

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: HSDB- Secondary

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): Four hundred-forty (440) 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

- We are seeking waiver since our "Other Time" minutes total 425 minutes, according to the Secondary Summary of Bell Schedule. This is a difference of -15 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.

To help improve our students' literacy skills, we have embedded 20 minutes per day (M-T) into our school schedule for a reading program and are thus increasing Student Learning Time minutes of

62 minutes per week, as illustrated in the seeking an exception to address the +62 minutes of Student Learning Time minutes per week.

We are also seeking an exception for our bell schedule since it does not strictly follow any of the recommended schedules offered. Our student population has significant delays in literacy and math, and having longer periods allows them to learn strategies and practices these skills while in these classes. We have 80 minutes per day for ELA and Math, and 80 minutes every other day for Social Studies and Science.

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.

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 secondary teachers	Teachers provided feedback we incorporated in proposed schedules (eg. Move homeroom to end of day, have reading and writing time together)
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 *Uniz Apol Apua* Date 02/25/2014

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

Parent Representative(s) *Reschal M* Date 3/4/14

Student Representative(s) *Fritz Anna Marie <sup>Quina</sup>* Date 3/3/14

Noncertificated Staff Representative(s) *Holac S. Lolohea* Date 02/25/14

Teacher Representative(s) *Emily A. ...* Date 3/25/14  
*Dz A By* 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 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.**

**approval for extended time**  
**Emily Jo Noschese** to: syap  
Cc: Christina Juan, rcamacho

03/24/2014 08:55 AM

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



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

**SCHOOL INFORMATION**

<b>Complex Area Name</b> Farrington/Kaiser/Kalani		<b>Complex Name</b> Kalani	<b>School Name:</b> Hawaii School for the Deaf and the Blind	
<b>Principal</b>	<b>Select one:</b> <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.		<b>Signature</b> <i>Chris April</i>	<b>Date</b> 2/21/2014
<b>Complex Area Superintendent</b>	<b>Select one:</b> <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 see a BOE waiver or contract exception.		<b>Signature</b> <i>Alvin</i>	<b>Date</b> 2/21/2014

**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	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, 2015)
	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
<b>Hours contiguous to the teacher work day for collaboration &amp; professional development</b>	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 requesting a waiver for the purpose of increased student learning time which is over 100 minutes more than the requirement; teacher instructional time is also increased due to special circumstances which include the following:

**-All HSDB students, from grades Pre/K – 12<sup>th</sup> receive bus transportation to and from school, island wide. In school year 2014-15, HSDB secondary students will end their instructional day (on Monday – Thursday) at 2:55 pm to meet the student learning time requirement. Because all students are transported home at the same time, our elementary school students' instructional minutes will need to be increased to align to the HSDB secondary bell schedule. Hence this increases student learning time and "other time."**

**Elementary Teacher instructional time meets the requirement (though it reflects 1600) as we have two teachers from secondary school teaching PE daily, and science 2 times each week.**

**-Administration met with elementary school teachers, and teachers were unanimously in favor of the increase of student instructional minutes.**

## 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.

<b>APPLICABLE DAYS: M - TH</b>		
<b>Students</b>	<i>Start Time: 7:55</i>	<i>End Time: 2:55</i>
<b>Teachers</b>	<i>Start Time: 7:55</i>	<i>End Time: 2:55</i>
TIME	DESCRIPTION	MINUTES
7:55 – 8:10	Opening (Calendar)	15
8:10 – 9:10	Instructional (Reading)	60
9:10 – 9:25	Recess	15
9:25 – 11:00	Instructional (Writing)	95
11:00 – 11:30	Lunch	30
11:30 – 11:45	Recess	15
11:45 – 12:30	Instructional (PE)	45
12:30 – 1:20	Instructional (Math)	50
1:20 – 1:55	Instructional (ASL/Skills/Centers)	35
1:55 – 2:45	Instructional (SS and Science)	50
2:45 – 2:55	Closing	10
11:45 – 12:30	Teacher Prep Time (while students are in PE)	45

