



STATE OF HAWAII  
BOARD OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

May 15, 2012

TO: The Honorable Donald Horner, Chairperson  
Board of Education

FROM: Douglas Murata, Board of Education Designee  
Wilfred Keola, Board of Education Designee

SUBJECT: Approval of Kalaheo High School's School Community Council (SCC) Exception  
Regarding its Change in Bell Schedule and Teacher Preparation Periods

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Kalaheo High School's SCC Exception Request allowing the school to modify their bell schedule and teacher preparation periods for the 2012-2013 school year.

Note: BOE approval of exceptions to the BU 05 Collective Bargaining agreement must include all stipulations agreed upon by its two committee members to the SCC Exception Review Committee. The status quo shall remain should the BOE not agree with its committee members' recommendation(s).

2. **RECOMMENDED EFFECTIVE DATE**

Upon approval by the BOE.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. **Conditions leading to the recommendation**

Section 302A-1124 to 1127, Hawaii Revised Statutes (HRS), authorizes schools to request waivers from existing state agency rules, policies, regulations, and procedures as well as exceptions to collective bargaining agreements as negotiated in accordance with current collective bargaining agreements and the provisions of Chapter 89, HRS.

b. Previous action of the Board on the same or similar matter

None.

c. Other policies affected

Article VI, Teaching Conditions and Hours; Section R, Evaluation of Students/Grading Preparation.

Article VI, Teaching Conditions and Hours, Section CC, Work Time Distribution, Weekly Totals Within the 7-Hour Day, 5-Day Week.

Article XII, Academic Freedom.

Board Policy 1710-3, School Calendar Policy.

Board Policy 2412, School Community Council Waivers and School Community Council Exceptions Policy.

d. Arguments in support of the recommendation

The change in bell schedule requested by Kalaheo High School for 2012-2013 school year will allow the school to:

- Create a “floating” preparation period of 55 minutes four times per week (total scheduled preparation time 220 minutes per week) plus an additional non-teaching period of 55 minutes four times per week to be used for teacher-initiated activities and principal-teacher meetings.
- Conduct teacher instruction time for 1100 minutes per week.
- Conduct student instructional time for 1540 minutes per week.
- Create a 65 minute period after school per week for teachers to conduct professional development and data analysis within their departments/content areas.

e. Arguments against the recommendation

None.

f. Findings and conclusions of the Board committee

The BU 05 Committee on SCC Exception Review agreed to this exception on May 8, 2012.

g. Other agencies or departments of the State of Hawaii involved in the action

None.

h. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendations

Positive.

i. Educational implications

As stated in the school's SCC exception request.

j. Personnel implications

None.

k. Facilities implications

None.

l. Financial implications

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

DM/WK:JZ:ah

Attachments

c: Superintendent  
Office of Curriculum, Instruction and Student Support

New Request

Renewal

**SCHOOL COMMUNITY COUNCIL  
WAIVER/EXCEPTION REQUEST FORM**

(Please use one form for each request)

SCHOOL: KALAHEO HIGH SCHOOL      DATE: MARCH 7, 2011

DISTRICT: WINDWARD      COMPLEX: KALAHEO

Achieved AYP:  Yes  No

School Status:

School Proficiency Levels:

Reading Gr 10 81 % Gr           %

Math Gr 10 53 % Gr           %

- In Good Standing, Unconditional
- In Good Standing, Pending
- Needs improvement Yr. 1
- Needs improvement Yr. 2
- Corrective Action
- Planning for Restructuring
- Restructuring

**\*\*\*Attach Trend Report.**

- A. List the specific policy, regulation, rule, procedure or the specific article within the collective bargaining agreement from which the school is seeking relief.

Agreement Between the Hawaii State Teachers Association and the State of Hawaii Board of Education July 1, 2009 – June 30, 2011 Article VI – Teaching Conditions and Hours Section CC. Work Time Distribution, Weekly Totals within the 7-Hour Day, 5-day Week, part 2. Departmental Classes, section a. Twelve hundred eighty-five (1285) minutes of instruction time per work week; and Implementation of Employer's Last Best Final Offer – Description of Terms to be Implemented for the period July 1, 2011 – June 30, 2013 Article VI.X. Preparation Periods Amend as follows: (3) Length of Preparation Period: Two hundred (225) minutes of preparation time per work week in blocks of not less than forty (45) continuous minutes during the teachers' regular work day

- B. Describe 1) the desired change, and 2) what the school hopes to accomplish as it relates to improving student learning and increasing student achievement. Include specific quantitative, qualitative and longitudinal data to support the need for the request.

