

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: Keaukaha Elementary School DATE: February 14, 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 VI (CC) (1) (a)
- Article VI (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) Keaukaha is seeking a waiver for two areas. First, we are requesting 40 minutes less *Teacher Instructional Time* than the requirement of 1415 minutes per week as indicated in section A and 40 minutes more in *Other Time* than the 310 minutes per week as indicated in section D.

2) Keaukaha will continue our work in Data Teams. Our grade level data teams meet during the school day for 100 minutes per week and will focus on improving student achievement through collaborative conversations centered on inclusion, common core, differentiation, and common formative assessments. Curriculum coaches and student service providers are in attendance during these weekly meetings. It is important to note that while teachers are participating in their Data Team sessions, their students are participating in resources such as PE, Library, and Computers.

Over the past three years (view HSA Trend Data table below), Keaukaha has made very minimal growth in the areas of Math and Reading. During the 2013-2014 school year, Keaukaha purchased and began implementing the ELA program of Reading Wonder in Grades 3-6. Teachers have found the Data Team time extremely valuable in their planning

and in improving their abilities to implement the program consistently throughout the grade level. Initial response has been very positive. Teachers in grades K-2 continue to work with Reading Mastery and will possibly transition during the 2nd semester of 2014-2015 school year into Reading Wonders and will require much planning time to prepare.

All teachers continue to work with Go Math in grades K-6 as our CORE Math program. This is also our first year of school wide implementation and requires a lot of planning time to implement effectively.

HSA Trend Data				
	09-10	10-11	11-12	12-13
Reading	58%	63%	66%	64%
Math	39%	62%	65%	66%

- 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 at this time

- 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:

Not applicable at this time

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:

Not applicable at this time

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:

Not applicable at this time

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:

Not applicable at this time

E. All Other Requests:

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

It is important to note that on February 7, 2014, 93% of our Keaukaha teachers voted to adopt the proposed bell schedule for the 2014-2015 school year. Teachers have clearly shown their support of Data Team planning time and have found it valuable in building their understanding of Common Core, Formative Instruction, Response to Intervention and Reading Wonders.

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
07/31/2013	Faculty Meeting	Data Team process introduced to staff with clear purpose and expectations.
12/04/2013 02/12/2014	Faculty Meeting	Continued discussion about the value of Data Teams embedded during the school day.

01/27/2014	Email	Proposed bell schedule shared with all staff members via email.
01/28/2014	SCC Meeting	Proposed bell schedule to be shared at meeting; meeting canceled due to unforeseen circumstances.
02/05/2014	Leadership Meeting	Proposed bell schedule reviewed; questions and concerns raised; leadership team agrees to proposed bell schedule
02/07/2014	Faculty Meeting	Proposed bell schedule reviewed; one question raised by a teacher-question answered by admin; Teachers voted-93% present adopted schedule with an SCC waiver requested
02/25/2014	SCC Meeting	Proposed bell schedule reviewed;

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 *Stacy M. Bell* Date 2/25/14

Community Representative(s) *Frank Stomach* Date 2/25/14

Parent Representative(s) *Frank Stomach* Date 2/25/14

Student Representative(s) *Rameanah Miyasato* Date _____

Non-certificated Staff Representative(s) *[Signature]* Date 2/25/2014

Teacher Representative(s) *[Signature]* Date 2/25/2014

_____ Date _____

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: *Allen Okada* Date 2/14/14

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.

Fwd: HSTA Process Check Requirement
Jill Zodrow
to:
Sharlene Watanabe
04/07/2014 03:00 PM
Hide Details
From: Jill Zodrow/CIB/HIDOE
To: Sharlene Watanabe/CIB/HIDOE,

Please print. Thank you.

Sent from my iPad

Begin forwarded message:

From: "Stacey Bello" <Stacey_Bello/KEAUKAHA/HIDOE@notes.k12.hi.us>
Date: April 7, 2014 9:29:58 AM HST
To: "Jill Zodrow" <Jill_Zodrow/CIB/HIDOE@notes.k12.hi.us>
Cc: "Valerie Takata"
<Valerie_Takata/HAWAIIIDO/HIDOE@notes.k12.hi.us>, ryamanaka@hsta.org
Subject: Fw: HSTA Process Check Requirement

Aloha Jill.

This is to follow up on your email sent to me on 3/28/14. See below.

Jill Zodrow---03/28/2014 10:32:41 AM---Thank you for submitting your SCC Waiver/Exception Request related to a Modified Bell Schedule. Add

From: Jill Zodrow/CIB/HIDOE
To: Stacey Bello/KEAUKAHA/HIDOE@HIDOE
Cc: Valerie Takata/HAWAIIIDO/HIDOE@HIDOE
Date: 03/28/2014 10:32 AM
Subject: SCC Waiver/Exception Request

Thank you for submitting your SCC Waiver/Exception Request related to a Modified Bell Schedule. Additional information is needed at this time. Please submit the following:

- Evidence that the HSTA Process Check Requirement has been completed (see instructions on the Signature Page).

