

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: HSDB - Elementary

DATE: February 25, 2014

DISTRICT: Honolulu

COMPLEX: Kalani

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.

- Contract: Article IV (CC) (1) (d): Three hundred ten (310) minutes to be used during the work week exclusively for:

1. All faculty meetings
2. Departmental meetings
3. Grade level meetings
4. Curriculum meetings
5. Passing time
6. Opening and closing times
7. Recess
8. Homeroom
9. Scheduled activity periods on a voluntary basis
10. Study hall

HSDB is asking for an exception from the required 310 minutes to 410 minutes for meeting since we're over the required 310 minutes for departmental classes, during regular work day, per week by 1600 minutes.

- Article IV (CC) (1) (a): Fourteen hundred fifteen (1415) minutes of Teacher Instructional Time per work week.

HSDB is asking for an exception since our Teacher Instructional Time will increase from 1415 requirement to 1600 minutes.

- 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.

As a special school that services the needs of deaf and hard of hearing students from preschool through 12th grade throughout the state, we have special education buses that transport HSDB students island wide. Although it is not bulleted in the contract, the current requirement for elementary student learning time of 1525 minutes per week is far less than the requirement for secondary school student learning time of 1650 minutes per week. This would mean HSDB would have to provide two separate bus service schedules on a daily basis in order to transport elementary and secondary students home at the end of the school day, which would ultimately be an added cost.

We are requesting an exception to the student learning time weekly minutes so that the elementary schedule can match the secondary school schedule (7:55 am – 2:55 pm) to accommodate for our transportation needs. This additional instructional time is also a benefit to our students since it builds in time for American Sign Language instruction and a school wide reading program, which we hope will increase student academic achievement. In essence, we are looking to increase our elementary student learning time minutes from 1525 required minutes to 1725 minutes per week. This is a difference of +200 minutes per week.

In addition, we would like to create more articulation, collaboration, and planning time for teachers to meet during the school day. In this case, the goal is to provide opportunity for teachers to enhance their craft so that students can benefit in the classrooms. This includes not only planning for American Sign Language (or ASL) lessons, but having time to review formative assessment data, student work, and review/revision of instruction in areas of ELA and Math, areas of great need at HSDB. With this in mind, we plan to increase meeting time for teachers under the "Other Time" category by 100 minutes each week, as illustrated on the attached Summary of Bell Schedule (Elementary) Total, or HSDB, minutes. Therefore, we are asking for an exception to the Other Time minutes since there is an increase of 100 "Other Time" minutes per week.

Another way in which we have created time for teachers to articulate plan, and collaborate is to have two (2) secondary teachers teach PE (daily for 45 minutes each day) and Science (Tuesday/Thursday, 50 each). In doing so, our teacher instructional time for elementary teacher exceeds the 1415 requirement to 1600 minutes per week. Therefore, we are asking for an exception to the Teacher Instructional Time minutes for 185 added minutes, totaling 1600 minutes per week.

- 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:

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.

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
Week of 2/18/2014	Email to gather feedback from elementary teachers	Teachers provided feedback we incorporated in proposed schedules (eg. Move homeroom to end of day, have reading and writing time together)
2/20/2014	Elementary teachers	Unanimously voted to increase student learning time
2/25/2014	SCC meeting	SCC unanimously voted to accept all proposed changes as indicated by the waiver
3/28/2014	Voting	Teachers approved the new schedules 9 – love it 6 – can live 0 - oppse

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 Arif Apol Juan Date 02/25/2014

Community Representative(s) Jan B. DeLu Date 3/3/14

Parent Representative(s) Rosabel M Date 3/4/14

Student Representative(s) Fritz Anna Marie Dina Date 3/3/14

Noncertificated Staff Representative(s) Helen Lolohea Date 02/25/14

Teacher Representative(s) Emily N. Mery Date 3/25/14

Dy A Bay Date 2/25/14

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

CAS Signature: Donna Lum Kagawa Date 3/14/14

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.

approval for extended time

Emily Jo to
Noschese : syap

03/24/14 08:53 AM

Cc: Christina Juan, rcamacho

Aloha,

I'm one of the teacher representatives and I'm emailing you to confirm that the teachers had a discussion/feedback with admins about the proposed waiver changes in our school 2014-2015 schedule for elementary and high school. We agreed that the elementary and high school will have extended bell schedule; for increasing learning time.