- 1) Change weekly bell schedule to reflect a "floating" preparation period of 55 minutes four times per week (total scheduled preparation time 220 minutes per week) plus an additional non-teaching period of 55 minutes four times per week to be used for teacher-initiated activities and principal-teacher meeting to discuss walk throughs as needed. Teachers' instruction time per work week will be 1100 minutes per week.
- 2) The change in bell schedule results in 1540 instructional minutes per week for students.
- 3) There is a 65 minute period after school each week for teachers to conduct professional development and data analysis within their departments/content areas.
- 4) Data: AYP math results have not been progressing significantly although the state NCLB expectations have risen over the years.  
2008-09 46%  
2009-10 52%  
2010-11 53%  
2011-12 42% as of second HSA opportunity February 2012

The State AYP goal for math is currently 64% for school year 2011-12 then increases to 82% for school year 2012-13

Data: Kalaheo High School's graduation rate is below 85% (79.5% in 2010 and 83.6% in 2011). The dedicated weekly time of 65 minutes for teachers to collaborate as data teams, study assessment for learning practices and effective instructional practices will increase student learning and achievement school wide.

- C. If a renewal, describe and evaluate the outcomes of the requested change. Explain what was achieved and the impact on student learning. (Include specific quantitative and/or qualitative data.)
- D. Please provide additional information (**data and narrative**) for the following type of request applicable:

**D1.) Parent-Teacher Conferences:**

For a waiver from the DOE Regulation 4510.3 Released Time for Conferences to Report Student Progress, the Superintendent requires that a parent satisfaction survey be conducted and the survey results submitted.

Number of surveys distributed	
Number of surveys returned	
Number of parents in favor	
Number of parents not in favor	
Number of parents undecided	

Summary:

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**D2.) School Attendance Procedures:**

For a waiver from the DOE School Attendance Procedures, Revised August 2001, a comparison of attendance data over a three (3) year period of time is required. Explain the increase or decrease in attendance rates. Provide provisions for allowing students to make-up missed work.

School Year	% of average daily attendance

Rationale:

**D3.) Reporting of Quarterly Grades:**

For an exception from the collective bargaining contract for teachers for Reporting Quarterly Grades for Schools, an explanation of the interventions provided and the impact on student learning is required.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

**D4.) Modified Assessment Schedule:**

For an exception from the collective bargaining contract for teachers for a Modified Assessment Schedule, an explanation of the interventions provided and the impact on student learning is required. Describe tutorial opportunities provided for students during the assessment week.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

**E. All Other Requests:**

Provide information and explanation as indicated in Sections A, B, and C, and other additional information applicable.

- 1) Change weekly bell schedule to reflect a "floating" preparation period of 55 minutes four times per week (total scheduled preparation time 220 minutes per week) plus an additional non-teaching period of 55 minutes four times per week to be used for teacher-initiated activities and principal-teacher meeting to discuss walk throughs as needed. Teachers' instruction time per work week will be 1100 minutes per week.
- 2) The change in bell schedule results in 1540 instructional minutes per week for students.
- 3) There is a 65 minute period after school each week for teachers to conduct professional development and data analysis within their departments/content areas. The dedicated time of 65 minutes weekly for teachers to collaborate as data teams, study assessment for learning practices and effective instruction will increase student learning and achievement school wide.

4) Data: AYP math results have not been progressing significantly although the state NCLB expectations have risen over the years.

2008-09 46%

2009-10 52%

2010-11 53%

2011-12 42% as of second HSA opportunity February 2012

The State AYP goal for math is currently 64% for school year 2011-12 then increases to 82% for school year 2012-13

Data: Kalaheo High School's graduation rate is below 85% (79.5% in 2010 and 83.6% in 2011).

Any changes to the preparation time provided for teachers will not affect the number of instructional minutes.

Kalaheo teachers would be teaching five periods on a seven-period schedule. Each period meets four times per week.

The two nonteaching periods are equivalent to eight 55 minute periods per week that provide the following:

\*220 preparation minutes per week.

\*220 minutes per week that are used for teacher-initiated activities, including preparation, and for individual meetings with principal to discuss walk through feedback.

F. Provide a chronology and summary of discussions and activities that document an inclusive, collaborative and consensus-building decision-making process.

Date	Type of Meeting	Summary of Outcome
November 2011	Informal Bell Schedule Committee	Interested teachers proposed bell schedules
1/20/12	Faculty meeting	Introduce bell schedule proposals; to be discussed in departments
2/16/12	Department meeting	Discussion of bell schedule modification
2/22/12	Instructional Leadership Team meeting	Report out department concerns; plan for faculty meeting discussion of bell schedule modification
2/24/12	Faculty meeting	All certificated personnel voted for Bell Schedule
2/28/12	Faculty meeting	Individual opinions and considerations shared; faculty initiated vote
3/5/12	Results announced	Modified Bell Schedule was selected with 80% of certificated vote in favor of schedule.

