__X__New Request

_____Renewal

SCHOOL COMMUNITY COUNCIL
WAIVER/EXCEPTION REQUEST FORM

(Please use one form for each request)

SCHOOL: Dole Middle DATE: April 1, 2014

DISTRICT: Honolulu COMPLEX: Farrington

School Strive HI Status:
____ Recognition
____ Continuous Improvement
____ Focus
__X__ Priority
____ Superintendent's Zone

*****Attach Trend Report and Strive HI Performance System School 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.

Request is to have bell schedule for school year 2014-2015 accepted as suggested:

Per HSTA contract: Article IV (CC) (1) (a): The minutes for "Teacher Instructional Time" is short by -1 minute. 1284 of 1285 minutes.

Per HSTA contract: Article IV (CC) (1) (b): The minutes for "PREP Time" is over by +34 minutes.

Per HSTA contract: Article IV (CC) (1) (d): The minutes for "Other Minutes" is short by -36 minutes per week.

This is best schedule that faculty, staff and administration collaboratively created and passed through SCC council with student/parent/community input. As the state DOE and HSTA combined committee could not put forth a schedule that meets all requirements, we feel this schedule fits our needs and works best for students and teachers.

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.

The desired change is to:

1 - keep Teacher Instructional Time at 1284. All class sessions will be equal in minutes = 214 minutes total per week for each period. No one class is longer or shorter than another.

2 - add PREP Time (+34) from 225 to 259 minutes, to give teachers additional team planning time to continue the practice of Middle School Teaming concept. This time will be used to discuss student needs based on data, plan common strategies, implement the new reading (Springboard) and math (Go Math) programs effectively, and, improve student attendance data. The new schedule cuts meeting time by 30 minutes. This additional time will give teams time to plan and meet.

3 - implement two new programs for reading and math in the same school year will require additional professional development time. The requested schedule will help to alleviate full days of teachers being out of the classroom for training, and, will be more effective as help can be provided immediately through academic coaching.

4 - continue school-wide focus of practicing Argumentative Writing across all curricula including: Social Studies, Science, PE, and Elective classes. Teachers in these departments will have time to cross check student work for inter-rater reliability. And, plan strategies for improved writing abilities through thorough formative feedback using district created rubrics.

5 - data requested to support changes to be made has not been generated yet. Next year will be first year of implementing new schedule changes and new programs.

6 – school will be seeking an addendum if SIG 2014-15 Grant application is approved.

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.)

No renewal sought.

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:

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.

See above, pages 1-2.

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
12/2/2013	Faculty Mtg 2-3:00 pm	Shared Kalakaua, Washington and state schedules with modifications requested by teachers to schedules to A and B

12/9/2013	Faculty Mtg. 2-3:00 pm	Shared other school schedules through Committee discussions
1/13/2014	Committee Mtg: 2-3:00 pm	Bell schedules discussed: Teachers focused on which schedules met prep, teaching and 440 minute requirements.
1/15/2014	Department Mtg: 2-3:00 pm	Continuation of Bell schedules discussion: Teachers focused on which schedules met prep, teaching and 440 minute requirements.
1/17/2014	Leadership Mtg. 2:30 – 3:30 pm	Bell schedule discussion amongst other agenda items.
1/22/2014	Department Mtg: 2-3:00 pm	Continuation of Bell schedules discussion: Teachers focused on which schedules met prep, teaching and 440 minute requirements – narrowed selection to 4 choices.
1/23/2014	Leadership Mtg. 2:30 – 4:00 pm.	Review of bell schedule selections by faculty.
1/27/2014	Faculty Mtg.: 2:00 – 3:00 pm	1st vote by faculty.
1/29/2014	Department Mtg.: 2:00 – 3:00 pm	Explanation to faculty why revote needs to take place, review options available.
2/20/2014		2nd voting on bell schedule, votes counted with APC representative.
2/27/14	SSC Mtg.	Bell Schedule shared with SSC Team and passed unanimously.
3/5/2014	Dept. Mtg.: 2:00 – 3:00	APC team discover minutes do not add up for Prep Time equally. Times are short 15 -16 minutes. Volunteer teachers assist in fixing plan (3-4:00 pm).
3/24/2014	Faculty Mtg.: 2:00 – 3:00 pm	Finalized bell schedule form that fits most requirements.
3/27/2014	SSC Mtg.: 3:00 – 4:00 pm	Bell schedule resubmitted and passed

