

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: Haaheo Elementary School DATE: Feb. 10, 2014

DISTRICT: Hawaii COMPLEX: Hilo

School Strive HI Status:

- Recognition  
 Continuous Improvement  
 Focus  
 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.

HSTA Collective Bargaining Agreement for 2013-2017:  
Article IV (CC) (1) (a) and Article IV (CC) (1) (d)

- 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) We are seeking to have 45 minutes less instructional time than the 1415 minutes in section "a" and 45 minutes more time than the 310 minutes in section "d" to be used for curriculum meetings.

2) Specifically, we would like to use this time to ensure that grade level clusters have adequate time for data teams to collaborate about meeting student needs. Haaheo's math scores have plateaued as is reflected in the chart below. This year, we have used the data team time to focus on math because of this identified need. As we proceed into next year, we would like to use this time for teachers to address any need areas that will help us to improve student achievement.

Year	HSA Math
2009-10	64%
2010-11	71%
2011-12	64%
2012-13	61%

When surveyed, all teachers express a desire to continue to implement weekly data team meetings in order to continue to move forward on our Strive HI continuum for data teams. The time within the workday allows students to receive instruction from resource personnel. Utilizing resources such as

Computer, Hawaiian Studies and Guidance to provide student instruction while the classroom teachers collaborate will accomplish this.

- 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.)

Not Applicable

- 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:

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**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.

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
10/16/13	Faculty Meeting	Data Team process was shared with introduction, expectations and samples. Each group went through data team process with samples of reading data. Template was shared and modified to meet the needs of teachers.
11/12/13	SCC Meeting	<ul style="list-style-type: none"> <li>• Discussed bell schedule findings: We are 25 minutes short of student instructional time and under the teacher contractual time too.</li> <li>• Discussion and agreement that extending Wednesdays and reducing mound to 1<sup>st</sup> day of the week would yield more student instructional time. All in agreement</li> </ul>
12/11/13	Faculty Meeting	<ul style="list-style-type: none"> <li>• Michelle shared the proposed bell schedule which adds 25 minutes to meet the 1525 student instructional minutes. Michelle also shared that if we are going to continue to implement data teams the way that we currently are, we will need to ask for a contract exemption because teachers will not be teaching for 1415 each week and will have more minutes under meeting time. Other possible ideas were shared. All teachers agreed to discuss further.</li> </ul>
1-15-14	Faculty Meeting	Decision was made to accept proposed bell schedule by reaching consensus and proceed with requesting a contract exemption.
2-10-14	SCC Meeting	Discussion about teachers reaching consensus regarding bell schedule. Decision made to request a contract exemption.

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 Michelle Barber Date 2/10/14

Community Representative(s) [Signature] Date 2/11/14

Parent Representative(s) Shannon Glenn Date 2/10/14

Student Representative(s) Keli Hanley Date 2-10-14

Noncertificated Staff Representative(s) [Signature] Date 2/11/14

Teacher Representative(s) Maile Kapuniu Date 2/10/14  
Date \_\_\_\_\_

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

CAS Signature: [Signature] Date 2/11/14

**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 22<sup>nd</sup> 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.**



**Waiver/Exception HSTA Process Check**  
Maile Kapuniai to: ryamanaka  
Cc: rcamacho

02/10/2014 04:18 PM

Aloha Rae,

Our teachers reached a consensus regarding the waiver/exception requests for the 2014-15 School Year pertaining to:

HSTA Collective Bargaining Agreement for 2013-2017 Article IV(CC) (1) (a) and Article IV (CC) (1) (d)

Maile Kapuniai, MSCP  
School Counselor/SSC  
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121 Ha'aheo Road  
Hilo, Hawai'i 96720  
Phone (808) 974-4111  
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**BELL SCHEDULE FOR K-2**

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

APPLICABLE DAYS: <i>(enter M, T, W, TH, and/or F)</i>		
<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time: 2:15 M, T, TH, F</i>
<b>Teachers</b>	<i>Start Time: 8:00</i>	<i>End Time: 3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-8:05 (8:00-8:20 on Monday)	Opening	35
8:05-8:20 (T, TH, F)	Instruction	45
8:20-8:22	Passing	8
8:22-10:00	Instruction	392
10:00-10:15	Recess	60
10:15-10:17	Passing	8
10:17-11:05	Instruction	192
11:05-11:10	Passing	20
11:10-11:40	Lunch	30
11:40-11:42	Passing	8
11:42-2:10	Instruction	592
2:10-2:15	Closing	20
2:15-3:00	Prep	180

