# Waimanalo School Meeting Agenda & Minutes

**Team:** Waimanalo Elementary and Intermediate School  
**Location:** WEIS S-1  
**Facilitator:** Lita Leonhardt  
**Date:** 03/07/2018  
**Time:** 4:00pm  
**Recorder:** Brigitte Tahauri

## Present:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Person Time</th>
<th>Desired Outcome</th>
<th>Decisions/Assignments/Follow-Up/Comments</th>
</tr>
</thead>
</table>
| Review Norms & Working Agreements  
Facilitator 2 min | I | NORMS OF COLLABORATION  
1. Pausing  
2. Paraphrasing  
3. Posing Questions  
4. Putting Ideas on the Table  
5. Providing Data  
6. Paying Attention to Self and Others  
7. Presuming Positive Intentions | At WEIS, we agree to be... 
Present: Come to meetings, participate, and avoid side-bar conversations.  
Respectful: Treat others the way you want to be treated. (Ha'aha'a)  
Mindful: Honor the time and share air time.  
Focused: Stay on topic.  
Open-minded: Agree to disagree, realizing we all share a common goal.  
Fair: Make sure all voices are heard and respect decisions made by the group.  
Listeners: One speaker at a time. (Ho'oponopono) |
| Inclusion/Check In  
Facilitator 2 min | I/D | Each participant introduces herself/himself, shares one thing on their mind, and says, "I'm in." |  |
| Minutes of | I/D | Members review | Will present for approval at April meeting |
| Principal Update  
5 mins | I/D/A | Career Day - both elementary and intermediate  
Health and Wellness Family Night - huge success with parents  
Read Aloud Across America - Job Corp members read to elementary students  
Guided Visit on 3/8/18  
School FOCUS: Math Concepts - making sense of problems and persevering through them  
Waiver Day beginning of SY 2018/2019  
Observation by Wesley Yuu  
Wesley Yuu to meet with individual teachers, grade levels, small group  
SBA to begins in April  
Interim Assessment  
- Teachers were given a window to practice with their students  
- Should it be mandatory for all teachers to do it?  
  - Will this led to over-testing of students?  
  - Build into the year rather than begin interim in 3rd quarter before April testing  
  - Testing scores may be available before end of school year |  |
### Student Leadership Representative

- **I/D**

  - TARO Activity to Water Park on March 9
    - (tardy, absent, referral, obligation)
  - Principal Goal: 4 field trips/4 activities/school year
  - Plan in the works for all intermediate students to attend an activity by the end of this year (ie staff vs student sporting event, water kickball, carnival)
  - What if students are sick? Will they be penalized?
    - Per admin, if students are sick they need to inform admin for excusal.
  - Pacific Aviation Museum field trip for 6th graders
  - Intermediate Career Day
    - students were able to decide what they wanted to attend
    - students and teachers were confused by new procedures
  - Middle School Banquet in Waikiki on May 11, 2018
    - no parent pick up at site

### New Business

- **I/D/A**

  - Identified students with behaviors and academics
    - RTI: how do we best support students?
    - staffing: lots of openings for next year
    - system of support
      - Choose Love (SEL program) for upcoming school year to address behaviors: disrespect, bullying
    - school/community connection next year
    - sense of community
  - Mrs. Inouye reaching out to outside community resources
    - Importance of Relationship building
  - HA Summit on March 9 and 10
  - Na Ho'opena A'o
    - Invitation to assist and be a part of imu
    - 41-727 Ala Koa St.
    - 9:00-10:30 am on March 8
    - West O'ahu
      - hale demonstration
  - Open House on August 2 from 5:15-6:30pm
  - First Day of school August 7
  - Elementary and Middle School schedule July 25 and 26

### Ohana

- **I/D**

  - secretary has resigned due to moving to the mainland
  - Movie Night - on April 27?
  - Staff Appreciation Day May 8

### Meeting Summary & Follow-Up

- **Facilitator** 5 min

  - Summarize meeting decisions and action items.
  - Schedule details for the next team meeting.

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### Next Meeting Details

- **Date:** April 4, 2018
- **Time:** 4:00-5:00pm
- **Location:** S-1
- **Facilitator:** Lita Leonhardt
- **Recorder:** Brigitte Tahauri
- **Agenda Topics:**
- **Items for follow-up:**
WEIS Meeting Protocol:

1. Every meeting should have a facilitator and recorder.

2. The facilitator should develop the agenda in advance (in consultation with administration and/or other team members) and provide a hard copy OR share via Google docs OR post the agenda publicly during the meeting for all participants to see.

3. During the meeting, the facilitator should also keep time by reminding presenters, discussion leads, and members of the time allocated for each item, and when time is up. The facilitator is also responsible for reminding participants of the group norms/working agreements at the start and if necessary, during the course of the meeting as issues arise.

4. The recorder should accurately record BOTH a summary of the discussion, decisions/solutions, and action items in the minutes. This may include questions asked and answered during discussion. More is better than less if a question arises later as to what exactly was discussed and what the outcome was.

5. The recorder should: a) Either take minutes via Google docs (and all participants should be able to review the minutes live) and a review of the minutes should take place DURING the meeting, OR b) the recorder should send the meeting minutes via email to all participants to check for accuracy BEFORE posting the minutes in the minutes database.

6. The facilitator should ensure that the recorder posts the minutes AFTER the meeting.

7. The recorder should post the meeting minutes to the database in a timely manner. If you're not sure how to do this, ask a colleague, your team leader...most of us know how to do it.

8. The facilitator should allow 2-5 minutes at the end of every meeting to summarize the decisions and action items discussed in the meeting to ensure clear understanding by all participants.

9. All meeting participants should review the meeting minutes for accuracy and for action items at the end of the meeting, and prior to the next meeting. Team members with action items should bring relevant data, information, materials or resources as set forth in the prior meeting.

10. The facilitator for the next meeting should send a reminder of meeting logistics, agenda, and follow-up items to all participants at least 24 hours prior to the meeting.