

SCC Minutes SY2016-2017

August 16, 2016

September 19, 2016

October 27, 2016

December 7, 2016

January 30, 2017

February 28, 2017

April 19, 2017

**KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
August 16, 2016**

- 1) Introductions: Present were: , Stan Gapol, Ann Holmlund, Jeanine Acia, Michele Coughran, Amalie Dorn, Alex Cryan, Wendy Daniel VP, Dustin Sampaga, Dewi Sosa (guest), Allan Simeon(guest)Randi Saplan (guest), (Student Rep and John Kwee absent)
- 2) Secretary's Report –
 - a. Meeting Minutes: Accepted as presented.
 - b. SCC Member Roster – distribute hard copy for updates
- 3) Title 1 Report – Randi Saplan
Presented an annual Title 1 update as required by Federal Government. Our free / reduced lunch population is 82% and anything over 47% is a Title 1 school. The number is a bit lower since students are getting free meals this year they may not have completed the “Free/Reduced Program” application. Randi shared disbursement of the federal funds as such; resource teacher and PPT and PTTs, STAR assessment program and AVID supplies, binder, dividers, etc. Per pupil allocation has gone up so we will be receiving more money. She asked for suggestions for using the funds to increase parent involvement. Suggestions can emailed to Randi Saplan or Jeanine Acia.
- 4) Student Safety/Security in Community – Stan Gapol
 - a. Complaints from community are still coming in. Stan is Neighborhood Watch and he has been patrolling Kea'au Hongwanji and 76 Service Station. Officer Sampaga has been parking near the station. Mrs. Gomes sent a letter at the beginning of the school year and a Synvoice has gone out to parents asking them not to allow their students to loiter. It appears that the complaints coming from one particular person in the neighborhood. Officer Sampaga noted that there has been improvement from last year primarily due to the physical presence.
- 5) Principal's Report
 - a. Discipline report – Discipline Profile report for last school year and two years prior (report attached). Feedback requested on purchasing Student Affairs Officer position – a teacher level position to assist with lower level classroom disruptions and assisting teachers with classroom management. This teacher line would be half SAO and half line something else possibly RTIB which targets assistance with students behavior. Committee expressed that this was a good plan.
 - b. Academic Data 2015-2016 reports attached. STAR baseline test results. Teachers use the data reports to determine what areas need to be targeted. While percentages are low there has been progress.
 - c. Academic Plan – The state DOE is rewriting the Strategic Plan and they are requesting input for all citizens. “Every Students Achieves Act” is the new official motto and the state will have a town meeting on WHS on 8/24/16 at 4:30. Strategic plans are directly linked to the academic plan. There has been some talk about the Academic Plan

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becoming a 3 year plan instead of every year. KMS is currently working on the CNA-Comprehensive Needs Assessment which is the prefix to the Academic Plan.

6) Committee Reports

- a. Student Leadership Committee Report - absent
 - i. Action Items?
- b. Robotics VEX – Middle School Coordinator Michele Coughran
Shared that the VEX IQ and VEX are currently an after school program combined with the elementary school. This group has competed both at state level and nationally. KMS students are mentoring other schools and girl scouts. Kea’au Robotics Inspire League will be hosting on **September 10th** for the whole island. Asked for support in implementing a Pizza Hut fundraiser. Committee agreed to support the fundraiser.

7) New Business

- a. In accordance with SCC Timeline:
 - i. October Community Meeting #1 date set for October 27 to coordinate with Open House
 - ii. SCC Orientation - discussion tabled – members encouraged to review the bylaws & handbook, vision/mission & timeline checklist on their own
 - iii. Procedures for posting minutes / agendas: Randi Saplan will continue to do this. Jeanine to ask Wally to put minutes & agenda on website.
- b. Review of Self-Assessment of SCC Board – tabled / ongoing
 - i. Identify areas of improvement – committee asked to review assessment results on their own
- c. Public Relations / parent awareness – Jeanine asked everyone to think of a “cool at school” item to be shared at next meeting to add to a running list so that the information can be published.
- d. Allan Simeona expressed a concern that the employees at HMSA are smoking on the school side of their building at times when students are present. Stan Gapol to talk to W.H. Shipman about this concern.

