

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: Hauula Elementary      DATE: March 4, 2014  
DISTRICT: Windward      COMPLEX: Kahuku

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.

Section CC. 1d

- 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. Less than 310 minutes by 45 minutes
2. The school is using 45 minutes of "Other Time" to meet the ACT167/52 requirements which mandate 1525 "Student Learning Minutes".

- 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.)

n/a

D. Please provide additional information (data and narrative) for the following type of request applicable:  
n/a

**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: n/a

---

**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: n/a

**E. All Other Requests:**

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

The school is using that time to ensure that student learning time, teacher instructional time is maximized.

The alternate solution was to reduce the number of student learning time and/or teacher instructional time. This alternative was not acceptable.

**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
August 21, 2013	Open House: Faculty, Parents, Students Mtg.	Awareness, Informational
February 14, 2014	Informal Principal Mtg.	Reminder of Due Date/s
February 18, 2014	Informal Mtg. w/APC member	To have faculty/staff discussion
February 19, 2014	Faculty & Staff Mtg.	Faculty & Staff Collaboration on bell schedule & minutes
February 25, 2014	SCC Mtg.	Bell Schedule Discussion
February 26, 2014	Makua Group Hawaiian Immersion Parents & Staff	Discussion
March 4, 2014	Faculty	Consensus
March 4, 2014	SCC Mtg.	Approval

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 [Signature] Date 3/4/2014

Community Representative(s) [Signature] Date 3/4/2014

Parent Representative(s) [Signature] Date 3/4/2014

Student Representative(s) Emeris Tangaro Date 3/4/14

Noncertificated Staff Representative(s) [Signature] Date 3/4/14

Teacher Representative(s) [Signature] Date 3/4/14  
Date \_\_\_\_\_

Complex Area Superintendent (CAS): [Signature] (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 03.10.14

**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.**



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

**SCHOOL INFORMATION**

<b>Complex Area Name</b> Castle/Kahuku Complex		<b>Complex Name</b> Kahuku Complex	<b>School Name</b> Hau'ula Elementary	
<b>Principal</b>	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>[Signature]</i>	Date 2/20/14	
<b>Complex Area Superintendent</b>	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 the school will need to seek a BOE waiver or contract exception.	Signature <i>Lea E. Albert</i>	Date 2.20.14	

**SUMMARY OF SCHEDULE**

TEACHER CALENDAR – TEACHER DAYS – REQUIREMENTS	Scheduled (Date or Description)	
<b>Work days without students</b>	2 days at beginning of school year for administrator-initiated activities	7/30/2014, 7/31/2014
	2 days at beginning of school year for teacher-initiated activities	7/28/2014, 7/29/2014
	1 day scheduled between semesters for grading and other teacher-initiated activities	1/9/2015
	2 days for school planning and collaboration	8/1/2014, 1/12/2015
	1 day at the end of the school year	6/4/2015
	Other days without students	
<b>Hours contiguous to the teacher work day for collaboration &amp; professional development</b>	21 hours, for use in 1 hour increments	Use for the purpose of 6+ 1 strategies and the components of the EES and Strive HI
	6 hours for use in multiples of 1/2 hour increments	Use for the purpose of 6+ 1 strategies and the components of the EES and Strive HI

OTHER REQUIREMENTS	DESCRIBE
Elementary students have expanded course offerings.	After school study hall; student project support

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)
Elective/Core period rotate through grade level for collaboration

## BELL SCHEDULE

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.