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 _____ Date 3/31/2014

Community Representative(s) _____ Date 4/1/2014

Parent Representative(s) _____ Date 4/1/2014

Student Representative(s) _____ Date 3/31/2014

Noncertificated Staff Representative(s) _____ Date 4/1/14

Teacher Representative(s) _____ Date 3/31/14

_____ Date 3/31/14

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

CAS Signature: _____ Date 4/1/14

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: OCISS, School Renewal and Redesign Section
475 22nd Avenue, Room 109
Honolulu, Hawaii 96816
OR FAX TO: **735-8379**

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

OR FAX TO: **735-8379**

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

Fw: Dole Middle School's Bell Schedule Waiver
Tiare Uli'i to: Jill Zodrow 04/10/2014 10:31 PM
Sent by: **Tiare Uli'i**

History: This message has been replied to.

Aloha Jill,
HSTA teacher rep forwarded request below for Dole Middle School waiver request.
Mahalo,
Tiare
---- Forwarded by Tiare Uli'i/FERN/HIDOE on 04/10/2014 10:30 PM ----

From: Nohea Goo <ngoo@hawaii.edu>
To: "<tlau@hsta.org>" <tlau@hsta.org>, Raymond Camacho <RCamacho@hsta.org>,
Cc: Tiare_Uli'i@notes.k12.hi.us
Date: 04/10/2014 06:44 AM
Subject: Dole Middle School's Bell Schedule Waiver

Hello!
I attached the documents. Please let me know if you have any questions. When a vote was taken, there was no consensus reached. So the principal along with a teacher came up with the following schedule.
Thanks!
Nohea

****
**
This email was scanned by the Cisco IronPort Email Security System contracted by the Hawaii Dept of Education. If you receive suspicious/phish email, forward a copy to spamreport@k12.hi.us. This helps us monitor suspicious/phish email getting thru. You will not receive a response, but rest assured the information received will help to build additional protection. If you need a response regarding spam/phish emails received, send an email to nssb@k12.hi.us. For more info about the filtering service, go to http://nssb.k12.hi.us/internal/spam_pages/index.html
****

** bell schedule.pdf SCC Waiver-Exception Request Form.doc

ATTACHMENT C

Hawaii Department of Education
School Schedule Submission Form - School Year 2014-15 (Secondary)

SCHOOL INFORMATION

Complex Area Name	Complex Name	School Name	
Farrington/Kalani/Kaiser	Farrington	Sanford B. Dole Middle School	
Principal	Select one: ☐ The submitted schedule is in compliance with requirements. ☑ The submitted schedule is not in compliance with requirements and we will seek a BOE waiver or contract exception.	Signature	Date 3/27/14
Complex Area Superintendent	Select one: ☐ The submitted schedule is in compliance with requirements. ☑ The submitted schedule is not in compliance with requirements and the school will need to seek a BOE waiver or contract exception.	Signature	Date 3/28/14

SUMMARY OF SCHEDULE

TEACHER CALENDAR - TEACHER DAYS		Scheduled (Date or Description)
Work days without students	2 days at beginning of school year for administrator-initiated activities	7/28-29/2014; Opening Day (State DOE Packet)/Dole PD
	2 days at beginning of school year for teacher-initiated activities	7/30-31/2014; Teacher-Initiated Activities
	1 day scheduled between semesters for grading and other teacher-initiated activities	1/9/2015
	2 days for school planning and collaboration	9/12/2014; 2/27/2015
	1 day at the end of the school year	6/4/2015
	Other days without students	None
Hours contiguous to the teacher work day for collaboration & professional development	21 hours for use in 1 hour increments	To be planned during upcoming Leadership meeting.
	6 hours for use in multiples of 1/2 hour increments	To be planned during upcoming Leadership meeting.
	Additional information (if applicable)	

OTHER REQUIREMENTS	DESCRIBE
Secondary students have access to coursework in order to earn more than 6 credits per year.	7 credits offered per year.

