

New Request
 Renewal

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

(Please use one form for each request)

SCHOOL: Kohala Middle

DATE: 2/19/14

DISTRICT: Hawaii

COMPLEX: West Hawaii

Achieved AYP: Yes No

School Status:

School Proficiency Levels:

Reading Gr 92% Gr %

Math Gr 68% Gr %

- In Good Standing, Unconditional
- In Good Standing, Pending *continuous*
- Needs improvement Yr. 1 *improvement*
- Needs improvement Yr. 2
- Corrective Action
- Planning for Restructuring
- Restructuring

***Attach Trend 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.

The proposed bell schedule for 2014-15 does not exactly meet all of the state and HSTA requirements cc 2b, cc 2d

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.

New bell schedule substantively meets state + HSTA requirements + will provide increased student learning time + increased instructional 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.)

The school seeks to bridge the gap between the state + HSTA bell requirements. This would result in more student instructional minutes

- see attached

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.) Withholding the Posting of Probationary Teacher Positions:

For an exception from the collective bargaining contract for teachers for Withholding the Posting of Probationary Teacher Positions to Retain Probationary Teachers, a rationale stating a compelling or unique reason for the request is required (i.e. time and funds invested in teachers for professional development.)

Number of probationary teachers in your school	
Number of probationary one (1) teachers	
Number of probationary two (2) teachers	
Number of probationary three (3) teachers	
Number of probationary four (4) teachers	

Rationale:

D4.) 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:

D6.) 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
January 2014	Bell Schedule committee review	
2/5/14	Faculty	APPROVED
1/29/2014	SCC	reviewed bell sched

F. 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 [Signature] Date _____

Community Representative(s) [Signature] Date 2/19/14

Parent Representative(s) _____ Date _____

Student Representative(s) [Signature] Date 2/19/14

Noncertificated Staff Representative(s) Kelly N. Kachanaburu Date Feb. 19, 2014

Teacher Representative(s) [Signature] Date 2/19/14
_____ Date _____

Complex Area Superintendent (CAS): Art Souza (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 2/19/14

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 75% or higher affirmative vote), the Teacher Representative should email the UniServ Director with a cc to Kate MacPherson (kmacpherson@hsta.org). Please attach a copy of the email sent to the UniServ Director.

RETURN FORM TO: School and Community Leadership Branch
475 22nd Avenue, Building 302, Room 109
Honolulu, Hawaii 96816

Or FAX: 735-8379

FAILURE TO SUBMIT A COMPLETE AND TIMELY WAIVER/EXCEPTION REQUEST MAY RESULT IN THE REQUEST NOT BEING PROCESSED.

Kohala Middle Strive HI 2012-13 Step. Continuous Improvement Index Score: 184

Automatic Classification: None

	Step 1	Step 2 - Unweighted Points	Step 3	Step 4 - Weighted Points	Step 5 - All Schools
Achievement	Math Proficiency 52%	Math Achievement (Math Proficiency Rate) x (40pts) 21		21	
	Reading Proficiency 68%	Reading Achievement (Reading Proficiency Rate) x (40pts) 27	49 pts of 100 pts	Achievement (Middle School Weight) 48 x (1.0) = 48	49 pts of 100 pts
	Science Proficiency 5%	Science Proficiency (Science Proficiency Rate) x (20pts) 1		1	
Growth	Mathematics Median SGP 51	Mathematics SGP Points assigned based on growth category 25	60 pts of 100 pts	Growth (Middle School Weight) 60 x (1.5) = 108	108 pts of 180 pts
	Reading Median SGP 55	Reading SGP Points assigned based on growth category 35		63	
Readiness	Median 8th Grade ACT 13	8th Grade ACT Points assigned based on ACT category 0	0 pts of 100 pts	Readiness (Middle School Weight) 0 x (0.6) = 0	0 pts of 60 pts
Achievement Gap	Non-High Needs Proficiency 85%	Current-Year Gap Points assigned based on Current-Year Gap Rate* 28		17	
	High-Needs Proficiency 50%	Year-Year Gap Reduction Points assigned based on Gap Reduction Rate* 15	44 pts of 100 pts	Achievement Gap (Middle School Weight) 44 x (0.6) = 26	26 pts of 60 pts
	Gap Reduction* 1%			9	
<p>For more information: hawaiipublicschools.org</p> <p>* Numbers may be rounded for presentation purposes.</p>					<p>184 pts of 400 pts</p>