Lower

APPLICABLE DAYS: <i>M, T, TH, and F</i>		
Students	Start Time: 7:50 am	End Time: 2:05 pm
Teachers	Start Time: 7:50 am	End Time: 2:50 pm
Prep Time	Check one: Floating <input type="checkbox"/> Common <input type="checkbox"/>	
TIME	DESCRIPTION	MINUTES
7:50-8:10	Silent Study	20
8:10-9:40	2-Literacy/ 1&3 Math	90
9:40-9:52	Recess	12
9:52-9:55	Passing	3
9:55-11:13	Math/ Literacy	78
11:13-11:50	Lunch	37
11:50-12:35	Elective/Core	45
12:35-1:20	Elective/Core	45
1:20-2:05	Elective/Core	45
2:05	Student End	
2:05-2:50	Teacher Prep	45

APPLICABLE DAYS: <i>Wed</i>		
Students	Start Time: 7:50 am	End Time: 12:35 pm
Teachers	Start Time: 7:50 am	End Time: 2:50 pm
Prep Time	Check one: Floating <input type="checkbox"/> Common <input type="checkbox"/>	
TIME	DESCRIPTION	MINUTES
	<i>Morning Times and description same as Mon, Tue, Thu, Fri</i>	
12:35-1:20	Teacher Preparation	45
1:20-2:50	Staff Meeting	90
2:50	End of Day	

## Upper

APPLICABLE DAYS: (M, T, TH, and F)		
Students	Start Time: 7:50 am	End Time: 2:05 pm
Teachers	Start Time: 7:50 am	End Time: 2:50 pm
Prep Time	Check one: <input type="checkbox"/> Floating X Common	
TIME	DESCRIPTION	MINUTES
7:50-8:10	Silent Study	20
8:10-9:40	LA/Math	90
9:40-9:52	Recess	12
9:52-9:55	Passing	3
9:55-11:25	Math/LA	90
11:25-11:58	Core	33
11:58-12:35	Lunch	37
12:35-1:20	Elective/Core	45
1:20-2:05	Elective/Core	45
2:05	Student Dismissal	
2:05-2:50	Teacher Prep	45

APPLICABLE DAYS: (Wed)		
Students	Start Time: 7:50 am	End Time: 12:35 pm
Teachers	Start Time: 7:50 am	End Time: 2:50 pm
Prep Time	Check one: Floating X Common	
TIME	DESCRIPTION	MINUTES
	<i>Morning Times and description same as Mon, Tue, Thu, Fri</i>	
12:35-1:20	Teacher Preparation	45
1:20-2:50	Staff Meeting	90
2:50	End of Day	

303

**Hauula 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	279	43	15.4%	12	4.3%	214	76.7%	66.1%
2011-2012	267	42	15.7%	10	3.7%	210	78.7%	71.2%
2012-2013	297	36	12.1%	8	2.7%	215	72.4%	66.7%

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	28	92.9%	9.6	36%	91%	25.0%	1
2011-2012	24	100.0%	10.3	46%	100%	25.0%	2
2012-2013	22	100.0%	12.8	50%	100%	36.4%	2

**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	62.5	72.1	42.9	55.9	na	na	na	43.8	60.5	37.1	41.2	na	na	na
2011-2012	58.8	60.0	63.6	57.1	na	na	na	70.8	65.7	43.2	37.1	na	na	na
2012-2013	59.2	76.5	66.7	81.8	na	na	na	40.8	66.7	37.5	54.5	na	na	na

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	8	10	HS
2010-2011	33.3	na	na	na
2011-2012	25.7	na	na	na
2012-2013	21.2	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 1/2	1%	na	na	na	na	na
2011-2012	About 1/2	0%	na	na	na	na	na
2012-2013	About 1/2	0%	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	Elementary
School Year									
2010-2011	93.0%	na	4	na	0	na	0	na	na
2011-2012	91.7%	na	4	na	0	na	0	na	na
2012-2013	91.2%	na	10	na	0	na	0	na	na

School	Persistently Dangerous Schools (NCLB) Yes/No	Workers' Compensation Claims		Student and Teacher Perceptions on School Quality Survey		Transition from home/preschool to Kindergarten School mean (range 1-3)
		Total # of claims	% of claims resulting in loss-time	Positive Responses		
				% of student	% of teacher	
School Year						
2010-2011	No	4	0.0%	76.1%	91.1%	2.6
2011-2012	No	2	50.0%	87.1%	85.7%	3.0
2012-2013	No	1	0.0%	88.4%	94.3%	3.0