APPLICABLE DAYS: F		
<b>Students</b>	<i>Start Time:7:55</i>	<i>End Time:1:10</i>
<b>Teachers</b>	<i>Start Time:7:55</i>	<i>End Time:2:55</i>
TIME	DESCRIPTION	MINUTES
7:55 – 8:10	Opening (Calendar)	15
8:10 – 9:10	Instructional (Reading Workshop)	60
9:10 – 9:25	Recess	15
9:25 – 11:00	Instructional (Writing and Math workshop)	95
11:00 – 11:30	Lunch	30
11:30 – 11:45	Recess	15
11:45 – 12:15	Instructional (PE)	30
12:15 – 1:00	Instructional (SS)	45
12:30 - 1:00	Instructional (ASL/Skills/Centers)	30
1:00 – 1:10	Closing	10
11:45 – 12:15	Teacher Articulation (while students are in PE)	30
1:15 – 2:05	Department/Faculty/Staff Meetings	50
2:10 - 2:55	Teacher Prep Time	45

**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			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	Time	M	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	62	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 (Act 167/52)	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	1655	1655	*1285	n/a	n/a	n/a
Homeroom	5	5	n/a	n/a	n/a	5
Study hall	0	0	n/a	n/a	n/a	0
Opening	0	0	n/a	n/a	n/a	0
Closing	62	62	n/a	n/a	n/a	62
Recess	75	n/a	n/a	n/a	n/a	75
Passing	48	n/a	n/a	n/a	n/a	48
Meetings <sup>5</sup>	**245	n/a	n/a	n/a	n/a	**245
Lunch	150	n/a	n/a	n/a	150	n/a
Teacher Prep	230	n/a	n/a	230	n/a	n/a
<b>TOTAL</b>	n/a	1722	1285	230	150	435
<b>REQUIREMENT</b>	n/a	1650	1285	225	150	440
<b>DIFFERENCE</b>	n/a	+72	0	+5	0	-5

<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.

\*Prep periods are floating. Teachers have 45 min prep out of the 80 min block Monday, Tuesday, Wednesday, and Thursday; and 50 min prep on Friday for a total of 230 prep period minutes/week. Teachers also will have Monday – Thursday 35 min of articulation time for a total of 140 min per week. Hence teacher instructional time remains 1,285 min.

\*\*Meetings include: 35 min articulation time out of the 80 min block on Monday, Tuesday, Wednesday, and Thursday, 50 min articulation time on Friday, and 55 min for dept/faculty meeting for a total of 245 min.

**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	67	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	56	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	76.9%	8.0	31%	53%	69.2%	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	
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	na	93.3%	na	0	na	0	na	0
2011-2012	na	91.6%	na	157	na	57	na	0
2012-2013	na	89.6%	na	161	na	0	na	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	Positive Responses		School mean (range 1-3)
			% of student	% of teacher	
2010-2011	No	3	59.1%	78.3%	2.3
2011-2012	No	2	75.1%	73.8%	2.0
2012-2013	No	2	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 Enrollment	# of PCNC volunteer hours per 100 students
2010-2011	--	0	100.0%	--
2011-2012	--	--	81.4%	--
2012-2013	--	17	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	\$61,708	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	61 - State Median	+5% 9.4	
		No change 9.0	
	9	-30% 6.3	
Math Growth	52 - State Median		
	45		
Reading Proficiency	73 - State Median	-30% 0.0	
		+5% 0.0	
	0	No change 0.0	
Reading Growth	52 - State Median		
	42		
Science Proficiency	35 - State Median	Complex 61.0	
		School 15.4	
	6	State 11.3	
		Complex 42.0	
Chronic Absenteeism	18 - State Median	State 41.7	
		School 37.8	
		Top Score 75.0	
11th Grade ACT	No Historical Data		
	28 - State Median	School 28.0	
	84 - State Median	Complex 85.0	
Graduation Rate		School 58.0	
		Largest Growth in State 50.1	
	50	Largest Growth in State 99.0	
		Median Growth 99.0	
College-Going	62 - State Median	75th Percentile 71.0	
		Complex Target Optional	
	100	School Target Optional	
Current Gap	30 - State Median	Complex Target Optional	
	No Historical Data		
		School State	