NEXT MEETING DATE: September 19, 2016 3:30

October 27, 2016 3:30 (inviting input on needs assessment)

Other upcoming dates: PT conferences Oct 25, 26, 27.

PTSA book fair 10/21 – 11/2 Family night October 27.

KEAAU MIDDLE SCHOOL

SCHOOL COMMUNITY COUNCIL MINUTES

September 19, 2016

- 1) Secretary's Report
 - a. Present were: Elna Gomes, Carlos Moller, HMSA, Stan Gapol, Jeanine Acia, John Kwee, Alex Cyran, Jeanine Acia (student rep absent) Ann Holmlund, Amalie Dorn.
 - b. Meeting Minutes from previous meeting: Stands as corrected.
- 2) Principal's Report
 - a. Discipline report – Overall number of offenses YTD are down. (report attached)
 - b. New Elective Line (Health & Fitness) for grades 6&7 and an Alternative Learning Center (ALC) Teacher will be added as we made our projected headcount.
- 3) Committee Reports
 - a. Student Leadership Committee Report - absent
- 4) Old Business
 - a. Title 1 Fund Expenditure Suggestions for Parent Engagement. Food!
 - b. "Cool at School" item to share:
 - i. Ann: Currently in discussion with KHS to have some students come and share career pathways and having a pre-registration night for our 8th graders a. school New "Attendance Competition" to be part of an effort to increase attendance. SCC community members invited to be part of the committee. Next meeting is Oct 17 at 2:15 in Principal's office.
 - ii. Officer Sampaga and Community Watch Representative continue to monitor the neighborhood after school in partnership with HMSA.
 - c. Make a Difference Day ideas: Ann, Family Guidance and Foster Parents project. Elna, Paint hallways inside gym. Cut cane grass along boundary lines. Stan, Rat Lung disease education.
 - d. Student Safety/Security in Community – Stan Gapol & Carlos Moller from HMSA. HMSA is beefing up their security and will have more of a presence in the community.
- 5) New Business
 - a. In accordance with SCC Timeline: October Community Meeting #1 to share performance data and provide for collaborative public input to school improvement priorities - Scheduled on 10/27 – 3:30 same time as our regular Board Meeting

NEXT MEETING DATE: 10/27/16 3:30 Principal's Office. Board meeting combined with Community Meeting. Randi Saplan to share performance data in Mrs. Gomes absence.

12/7/16 at 3:30 in Principal's office. No meeting in November.

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
October 27, 2016
Community Meeting #1

- 1) Members of KMS community present: Amalie Dorn, Stan Gapol, Jeanine Acia, Randi Saplan, Wendy Daniel, Dave & Cindy Magallanes (excused: Alex Cyran, Ann Holmlund, John Kwee, Michele Coughran) Student Rep absent.
- 2) Secretary's Report –
 - a. Meeting Minutes – table approving due to lack of quorum
- 3) Principal's Report - Presented by Randi Saplan
 - a. Share performance data – Shared Strive High results (report attached) based on SBA test aligned with Common Core.
 - b. Receive input on priorities: Discussed CNA (Comprehensive Needs Assessment). Committee asked to think about needs that could be part of the CNA. Academic Plan format has changed yet new template has not been distributed.
- 4) Committee Reports
 - a. Student Leadership Committee Report - absent
- 5) New Business
 - a. 9:30 Saturday Robotics Program

Meeting adjourned 4:00pm.

NEXT MEETING DATE: 12/7/16 3:30 in the Principal's office.

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
December 7, 2016 3:34PM called to order

- 1) Introductions: Present were: Jeanine Acia, Alex Cyran, Amalie Dorn, Stan Gapol, Elna Gomes, Ann Holmlund, student “G.K.”, Cindy & Dave Magallanes, Jancy Rapoza, Dustin Sampaga, Lori Aiu, Janean Stone, Excused: John Kwee
 - a. Announcements – Congrats to Michele Coughran voted “Volunteer of the Year”.
 - b. New Members: David Magallanes voted into committee as Committee Member replacing Nellie Walker as parent rep.