APPLICABLE DAYS: <i>(enter M, T, W, TH, and/or F)</i>		
<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time: 1:05 Wednesday</i>
<b>Teachers</b>	<i>Start Time: 8:00</i>	<i>End Time: 3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-8:05	Opening	5
8:05-8:20	Instruction	15
8:20-8:22	Passing	2

8:22-10:00	Instruction	98
10:00-10:15	Recess	15
10:15-10:17	Passing	2
10:17-10:55	Instruction	38
10:55-11:00	Passing	5
11:00-11:30	Lunch	30
11:30-11:32	Passing	2
11:32-1:00	Instruction	88
1:00-1:05	Closing	5
1:05-1:50	Prep	45
1:50-3:00	Meeting time	80

### BELL SCHEDULE FOR GRADES 3-4

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

APPLICABLE DAYS (enter M, T, W, TH, and/or F)		
<b>Students</b>	Start Time: 8:00	End Time: 2:15 M, T, TH, F
<b>Teachers</b>	Start Time: 8:00	End Time: 3:00
<b>Prep Time</b>	Check one: <input type="checkbox"/> Floating X Common	
TIME	DESCRIPTION	MINUTES
8:00-8:05 (8:00-8:20 on Monday)	Opening	35
8:05-8:20 (T, TH, F)	Instruction	45
8:20-8:22	Passing	8
8:22-10:00	Instruction	392
10:00-10:15	Recess	60
10:15-10:17	Passing	8
10:17-11:40	Instruction	332
11:40-11:45	Passing	20
11:45-12:15	Lunch	30

12:15-12:17	Passing	8
12:17-2:10	Instruction	452
2:10-2:15	Closing	20
2:15-3:00	Prep	180

APPLICABLE DAYS (enter M, T, W, TH, and/or F)		
Students	Start Time: 8:00	End Time: 1:05 Wednesday
Teachers	Start Time: 8:00	End Time: 3:00
Prep Time	Check one: <input type="checkbox"/> Floating <input checked="" type="checkbox"/> Common	
TIME	DESCRIPTION	MINUTES
8:00-8:05	Opening	5
8:05-8:20	Instruction	15
8:20-8:22	Passing	2
8:22-10:00	Instruction	98
10:00-10:15	Recess	15
10:15-10:17	Passing	2
10:17-11:25	Instruction	68
11:25-11:30	Passing	5
11:30-12:00	Lunch	30
12:00-12:02	Passing	2
12:02-1:00	Instruction	58
1:00-1:05	Closing	5
1:05-1:50	Prep	45
1:50-3:00	Meeting time	80

### BELL SCHEDULE FOR GRADES 5-6

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

APPLICABLE DAYS (enter M, T, W, TH, and/or F)

<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time: 2:15 M, T, TH, F</i>
<b>Teachers</b>	<i>Start Time: 8:00</i>	<i>End Time: 3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
<b>TIME</b>	<b>DESCRIPTION</b>	<b>MINUTES</b>
8:00-8:05 (8:00-8:20 on Monday)	Opening	35
8:05-8:20 (T, TH, F)	Instruction	45
8:20-8:22	Passing	8
8:22-10:00	Instruction	392
10:00-10:15	Recess	60
10:15-10:17	Passing	8
10:17-12:15	Instruction	472
12:15-12:20	Passing	20
12:20-12:50	Lunch	30
12:50-12:52	Passing	8
12:52-2:10	Instruction	312
2:10-2:15	Closing	20
2:15-3:00	Prep	180

<b>APPLICABLE DAYS</b> <i>(enter M, T, W, TH, and/or F)</i>		
<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time: 1:05 Wednesday</i>
<b>Teachers</b>	<i>Start Time: 8:00</i>	<i>End Time: 3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
<b>TIME</b>	<b>DESCRIPTION</b>	<b>MINUTES</b>
8:00-8:05	Opening	5
8:05-8:20	Instruction	15
8:20-8:22	Passing	2
8:22-10:00	Instruction	98
10:00-10:15	Recess	15
10:15-10:17	Passing	2
10:17-11:55	Instruction	98
11:55-12:00	Passing	5
12:00-12:30	Lunch	30

