

New Request

Renewal

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

(Please use one form for each request)

SCHOOL:     Lanakila Elementary                          DATE:     February 27, 2014    

DISTRICT:     Honolulu                                          COMPLEX:     McKinley    

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.

Article VI – Teaching Conditions and Hours

CC. Work Time distribution, Weekly Totals Within the 7-hour day, 5-day week

1a. and 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.

We are in compliance with ACT 167/52 and the 1525 minutes/week required for all Elementary Schools. The two items Lanakila Elementary is seeking relief from HSTA Contractual Agreements- Article VI, CC. 1a. & 1d.

1) Decrease in negotiated Teacher instructional time of fourteen hundred fifteen (1415) minutes to thirteen hundred seventy (1370) for grades 1-5 and thirteen hundred sixty-seven (1367) for Kindergarten per work week.

Increase in Grade level Teacher meeting time (Articulation) beyond negotiated meeting minutes of three hundred ten (310) to three hundred fifty-five (355) for grades 1-5 and three hundred fifty-eight (358) for Kindergarten. (see attached School Schedule Submission Form - SY 2014-15)

2) The intent of increasing the grade level meeting minutes, which consequently decreases the Teacher instructional time, is to provide opportunities for grade levels to engage in the Data Teams process and the Formative Instructions as required by our DOE. Lanakila has been performing well as measured by NCLB and our school is intent on continuing our academic performance as measured by Strive HI. (see performance data attached)

The faculty approved all changes on Wednesday, February 26, 2014 through consensus (see attached email to HSTA). The School Community Council reached consensus and approved with a quorum of signatures on Thursday, February 27, 2014.

- 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

- D. Please provide additional information (**data and narrative**) for the following type of request applicable:

Not Applicable

**D1.) Parent-Teacher Conferences:**

Not Applicable

**D2.) School Attendance Procedures:**

Not Applicable

**D3.) Reporting of Quarterly Grades:**

Not Applicable

**D4.) Modified Assessment Schedule:**

Not Applicable

**E. All Other Requests:**

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

Not 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
Jan 30, 2014	Leadership Meeting	Revised current Bell Schedule
Feb 5, 2104	Faculty Meeting	Sharing of Bell Schedule w/ revisions
Feb 26, 2014	Faculty meeting	Sharing of Bell Schedule submission form
Feb 26, 2014	HSTA Mtg for Contractual Exception	The change was approved by consensus
Feb 27, 2014	SCC Mtg	The exception was approved by consensus

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 [Signature] Date 2/27/14

Community Representative(s) Rose Decker Date 2/27/14

Parent Representative(s) [Signature] Date 2/27/14  
[Signature] Date 2/27/14

Student Representative(s) Jasmine Gee Date 2/27/14

Noncertificated Staff Representative(s) [Signature] Date 2/27/14

Teacher Representative(s) Julie Nagamine Date 2/27/14

[Signature] Date 2/27/14

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

CAS Signature: Ruth Silberstein Date 2-28-14

**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  
735-8379

OR FAX TO:



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

**SCHOOL INFORMATION**

<b>Complex Area Name</b> Kaimuki-McKinley-Roosevelt		<b>Complex Name</b> McKinley	<b>School Name</b> Lanakila	
<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>	<b>Date</b>
<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>	<b>Date</b>

**SUMMARY OF SCHEDULE**

<b>TEACHER CALENDAR - TEACHER DAYS - REQUIREMENTS</b>		<b>Scheduled (Date or Description)</b>
<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	January 9, 2015
	2 days for school planning and collaboration	November 21, 2014 February 21, 2015
	1 day at the end of the school year	June 4, 2015
	Other days without students Teacher Institute Day	One day between Oct 17-24, 2014
<b>Hours contiguous to the teacher work day for collaboration &amp; professional development</b>	21 hours, for use in 1 hour increments	15 hours scheduled every other Wednesday in our Master Calendar  6 hours reserved
	6 hours for use in multiples of 1/2 hour increments	4 hours scheduled every other Wednesday in our Master Calendar  2 hours reserved

<b>OTHER REQUIREMENTS</b>	<b>DESCRIBE</b>
Elementary students have expanded course offerings.	