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)
SCC meeting was held where bell schedule was passed with the following comments shared by teachers and HSTA school representative: Teaching time cannot go over 1285 minutes, we are under by -1 minute. Teacher PREP time is over by +34 minutes, we are allowed to go over. One common PREP time (Monday 8:00 – 8:45 am) is given to teachers to meet as TEAMS to continue practice of Middle School Teaming Concept and or meet with Data/Math/Reading Coaches. "Other Time" is short -36 minutes, we are not allowed to go over 440 minutes.

BELL SCHEDULE

In the "Time" column, insert the time period. In the "Mins" column, insert the number of minutes that time period includes. In the "Description" column, use a descriptor from the first column on the third page (e.g. passing, homeroom, recess, etc.).

Mon		
Teacher Start Time 8:00 am		
Student Start Time 8:45 am		
Time	Mins	Description
8:00-8:45	45	Prep
8:45-8:57	12	HRM/ADV
8:57-9:00	3	Passing
9:00-9:50	50	Instruction Period 1
9:50-9:53	3	Passing
9:53-10:43	50	Instruction Period 2
10:43-10:58	15	Recess
10:58-11:01	3	Passing
11:01-11:51	50	Instruction Period 3
11:51-12:21	30	Lunch
12:21-12:24	3	Passing
12:24-1:14	50	Instruction Period 4
1:14-1:17	3	Passing
1:17-2:07	50	Instruction Period 5
2:07-2:10	3	Passing
2:10-	50	Instruction

Tue		
Teacher Start Time 8:00 am		
Student Start Time 8:00 am		
Time	Mins	Description
8:00-8:32	32	HRM/ADV
8:32-8:35	3	Passing
8:35-9:25	50	Instruction Period 7
9:25-9:28	3	Passing
9:28-10:23	55	Instruction Period 1
10:23-10:38	15	Recess
10:38-10:41	3	Passing
10:41-11:36	55	Instruction Period 2
11:36-12:06	30	Lunch
12:06-12:09	3	Passing
12:09-1:04	55	Instruction Period 3
1:04-1:07	3	Passing
1:07-2:02	55	Instruction Period 4
2:02-2:05	3	Passing
2:05-3:00	55	Instruction Period 5

Wed		
Teacher Start Time 8:00 am		
Student Start Time 8:00 am		
Time	Mins	Description
8:00-8:27	27	HRM/ADV
8:27-8:30	3	Passing
8:30-9:25	55	Instruction Period 6
9:25-9:28	3	Passing
9:28-10:23	55	Instruction Period 7
10:23 10:38	15	Recess
10:38 10:41	3	Passing
10:41 11:36	55	Instruction Period 1
11:36 12:06	30	Lunch
12:06 12:09	3	Passing
12:09 1:04	55	Instruction Period 2
1:04-1:07	3	Passing
1:07-2:02	55	Instruction Period 3
2:02-2:05	3	Passing
2:05-3:00	55	Instruction Period 4

Thurs		
Teacher Start Time 8:00 am		
Student Start Time 8:00 am		
Time	Mins	Description
8:00-8:24	24	HRM/ADV
8:24-8:27	3	Passing
8:27-9:22	55	Instruction Period 5
9:22-9:25	3	Passing
9:25-10:20	55	Instruction Period 6
10:20-10:35	15	Recess
10:35-10:38	3	Passing
10:38-11:33	55	Instruction Period 7
11:33-12:03	30	Lunch
12:03-12:06	3	Passing
12:06-1:00	54	Instruction Period 1
1:00-1:03	3	Passing
1:03-1:57	54	Instruction Period 2
1:57-2:00	3	Teacher Passing
2:00-3:00	60	Meeting

Fri		
Teacher Start Time 8:00 am		
Student Start Time 8:00 am		
Time	Mins	Description
8:00-8:12	12	HRM/ADV
8:12-8:15	3	Passing
8:15-9:09	54	Instruction Period 3
9:09-9:12	3	Passing
9:12-10:06	54	Instruction Period 4
10:06 10:21	15	Recess
10:21 10:24	3	Passing
10:24 11:18	54	Instruction Period 5
11:18 12:48	30	Lunch
11:48 11:51	3	Passing
11:51 12:45	54	Instruction Period 6
12:45 12:48	3	Passing
12:48 1:42	54	Instruction Period 7
1:42 1:45	3	Passing
1:45-2:30	45	Study Hall
2:30-	30	Meeting