- 2) Secretary’s Report –
 - a. Meeting Minutes – minutes from September and October approved.
 - b. SCC Member Roster – David will be added.

- 1) Committee Reports
 - a. Student Leadership Committee Report
Students request for a thinner material shirt. Discussion took place that new yellow are a bit thinner and if too thin the screen will run. They like the gym shirt. Mrs. Stone will check to see what the PE shirt brand is and if they can be ordered for school shirt.
More trash cans requested over by K Building. Mrs. Gomes will talk to custodial staff.
They would like more choices on school lunch. Amalie will make KMS Cafeteria Manager – Gaylen Oda.

- 2) Principal’s Report
 - a. Discipline report Overall number of incidents dramatically reduced. Current issue on campus on how discipline is being administered. Some teachers have problems with how admin progressively implements discipline. Chapter 19 does not stipulate that discipline needs to be progressive. Each incident is considered on a case by case basis while taking into consideration repeat offences as part of the equation but not the entire equation – report attached
 - b. School Data Review – CNA review. We are simultaneously working on the CNA and preparing for our mid-cycle accreditation review. The WASC team will be here at the end of January to see how we are doing on the areas designated to work on. Copy of CNA attached. Members please review before we review the Ac/Fin Plan. Mrs. Gomes will send SCC Secretary the WASC report to distribute to members.

3) New Business

- a. In accordance with SCC Timeline: December
 - i. Academic & Financial Plan (AFP) – Quarterly Progress Keaau Middle Academic Review team (KMART) meets once a month to review “enabling Activities in the Academic Plan. Every month they report back (progress monitoring). The Progress Monitoring is shared on KMS Google Drive with all teachers. Mrs. Gomes can share the report with members through Google. KMS Secretary will provide the addresses.
- b. After School Security: Stan Gapol – Student pick up areas continue to be a problem. Students are going to 7-11 and Hongwangi. Discussion on resolutions: special message from CPO or campaign to remind parents to be safe in drop off and pick up. Assignment to committee: think of a nifty slogan.
- c. Community Outreach – Asked if there were any complaints from “neighbors”. Mrs. Gomes said there weren’t any. Kids have been vaping and gambling. Partnership with HMSA and they have 3 guards who are working in partnership with Stan Gapol/

NEXT MEETING: January 18, 2017 3:30 Mrs. Gomes Office

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
January 30, 2017

1. SECRETARY'S REPORT – MEETING CALLED TO ORDER 3:12

Present: Elna Gomes, Wendy Daniel, Janean Stone, Ann Holmlund, Alex Cyran, Jeanine Acia, Stan Gapol, David Magallanes, Cindy Magallanes, Jazanay Clemente, Lori Ann Aiu, Amalie Dorn & WASC Guests: Dr. Carm Minami (chair), Mr. Rick Thomas, Mrs. Gayle Yamaguchi.

- i. Minutes from previous meeting - tabled

WASC Presentation: Team consisting the same members that were here 3 years ago. Checking on progress of the school and what has the impact been since our last visit. Are we meeting GLO's and standards. Achievement is determined by the test. Want to capture information to see if we are aligned with the GLO's.

1. NEW BUSINESS

- a. Off campus issues with students. Jeanine to remind parents to pick up at the gym or enroll their students in the after school program.

Meeting adjourned: 4:30

NEXT MEETING DATE: Regular board meeting: February 28, 2017 3:30
Community Meeting March 30, 2017 3:30