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)

## 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.

APPLICABLE DAYS: <i>M, T, TH, and F</i> GRADES 1-5		
<b>Students</b>	Start Time: 8:00	End Time: 2:15
<b>Teachers</b>	Start Time: 8:00	End Time: 3:00
<b>Prep Time</b>	Check one: <input type="checkbox"/> Floating x Common	
TIME	DESCRIPTION	MINUTES
8:00-8:10	Homeroom	10
8:10-9:40	Reading	90
9:40-9:50	Morning Recess	10
9:50-10:40	Content Area/Intervention	50
10:40-11:55	Math	75
11:55-12:10	Lunch Recess	15
12:10-12:40	Lunch	30
12:40-1:25	Articulation/Language Arts	45
1:25-2:10	Articulation/Language Arts	45
2:10-2:15	Homeroom	5
2:15-3:00	Teacher Prep Time	45

APPLICABLE DAYS: <i>M, T, TH, and F</i> GRADES K		
<b>Students</b>	Start Time: 8:00	End Time: 2:15
<b>Teachers</b>	Start Time: 8:00	End Time: 3:00
<b>Prep Time</b>	Check one: <input type="checkbox"/> Floating x Common	
TIME	DESCRIPTION	MINUTES
8:00-8:10	Homeroom	10
8:10-9:40	Reading	90
9:40-9:50	Morning Recess	10
9:50-10:40	Content Area/Intervention	50
10:40-11:30	Math	50
11:30-12:00	Lunch	30

12:00-12:12	Lunch Recess	12
12:12-12:40	Continue Math	28
12:40-1:25	Articulation/Language Arts	45
1:25-2:10	Articulation/Language Arts	45
2:10-2:15	Homeroom	5
2:15-3:00	Teacher Prep Time	45

APPLICABLE DAYS: WEDNESDAY GRADES 1-5		
<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time:12:50</i>
<b>Teachers</b>	<i>Start Time:8:00</i>	<i>End Time:3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating x Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-8:10	Homeroom	10
8:10-9:40	Reading	90
9:40-9:50	Morning Recess	10
9:50-10:40	Content Area	50
10:40-11:45	Math	65
11:45-12:15	Lunch	30
12:15-12:50	Kidbiz/Continue Math	35
12:50-1:35	Teacher Prep Time	45
1:35-3:00	Faculty, etc meetings	85

APPLICABLE DAYS: WEDNESDAY GRADE K		
<b>Students</b>	<i>Start Time: 8:00</i>	<i>End Time:12:50</i>
<b>Teachers</b>	<i>Start Time:8:00</i>	<i>End Time:3:00</i>
<b>Prep Time</b>	<i>Check one: <input type="checkbox"/> Floating x Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-8:10	Homeroom	10
8:10-9:40	Reading	90
9:40-9:50	Morning Recess	10
9:50-10:40	Content Area	50
10:40-11:45	Math	65
11:45-12:15	Lunch	30
12:15-12:27	Lunch Recess	12

12:27-12:50	Kidbiz/Continue Math	23
12:50-1:35	Teacher Prep Time	45
1:35-3:00	Faculty, etc meetings	85

**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)			
		<u>STUDENT LEARNING TIME*</u>	<u>TEACHER INSTRUCTIONAL TIME<sup>1</sup></u>	<u>PREP TIME<sup>2</sup></u>	<u>LUNCH<sup>3</sup></u>	<u>"OTHER TIME"<sup>4</sup></u>
<b>Instructional Time</b>		305 x 4 days=1220 (M, T, T, F:K-5 <sup>th</sup> )  240 (W:K-5 <sup>th</sup> )	5 days=1460-90 minutes for articulation (K-5 <sup>th</sup> )	n/a	n/a	n/a
<b>Homeroom</b>	50	5 days x 10 minutes	n/a	n/a	n/a	50 minutes
<b>Study hall</b>	n/a	n/a	n/a	n/a	n/a	
<b>Opening</b>	n/a	n/a	n/a	n/a	n/a	
<b>Closing</b>	20	4 days x 5 minutes	n/a	n/a	n/a	20 minutes
<b>Recess</b>	110(K-5 <sup>th</sup> )	n/a	n/a	n/a	n/a	110(K-5 <sup>th</sup> )
<b>Passing</b>	n/a	n/a	n/a	n/a	n/a	
<b>Meetings<sup>5</sup></b>	85	n/a	n/a	n/a	n/a	175 minutes
<b>Lunch</b>	150	n/a	n/a	n/a	5 days x 30 =150	n/a
<b>Teacher Prep</b>	225	n/a	n/a	5 days x 45=225	n/a	n/a
<b>TOTAL</b>	n/a	1530 (K-5 <sup>th</sup> )	1370(K-5 <sup>th</sup> )	225	150	355(K-5 <sup>th</sup> )
<b>REQUIREMENT</b>	n/a	1525	1415	225	150	310
<b>DIFFERENCE</b>	n/a	+5 (K-5 <sup>th</sup> )	-45(K-5 <sup>th</sup> )	0	0	+45(K-5 <sup>th</sup> )