3:00		Period 6													3:00		
Student End Time: 3:00		Student End Time: 3:00		Student End Time: 3:00		Student End Time: 3:00		Student End Time: 3:00		Student End Time: 1:57		Student End Time: 2:27		Student End Time: 2:27			
Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00		Teacher End Time: 3:00			

SUMMARY OF BELL SCHEDULE

In the "Number of Actual Minutes..." column, insert the number of minutes scheduled. Repeat that number in the applicable blue and green columns. In the "Total" row, tally the total number of minutes in the blue and green columns. In the "Difference" row, indicate the difference in minutes between the Total scheduled minutes and the Required minutes.

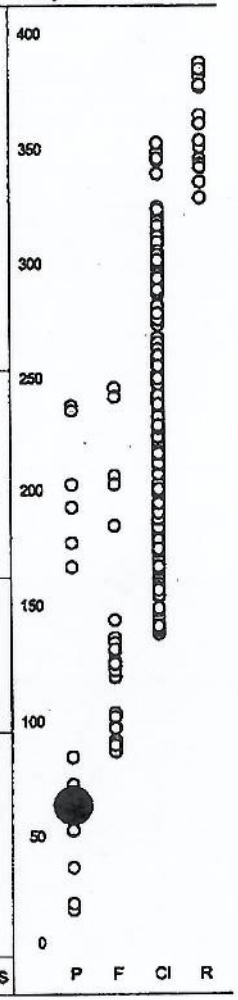
	Actual Minutes Scheduled per Week	STUDENT (Act 167/52)	TEACHER (2013-17 Agreement)			
		STUDENT LEARNING TIME*	TEACHER INSTRUCTIONAL TIME[1]	PREP TIME[2]	LUNCH[3]	"OTHER TIME"[4]
Instructional Time	1498	1498	1284			
Homeroom	107	107				107
Study hall	45	45				45
Opening	0	0				0
Closing	0	0				0
Recess	75					75
Passing	87					87
Meetings[5]	90					90
Lunch	150				150	
Teacher Prep	259			259		
TOTAL		1650	1284	259	150	404
REQUIREMENT		1650	1285	225	150	440
DIFFERENCE		0	-1	+34	0	-36

[1] Contract: Article IV (CC) (1) (a)
[2] Contract: Article IV (CC) (1) (b)
[3] Contract: Article IV (CC) (1) (c)
[4] Contract: Article IV (CC) (1) (d)
[5] Including all faculty, departmental, grade level, and curriculum meetings.

Dole Middle Strive HI 2012-13 Step: Priority Index Score: 63

Automatic Classification: Low Performance

	Step 1		Step 2 - Unweighted Points		Step 3	Step 4 - Weighted Points		Step 5 - All Schools
Achievement	Math Proficiency **37%**	Math Achievement (Math Proficiency Rate) x (40pts)	15	37 pts of 100 pts	Achievement (Middle School Weight) 37 x (1.0) = 37	15	37 pts of 100 pts	
	Reading Proficiency **50%**	Reading Achievement (Reading Proficiency Rate) x (40pts)	20			20		
	Science Proficiency **10%**	Science Proficiency (Science Proficiency Rate) x (20pts)	2			2		
Growth	Mathematics Median SGP **37**	Mathematics SGP Points assigned based on growth category	0	0 pts of 100 pts	Growth (Middle School Weight) 0 x (1.8) = 0	0	0 pts of 180 pts	
	Reading Median SGP **40**	Reading SGP Points assigned based on growth category	0			0		
Readiness	Median 8th Grade ACT **13**	8th Grade ACT Points assigned based on ACT category	0	0 pts of 100 pts	Readiness (Middle School Weight) 0 x (0.6) = 0	0	0 pts of 60 pts	
Achievement Gap	Non-High Needs Proficiency **71%**	Current-Year Gap Points assigned based on Current-Year Gap Rate* * (NHN - HN) / (NHN)	28	43 pts of 100 pts	Achievement Gap (Middle School Weight) 43 x (0.6) = 26	17	26 pts of 60 pts	
	High-Needs Proficiency **40%**							
	Gap Reduction* **-8%**	Two-Year Gap Reduction Points assigned based on Gap Reduction Rate* * (2011 gap - 2013 gap) / (2011 gap)	15			9		



63 pts of 400 pts

For more information: hawaiipublicschools.org

‡ Numbers may be rounded for presentation purposes.

