

Kamaile P-3 Focus Group

Oct. 15, 2009 meeting minutes

Introductions:

Jasmine Paris- INPEACE, Community Resource Coordinator/P-3 Focus Group Co-Facilitator

LaurieAnn Dunn- INPEACE, P-3 ECE Liaison/Focus Group Facilitator

Diane Arakaki- Kamaile Academy PCS, K-teacher & GLC (grade level chair)

Susan Adler- UH Professor at West Oahu in ECE

Dd Chang- Kamaile Academy PCS (1 Preschool class that services 3-5yr. olds), SPED PreK Teacher

Kanoe Renaud- INPEACE, P-3 Program Director

Susan Ware-Kamaile Academy PCS, K-Teacher

Cheryl Jones- Head Start

Nicole Souza- Kamehameha Preschool, Educational Coord.

Kaila Lui-Kwan- Kamehameha Preschool, Educational Coord.

Program Announcements:

1. Kamaile will be hosting a Parent Night Event called Kamaile's Harvest Festival on Thursday 10/29/09. It is an event that will take place in the cafeteria from 6:30p-7:30p. Opened to Kindergarten students and their families to participate in a parent/child make and take activity followed by games and prizes with provided dinner and drinks from Kamaile. Anyone interested in participating or helping with prizes, set-up and clean-up inquire with LaurieAnn.
Kamaile also announced that their Kindergarten students participate in special classes held 1x a week in subjects such as: art, dance, music, science, computers and PE.
2. Kamehameha Preschool applications are open. Their Hi'ilani program servicing families with children 0-3 yrs. old is open and needs more recruitment. Kaila brought flyers to get approval from Glen or Clarence to set up in the office. Cheryl asked for additional flyers and is willing to help advertize the flyer at her site.
3. LaurieAnn announced to the group of the Capital Rally regarding Furlough Fridays that will take place on Oct. 23rd. Anyone interested was given information to follow up if they wanted to participate.

Review of meeting held on Aug. 10th-

Portfolio Exchange Protocol-

We had a very thorough and complex discussion about the purpose of the Consent and Request Forms in question for proper Portfolio Exchange protocol implementation.

1. LaurieAnn shared a DOE form (Authorization to Receive Information) that can be used to request child information. It is usually used for SPED cases, but can be used for consent to request/receive information from any program. The form was filled out to ask for parent

consent to receive/release the following information between ECE and elementary programs:

- a. "Assessments, screenings, or records related to your child's educational development."
- b. "Samples of your child's work."
- c. "Permission to contact your child's former early childhood teachers/providers regarding assessments, screenings, and records related to your child's educational progress."

2. Feedback regarding DOE form:

- a. DOE Consent Form is professional and makes the portfolio exchange legal and official.
- b. Suggestion to add "Yes"/"No" options for each item parent gives consent to release instead of a checkbox. Parents can have the option to give permission for each item or not.
- c. DOE Consent Form can be signed by parents before leaving ECE program. Form needs to be approved by ECE program directors.
- d. DOE Consent Form can be included in K registration packets. Form needs to be approved by principal. This would help cover ALL children previously enrolled in an ECE program, as well as introduce the idea to parents who don't have their children in ECE programs that doing so is a commonplace idea.
- e. DOE Consent Form can cover both ECE and elementary schools for parent consent on both the releasing and receiving information ends. Both can have on file.
- f. Kamehameha Preschool is willing to physically hand deliver portfolios to Kamaile (and other schools) after their end-of-the-year Parent-Teacher conference and before Kamaile's 1st Parent-Teacher conference.
- g. A brief timeline for a portfolio exchange protocol was suggested (see below).

3. **Protocol Timeline and Options:** Through conversation the group suggested...

Month	ECE Activity	DOE Activity	Questions/Concerns
Jan	Early K Registration Awareness		
Feb	(Because of early K awareness in ECE program, parents register for K→)	DOE Parent Consent Form in K registration packet	
Mar			
Apr			
May	Last ECE Parent-Teacher Conference: <ul style="list-style-type: none"> • Inventory which school child is going to Kindergarten • DOE Parent Consent Form 		? Does every ECE program have exit P-T conferences? ? Are all ECE programs willing to track which schools children go?
June	ECE program delivers student portfolio (assessments, screenings, work samples) to elementary schools		? Are all ECE programs willing to deliver portfolios to schools?

July		K teacher makes copies of relevant assessments/ screenings to keep in child's DOE file	? CAN assessments be copied and kept on file (legally)? ? Is there a need for 1 st -3 rd grade teachers to keep this info on file?
Aug			
Sept			
Oct		First K Parent-Teacher Conference: <ul style="list-style-type: none"> ECE student portfolio is returned to families 	
Nov			
Dec			

IMPORTANT NOTE: **No final decisions were made.** This is still a very important conversation that is very detailed and needs a lot of participation from the group on both ECE and ELE ends and is still a work in progress. Eventually when a decision has been made among the group and a draft of that is drawn up, participants from the group will be asked to take it to their directors, supervisors and/or PCS board members for approval.

Other Action Items-

1. LaurieAnn reminds the group of the upcoming 'Ohana Resource workshop that will take place at the Kamehameha Community Learning Center in Room 102 on Nov. 9th from 2:00p-3:00p.
2. Diane will follow up with Clarence on approval to Consent and/or Request Forms.
3. Kaila will email group with more flyers for their Hiilani Program upon request to advertize at other program sites for recruitment.
4. Jaz and LaurieAnn to follow up with absent programs to ensure their program directors are aware of the movement of the portfolio exchange and invite them to the next meeting for feedback or approval of forms in question.
5. We will start the topic of School Site Visits if time permits

Verify next meeting: Nov. 12, 2009
3:30pm-5:00pm at
Kamaile Academy PCS Room F103