Mahalo

Emily Jo Noschese

470 Hawaii School for the Deaf & the Blind

**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	87	66	98.5%	34	50.7%	40	59.7%	100.0%
2011-2012	70	69	98.6%	20	28.6%	25	35.7%	100.0%
2012-2013	58	56	100.0%	18	32.1%	42	75.0%	100.0%

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	15	73.3%	7.6	47%	47%	73.3%	0
2011-2012	12	91.7%	8.2	58%	57%	58.3%	0
2012-2013	13	78.9%	8.0	31%	53%	89.2%	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	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2011-2012	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2012-2013	*	*	*	*	*	*	*	*	*	*	*	*	*	*

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

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	na	na	0.0%	25.0%	50.0%	25.0%
2011-2012	About 1/2	na	na	0.0%	16.7%	50.0%	33.3%
2012-2013	About 1/2	na	na	0.0%	0.0%	54.5%	45.5%

*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	Secondary
School Year										
2010-2011	na	93.3%	na	0	na	0	na	na	0	0
2011-2012	na	91.6%	na	157	na	57	na	na	0	0
2012-2013	na	89.6%	na	161	na	0	na	na	0	0

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 % of student % of teacher	School mean (range 1-3)
2010-2011	No	3	0.0%	59.1% 78.3%	2.3
2011-2012	No	2	0.0%	75.1% 73.8%	2.0
2012-2013	No	2	0.0%	79.2% 84.4%	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	--	0	0.0%	100.0%	--
2011-2012	--	--	--	81.4%	--
2012-2013	--	17	30.4%	85.7%	--

Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$2,353,419	\$448,267	\$420,514	\$27,753	--
2011-2012	\$2,267,312	\$519,742	\$565,947	(\$46,205)	none
2012-2013	\$2,353,465	\$471,941	\$410,233	\$81,708	none

*Explanation of Significant Budget Changes

Hawaii School for the Deaf & Blind Strive HI 2012-13 Step: Priority

Metric	2011-2013 Data	Possible Targets	All Schools Distribution
Math Proficiency	81 - State Median	+5% 9.4	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
		No change 9.0	
		-30% 6.3	
Math Growth	52 - State Median		<div style="border: 1px solid black; padding: 5px; text-align: center;">No Target Necessary</div>
	45		
Reading Proficiency	73 - State Median	-30% 0.0	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
		+5% 0.0	
		No change 0.0	
Reading Growth	52 - State Median		<div style="border: 1px solid black; padding: 5px; text-align: center;">No Target Necessary</div>
	42		
Science Proficiency	35 - State Median	Complex 61.0	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
		School 15.4	
		State 11.3	
		Complex 42.0	
Chronic Absenteeism	18 - State Median	State 41.7	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
		School 37.8	
		Top Score 75.0	
11th Grade ACT	No Historical Data		<div style="border: 1px solid black; padding: 5px; text-align: center;">Target Optional</div>
		Median Score 28.0	
Graduation Rate	26 - State Median	Complex 85.0	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
	84 - State Median	School 58.0	
		Largest Growth in State 50.1	
		Largest Growth in State 99.0	
College-Going	62 - State Median	Median Growth 99.0	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set Target</div>
		75th Percentile 71.0	
		Complex	
Current Gap	30 - State Median	School	<div style="border: 1px solid black; padding: 5px; text-align: center;">Target Optional</div>
	No Historical Data		
		State	

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

SCHOOL INFORMATION

Complex Area Name Farrington/Kaiser/Kalani		Complex Name Kalani	School Name: Hawaii School for the Deaf and the Blind	
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>Christy Boyd</i>	Date 2/21/2014	
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 <i>Alana</i>	Date 2/21/14	

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	July 28, 2014 July 29, 2014
	2 days at beginning of school year for teacher-initiated activities	July 30, 2014 July 31, 2014
	1 day scheduled between semesters for grading and other teacher-initiated activities	The first day teachers return from Winter Break (January 9)
	2 days for school planning and collaboration	November 10, 2014 February 13, 2015
	1 day at the end of the school year	The day after students' last day
	Other days without students	As needed per our AFP for either grade level or whole faculty PD
Hours contiguous to the teacher work day for collaboration & professional development	21 hours, for use in 1 hour increments	1. EES conferencing 2. EES training 3. PD per AP goals 4. Collaborative time to implement Data Team work.
	6 hours for use in multiples of 1/2 hour increments	Use when needed to extend meetings in order to finish business, determine and notify in advance per contract

OTHER REQUIREMENTS	DESCRIBE

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)

REQUEST FOR WAIVER: HSDB is seeking a waiver due to special circumstances. We are requesting longer class periods and an increase in student instructional time. Our student population has significant delays in literacy and math, having longer periods and adding more time for learning will better meet the needs of our students.

