Meeting Call to Order: 5:02pm by Shawn Suzuki, Principal

1. **Attendance**: Present: Shawn Suzuki, Bobbie Command, Diane Spencer, Momi Kaehuaea, Sydney Suzuki, Danna Sugai, Gloria Krier Matthews
2. **Approval of Minutes** - Minutes for November 2017 meeting approved
3. **Public Testimony**: None
4. **New Business** –
   a. Comprehensive Needs Assessment (CNA) Process; Diane Spencer and Allie Serina presented the current plan to the faculty, covering 4 area
      1. Demographics- School Ethnicity has remained the same
      2. Perception Data – Students opinion was part of the Tripod survey, School Quality Survey (SQS), Teacher and Staff Survey will be online, link will be sent out next week
      3. Student Learning: Star, ACT, SBA Reading and Math continue to be areas of improvement, 9th and 10th grade advancement
      4. School Process – training for staff (especially new staff for procedures), Academic Plan Monitoring, PLC structure
   b. Academic Plan Updates Looking at strengths and prioritize goals, transparent process, Actions for next year will be presented in March meeting
   c. School Updates
      a. School Quality Survey for parents was mailed out week of January 8, 2018) – voice mail and email encouraging parents to complete the survey was sent out (paper survey only), Box placed in front office for returning survey as a second option to mailing the survey
      b. Mural Restoration – committee moving forward and will launch a fundraising campaign
   d. Cats Council Updates, vaping is still a concern
5. Next Meeting: February 22, 2018 at 5pm
6. Adjourn: 5:52 pm

**Persons requiring special assistance or services, such as a sign language interpreter, should call 323-4500 at least three business days before the meeting.**