12:30-12:32	Passing	2
12:32-1:00	Instruction	28
1:00-1:05	Closing	5
1:05-1:50	Prep	45
1:50-3:00	Meeting time	80

**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 167/132)	TEACHER (2013-17 Agreement)			
		STUDENT LEARNING TIME*	TEACHER INSTRUCTIONAL TIME <sup>1</sup>	PREP TIME <sup>2</sup>	LUNCH <sup>3</sup>	"OTHER TIME" <sup>4</sup>
Instructional Time	1460	1460	1370			
Homeroom	0	0				0
Study hall	0	0				0
Opening	40	40				40
Closing	25	25				25
Recess	75					75
Passing	55					55
Meetings <sup>5</sup>	160					160
Lunch	150				150	
Teacher Prep	225			225		
<b>TOTAL</b>		1525	1370	225	150	355
<b>REQUIREMENT</b>		1525	1415	225	150	310
<b>DIFFERENCE</b>		0	-45	0	0	+45

<sup>1</sup> Contract: Article IV (CC) (1) (a)

<sup>2</sup> Contract: Article IV (CC) (1) (b)

<sup>3</sup> Contract: Article IV (CC) (1) (c)

<sup>4</sup> Contract: Article IV (CC) (1) (d)

<sup>5</sup> Including all faculty, departmental, grade level, and curriculum meetings.

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

## SCHOOL INFORMATION

Complex Area Name Hilo-Waiakea		Complex Name Hilo	School Name Haaheo Elementary School	
Principal	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input checked="" type="checkbox"/> The submitted schedule is not in compliance with requirements and we will seek a BOE waiver or contract exception.		Signature <i>Michelle Baker</i>	Date 2/13/14
Complex Area Superintendent	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input type="checkbox"/> The submitted schedule is not in compliance with requirements and the school will need to seek a BOE waiver or contract exception.		Signature	Date

## SUMMARY OF SCHEDULE

TEACHER CALENDAR - TEACHER DAYS - REQUIREMENTS		Scheduled (Date or Description)
Work days without students	2 days at beginning of school year for administrator-initiated activities	Tentatively July 28, July 29
	2 days at beginning of school year for teacher-initiated activities	Tentatively July 30, July 31
	1 day scheduled between semesters for grading and other teacher-initiated activities	January 9
	2 days for school planning and collaboration	Tentatively August 1, January 12
	1 day at the end of the school year	June 4
	Other days without students	n/a
Hours contiguous to the teacher work day for collaboration & professional development	21 hours, for use in 1 hour increments	Specific Wednesdays TBD. 3 hours to be set aside for Danielson Post Conferences and SLO Post conference
	6 hours for use in multiples of 1/2 hour increments	Dates TBD 4 of the 1/2 hour increments to be set aside for Danielson Pre-conferences, SLO pre-conference, and summary conference

OTHER REQUIREMENTS	DESCRIBE
Elementary students have expanded course offerings.	In order to expand our course offerings, we intend to offer robotics club, gardening club and track as afterschool clubs. We also intend to continue with math remediation afterschool as well as offering a ramp up to kindergarten session this summer for students who have never attended preschool through the support of the 21 <sup>st</sup> Century Grant. We also utilize our Hawaiian Studies teacher to offer basic

ukulele for interested students during their lunch recess.

**ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)**

The number of student instructional time will meet the requirement of 1525. The reason for the 45 minutes under for teacher instruction and 45 minutes over for "other" is due to the weekly time used for data team collaboration for grade level clusters within the work-day. Utilizing resources such as Computer, Hawaiian Studies and Guidance to provide student instruction while classroom teachers collaborate will accomplish this.