G. SCC Waiver/Exception Signature Page

**WAIVER/EXCEPTION SIGNATURE PAGE**

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Administration *Susan Hummel* Date *3/5/12*

Community Representative(s) *Mareen L. Pollock* Date *3.5.12*

Parent Representative(s) *Sydney A. Br...* Date *3/5/12*

Student Representative(s) *[Signature]* Date *3/6/12*

Noncertificated Staff Representative(s) *[Signature]* Date *3.5.12*

Teacher Representative(s) *Mary Jackrell* Date *3/5/12*  
Date \_\_\_\_\_

Complex Area Superintendent (CAS): SUZANNE MULCAHY (print name)  
This waiver/exception request aligns with the goals and objectives of the school's strategic plan/academic and financial plan.

CAS Signature: *Suzanne Mulcahy* Date *3/7/12*

**HSTA PROCESS CHECK REQUIREMENT:**  
To ensure that the process to reach the decision for a contract exception request was followed, (the faculty either reached consensus or failing to reach consensus, the faculty held a secret ballot vote that resulted in active faculty members casting a ballot with 66-2/3% or higher affirmative vote), **the Teacher Representative should email the UniServ Director with a cc to Raymond Camacho (rcamacho@hsta.org). Please attach a copy of the email sent to the UniServ Director.**

**RETURN FORM TO:** School Renewal and Redesign Section  
475 22<sup>nd</sup> Avenue, Building 302, Room 109  
Honolulu, Hawaii 96816

Or FAX: 735-8379

**FAILURE TO SUBMIT A COMPLETE AND TIMELY WAIVER/EXCEPTION REQUEST MAY RESULT IN THE REQUEST NOT BEING PROCESSED.**

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**Kalaheo High****Trend Report:  
Educational and Fiscal Accountability****School Report for School Year 2010-2011**

A *Guide to Understanding Trend Reports* explains the educational and fiscal measures and lists schools in each of the 42 complexes for school year 2010-11. The *Guide* is available on-line at <http://arch.k12.hi.us>.

**Background**

Student Enrollment	Total		SPED		ELL		Free & Reduced-Cost Lunch Program		Kindergartners Who Attended Preschool
	#	%	#	%	#	%	#	%	%
School Year	#	%	#	%	#	%	#	%	%
2008-2009	884		111	12.6%	35	4.0%	211	23.9%	na
2009-2010	859		102	11.9%	28	3.3%	187	21.8%	na
2010-2011	808		92	11.4%	21	2.6%	193	23.9%	na

Teachers	Total	Licensed	Years Experience	5+ Years at This School	Classes Taught by Teachers Meeting NCLB Requirements	Advanced Degree	Early Childhood Endorsement (Gr. K teachers)
	#	%	Average	%	%	%	#
School Year	#	%	Average	%	%	%	#
2008-2009	60	93.3%	9.4	48%	76%	41.7%	na
2009-2010	56	98.2%	10.4	63%	85%	42.9%	na
2010-2011	54	96.3%	10.8	61%	87%	42.6%	na

**Academic Achievement**

Hawaii State Assessment Standards-Based	Reading % Proficient by Grade Level								Math % Proficient by Grade Level							
	3	4	5	6	7	8	10	3	4	5	6	7	8	10		
School Year																
2008-2009	na	na	na	na	na	na	77.0	na	na	na	na	na	na	44.5		
2009-2010	na	na	na	na	na	na	73.3	na	na	na	na	na	na	50.2		
2010-2011	na	na	na	na	na	na	81.0	na	na	na	na	na	na	52.6		

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level						
	4	5	6	7	8	10	11
School Year							
2008-2009	na	na	na	na	na	--	36.2
2009-2010	na	na	na	na	na	36.7	--
2010-2011	na	na	na	na	na	31.7	--

TerraNova Assessment National sample scoring at Average & above = 77	Grade Level	Reading % Average & Above								Math % Average & Above							
		3	4	5	6	7	8	10	3	4	5	6	7	8	10		
School Year																	
2008-2009		na	na	na	na	na	na	81.0	na	na	na	na	na	na	83.4		
2009-2010		na	na	na	na	na	na	77.9	na	na	na	na	na	na	80.3		
2010-2011		na	na	na	na	na	na	85.9	na	na	na	na	na	na	92.7		