### Civic Responsibility

School Year	Young Voter Registration	Kids Voting Hawaii		Students Who Are Not Suspended	Volunteer Hours
	# of students participating	# of students participating	% of students participating	% of Enrollment	# of PCNC volunteer hours per 100 students
	2010-2011	na	184	65.9%	99.3%
2011-2012	na	--	--	99.6%	294
2012-2013	na	256	86.2%	97.0%	112

### Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$1,862,612	\$352,479	\$318,804	\$33,675	none
2011-2012	\$1,897,222	\$283,836	\$257,833	\$26,003	none
2012-2013	\$1,974,921	\$287,288	\$271,617	\$15,651	none

\*Explanation of Significant Budget Changes



## 2. Continuous Improvement Schools (cont.)

School	Strive HI Index Score (rounded)	Complex Area
Waimea Elementary	210	Honokaa-Kealahou-Kohala-Konawaena
Wahiawa Middle	209	Leilehua-Milliani-Waiialua
Kau High & Pahala Elementary	208	Kau-Keaau-Pahoa
Enchanted Lake Elementary	207	Kailua-Kalaheo
Pahoa High & Intermediate	207	Kau-Keaau-Pahoa
Paaulo Elementary & Intermediate	206	Honokaa-Kealahou-Kohala-Konawaena
Scott Elementary	203	Aiea-Moanalua-Radford
Makakilo Elementary	203	Campbell-Kapolei
Haiju Elementary	203	Baldwin-Kekaulike-Maui
Lanai High & Elementary	203	Hana-Lahainaluna-Lanai-Molokai
Waiakeawaena Elementary	202	Hilo-Waiakea
Washington Middle	202	Kaimuki-McKinley-Roosevelt
Kamehameha III Elementary	201	Hana-Lahainaluna-Lanai-Molokai
Kalaheo Elementary	201	Kapaa-Kauai-Waimea
Mokapu Elementary	200	Kailua-Kalaheo
Ewa Makai Middle	200	Campbell-Kapolei
Molokai Middle	200	Hana-Lahainaluna-Lanai-Molokai
Kapunahala Elementary	199	Castle-Kahuku
Nalehu Elementary	199	Kau-Keaau-Pahoa
Hana High & Elementary	199	Hana-Lahainaluna-Lanai-Molokai
Hauula Elementary	198	Castle-Kahuku
Holualoa Elementary	198	Honokaa-Kealahou-Kohala-Konawaena
Kapolei Middle	198	Campbell-Kapolei
Highlands Intermediate	196	Pearl City-Waipahu
Aliamanu Middle	194	Aiea-Moanalua-Radford
Leihoku Elementary	193	Nanakuli-Waianae
Nanakuli Elementary	192	Nanakuli-Waianae
Molokai High	192	Hana-Lahainaluna-Lanai-Molokai
Ilima Intermediate	192	Campbell-Kapolei
Waimanalo Elementary & Intermediate	192	Kailua-Kalaheo
Moanalua Middle	191	Aiea-Moanalua-Radford
Holomua Elementary	190	Campbell-Kapolei
Waimea High	189	Kapaa-Kauai-Waimea
Nanakapono Elementary	187	Nanakuli-Waianae
Honowai Elementary	187	Pearl City-Waipahu
Paia Elementary	187	Baldwin-Kekaulike-Maui
Ehunuikaimalino	187	Honokaa-Kealahou-Kohala-Konawaena
Kahuku High & Intermediate	186	Castle-Kahuku
Wahiawa Elementary	185	Leilehua-Milliani-Waiialua

