### Review Norms & Working Agreements

**Facilitator:** Lita Leonhardt  
**Time:** 2 min  
**Person:**  
**I/D/A:** I  
**Desired Outcome:** 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  

**Discussion Summary:** 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:** Lita Leonhardt  
**Time:** 2 min  
**Person:**  
**I/D:** Each participant introduces herself/himself, shares one thing on their mind, and says, “I'm in.”  
Participates share personal stories  

**Discussion Summary:** Everyone is in.

### Minutes of 11/8/17 and 03/07/18 approval

**Facilitator:** Lita Leonhardt  
**Time:** 2 min  
**Person:**  
**I/D:** Members review 11/08/2017 and 03/07/2018 minutes  
SCC members review previous minutes  
Update to 03/07/2018 minutes to include Middle School Banquet in Waikiki on May 11, 2018  
Students give feedback to teachers regarding Middle School events  

**Discussion Summary:** 11/08/2017 minutes Mr. Sanders approves Selena seconds  
03/07/2018 minutes Mr. Sanders approves Selena seconds  
Brigitte to update 03/07/2018 minutes to include Middle School Banquet and student feedback

### Principal Update 5 mins

**Facilitator:** Lita Leonhardt  
**Time:** 5 min  
**Person:**  
**I/D/A:** Former teacher Teresa Camara passed away yesterday  
Once services are finalized, admin to inform staff and faculty  
Middle school wraps up SBA testing this week  
Math scores are visible - 7% increase for grades 6, 7, 8  
Language Arts scores take more time due to writing portion needing to be scored  
Elementary to start next week  
Teacher transfer period - 2nd posting 4/12  
hired 6th grade English teacher on 1st round  
Elementary grades are filled except for 2 special education lines  
Middle school grades still need to fill general education and special education positions  
Mid May/Late May/Summer hiring based on displaced teachers

**Discussion Summary:** 11/08/2017 minutes Mr. Sanders approves Selena seconds  
03/07/2018 minutes Mr. Sanders approves Selena seconds  
Brigitte to update 03/07/2018 minutes to include Middle School Banquet and student feedback
| Student Leadership Representative | I/D | Middle School Assembly on 4/11/2018  
6th graders taking their SBA testing this week  
Middle School Banquet on May 11, 2018 |
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<td>New Business</td>
<td>I/D/A</td>
<td>NO new business</td>
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| Ohana                            | I/D | WEIS Movie Night (Jumanji) on April 27, 2018 from 5:30-8pm  
Middle School turns in Box Tops  
Fundraising  
- No planned fundraisers this school year  
- Close of Agnes Bakery affected fundraising  
- Possible fundraiser: ‘Ohana t-shirts for sale  
- Submittal of request for funds on hold until signatures are confirmed with bank |
|                                  |     | Still looking for parent volunteers to represent ‘Ohana board     |
|                                  |     | Mr. Richardson to write a letter to assist with signatures for the bank card |

Student Voice- ask students what they want to see next year and how we can make that happen  
- goal: Student-Centered activities planned based on student voice

Last SCC meeting at Round Table Pizza for SCC and evaluation

Last month WEIS Newsletter advertise SCC parent rep and PCNC position

May Day program on May 25 from 9-10:30am

8th grade Graduation on May 31

OPEN HOUSE before school starts - August 2

Science Night 04/11/2018 at 5:30pm

Admin looking to consolidate family events for convi

Absent and Tardy Rates  
- even with a letter, absences count against the school  
- 5 days of absences, a letter sent home  
- 10 days of absences, a letter to family court  
- absent due to illness or taking care of younger  
- unenroll if going on a trip then re enroll upon return  
- decrease of students staying home because they are bullied

HA Summit incentive - school involvement

New school shirts a possibility for next year if costs are reasonable

Next Year Goal: building relationships with students so that they have an adult on campus to connect with
November and March payment of Box Tops

May 7 - Teacher Appreciation

**Meeting Summary & Follow-Up**

- Facilitator 5 min

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

**Next Meeting Details**

- Date: May 02, 2018
- Time: 2:00-3:00pm
- Location: Round Table
- Facilitator: Lita Leonhardt
- Recorder: Brigitte Tahauri
- Items for follow-up: Evaluation

**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.