell for Chairperson, Terry nominated Stan Don nominated current staff. Official voting will take place at the next meeting.
- c. Schedule school meeting to share student performance data and provide opportunity for collaborative input. Group came up with questions to ask feedback from parents about their concerns. What is something you like about the middle school? What would you like to see here at the school? Any other comments you would like to share. The SCC members will circulate at the Lending Library Grand Opening Gala on 11/10 and ask these questions.
- d. School cameras and video. Stan Gapol – follow-up on discussion last year. Stan went to DOE district office. Shipman willing to pay for equipment and Stan willing to install them. Stan to follow up on the information from DOE that was supposed to be e-mailed to Elna. Stan will provide an aerial video of the school to Wally to place on school website.

Open Floor: Terry Gresswell announced the PCAT Fun Run on January 23, 2015. Kea'au Christmas Parade meeting this year's theme is "A Very Sporty Christmas".

NEXT MEETING DATE: November 17, 2014

Meeting adjourned 5:04

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL AGENDA
January 14, 2015

1. **SECRETARY’S REPORT – MEETING CALLED TO ORDER 3:50**
 - a. **MEETING MINUTES:** attendance: Terry Gresswell, Don Lougee, Catherine Lott, David Pavel, Adwin Badua, Stan Gapol, Joy Escalante, Elna Gomes, Jeanine Acia, Earl Kalawaia, Jacob Lott. Bill Walter excused. Jewel-Lyn Solmerin absent.
 - i. Changes to Minutes- Approved as presented.
 - ii. Approval of Minutes

2. **Principal’s Report**
 - a. General Comments: Two parents expressed concern about the “dress standard” shirts that are issued when uniform is not worn. SCC suggested to use standard uniform shirt with word “loan” in large print in permanent marker. Give students a choice of shirts (current orange or green). Can use “recycled” green uniforms shirts.
 - b. Discipline Issues: Increases in behavioral issues were occurring just before the break. Many are brought on my social media. Texting is a problem. The texting takes place at home. Not Pahoa vs. Kea’au students issue. There seems to be a good integration of students during recess activities. Discussion about use of hoodies and or flask water bottle. Council in favor or “no hoodies” rule and ok with flask water bottles being used.
 - c. WSF Count: Last official enrollment count coming up on Friday. Last report is 810 students. That reflects an increase of approximately 187 students.
 - d. Security: Ron has been out. Jay has been out since Monday. Jessee was out the first couple days of the week. There were a few days with no official security. Volunteers are helping (Mr. Gomes). Three Adult Supervisors were hired who work 19 hours per week. Can recruit parents to volunteer. They would need to interview with Earl.
 - e. New teacher was hired to open a new line of electives as the classes were very large. Napua Thomas teaching Hawaiian language and new teacher to teach 7th & 8th journalism & English. Jon Kitagawa.
 - f. B building scheduled to be demolished this summer.

3. **Old Business**
 - a. Vote for new 2015-2016 SCC Officers: Terry Gresswell nominated for Chairperson, Stan Gapol nominate for Vice Chairperson. Jeanine Acia nominated for Secretary. Don Lougee made a motion and David Pavel 2nd. All in favor.
 - b. Results of the Lending Library Grand Opening parent survey were tabled and forms will be presented at next meeting.

- c. Security System: Stan Gapol received a letter from DOE Superintendent on 11/14/2014 via Mrs. Gomes regarding new guidelines on Surveillance Cameras on School Campus
 - i. Based on these new guidelines:
 - 1. Still in process of working on justification, placement of cameras, notification of surveillance cameras to students, staff, parents and the community and the use of surveillance cameras on campus. SCC proposed that the placement of cameras be decided internally.
 - 2. Mr. Gapol walked the campus with security personnel Mr. Ron Punsalan to discuss the area of responsibility regarding placement of cameras and where the base monitoring and recording station should be located.
 - 3. System will need to be wired. Shipman offered to pay \$500 for system. The wiring of the project is an obstacle at this point. There will be a recorder. Suggestion from SCC to install a repeater.
 - 4. Monitors need to be in a secure location. Space is currently limited on campus.
 - 5. Minimal maintenance. Stan can offered advice to school staff.
 - d. A sample school video DVD of aerial video and photos of KMS provided to Wally Hamada which will be place on website.

4. New Business

- a. Academic / Financial Plan Progress – Financial plan salary personnel has been submitted and approved by CAS. Next step is school list where personnel are assigned to positions. Process unknown for Pahoia teachers who will return to originating schools on paper and then they will move. DHR is working on it. Academic Plan leadership working on it on February 13th. Plan will be similar to last year's plan.
- b. Review Personnel Plan (per SCC timeline) - has been submitted and approved by CAS and will be reviewed next meeting.
- c. SCC Waiver/Exception requests (per SCC timeline) none at this time.

Meeting adjourned: 5:11pm

NEXT MEETING DATE: Tuesday, February 24, 2015 3:30 pm.