-With the increase of student learning time, a 15 min deficiency in the "Other Time" category occurs.

-Teacher instructional minutes are not affected. Monday through Thursday, teachers will have 45 min for a floating prep time and 35 min for articulation time that will occur during an 80 min period. Teachers also have a floating prep for the entire 50 min on Friday.

-Teachers will have 230 min of prep time each week

-Teachers will have 190 min of articulation, planning, and collaboration each week

-Meeting time on Friday 1:10-2:05 will be for department/faculty/staff meetings

-Meeting time on Friday 2:05 – 2:55 will be used for articulation, planning, and collaboration.

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			Tue			Wed			Thur			Fri		
Teacher Start Time 7:55														
Student Start Time 7:55			Student Start Time 7:55			Student Start Time 7:55			Student Start Time 7:55			Student Start Time 7:55		
Time	Min	Class												
7:55 - 9:15	80	Instr 1	7:55 - 9:15	80	Instr 1	7:55 - 9:15	80	Instr 1	7:55 - 9:15	80	Instr 1	7:55 - 8:00	5	Hmrm
9:15 - 9:17	2	Pass	8:00 - 8:48	48	Instr 1									
9:17 - 10:37	80	Instr 2	9:17 - 10:37	80	Instr 2	9:17 - 10:37	80	Instr 2	9:17 - 10:37	80	Instr 2	8:48 - 8:50	2	Pass
10:37 - 10:39	2	Pass	8:50 - 9:39	49	Instr 2									
10:39 - 11:59	80	Instr 3	10:39 - 11:59	80	Instr 3	10:39 - 11:59	80	Instr 3	10:39 - 11:59	80	Instr 3	9:39 - 9:41	2	Pass
11:59 - 12:29	30	Lunch	9:41 - 10:30	49	Instr 3									
12:29 - 12:44	15	Recess	10:30 - 10:32	2	Pass									
12:44 - 12:46	2	Pass	10:32 - 11:21	49	Instr 4									
12:46 - 1:06	20	Instr 4	12:46 - 1:06	20	Instr 4	12:46 - 1:06	20	Instr 4	12:46 - 1:06	20	Instr 4	11:21 - 11:51	30	Lunch
1:06 - 1:08	2	Pass	11:51 - 12:06	15	Recess									
1:08 - 2:38	90	Instr 5	1:08 - 2:38	90	Instr 5	1:08 - 2:38	90	Instr 5	1:08 - 2:38	90	Instr 5	12:06 - 12:08	2	Passing
2:38 - 2:40	2	Pass	12:08 - 1:10	52	Closing									
2:40 - 2:55	15	Instr 6	2:40 - 2:55	15	Instr 6	2:40 - 2:55	15	Instr 6	2:40 - 2:55	15	Instr 6	1:10 - 2:05	55	Meeting
												2:05 - 2:55	50	Meeting
Student End Time	2:55		Student End Time	2:55		Student End Time	2:55		Student End Time	2:55		Student End Time	1:10	
Teacher End Time	2:55		Teacher End Time	2:55		Teacher End Time	2:55		Teacher End Time	2:55		Teacher End Time	2:55	

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 (2013-17)	TEACHER (2013-17 Agreement)			
		STUDENT LEARNING TIME	TEACHER INSTRUCTIONAL TIME ¹	PREP TIME ²	LUNCH ³	"OTHER TIME" ⁴
Instructional Time	1600	1600	*1600			
Homeroom	0	0				0
Study hall	0	0				0
Opening	75	75				75
Closing	50	50				50
Recess	150					150
Passing	0					0
Meetings ⁵	135					135
Lunch	150				150	
Teacher Prep	225			225		
TOTAL		1725	*1600	225	150	410
REQUIREMENT		1525	1415	225	150	310
DIFFERENCE		+200	*185	0	0	+100

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.

* Actual teacher instructional time for each Elementary teacher meets the requirements as we have 2 secondary school teachers teaching PE daily and Science 2x/week.