### Academic Achievement (continued)

School Year	Proportion Ready for Kindergarten	Retention Rate %			Dropout Rate % (4-year rate)	Graduate On-Time %	Others %
		Elementary	Middle	Grade 9			
2008-2009	na	na	na	12.7%	8.7%	89.3%	2.0%
2009-2010	na	na	na	8.6%	18.8%	79.5%	1.7%
2010-2011	na	na	na	5.6%	<sup>1</sup> 14.4%	<sup>1</sup> 83.6%	<sup>1</sup> 2.1%

<sup>1</sup>- Starting in 2010-2011 the new Adjusted Cohort Graduation Rate methodology is used (for a brief explanation see Trend Report Guide)

### Safety and Well-Being

Students	Average Daily Attendance %		Offenses by Type of Incident (number of citations per 1,000 students)					
			Violence		Property		Illicit Substances	
			Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2008-2009	na	88.7%	na	23	na	6	na	11
2009-2010	na	90.6%	na	27	na	1	na	21
2010-2011	na	91.9%	na	31	na	2	na	4

School	Facilities Inspection	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims		Student and Teacher Perceptions on School Quality Survey		Transition from home/preschool to Kindergarten
			Total # of claims	% of claims resulting in loss-time	Positive Responses		
					% of student	% of teacher	
School Year	Passed?	Yes/No					School mean (range 1-3)
2008-2009	Yes	No	5	40.0%	40.1%	75.0%	na
2009-2010	Yes	No	7	14.3%	41.4%	76.7%	na
2010-2011	--	No	4	50.0%	42.4%	68.6%	na

### Civic Responsibility

School Year	Young Voter Registration	Kids Voting Hawaii		Students Who Are Not Suspended	Service to School/Community	Volunteer Hours
	# of students participating	# of students participating	% of students participating	% of Enrollment	# of projects	# of PCNC volunteer hours per 100 students
2008-2009	44	805	91.1%	85.4%	90	387
2009-2010	--	--	--	87.1%	59	491
2010-2011	--	737	91.2%	92.6%	--	621

### Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2008-2009	\$5,555,912	\$659,064	\$653,722	\$5,342	none
2009-2010	\$4,825,336	\$452,327	\$429,333	\$22,994	none
2010-2011	\$4,946,855	\$499,866	\$476,713	\$23,153	none

\*Explanation of Significant Budget Changes

# Bell Schedule 2012-13

140 instructional minutes for students; 1100 instructional minutes for teachers

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>8:00-8:55</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>2</b>
<b>9:00-9:55</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>5</b>	<b>3</b>
<b>10:00-10:55</b>					
<b>10:55-11:10</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>4</b>
<b>11:15-12:10</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>5</b>
<b>12:10-12:40</b>					
<b>12:45-1:40</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>6</b>
<b>1:45-2:40</b>	<b>6</b>		<b>3</b>		<b>7</b>
<b>2:40-2:55</b>	<i>ACTION</i>		<i>ACTION</i>		<i>ACTION</i>

Susan  
Hummel/KALAHEOH/HID  
OE

03/07/2012 08:38 AM

To

cc

bcc

Subject Fw: bell schedule vote results

----- Forwarded by Susan Hummel/KALAHEOH/HIDOE on 03/07/2012 08:38 AM -----

Sandra  
Kugisaki-Ongie/KALAHEO  
H/HIDOE

03/07/2012 06:48 AM

To rcamacho@hsta.org, kito-mizota@hsta.org

cc Susan Hummel/KALAHEOH/HIDOE@HIDOE

Subject Fw: bell schedule vote results

FYI, below.

Sandra Kugisaki-Ongie  
Kalaheo High School Librarian  
730 Iliaina St., Kailua, HI 96734  
(808) 254-7927 (phone) - (808) 254-7921 (FAX)

"I feel it's important to keep going. Sometimes you don't get to where you want to go, but I know you get much further than you were before." - Tiffany Derry, Top Chef All-Stars (Season 8, Episode 14)

----- Forwarded by Sandra Kugisaki-Ongie/KALAHEOH/HIDOE on 03/07/2012 06:47 AM -----

Sandra Kugisaki-Ongie/KALAHEOH/HIDOE

Sandra  
Kugisaki-Ongie/KALAHEO  
H/HIDOE

03/05/2012 01:24 PM

To Kalaheo Certificated

cc

Subject bell schedule vote results

98.2% of 55 teachers voted  
80% voted for modified  
20% voted for current

Sandra Kugisaki-Ongie  
Kalaheo High School Librarian  
730 Iliaina St., Kailua, HI 96734  
(808) 254-7927 (phone) - (808) 254-7921 (FAX)

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