Updated as of 01/08/2014

366 Kohala Middle
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	196	38	19.4%	6	3.1%	111	56.6%	na
2011-2012	212	36	17.0%	7	3.3%	135	63.7%	na
2012-2013	180	30	16.7%	4	2.2%	121	67.2%	na

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	88.7%	12.2	53%	62%	53.3%	na
2011-2012	15	73.3%	10.3	60%	69%	46.7%	na
2012-2013	14	64.3%	8.9	43%	78%	42.9%	na

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	na	na	na	54.5	66.7	69.4	na	na	na	na	40.0	52.9	53.1	na		
2011-2012	na	na	na	60.4	57.7	62.8	na	na	na	na	50.9	49.3	54.7	na		
2012-2013	na	na	na	71.4	66.7	65.2	na	na	na	na	58.9	54.0	45.7	na		

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	8	10	HS
2010-2011	na	20.8	na	na
2011-2012	na	17.6	na	na
2012-2013	na	4.4	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	na	na	2%	na	na	na	na
2011-2012	na	na	0%	na	na	na	na
2012-2013	na	na	0%	na	na	na	na

*Results suppressed to protect student identity. In accordance with the Family Educational Rights and Privacy Act (FERPA)

Updated as of 01/08/2014

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	na	95.2%	na	87	na	15	na	na	31
2011-2012	na	94.9%	na	80	na	5	na	na	28
2012-2013	na	94.4%	na	194	na	22	na	na	6

School	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims		Student and Teacher Perceptions on School Quality Survey		Transition from home/preschool to Kindergarten
		Total # of claims	% of claims resulting in loss-time	Positive Responses		
				% of student	% of teacher	
School Year	Yes/No					School mean (range 1-3)
2010-2011	No	2	0.0%	62.1%	71.4%	na
2011-2012	No	3	0.0%	78.7%	90.9%	na
2012-2013	No	--	--	100.0%	81.8%	na

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	110	58.1%	80.6%	0
2011-2012	na	--	--	85.4%	--
2012-2013	na	126	70.0%	75.0%	0

Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$1,444,608	\$279,429	\$215,446	\$63,983	none
2011-2012	\$1,345,393	\$204,984	\$163,745	\$41,219	none
2012-2013	\$1,200,421	\$105,654	\$117,610	(\$11,956)	none

*Explanation of Significant Budget Changes



Fw: Waiver
Alan Brown to: Jill Zodrow

03/24/2014 04:42 PM

Will follow up with fax copy.

— Forwarded by Alan Brown/KOHALAM/HIDOE on 03/24/2014 04:34 PM —

From: Amber Corrales/KOHALAM/HIDOE
To: Lsims@hsta.org, kmacpherson@hsta.org,
Cc: Alan Brown/KOHALAM/HIDOE@HIDOE, Art Souza/HAWAIIIDO/HIDOE@HIDOE
Date: 03/24/2014 04:33 PM
Subject: Waiver

I am certifying that the Kohala Middle School faculty reached consensus after discussion on the merits of the bell schedule that was provided by the Kohala Middle School Bell Schedule Committee. I can also attest that the SSC Waiver/ Exemption was approved by the SSC on 2/19/2014. I also would like to point out that the principal, Alan Brown was particularly tireless in his efforts to address the concerns of the Bell Schedule Committee and faculty in general, in the true spirit of collaboration.