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
Feb 28, 2017

- 1) Present were: Alex Cyran, Ann Holmlund, Amalie Dorn, John Kwee, Stan Gapol, Wendy Daniel, Michele Coughran, Jeanine Acia, Jancy Rapoza. Absent David & Cindy Magallanes.
- 2) Secretary's Report:
 - a. Minutes: December / January (Mrs. Gomes to send electronic WASC report)
Minutes approved as presented
- 3) New Business:
 - 6th Grade Academy
Bell Schedule: Presented and discussed
Concerns: Officer Saplan in support of bell schedule change due to discipline issues. Mrs. Gomes explains the goal is to create a program that would have a separate area in the school for 6th grade students's core classes with a staggered bell schedule. The 6th grade students would have their own recesses and lunch. This would contribute to a smooth transition to middle school and allow for better security on campus. Currently during recess and lunch there are approximately 710 students with a limited number of supervisors to monitor them. Security shared that it is challenging to monitor students. Mrs. Gomes indicated that we have not been able to hire security easily. With a staggered schedule there would be one schedule for 6th graders and one for 7th & 8th graders therefore teacher will be on one schedule or the other and can't teach all grade levels. Monday all students will be on the same bell schedule. Questions and concerns were taken from group such as: who is involved in the planning / change of bell schedule, pro/cons of proposal and loss of 6th grade band. Currently there are approximately 60 sixth grade students in band. Recommendation from student was to have incoming students complete a survey as to why they want to be in band for the teacher to review and interviewed like they do for AVID. Another suggestion from a parent to implement a JPO program. Mrs. Arceo and Mrs. Gomes did have a come to a compromise yesterday which would give Mrs.Arceo one 6th grade band. It may be possible for Mr. Cyran to have a 6th grade band as well. Amalie asked for solutions from the audience in attendance. A synrevoice will go out to parents letting them know they can review the proposed bell schedule and submit input on the website.
- 4) Principal's Report:
 - a. AC/Fin Update- 3year plan deadline in April. Will be working on draft on a pull out date before spring break in effort to have ready to present to community meeting.
- 5) Committee Reports:
 - a. Student Leadership Committee Report
 - b. Robotics Trophy Case – Stan Gapol/Michele Coughran
 - i. Procurement: Need 3 bids. Funding is an issue. Possible KHS project or spruce up existing cases. Stan and Michele to work on a solution.

NEXT MEETING DATE:

Special meeting of the council to review suggestions from community on bell schedule: March 15, 2017
Community Meeting March 30, 2017 3:30 Principal's office

KEAAU MIDDLE SCHOOL
SCHOOL COMMUNITY COUNCIL MINUTES
April 19, 2017

- 1) Present were: Elna Gomes, Wendy Daniel, Ann Holmlund, Amalie Dorn, Stan Gapol. Excused/absent: Jeanine Acia, Alex Cyran, Michelle Coughran, Janean Stone, Jazanay Clemente, Lori Ann Aiu
- 2) Secretary's Report:
 - a. Jeanine Acia excused, Stan Gapol taking minutes, special meeting to provide inputs for the 3-year Academic Plan.
 - b. March minutes approved after comments.
- 3) New Business:
 - a. Ann indicated she may step down after her term expires, contingent on further discussions with Alex Cyran, as he also previously noted at the last SCC meeting that he would step down as well.
 - b. Amalie's, 2-year obligation expires next October and she also indicated possibly stepping down as well due to increased responsibilities.
 - c. At this point, Jeanine's SCC status is tentative.
 - d. Discussion about SCC origination, established by HI State law that was preceded by the SCBM. Each SCC has its own bylaws, advisory role, exchange of ideas, elected by peers to advise the Principal and major role is the ACFIN, breakdown of SCC Board membership including school staff and teachers, students, and community members, all responsible to the District Superintendent. SCC bylaws are available on the HI State DOE website. With a potential of 4 members stepping down next school year, discussed recruitment efforts.
- 4) Principal's Report:
 - a. Discipline: No significant occurrence during the past month. Teachers on "yard duty" once per week, some volunteer during lunch period.
 - b. Security Staff: Three positions, 2 occupied, 89-day hire pending.
 - c. Security cameral initiative: Funding approved, contractor discussions in progress.
 - d. KMS provided \$10K for the Luna Techs trip to Lexington KY for the 2017 VEX IQ Robotics competition.
 - e. Students utilizing Chrome Books vice Apple computers.
 - f. This year's student count is 710.
 - g. The Board reviewed and discussed the Academic Plan set forth by the Principal.
 1. Ann moved to approve the 3-year 2017-2020 plan, Stan seconded.
- 5) Committee Reports:
 - a. Student Leadership Committee Report - N/A
 - b. Robotics Trophy Case – Stan Gapol/Michelle Coughran
No updates.

NEXT MEETING DATE:

Special meeting of the SCC Board for the Principal's assessment on Wednesday, May 17th 3:30PM in PCNC's office.