# Waimanalo School Meeting Agenda & Minutes

**Team:** Waimanalo School Community Council  
**Location:** S-1  
**Facilitator:** Lita Leonhardt  
**Date:** 11/08/2017  
**Time:** 4:00pm  
**Recorder:** Brigitte Tahauri  
**Present:** Lita Leonhardt, Mona Makaike, Melanie Kassebeer, Zoe Crawford, Selena Vixayvong, Noel Richardson, Brigitte Tahauri, Kenneth Ho Jr, C  
**Absent:** Manual Sanders

<table>
<thead>
<tr>
<th>Topic Person Time</th>
<th>I/D/A</th>
<th>Desired Outcome (What will be accomplished by the end of the meeting) &amp; Discussion Summary (Discussion log)</th>
<th>Decisions/Assignments/Follow-Up/Comments</th>
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| Review Working Agreements  
Facilitator 2 min | I     | **At WEIS, we agree to...**  
Respect one another - be on time, presume positive intentions, and be open to ideas  
Listen - one speaker at a time, pause and paraphrase before speaking  
Be present and engaged - pose questions, put ideas on the table, provide data  
Be focused and mindful - pay attention to self and others, avoid side conversations or off task behavior  
Be fair - ensure equal participation and voice |  |
| Inclusion/Introductions & Check In  
Facilitator 2 min | I/D   | Each participant introduces herself/himself, shares one thing on their mind, and says, "I'm in." | All in |
| Minutes of 10/4/17 approval | I/D/A | Principal Richardson shared the staffing proposal/budget for next school year.  
- Staffing Proposal sent to teachers  
- Extra position from 5th grade line  
- Solicit for equipment from teachers  
- Budget status quo  
- PPT/PTT need to be highly qualified now  
- Title 1 - Federally funded, but have to pay fringe for personnel  
  ○ based on enrollment  
  ○ rates fluxuates  
- Article 6 - SPED inclusion positions  
- Enrollment Goal: 488  
**Goals:**  
- As much as possible keep classroom size small  
- Ensure that we offer high interest electives to our middle school students | SCC members approve the Budget proposal |
- Ensure that we have enough support staff to meet our teachers' professional development and coaching needs
- Ensure we have staff to provide Tier 3 services to student in need

Information:
Total Budget (WSF) - $2,673,173 (Title I): TBD but typically around $145,000
Staffing Proposed budget - $1,886,660
Remaining budget - $786,513
Special Education and Article 6 positions are allocated to the school and not part of WSF funding. (Special Education will not be shown here)
Funding sources: Weighted Student Formula - Title I

Total Elementary Positions: 12
Total Article 6 Positions: 2
Total Support: 5
Total Middle School Position: 14
Total Title I positions: 1

+Principal Richardson shared the new school website. We are working with the website company on a WEIS app to notify/update parents on upcoming events.

+STEM Building update from Principal Richardson
1. presents 3 pictures of STEM building design
2. next to library (blue basketball court)
3. 2 classrooms per wing with open middle court
4. air conditioned
5. closed secured building

+Parent-Teacher Conference Open Forum
1. set-up
2. no parent involvement

Breaking Ground next December 2018
Estimated time - 2 years

Other avenues to reach parents:
1) monthly night activities
2) new website

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<tr>
<td>Health and Wellness Guidelines</td>
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<tr>
<td>1. link on school website and DOE website</td>
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<tr>
<td>2. Presentation of WEIS Snack Policy</td>
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<td>3. improvement of school lunches</td>
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<td>4. Blue Zone participation</td>
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<td>5. Planning of school physical activities</td>
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<td>Fundraisers</td>
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<td>1. In-school will follow WEIS Snack Policy</td>
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<td>2. 'Ohana is able to provide snacks/meals not regulated in WEIS Snack Policy</td>
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<td>soft roll-out 2017/2018 school year</td>
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<td>1. No candy rewards from teachers</td>
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<td>2. NO snack shop available</td>
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February 2018
1. Blue Zone activity

2018/2019 school year
### 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.

| Student Leadership Representative | I/D | Quarterly 1 Assembly on November 8  
|-----------------------------------|-----|-----------------------------------|
|                                  | I/D | Student encouragement of those who received awards  
|                                  |     | Awards given:  
|                                  |     | Honor Roll 3.0-3.3 GPA  
|                                  |     | Principal List 3.4-4.0 GPA  
|                                  |     | Po'okela  
|                                  |     | Attendance Awards  
|                                  |     | Green Attendance Award (on-track attendance awards)  
|                                  | I/D/A | Jamba Juice - 11/29  
|                                  |     | Ice Palace in December  
| New Business | I/D/A | No new business  
| Ohana Mr. Soa | I/D/A | Movie Night  
|                 |     | 1) November 17  
|                 |     | 2) Menu still being planned  
|                 | I/D/A | Use of school cafe ONLY if cafe staff present  
|                 |     | Need treasurer and secretary  
|                 |     | Cheryl Rodrigues volunteers as treasurer  
|                 |     | Mrs. Inouye to display flyers in office for Ohana  
| Meeting Summary, Follow-Up & Reflection Facilitator 5 min | Summarize meeting decisions and action items.  
| | Schedule details for the next team meeting.  
| | Next Meeting Details  
| | Date: January 10, 2018  
| | Time: 4:00pm  
| | Location: S-1  
| | Facilitator: Lita Leonhardt  
| | Recorder: Brigitte Tahauri  
| | Agenda Topics:  
| | Items for follow-up:  
| | -
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. As a group, reflect on working agreements.

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.