Amber Corrales
Faculty Rep SSC, Department Head and sub for Erika Blanco, HSTA Faculty Rep while she is on Maternity Leave.



ATTACHMENT C

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

SCHOOL INFORMATION

Complex Area Name West Hawaii Complex Area		Complex Name Kohala Complex	School Name Kohala Middle	
Principal Alan Brown	Select one: <input checked="" type="checkbox"/> The submitted schedule is in compliance with requirements. <input type="checkbox"/> The submitted schedule is not in compliance with requirements and we will seek a BOE waiver or contract exception.		Signature	Date
Complex Area Superintendent Art Souza	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		Scheduled (Date or Description)
Work days without students	2 days at beginning of school year for administrator-initiated activities	7/28/14-7-29-14
	2 days at beginning of school year for teacher-initiated activities	7-30/14-7/31-14
	1 day scheduled between semesters for grading and other teacher-initiated activities	1/9/15
	2 days for school planning and collaboration	TBD
	1 day at the end of the school year	6/4/15
	Other days without students	
Hours contiguous to the teacher work day for collaboration & professional development	21 hours for use in 1 hour increments	TBD
	6 hours for use in multiples of 1/2 hour increments	TBD
	Additional information (if applicable)	

OTHER REQUIREMENTS	DESCRIBE
Secondary students have access to coursework in order to earn more than 6 credits per year.	N/A

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)

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			Thurs			Fri		
Teacher Start Time 8:00														
Student Start Time 8:00			Student Start Time 8:00			Student Start Time 8:00			Student Start Time 8:00			Student Start Time 8:00		
Time	Mins	Description												
800-809	9	Homeroom	8-812	12	Homeroom	8-805	5	Homeroom	8-806	6	Homeroom	8-805	5	Homeroom
809-812	3	Pass	812-815	3	Pass	805-808	3	Pass	806-809	3	Pass	805-808	3	Pass
900-903	3	Pass	934-937	3	Pass	928-931	3	Pass	929-932	3	Pass	927-930	3	Pass
951-954	3	Pass	937-952	15	Recess	931-946	15	Recess	932-947	15	Recess	930-945	15	Recess
954-1009	15	Recess	952-955	3	Pass	946-949	3	Pass	947-950	3	Pass	945-948	3	Pass
1009-1012	3	Pass	1114-1117	3	Pass	949-1109	30	Pass	1110-1113	3	Pass	948-1107	3	Pass
1012-1100	48	Pass	1236-1239	3	Pass	1109-1112	3	Pass	1233-1236	3	Pass	1107-1110	3	Pass
1100-1103	3	Pass	1239-109	30	Lunch	1232-1235	3	Pass	1236-106	30	Lunch	1229-1232	3	Pass
1151-1154	3	Pass	109-112	3	Pass	1235-105	30	Lunch	106-109	3	Pass	1232-102	30	Lunch
1154-1224	30	Lunch	112-155	43	Advisory	105-108	3	Pass	109-211	62	Study Hall	102-105	3	Pass
1224-1227	3	Pass	155-158	3	Pass	228-231	3	Pass	211-214	3	Pass	224-227	3	Pass
115-118	3	Pass	158-300	62	Study Hall	231-300	29	Collaborate	214-300	46	Meeting	227-300	33	Meeting
206-209	3	Pass												
257-300	3	Pass												
Student End Time 300			Student End Time 300			Student End Time 231			Student End Time 214			Student End Time 227		
Teacher End Time 300			Teacher End Time 300			Teacher End Time 300			Teacher End Time 300			Teacher End Time 300		

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 ¹	PREP TIME ²	LUNCH ³	"OTHER TIME" ⁴
Instructional Time	1492	1492	1285			
Homeroom	37	37				
Study hall	124	124				124
Opening						
Closing						
Recess	75					75
Passing	114					114
Meetings ⁵						108
Lunch	150				150	
Teacher Prep	269			269		
TOTAL		1653	1285	269	150	421
REQUIREMENT		1650	1285	225	150	440
DIFFERENCE		3	0	44	0	-21