**Faculty & Staff Meeting**  
**2/19/2014, Wednesday at 1:15 – 2:50 pm in the Library**  
**Agenda**

**Welcoming**

**Field Assessment or (6) Priority Strategies Review**

**Data: Dec. 2013 vs Feb. 12, 2014**

**Discussion on ratings and Academic Plan developing process**

**Academic Plan based on Field Assessment Ratings & Strive Hi Data**

**HSA Data     Reading & Math Targets of:**  
**SY2013-2014**  
**SY2014-2015**

**Bell Schedule SY 2014-2015**

**Updating our current bell schedules to meet:**

**Student Learning Time of 1525 minutes per week**

**Teacher Instructional Time of 1415 minutes per week**

**Teacher Prep Time, Lunch and other minutes per week**

**(Faculty & Staff members collaborating in groups representing the bell schedules)**

**Hauula Elementary School Community Council**  
**Minutes for the month of February 2014**

Present at the Meeting: Winona Enesa -Principal, Margaret Schmid-Non-Certificated/Secretary, Selena Mobbs- Certificated, Alison Faleolo-Parent Rep, Leona Tupou- Community Rep/Chairperson Susan Yamada- PCNC, Emeris Tangaro-Student Council, Catalyna Falatea- Student Council

1. Purpose:
  - a. Council Introductions
  - b. Update of Mission and Vision Statements
  - c. Review Bell Schedule for SY 14-15
  - d. Academic/Financial Plan
2. Call to Order:
  - a. Date: Tuesday, February 25, 2014
  - b. Time: 3:35 pm
  - c. By: Leona Tupou
3. Minutes approved:
4. Committees Reports:
5. Old Business:
6. New Business:

**Council Introductions**-Although we all know each other from campus and the community we had everyone introduce themselves as official council members. A brief explanation of what our roles were was given. An agenda as well as copies of mission/ vision statement, bell schedule, and the academic and summary of financial plan was given.

**Mission and Vision Statement**: Prior to the council meeting our school mission and vision Statement was questioned. During the meeting the council members were given copies of the Mission and Vision statement so that everyone was aware of what it is and how important it is for our school team to know what it is. The council agreed that it was important for all roles including the students to know what our goals for the students of Hauula Elementary is.

**Review of Bell Schedule**: Mrs. Enesa shared with the council that Teachers collaborated, discussed and revised the bell schedule for the school year of 2014-15. Handout was given to show the breakdown of the minutes. Mrs. Enesa asked that we look at it and please note any questions that the council members might have. Question- does the bell schedule change affect our students at all? Answer by Mrs. Enesa was that not much had changed but that this was just the draft at this point and that an concerns would be addressed. Other members shared that other schools are piloting different bell scheduled and that some school were on tracks so their bell schedules are unique. Currently the school has 3 bell schedules.

**Academic and Financial Plan**: Two handouts were given to the council members. Financial plan summary was given to show the basic breakdown of what is given to Hauula Elementary and how the school uses it. It brought attention that most of the monies allotted were given to finance the positions necessary to keep our school running. It was noted that currently the school is looking at purchasing programs that aligns our curriculum with common core. It was also shared that the academic plan currently is a draft and that when our CAS and principal meet and finalize the academic plan that the council will re-meet to see changes or additions made.

The team members shared that this was a productive meeting. Summer Academic suggestions were made by team members for possible things for parents to do with their kids during the long Break.

Nā Leo Kako'o Ko'olauloa

Hālāwai Mākua o Pepeuali

Ka Po'akolu, lā 26 o Pepuali, hola 'eono (6:00) o ke ahiahi

Ma ka hale 'aina o Hau'ula

1. 6:00pm- Ho'omaka- Lea Ta'ala

a. Pule wehe-

2. E Ola Ka Hā Hawai'i (Cultural Enrichment)-

3. Ho'olauna/Nā Hoakipa (Introductions/Acknowledge Guests)

4. Nā Mo'olelo (Reports)

a. Pelekikena/Pelekikena Hope-

b. Kākau 'ōlelo (Secretary's Report)

i. Minuke Kapakemapa

c. Pu'uku (Treasurer's Report)

i. Current balance and expenditures-

ii. Non-profit status

d. Po'okumu- Mrs. Enesa

e. Kumu (Hau'ula) Ahu

f. Kumu (Kahuku) *Walt read Ho.*

*Holo mau - Our students were outstanding  
Academic Plan SY 2014-2015  
Ball schedule SY 2014/2015*

*Questions Ahu*

*STEM Class - "Ahu"*

*Ahu ✓ Waiver for all HLIP SS  
do not take test.*

5. Kula Kalapuni t-shirts- Should our t-shirts stay the same every year or should we continue to change every few

years?