<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, articulation, and curriculum meetings.

# Lanakila 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	406		23	5.7%	90	22.2%	283	69.7%	49.3%
2011-2012	442		19	4.3%	89	20.1%	313	70.8%	61.6%
2012-2013	433		22	5.1%	71	16.4%	305	70.4%	58.2%

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)
	#	%	Average	%	%	%	#
School Year	#	%	Average	%	%	%	#
2010-2011	26	100.0%	12.2	50%	100%	53.8%	1
2011-2012	26	100.0%	8.5	35%	100%	57.7%	0
2012-2013	26	96.2%	7.8	38%	100%	53.8%	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	79.7	79.7	69.2	na	na	na	na	81.4	85.9	76.9	na	na	na	na		
2011-2012	73.8	76.2	85.7	na	na	na	na	77.4	77.8	88.7	na	na	na	na		
2012-2013	67.1	85.9	78.7	na	na	na	na	69.4	87.2	83.6	na	na	na	na		

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level					
School Year	4	8	10	HS		
2010-2011	54.8	na	na	na		
2011-2012	50.8	na	na	na		
2012-2013	59.0	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	1%	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

School Year	Average Daily Attendance %		Offenses by Type of Incident (number of citations per 1,000 students)					
	Elementary	Secondary	Violence		Property		Illicit Substances	
			Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	95.6%	na	5	na	0	na	0	na
2011-2012	95.4%	na	0	na	0	na	0	na
2012-2013	95.0%	na	2	na	0	na	0	na

School Year	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims	Student and Teacher Perceptions on School Quality Survey		Transition from home/preschool to Kindergarten	
	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%	83.1%	98.1%	2.6
2011-2012	No	1	0.0%	92.6%	99.3%	3.0
2012-2013	No	--	--	83.0%	100.0%	1.6

### 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
2010-2011	na	259	63.8%	99.5%
2011-2012	na	--	--	100.0%
2012-2013	na	403	93.1%	99.8%