Once the additional information is received, your request can be processed. Thank you.

Jill Zodrow
SCC Educational Specialist
School Renewal & Redesign Section
School Community Council
PH: 203-5571
FAX: 735-8379

I apologize for getting back to you so late as I had some follow up I needed to do. After some investigating, it was determined that an email was not sent to HSTA immediately after the acceptance of the bell schedule on February 7. However, it was sent recently. I think there was some confusion in exactly who was to send this important email and so it didn't get done.

The email from the teacher representative to HSTA is below.

Again, I apologize. Please let me know if you need any additional information in order to process our request.

Mahalo!!

"Strive not to be a success, but rather to be of value." -- Albert Einstein

Stacey Bello, Principal
Keaukaha Elementary School
240 Desha Avenue
Hilo, HI 96720
phone: (808) 974-4181
fax: (808) 974-4868

----- Forwarded by Stacey Bello/KEAUKAHA/HIDOE on 04/07/2014 09:08 AM -----

From: Loke Kamanu/KEAUKAHA/HIDOE
To: ryamanaka@hsta.org, rcamacho@hsta.org, Tina Miyataki/KEAUKAHA/HIDOE@HIDOE
Cc: Stacey Bello/KEAUKAHA/HIDOE@HIDOE
Date: 04/04/2014 05:43 PM
Subject: HSTA Process Check Requirement

Aloha Rae,

First of all, I do know that this is very late, however I do apologize for not notifying you in an email regarding our teachers' vote on the adoption of the SY: 2014-15 bell schedule. Please forgive my delay and I do appreciate that this error was brought to my attention so that I may fulfill this kuleana.

On February 7, 2014, our teachers met to vote on the new bell schedule. Through consensus, 93% of the teachers (28/30, who are active faculty members, were in agreement with adopting the SY: 2014 bell schedule.

So, please accept my apology and our teacher assurance that it was accepted. If you need more information please contact me through email or at Keaukaha Elementary at 974-4181.

Mahalo,

Loke Kamanu,
Hui Heluhelu
Keaukaha Elementary School
240 Desha Avenue
Hilo, HI 96720
(808)974-4181

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Keaukaha 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	353	19	5.4%	1	0.3%	270	76.5%	63.8%
2011-2012	365	32	8.8%	2	0.5%	300	82.2%	58.0%
2012-2013	384	45	11.7%	1	0.3%	318	82.8%	52.2%

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	22	100.0%	14.8	59%	100%	22.7%	0
2011-2012	22	100.0%	15.1	77%	95%	22.7%	0
2012-2013	24	100.0%	14.8	71%	100%	37.5%	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	57.4	56.5	60.0	67.4	na	na	na	67.6	60.9	57.5	52.2	na	na	na
2011-2012	72.3	59.4	47.8	72.5	na	na	na	76.6	71.9	41.3	62.5	na	na	na
2012-2013	54.7	74.4	59.3	69.6	na	na	na	66.0	81.8	61.0	52.2	na	na	na

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	8	10	HS
2010-2011	50.0	na	na	na
2011-2012	40.6	na	na	na
2012-2013	59.1	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	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
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	95.0%	na	0	na	0	na	0	na
2011-2012	94.1%	na	3	na	0	na	0	na
2012-2013	93.8%	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	1	0.0%	77.9%	100.0%	3.0
2011-2012	No	1	0.0%	95.4%	100.0%	3.0
2012-2013	No	4	0.0%	91.0%	98.0%	1.6

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	59	16.7%	99.7%	--
2011-2012	na	--	--	98.9%	--
2012-2013	na	--	--	99.7%	0

Fiscal Accountability

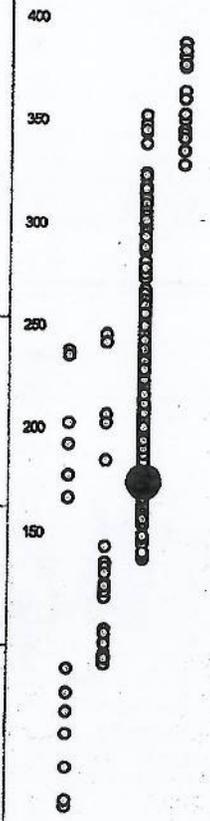
School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$1,775,233	\$265,589	\$221,168	\$44,401	none
2011-2012	\$1,748,734	\$143,871	\$93,070	\$50,801	none
2012-2013	\$1,864,308	\$284,207	\$180,805	\$103,402	none