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**Haaheo Elementary****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	175	10	5.7%	8	4.6%	113	64.6%	89.7%
2011-2012	182	14	7.7%	6	3.3%	118	64.8%	74.2%
2012-2013	178	10	5.6%	7	3.9%	113	63.5%	20.0%

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	9	100.0%	9.6	44%	100%	22.2%	0
2011-2012	10	100.0%	9.9	50%	100%	20.0%	0
2012-2013	10	100.0%	10.6	70%	100%	10.0%	0

**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														
2010-2011	77.3	69.0	74.1	90.5	na	na	na	77.3	51.7	74.1	85.7	na	na	na
2011-2012	79.3	85.0	70.4	82.6	na	na	na	51.7	75.0	63.0	69.6	na	na	na
2012-2013	82.6	72.4	72.2	80.0	na	na	na	73.9	31.0	72.2	75.0	na	na	na

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
	4	8	10	HS
School Year				
2010-2011	44.8	na	na	na
2011-2012	45.0	na	na	na
2012-2013	27.6	na	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	About 3/4	0%	na	na	na	na	na
2011-2012	About 3/4	0%	na	na	na	na	na
2012-2013	About 1/2	1%	na	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	
			Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	95.6%	na	11	na	0	na	0	na
2011-2012	94.8%	na	22	na	0	na	0	na
2012-2013	94.1%	na	0	na	0	na	0	na

School	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims	Student and Teacher Perceptions on School Quality Survey	Transition from home/preschool to Kindergarten		
School Year	Yes/No	Total # of claims	% of claims resulting in loss-time	Positive Responses	School mean (range 1-3)	
				% of student	% of teacher	
2010-2011	No	--	--	76.6%	89.8%	3.0
2011-2012	No	1	0.0%	92.5%	85.7%	2.6
2012-2013	No	--	--	89.7%	100.0%	3.0

### 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	154	88.0%	98.9%	19
2011-2012	na	--	--	97.8%	3
2012-2013	na	134	75.3%	100.0%	0

### Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$872,931	\$179,685	\$141,927	\$37,758	none
2011-2012	\$865,014	\$137,428	\$102,299	\$35,129	none
2012-2013	\$866,828	\$137,350	\$126,807	\$10,543	none

\*Explanation of Significant Budget Changes

# Haaheo Elementary Strive HI 2012-13 Step: Continuous Improvement Index Score: 232

Automatic Classification: None

	Step 1	Step 2 - Unweighted Points	Step 3	Step 4 - Weighted Points	Step 5 - All Schools
<b>Achievement</b>	<b>Math Proficiency</b> 61% <b>Math Achievement</b> (Math Proficiency Rate) x (40pts)	24	63 pts of 100 pts	<b>Achievement</b> (Elem. School Weight) $63 \times (1.0) = 63$	63 pts of 100 pts
	<b>Reading Proficiency</b> 78% <b>Reading Achievement</b> (Reading Proficiency Rate) x (40pts)	31			
	<b>Science Proficiency</b> 36% <b>Science Proficiency</b> (Science Proficiency Rate) x (20pts)	7			
<b>Growth</b>	<b>Math Median SGP</b> 62 <b>Math SGP</b> Points assigned based on growth category	39	70 pts of 100 pts	<b>Growth</b> (Elem. School Weight) $70 \times (2.0) = 140$	140 pts of 200 pts
	<b>Reading Median SGP</b> 58 <b>Reading SGP</b> Points assigned based on growth category	35			
<b>Readiness</b>	<b>Chronic Absenteeism</b> 26% <b>Chronic Absenteeism</b> Points assigned by absenteeism category	0	0 pts of 100 pts	<b>Readiness</b> (Elem. School Weight) $0 \times (0.2) = 0$	0 pts of 20 pts
<b>Achievement Gap</b>	<b>Non-High-Needs Proficiency</b> 87% <b>Current-Year Gap</b> Points assigned based on Current-Year Gap Rate* * (NN - HN) / (NN)	86	36 pts of 100 pts	<b>Achievement Gap</b> (Elem. School Weight) $36 \times (0.8) = 29$	29 pts of 80 pts
	<b>High-Needs Proficiency</b> 62% <b>Two-Year Gap Reduction</b> Points assigned based on Gap Reduction Rate* * (2010 gap - 2012 gap) / (2010 gap)	0			
For more information: hawalipublicschools.org ‡ Numbers may be rounded for presentation purposes.					<b>232 pts of 400 pts</b> P F CI R