6. Nā Kōmike (Committee Reports)

a. Aloha Ko'olauloa- Addressing concerns of how to split the profits between the 3 kulas.

b. Hau'ula School Gardens

7. Nā Ho'olaha (Announcements)

8. Pule Ho'oku'u

## Hauula Elementary School Community Council

Minutes for the month of March 4, 2014

Present at the Meeting: Winona Enesa -Principal, Margaret Schmid-Non-Certificated/Secretary, Selena Mobbs- Certificated, Alison Faleolo-Parent Rep, Leona Tupou- Community Rep/Chairperson, Susan Yamada- PCNC, Emeris Tangaro-Student Council,

1. Purpose:

- a. Update of Mission and Vision Statements
- b. Review Bell Schedule for SY 14-15
- c. Approval of Bell Schedule
- d. Approval of Academic plan

2. Call to Order:

- a. Date: Tuesday, March 4, 2014
- b. Time: 3:01 pm
- c. By: Leona Tupou

3. Minutes approved: for February Meeting

4. Committees Reports:

5. Old Business:

**Review of Bell Schedule:** Mrs. Enesa shared with the council that after looking at the bell schedule the teacher lunch minutes were over in allotted time as well as being under on other time. Therefore, the council was asked to approve waiver/exception request. The bell schedule was re-done with the help from Mrs. Enesa's peer mentor, along with Teacher Rep.

**Academic and Financial Plan:** The council was reminded that Mrs. Enesa will be meeting with Mrs. Albert next week to finalize academic plan and to share school progress and get feedback on how the school is doing.

6. New Business:

**Approval of Bell Schedule/Academic and Financial Plan:** As of today's meeting with a complete council, we are approving the bell schedule with attached waiver/exception request form as well as the Academic/Financial Plan. Hauula Elementary School Community Council with a unanimous vote would like to forward copies of Bell Schedule with request for along with copies of School Academic and Financial plan to Mrs. Lea Albert. Question was asked again what the difference in schedule for Hauula is? Mrs. Enesa responded that the only difference is Wednesdays the schedule reflects school to end at 12:35pm instead of current release time of 12:30pm. PCNC shared that she was worried as a parent that the start of the school day would change sharing that it might be hard for all parties to get to school on time. She was reassured that no changes to start of school just the end of school time for one day of the week.

The council will re-meet at the ending of April or May to go over final copy of Academic/Financial plan and also the Bell Schedule for SY 14-15. The council was also notified that at the end of this school year we will be meeting to discuss principal survey. Council was told how important each role is and that because of the disconnect of the beginning of the school year that it was important for each role representative to think about remaining on the council next year before releasing their duties that they have. It was also reminded that although representatives are encouraged to remain on council, we will be voting for new officers at the end of the year.

Minutes will be shared via email/hard copy as well as posted to SDO website.



**HSTA Bell Schedule Contract Exception (Hauula Elementary)**  
**Melissa Ferreira** to: bmillr  
Cc: Winona\_Enesa, rcamacho

03/04/2014 10:07 AM

---

History: This message has been replied to.

**To Whom It May Concern:**

I am the head faculty rep at Hauula Elementary. The faculty reached a consensus regarding our change in the bell schedule. Out of the 24 active faculty members, 15 voted to accept the new bell schedule. 0 members voted no. 9 members didn't vote.

Sincerely,

Melissa Ferreira