*Explanation of Significant Budget Changes

Keaukaha Elementary Strive HI 2012-13 Step: Continuous Improvement Index Score: 174

Automatic Classification: None

	Step 1	Step 2 - Unweighted Points	Step 3	Step 4 - Weighted Points	Step 5 - All Schools
Achievement	Math P 66% Math Achievement (Math Proficiency Rate) x (40pts)				
	Reading Proficiency 64% Reading Achievement (Reading Proficiency Rate) x (40pts)		64 pts of 100 pts	Achievement (Elem School Weight) $64 \times (1.0) = 64$	64 pts of 100 pts
	Science Proficiency 59% Science Achievement (Science Proficiency Rate) x (20pts)				
Growth	Math Median SGP 49 Math SGP Points assigned based on growth category		15 pts of 100 pts	Growth (Elem School Weight) $15 \times (2.0) = 30$	30 pts of 200 pts
	Reading Median SGP 42 Reading SGP Points assigned based on growth category				
Readiness	Chronic Absenteeism 24% Chronic Absenteeism Points assigned by absenteeism category		15 pts of 100 pts	Readiness (Elem School Weight) $15 \times (0.2) = 3$	3 pts of 20 pts
Achievement Gap	Non-High-Needs Proficiency 70% Current-Year Gap Points assigned based on Current Year Gap Rate*		96 pts of 100 pts	Achievement Gap (Elem School Weight) $96 \times (0.8) = 77$	77 pts
	High-Needs Proficiency 64% Gap Reduction* 67% Two-Year Gap Reduction Points assigned based on Gap Reduction Rate*				80 pts



For more information, hawaiipublicschools.org

‡ Numbers may be rounded for presentation purposes.

174 pts of 400 pts

KEAUKAHA SCHOOL
Meeting Sign-in Sheet

Title: Bell Schedule - Voting

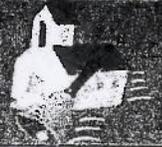
Date: 2/7/14 /Day: Friday

#	PRINTED NAME	SIGNATURE
1	AGBAYANI, Lurline	<i>Lurline AGBAYANI</i>
2	AGUIAR, Andrea	<i>Andrea Aguiar</i>
3	BUSHONG, Damian	<i>Damian Bushong</i>
4	DAFFRON, Kimberly	<i>Kimberly Daffron</i>
5	De MATTOS, Mallory	<i>Mallory De Mattos</i>
6	FA'ANUNU, Lei	<i>Lei Fa'anunu</i>
7	FOSTER, Donna	<i>Donna Foster</i>
8	FUJII, Lynn	<i>Lynn Fujii</i>
9	HANOA, Casey SICK	<i>Voted YES</i>
10	HAO, Alma	<i>Alma HAO</i>
11	HARADA, Brandy	<i>Brandy Harada</i>
12	HOWARD, Jane	<i>Jane Howard</i>
13	HUIHUI, AmberMarie Ipad Training	<i>Voted YES</i>
14	JARNESKI, Ruth	<i>Ruth Jarneski</i>
15	KAMANU, Margaret SICK	<i>Voted YES</i>
16	KARAI, Jayanthika	<i>Jayanthika Karai</i>
17	KIMURA, Wendi	<i>Wendi Kimura</i>
18	LEWIS, Karlie	<i>Karlie Lewis</i>
19	LORD, Andrea	<i>Andrea Lord</i>
20	LYMAN, Erin Ipad Training	<i>Voted YES</i>
21	MASUHARA, Janel	<i>Janel Masuhara</i>
22	MCCOMBER, Annette	<i>Annette McComber</i>
23	MIYATAKI, Tina	<i>Tina Miyataki</i>
24	PEREIRA, Mia	<i>Mia Pereira</i>
25	PUGLIESE, Susan	<i>Susan Pugliese</i>
26	SANTOS, Stephen	<i>Stephen Santos</i>
27	SASAKI-CANN, Michele	<i>Michele Sasaki-Cann</i>
28	TAMURA, Sarah	<i>Sarah Tamura</i>
29	TAUM, Gale SICK	<i>Voted YES</i>
30	TOWSE, Jonathan	<i>Jonathan Towse</i>



