

New Request

Renewal

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

(Please use one form for each request)

SCHOOL: Waikoloa Elementary and Middle School DATE: 12/13/2013

DISTRICT: Hawaii COMPLEX: Kealakehe

Achieved AYP: Yes No

School Status: **Strive High - 257**

School Proficiency Levels:

In Good Standing, Unconditional

In Good Standing, Pending

Needs improvement Yr. 1

Needs improvement Yr. 2

Corrective Action

Planning for Restructuring

Restructuring

Reading Schoolwide 74%

Math Schoolwide 60%

*****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.

Waikoloa Elementary and Middle School is asking for a waiver as we have some differences in the categories on the Bell Schedule matrix.

1. ACT 167/52 requires our elementary students to have a total of 1525 minutes of learning time and we are asking for that to be increased to 1565 minutes. A difference of +40 minutes per week.
2. ACT 167/52 requires our middle school students to have 1650 minutes which they will have.
3. HSTA Teacher Agreement for Teacher Instructional minutes Article VI Section CC #2 require that middle school teachers instruct 1285 minutes. Our proposed schedule puts our minutes at 1272. 13 minutes short. 5 of those minutes go to teacher prep giving more of state wide non-negotiable data team time after the students leave in the "other time" column and the remaining 8 minutes to the teacher prep time.
4. HSTA Teacher Agreement for Teacher Instructional minutes Article VI Section CC #1 require that elementary teachers instruct for 1415 minutes. Our proposed schedule would require that teachers instruct for 1335 minutes, which is 80 minutes less than the current Teacher Agreement. This difference is to allow teachers time to meet in data teams as required as a state wide non-negotiable for the Department of Education. This data team time allows all grade levels to meet to work on common assessments, data information, and collaboration time. During this common meeting time students would continue to receive instruction through resource teachers on campus.
5. We are NOT outside of the 7 hour contracted day on either schedule.
6. Both schedules are attached (Attach A - elementary matrix, Attach B - elementary bell schedule, Attach C - middle school matrix, and Attach D - middle School bell schedule)
7. The elementary bell schedule was approved by 34 of 39 teachers for 87% yes vote.
8. The middle school bell schedule was approved by 12 of 12 teachers for 100% yes vote.

- 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.

Our desired change would be to continue in our upward trend in reading, math and science as shown on our Strive HI results matrix. (Attached E)

The school hopes to accomplish improving student learning and increasing student achievement by continuing with the best practices brought on through our ILT process 2 years ago. Waikoloa started data teams at the elementary last year and at the middle school this year. Through the data teams and the Instructional Leadership Training, we are seeing an increase in collaboration between the teachers as they work toward having common assessments, units and lessons in all of the content areas. Teachers then collaborate on differentiation strategies, response to interventions, and other powerful best practices that increase the learning of students. Our Strive HI data is attached to where we currently stand in the Continuous Improvement category for all schools statewide.

Waikoloa uses resource personnel to teach the children while the teachers are in their data teams. (PE, Computer, Library & Achieve 3000) The student learning time in both levels either meets or exceeds what is required by the DOE.

- 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	

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
12/4/2013	Webinar with state to clarify bell schedule information	Admin team started to look at options
12/5/2013	All bell schedule options shared with Waikoloa all	Full faculty to look at the options available.
12/9/2013	Administration, Leadership team, Grade level chairs, HSTA reps and SCC Met to go over schedule options. And discuss school's needs.	Feedback allowed admin to work on schedules that fit Waikoloa's needs
12/10/2013	Admin Team	Came up with 2 schedules that didn't go outside the 2100 minute teacher day requirement and met the student learning time requirement
12/11/2013	All HSTA members and other interested staff	Discussion on the schedules being brought forward. Vote yes or no on schedules. Elementary was 39 ballots out, Secondary was 12 ballots out. 34 of the 39 ballots returned voted yes for elementary. 12 of the 12 middle school voted yes for the middle school schedule.
12/13/2013	School Community Council signed off on waiver.	