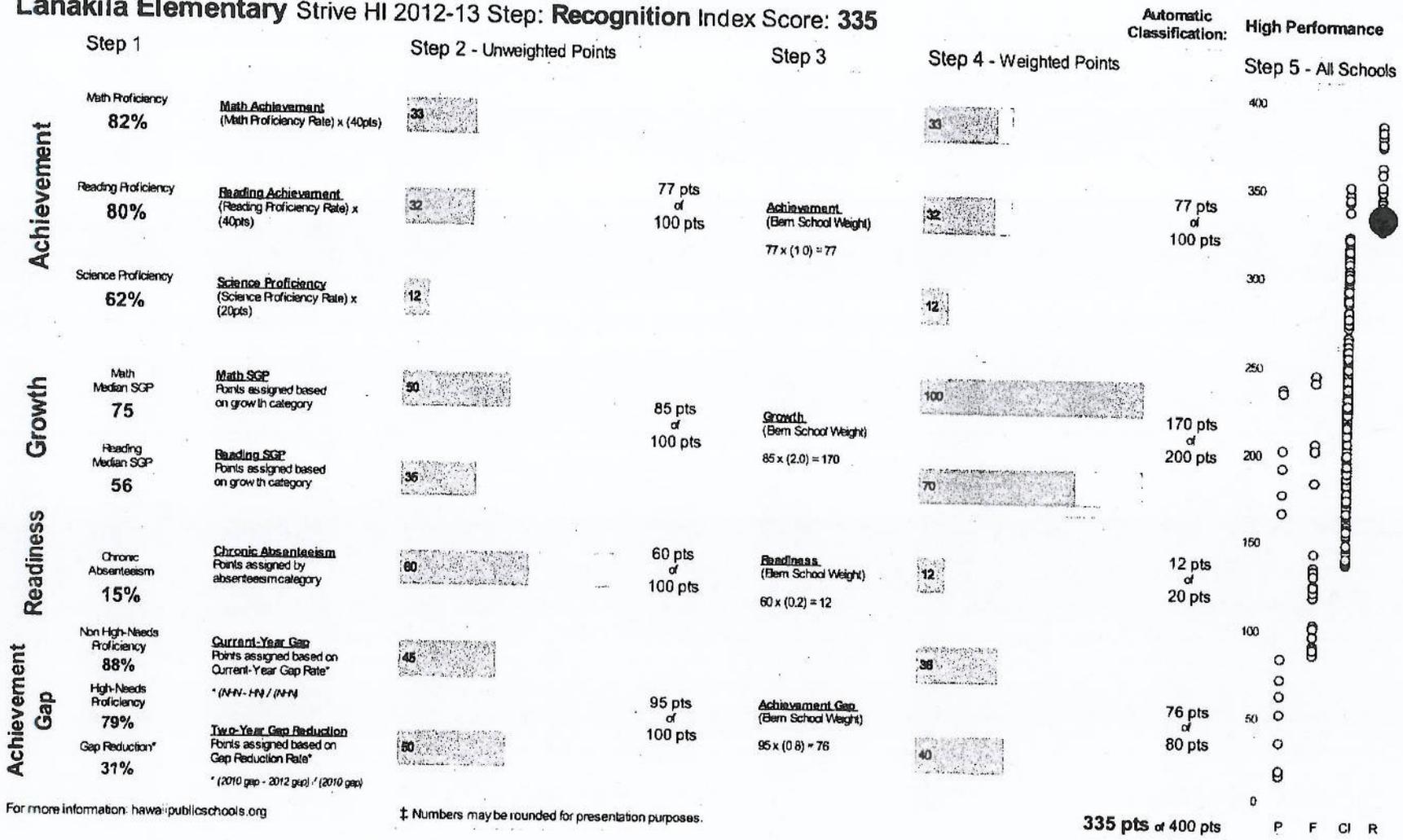
# of PCNC volunteer hours per 100 students

### Fiscal Accountability

School Year	School Salaried Payroll	State General Funds			Significant Budget Changes*
		Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$2,181,793	\$370,906	\$266,314	\$104,592	none
2011-2012	\$2,030,137	\$305,355	\$293,310	\$12,045	none
2012-2013	\$2,038,296	\$403,222	\$308,734	\$94,488	none