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
February 24, 2015 Meeting called to order at 3:40.

1. SECRETARY'S REPORT:

- a. Attendance: Bill Walter, Elna Gomes, Jewel-Lyn Solmerin, Alwin Badua, Michele Coughran, David Pavel, Doug Lougee, Stan Gapol, Jeanine Acia (terry Gresswell – excused), Catherine Lott
- b. Previous meeting minutes: Minutes approved as written.

2. Principal's Report

a. Academic / Financial Plan Review

Comprehensive Needs Assessment (CNA 2014-2015) reviewed(attached)

3 Goals & 6 Strategies of Academic Plan reviewed. (attached)

A copy of the Financial Plan was given to each member. Members are asked to review plan and bring questions back to next meeting. Highlights: bringing back 1 Security and adding more Adult Sups, additional VP. Next year we will have slots open for 14 additional teachers making average class size approximately 25. Paho students will be fully integrated.

b. Discipline Update – tabled until next meeting

3. Old Business

- a. Security System update – It was suggested to have the SCC write a letter to support the security system as there may not be enough real data to support a system. Stan will prepare a letter.

4. New Business

a. Lockers – David Pavel – tabled until next meeting

b. Air con for portables – David Pavel – tabled until next meeting

c. Parent Update – Jeanine Acia

- i. Lending Library Parent Feedback – tabled until next meeting
- ii. Phone Update System: Michele Coughran (Parent) shared that parents are not sure what is going on in the school. The appreciate automated phone calls and reminders. KMS will work on implementing this procedure.
- iii. Shirts – Michele shared that when she purchased shirts for her child she was not able to see what examples of sizes. Having those available would be helpful. Also she said it would be good to have donated shirts made available. SCC had previously talked about a program to have 8th graders give their shirts and incentives were discussed such as a free dress day.
- iv. Marquee: Michele shared that the marquee is hard to see. Per Mrs. Gomes the school has received a donation for new marquee which will mostly likely be purchased with B building is gone.

Meeting adjourned: 5:05pm

NEXT MEETING DATE: Tuesday, March 10, 2015 3:30 Principals office

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
April 14, 2015

1. **SECRETARY’S REPORT** – Elna Gomes, Aldwin Badua, Chris Ho, Catherine Lott, Jacob Lott, Don Lougee, David Pavel, Jeanine Acia, Stan Gapol, Bill Walter excused, Jewelyn Solmerin absent.
 - a. Previous meeting minutes: approved as presented

2. **New Business**
 - a. Hoodie petition presented by Jacob Lott –A petition was circulated and 393 student and 19 teacher signatures were collected to object the hoodie dress code rule. The SBG Leadership team decided to leave the rule in place as it is a rule at KHS which they learned during their 8th grade orientation so they decided that it was best to prepare the students here at KMS.
 - b. KHS Policies shared by Chris Ho as follows:
Hoodies – considered contraband. Jackets, shirts or sweatshirts worn over the KHS uniform must unzip or unbutton all the way from the top to the bottom.
No electronics can be used or taken out.
Mediation contracts are used any time there is verbal or physical conflicts the students use the contract which says they won’t talk to one another.
 - c. Substitute Teachers & EA Lists – Don Lougee
We don’t have enough of each. Mrs. Gomes said she is open to hiring new subs but indicated that not all subs are used/accepted.
 - d. Upcoming Parent Events:
May 20 – May Money Matters (5:00 dinner PCNC office)
Chris asked if high school students can attend. Answer – yes.
May 21 – 5th grade parent transition night (5:30 dinner room S6)
 - e. SCC Board Members 2015-2016: Continuing: Stan, Terry, Aldwin, Jeanine, Chris. Vacating: Cathy, Jacob, David (will seek a replacement), Don & Bill. Chris Ho voted in for community. Recruitment will continue for parent rep and begin for classified and teacher.

3. **Old Business**
 - a. Security System update – Stan Gapol found and selected the camera system and WH Shipman agreed to pay \$500. A location on campus for the hard drive needs to be determined. Stan will donate his time and 1 role of wire. A separate meeting needs to take place with Principal, Stan, V.Principal and security. Stan will talk to Bill Walter about the budget.
 - b. Academic / Financial Plan SCC suggestion form - approved by committee.

4. **Principal's Report-**

a. 2015-2016 Bell Schedule Update

SCC voted upon option A (hardcopy attached) and all teachers were unanimous. Student instruction time is different in bell schedule than the teachers' contract. A waiver was submitted so teachers could have more meeting time will be reviewed by a team at state level including an HSTA representative then once approved goes to BOE. No word yet about approval.

5. Discipline Update: Report attached.

Meeting adjourned: 5:20pm

NEXT MEETING DATE: Principal Survey – Final Meeting – Monday, May 18 at 3pm.

Committee members were invited by Mrs. Gomes to attend the Aloha Assembly - 8th grade promotion on June 2nd from 10:00 – 11:30 in the gym.