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 Kris Koa-Carreira Date 12/13/13

Community Representative(s) [Signature] Date 12/9/13

Parent Representative(s) [Signature] Date 12/13/13

Student Representative(s) [Signature] Date 12/13/13

Noncertificated Staff Representative(s) [Signature] Date 12/13/13

Teacher Representative(s) [Signature] Date 12/13/13

Community Representative [Signature] Date 12/13/2013

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 Dec 13/13

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

OR FAX TO: Honolulu, Hawaii 96816
735-8379

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

New
Elem

	Actual Minutes scheduled per week	Student (Act 167/52) Student learning time	Teacher 13-17 Agreement Teachers Instructional Time	Teacher 13-17 Agreement Prep Time	Teacher 13-17 Agreement Lunch	Teacher 13-17 Agreement Other Time
Instructional Time	1415	1415	1335	n/a	n/a	n/a
Homeroom	75	75	n/a	n/a	n/a	75
Study Hall	0	0	n/a	n/a	n/a	0
Opening	0	0	n/a	n/a	n/a	0
Closing	75	75	n/a	n/a	n/a	75
Recess	75	n/a	n/a	n/a	n/a	75
Passing	25	n/a	n/a	n/a	n/a	25
Meetings	80+60	n/a	n/a	n/a	n/a	80+60
Lunch	150	n/a	n/a	n/a	150	n/a
Teacher Prep	225	n/a	n/a	225	n/a	n/a
TOTAL	n/a	1565	1335	225	150	390
REQUIREMENT	n/a	1525	1415	225	150	310
DIFFERENCE	n/a	+40	-80	0	0	+80

Atkrah-A

Waikoloa Elementary Schedule for School Year 2014-1015

Attach
B

Mon				Tue				Wed				Thur				Fri			
Start	End	Block	Min	Start	End	Block	Min	Start	End	Block	Mins	Start	End	Block	Min	Start	End	Block	Min
7:55	8:10	Hrm	15	7:55	8:10	Hrm	15	7:55	8:10	Hrm	15	7:55	8:10	Hrm	15	7:55	8:10	Hrm	15
8:10	9:55	Instr	105	8:10	9:55	Inst	105	8:10	9:55	Inst	105	8:10	9:55	Inst	105	8:10	9:55	Inst	105
9:55	10:10	Recess	15	9:55	10:10	Recess	15	9:55	10:10	Recess	15	9:55	10:10	Recess	15	9:55	10:10	Recess	15
10:10	11:25	Inst	75	10:10	11:25	Inst	75	10:10	11:25	Inst	75	10:10	11:25	Inst	75	10:10	11:25	Inst	75
11:25	11:55	Lunch	30	11:25	11:55	Lunch	30	11:25	11:55	Lunch	30	11:25	11:55	Lunch	30	11:25	11:55	Lunch	30
11:55	12:00	Pass	5	11:55	12:00	Pass	5	11:55	12:00	Pass	5	11:55	12:00	Pass	5	11:55	12:00	Pass	5
12:00	1:55	Inst	115	12:00	1:55	Inst	115	12:00	12:55	Inst	55	12:00	1:55	Inst	115	12:00	1:55	Inst	115
1:55	2:10	Close	15	1:55	2:10	Close	15	12:55	1:10	Close	15	1:55	2:10	Close	15	1:55	2:10	Close	15
2:10	2:55	Prep	45	2:10	2:55	Prep	45	1:10	1:55	Prep	45	2:10	2:55	Prep	45	2:10	2:55	Prep	45
								1:55	2:55	Meet	60								

Secondary

New MS

	Actual Minutes scheduled per week	Student (Act 167/52) Student learning time	Teacher 13-17 Agreement Teachers Instructional Time	Teacher 13-17 Agreement Prep Time	Teacher 13-17 Agreement Lunch	Teacher 13-17 Agreement Other Time
Instructional Time		1505	1272	n/a	n/a	n/a
Homeroom		75	n/a	n/a	n/a	75
Study Hall		70	n/a	n/a	n/a	70
Opening		0	n/a	n/a	n/a	
Closing		0	n/a	n/a	n/a	
Recess		n/a	n/a	n/a	n/a	75
Passing		n/a	n/a	n/a	n/a	100
Meetings		n/a	n/a	n/a	n/a	125
Lunch		n/a	n/a	n/a	150	n/a
Teacher Prep		n/a	n/a	233	n/a	n/a
TOTAL	n/a	1650	1272	233	150	445
REQUIREMENT	n/a	1650	1285	225	150	440
DIFFERENCE	n/a	0	-13	+8	0	+5