\*Explanation of Significant Budget Changes

# Lanakila Elementary Strive HI 2012-13 Step: **Recognition Index Score: 335**



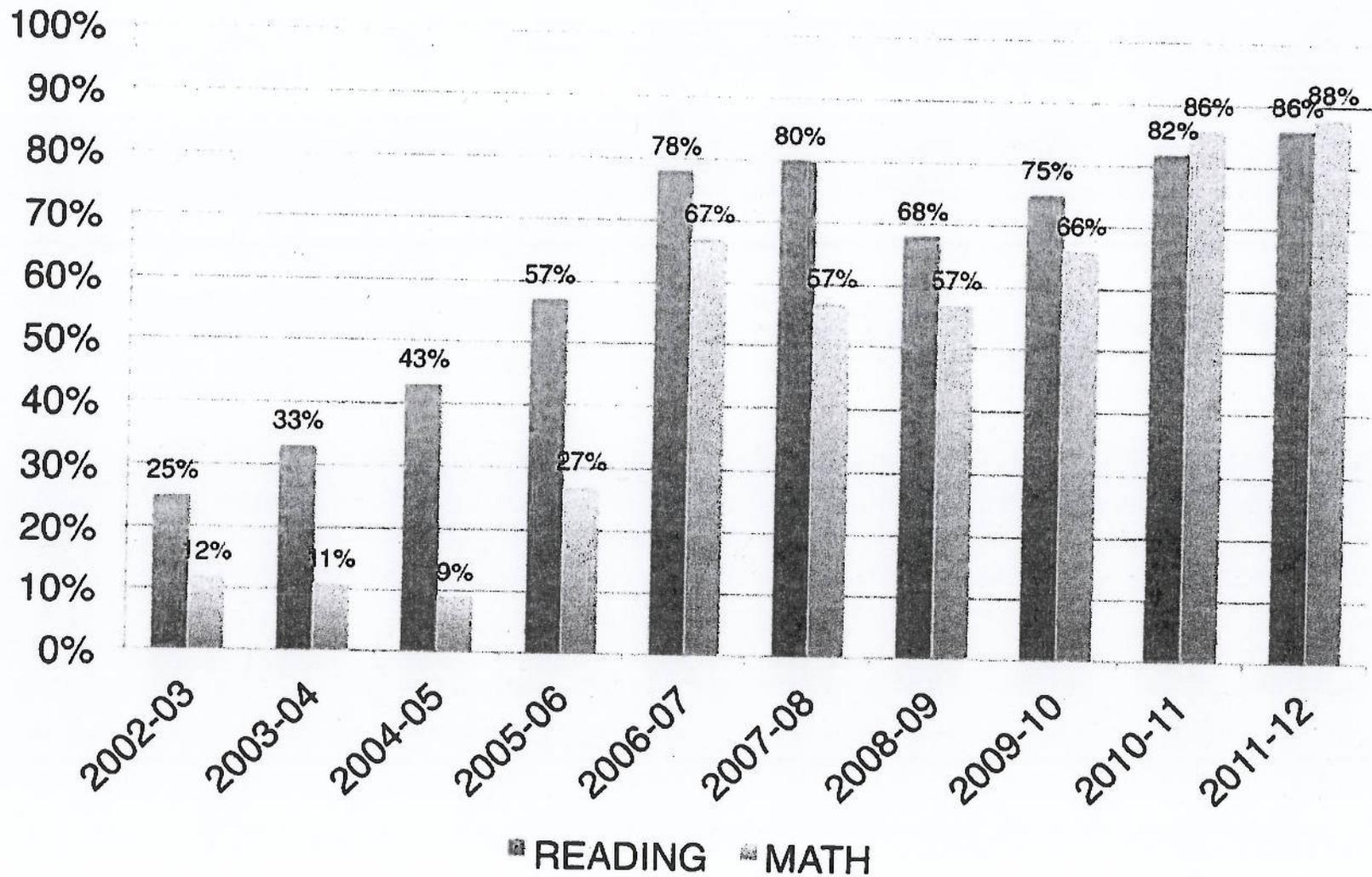
For more information: [hawaiipublicschools.org](http://hawaiipublicschools.org)

‡ Numbers may be rounded for presentation purposes.

**335 pts of 400 pts**

P F CI R

# HSA Reading & Math – All Students



You are using a version of Internet Explorer which Gmail no longer supports. Some features may not work correctly. Upgrade to a modern browser, such as Google Chrome. Dismiss

camillesismar@gmail.com

Gmail

SEND Save New Discard Labels Draft autosaved at 6:56 AM (0 minutes ago)

COMPOSE

Inbox (152)  
Starred  
Important  
Sent Mail  
Drafts (6)

To "Lou, Terry" <TLou@hsta.org>  
Cc rcamecho@hsta.org  
Add Bcc  
Subject Lanakila Elementary consensus  
Insert Invitation

Plain Text

Check Spelling

Search people

Juliet Kim  
Sorja Samsonas  
Terence Paraso  
sdele\_wada  
Alex Davies  
ARIA Studios | Ko...  
cathy.nakahara

Aloha Terry

In regards to our submitted bell schedule, a vote was taken for contract exceptions for Article VI-teaching conditions & hours (CC 1a & 1d). A consensus was reached for both exceptions on February 26, 2014 at our weekly staff meeting.

Please let me know if you need any additional information.

Mehalo,  
Camille Sismar  
Lanakila Elementary HSTA-head representative