PROPOSED

Keaukaha Elementary School
 School Year 2014 - 2015
 Daily Bell Schedule



Lower Elementary (Grades K-2)				Upper Elementary (Grades 3-6)			
Monday, Tuesday, Thursday, Friday							
Times	Non Instr Time	Learning Time	Description	Times	Non Instr Time	Learning Time	Description
7:55			Warning Bell	7:55			Warning Bell
8:00			Class Begins	8:00			Class Begins
8:00 - 8:10		10	Homeroom**	8:00 - 8:10		10	Homeroom**
** 8:05			Arriving students are tardy; send to office	** 8:05			Arriving students are tardy; send to office
8:10 - 8:12	2		Passing to Reading Groups	8:10 - 9:45		95	Instructional: Dedicated ELA Block
8:12 - 9:45		93	Instructional: Dedicated ELA Block	9:45 - 10:00	15		Morning Recess in Designated Areas
9:45 - 10:00	15		Morning Recess in Designated Areas *Kindergarten recess 9:30 - 9:45	10:00 - 10:02	2		Passing Back to Class
10:00 - 11:28		88	Instructional: Dedicated Math Block	10:02 - 12:00		118	Instructional: Dedicated Math Block
11:28 - 11:58	30		Lunch (K-2)	12:00 - 12:30	30		Lunch (3-6)
11:58 - 12:00	2		Passing Back to Class	12:30 - 12:40	10		Afternoon Recess in Designated Areas
12:00 - 1:00		60	Instructional	12:40 - 12:42	2		Passing Back to Class
1:00 - 1:10	10		Afternoon Recess in Designated Areas	12:42 - 2:15		93	Instructional/Resources
1:10 - 2:15		65	Instructional/Resources	2:15			Dismissal
2:15			Dismissal	2:15 - 3:00			Teacher Prep Period (45 x 4 = 180 m)
2:15 - 3:00			Teacher Prep Period (45 x 4 = 180 m)				
Total	59	316		Total	59	316	
	x 4	x 4			x 4	x 4	
MTTF Total	236	1264		MTTF Total	236	1264	

Wednesday							
Times	Non Instr Time	Learning Time	Description	Times	Non Instr Time	Learning Time	Description
7:55			Warning Bell	7:55			Warning Bell
8:00			Class Begins	8:00			Class Begins
8:00 - 8:10		10	Homeroom**	8:00 - 8:10		10	Homeroom**
** 8:05			Arriving students are tardy; send to office	** 8:05			Arriving students are tardy; send to office
8:10 - 8:12	2		Passing to Reading Groups	8:10 - 9:45		95	Instructional: Dedicated ELA Block
8:12 - 9:45		93	Instructional: Dedicated ELA Block	9:45 - 10:00	15		Morning Recess in Designated Areas
9:45 - 10:00	15		Morning Recess in Designated Areas *Kindergarten recess 9:30 - 9:45	10:00 - 10:02	2		Passing Back to Class
10:00 - 11:28		88	Instructional: Dedicated Math Block	10:02 - 12:00		118	Instructional: Dedicated Math Block
11:28 - 11:58	30		Lunch (K-2)	12:00 - 12:30	30		Lunch (3-6)
11:58 - 12:00	2		Passing Back to Class	12:30 - 12:32	2		Passing Back to Class
12:00 - 1:10		70	Instructional/Resources	12:32 - 1:10		38	Instructional/Resources
1:10			Dismissal	1:10			Dismissal
1:10 - 1:55			Teacher Prep (45 + 180 = 225 m/wk)	1:10 - 1:55			Teacher Prep (45 + 180 = 225 m/wk)
1:55 - 3:00			Admin/Teacher Meeting Time	1:55 - 3:00			Admin/Teacher Meeting Time
W Total	49	261		W Total	49	261	
MTTF Total	236	1264		MTTF Total	236	1264	
TOTAL:	285	1525		TOTAL:	285	1525	

SUMMARY		
MTTF	Total Teacher Work Day	7 hours
	Teacher Prep Type	Common
	Teacher Start Time	8:00 AM
	Teacher End Time	3:00 PM
	Student Start Time	8:00 AM
	Student End Time	2:15 PM

Wed	Total Teacher Work Day	7 hours
	Teacher Prep Type	Common
	Teacher Start Time	8:00 AM
	Teacher End Time	3:00 PM
	Student Start Time	8:00 AM
	Student End Time	1:10 PM

MINUTE REQUIREMENTS					
STUDENT (ACT 167)	TEACHER (2013-2017 AGREEMENT)				
STUDENT LEARNING TIME	TEACHER INSTRUCTIONAL TIME	TEACHER PREP TIME	LUNCH	OTHER TIME	
≥ 1,525 MIN/WK	≤ 1,415 MIN/WK	≈ 225 MIN/WK (45 MINS CONTINUOUS)	≈ 150 MIN/WK (30 MINS DAILY)	≈ 310 MIN/WK	
ACTUAL MINUTES IN SY 2014-2015	1,525 MIN/WK	1,375 MIN/WK	225 MIN/WK	150 MIN/WK	350 MIN/WK