Updated as of 01/08/2014

105 *Sanford B. Dole Middle*

Trend Report:
Educational and Fiscal Accountability

School Report for School Year 2012-2013

A Guide to Understanding Trend Reports explains the educational and fiscal measures and lists schools in each of the complexes for the school year 2012-13. 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	#	#	%	#	%	#	%	%
2010-2011	756	69	9.1%	233	30.8%	581	76.9%	na
2011-2012	787	72	9.1%	240	30.5%	602	76.5%	na
2012-2013	809	95	11.7%	230	28.4%	639	79.0%	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)
School Year	#	%	Average	%	%	%	#
2010-2011	48	97.9%	15.3	79%	88%	29.2%	na
2011-2012	50	96.0%	12.3	70%	86%	34.0%	na
2012-2013	46	97.8%	13.0	59%	93%	26.1%	na

Academic Achievement

Hawaii State Assessment Standards-Based	Reading % Proficient by Grade Level							Math % Proficient by Grade Level						
School Year	3	4	5	6	7	8	10	3	4	5	6	7	8	10
2010-2011	na	na	na	45.0	50.5	58.2	na	na	na	na	33.7	44.6	42.6	na
2011-2012	na	na	na	49.5	50.6	62.7	na	na	na	na	39.4	38.3	52.1	na
2012-2013	na	na	na	44.2	47.4	59.3	na	na	na	na	32.6	29.0	47.7	na

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	8	10	HS
2010-2011	na	17.0	na	na
2011-2012	na	15.1	na	na
2012-2013	na	9.9	na	na

School Year	Proportion Ready for Kindergarten	Retention Rate %			Dropout Rate % (4-year rate)	Graduate On-Time %	Others %
		Elementary	Middle	Grade 9			
2010-2011	na	na	3%	na	na	na	na
2011-2012	na	na	1%	na	na	na	na
2012-2013	na	na	0%	na	na	na	na

*Results suppressed to protect student identity, in accordance with the Family Educational Rights and Privacy Act (FERPA)

Safety and Well-Being

Students	Average Daily Attendance %		Offenses by Type of Incident (number of citations per 1,000 students)					
			Violence		Property		Illicit Substances	
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	na	92.0%	na	61	na	7	na	26
2011-2012	na	91.2%	na	28	na	9	na	10
2012-2013	na	92.0%	na	47	na	23	na	2

School	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims		Student and Teacher Perceptions on School Quality Survey		Transition from home/preschool to Kindergarten
				Positive Responses		
School Year	Yes/No	Total # of claims	% of claims resulting in loss-time	% of student	% of teacher	School mean (range 1-3)
2010-2011	No	10	10.0%	54.7%	63.9%	na
2011-2012	No	4	0.0%	76.8%	76.7%	na
2012-2013	No	2	0.0%	77.6%	60.3%	na

Civic Responsibility

	Young Voter Registration	Kids Voting Hawaii		Students Who Are Not Suspended	Volunteer Hours
School Year	# of students participating	# of students participating	% of students participating	% of Enrollment	# of PCNC volunteer hours per 100 students
2010-2011	na	723	95.6%	88.0%	--
2011-2012	na	--	--	90.3%	--
2012-2013	na	701	86.7%	87.1%	--

Fiscal Accountability

	State General Funds				Significant Budget Changes*
School Year	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	$4,298,888	$372,888	$369,573	$3,315	none
2011-2012	$4,138,333	$313,532	$301,228	$12,304	none
2012-2013	$4,199,173	$483,264	$418,712	$64,552	none

*Explanation of Significant Budget Changes