- Weekly teachers will rotate study hall and prep so that 1/2 of staff will cover study hall (62 mins) while other half has prep.
- Please see following page for calculations

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	----	----	----

1	KMS bells			Tues			Wed			Thurs			Fri		
2	Mon	Time	Min desc	Time	Min desc	Time	Min desc	Time	Min desc	Time	Min desc	Time	Min desc	Time	Min desc
3	9-000	0	Home	0-012	12	Home	0-005	5	Home	0-006	6	Home	0-005	5	Home
4	9-008-012	3	pass	012-015	3	pass	005-009	3	pass	006-008	3	pass	005-008	3	pass
5	012-000	48	pl	008-004	70	pl	009-020	80	pl	008-004	80	pl	008-027	70	pl
6	9-003	3	pass	004-037	3	pass	020-031	3	pass	020-032	3	pass	027-030	3	pass
7	000-001	48	pl	037-052	15	recess	031-046	15	recess	032-047	15	recess	030-045	15	recess
8	051-054	3	pass	052-065	3	pass	046-048	3	pass	047-050	3	pass	045-048	3	pass
9	054-1008	15	recess				049-100	60	p3				048-1007	70	p3
10	1009-1012	3	pass	114-117	3	pass	1109-1112	3	pass	1110-1113	3	pass	1107-1110	3	pass
11	1012-1100	48	p3	117-1236	70	pl	118-1236	80	pl	1113-1233	80	pl	1108-1228	70	pl
12	1100-1103	3	pass	1236-1239	3	pass	1232-1235	3	pass	1233-1236	3	pass	1229-1232	3	pass
13				1239-109	30	lunch	1236-105	30	lunch	1236-106	30	lunch	1232-102	30	lunch
14				109-112	3	pass	105-109	3	pass	108-109	3	pass	102-105	3	pass
15	1151-1154	3	pass	112-155	43	Advisory	220-231	3	pass	210-214	3	pass	224-227	3	passing
16	1154-1224	30	lunch	155-158	3	pass									
17	1224-1227	3	pass												
18	1227-101	48	pl												
19	115-118	3	pass												
20	118-206	48	pl												
21	206-209	3	pass												
22															
23	207-300	3	pass												
24															
25	Summary totals														
26	Study hall			62			62								
27	Home	9		12		5	6		5						
28	pass	30		21		21	21		21						
29	recess	15		15		15	15		15						
30	lunch	30		30		30	30		30						
31	closing	0													
32	class	336		260		320	240		316						
33	tutor														
34	meeting					29	48		33						
35	total	420		420		420	420		420						
36															
37															

prep	225	Notes:			
	48	Maximum 180 consecutive instructional minutes without a break, lunch or recess.			
	80				
	<u>78</u>				
	<u>207</u>				
		Instruction			
		Below (U 32)	1492		
		advisory	<u>43</u>		
		net	<u>1449</u>		
		net = 67	1242		
		advisory	<u>43</u>		
		207 Total	<u>1285</u>		
		1449 times 7			
		124 Study hall			
		37 Homeroom 9-5-8-5-12			
		43 advisory			
		<u>1653</u>			
		Instruction			
		6:40	268		
		6:00	480		
		6:20	474		
		Advisory	<u>43</u>		
			<u>1285</u>		
		at least	Up To	empty	at least
		1850	440	1265	225
		Totals	Learning other	Teacher Instruction	Prep
		124	124		62 1/2 of teachers study hall and 1/2 prep
		37	37		
		114		114	
		76		76	
		160		160	
		0	0		
		1492	1492	1265	207 See above
		0			
		<u>108</u>	<u>108</u>		
		<u>2100</u>	<u>1853</u>	<u>447</u>	<u>1265</u>
					<u>269</u>
		DN	-3	-7	0 -44