Attach
C

			Day A Sched	Day B Sched	Day C Sched
7:55-9:05	Instructional	70	Period 1	Period 5	Period 3
9:05-9:09	Passing	4			
9:09-10:19	Instructional	70	Period 2	Period 6	Period 4
10:19-10:34	Recess	15			
10:34-10:38	Passing	4			
10:38-11:48	Instructional	70	Period 3	Period 1	Period 5
11:48-12:18	Lunch	30			
12:18-12:22	Passing	4			
12:22-1:32	Instructional	70	Period 4	Period 2	Period 6
1:32-1:36	Passing	4			
1:36-2:11	Wheel/Study	35	Period 7	Period 7	Period 7
2:11-2:15	Passing	4			
2:15-2:30	Homeroom	15	Period 8	Period 8	Period 8
2:30-2:55	Meeting	25			

Attach-D

Academic Plan SY 2014-15

Waikoloa Elementary & Middle Strive HI 2012-13 Step: Continuous Improvement

Metric	2011-2013 Data	Possible Targets	All Schools Distribution
Math Proficiency		+5% 63.0 No change 60.0 -30% 42.0	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Math Growth		+5% 53.75 No change 51.0 -30% 35.75	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Reading Proficiency		+5% 77.7 No change 74.0 -30% 51.8	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Reading Growth		+5% 67.25 No change 64.0 -30% 44.75	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Science Proficiency		School 60.4 State 57.3 Complex 38.0	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Chronic Absenteeism		Complex 20.8 State 20.7 School 18.9	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Median 8th Grade ACT		Top Score 17.0 75th Percentile 16.0 School 15.0	
	Set Target		
	No Target Necessary		
	No Target Necessary		
Composite Score		State 34.7 Complex 33.7 School 35.1	
	Set Target		
	No Target Necessary		
	No Target Necessary		

2011 2012 2013 2014 2015

P F C R

Attach-E

Updated as of 12/03/2012

393 Waikoloa Elementary & Middle
Trend Report:
Educational and Fiscal Accountability
School Report for School Year 2011-2012



A Guide to Understanding Trend Reports explains the educational and fiscal measures and lists schools in each of the 42 complexes for school year 2011-12. 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	#	#	%	#	%	#	%	%
2009-2010	748	62	8.3%	98	13.1%	326	43.6%	62.0%
2010-2011	756	54	7.1%	96	12.7%	358	47.4%	63.2%
2011-2012	781	59	7.6%	105	13.4%	389	49.8%	68.3%

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	%	%	%	#
2009-2010	48	91.7%	9.7	42%	69%	27.1%	1
2010-2011	47	87.2%	10.6	45%	80%	34.0%	1
2011-2012	47	93.6%	9.6	49%	84%	38.3%	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															
2009-2010	74.7	64.4	59.0	57.9	77.8	68.6	na	63.2	49.2	38.5	30.3	56.9	22.9	na		
2010-2011	63.4	74.2	68.7	70.7	79.2	76.1	na	69.5	67.0	59.7	38.7	40.3	56.3	na		
2011-2012	67.3	72.5	71.8	69.1	72.7	80.6	na	66.0	63.3	46.1	45.5	59.7	56.5	na		

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	6	8	10
2009-2010	54.2	44.7	-	na
2010-2011	55.7	-	39.4	na
2011-2012	46.8	-	46.8	na

School Year	Proportion Ready for Kindergarten	Retention Rate %			Dropout Rate % (4-year rate)	Graduate On-Time %	Others %
		Elementary	Middle	Grade 8			
2009-2010	About 3/4	na	0%	na	na	na	na
2010-2011	About 3/4	na	0%	na	na	na	na
2011-2012	About 3/4	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 12/03/2012

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
2009-2010	84.2%	na	28	na	8	na	0	na
2010-2011	94.7%	na	29	na	0	na	0	na
2011-2012	94.2%	na	29	na	1	na	0	na

School	Facilities Inspection	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	Passed?	Yes/No					School mean (range 1-3)
2009-2010	Yes	No	2	50.0%	54.2%	81.8%	2.3
2010-2011	--	No	2	0.0%	54.4%	72.0%	2.6
2011-2012	--	No	1	0.0%	74.5%	88.8%	2.6

Civic Responsibility

School Year	Young Voter Registration	Kids Voting Hawaii		Students Who Are Not Suspended	Service to School/Community	Volunteer Hours
	# of students participating	# of students participating	% of students participating	% of Enrollment	# of projects	# of PCNC volunteer hours per 100 students
	2009-2010	--	--	--	94.5%	15
2010-2011	--	378	50.0%	96.7%	--	0
2011-2012	--	--	--	95.9%	--	0

Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2009-2010	\$3,396,856	\$702,752	\$672,408	\$30,344	none
2010-2011	\$3,578,942	\$511,711	\$395,159	\$116,552	none
2011-2012	\$3,726,894	\$394,000	\$355,989	\$38,011	none

*Explanation of Significant Budget Changes

Subject Re: Contract Exception Request

From: Jill Zodrow

To: Sharlene Watanabe

Date: 04/09/2014 01:21 PM

Please print the email. Thank you

Sent from my iPad

On Apr 9, 2014, at 12:40 PM, "Sharlene Watanabe" <Sharlene.Watanabe/CIB/HIDOE@notes.k12.hi.us> wrote:

There is no attachment to this email.

Sharlene Watanabe

Office of Curriculum, Instruction and Student Support

Curriculum and Instruction Branch

Hawaii Department of Education

475 22nd Avenue, Room 109

Honolulu, Hawaii 96816

(808) 305-9720

sharlene_watanabe@notes.k12.hi.us

Jill Zodrow---04/09/2014 11:18:12 AM---Please print. Thank you Sent from my iPad

From: Jill Zodrow/CIB/HIDOE

To: Sharlene Watanabe/CIB/HIDOE,

Date: 04/09/2014 11:18 AM

Subject: Re: Contract Exception Request

Please print. Thank you

Sent from my iPad

On Apr 9, 2014, at 8:36 AM, "Cynthia Gray" <Cynthia.Gray/WAIKOLOA/HIDOE@notes.k12.hi.us> wrote:

> hopefully 3rd time is the charm :)

>

>

>

>
> Cynthia Delgado-Gray (lotus notes: cynthia gray)
> Vice Principal
> Waikoloa El/Middle School
> 68-1730 Hooko St.
> Waikoloa, HI 96738
> 808-883-6808 ext. 226
> fax 808-883-6811
>
> ----- Forwarded by Cynthia Gray/WAIKOLOA/HIDOE on 04/09/2014 08:25 AM -----
>
> From: Lawrence Denis/WAIKOLOA/HIDOE
> To: Cynthia Gray/WAIKOLOA/HIDOE@HIDOE, Kris
Kosa-Correia/WAIKOLOA/HIDOE@HIDOE,
> Date: 04/09/2014 08:24 AM
> Subject: Fw: Contract Exception Request
>
>
>
> ----- Forwarded by Lawrence Denis/WAIKOLOA/HIDOE on 04/09/2014 08:24 AM

>
> From: Lawrence Denis/WAIKOLOA/HIDOE
> To: lsimms@hsta.org,
> Cc: rcamacho@hsta.org
> Date: 04/09/2014 08:23 AM
> Subject: Contract Exception Request
>
>
> Hi Leroy,
>
> This was originally sent on March 24, 2014 by Starr Asselin to the UniServs filling in
for you, but being you're back from leave; I wanted to send it to you as well.
>
> A vote was taken in December and the attached was passed by more than the required
66 2/3 of teachers. 87% of Elementary Teachers voted yes, and 100% of Middle School
teachers voted yes.
>
> Please let me know if you have any questions.
>
> Mahalo,
> Larry Denis III
> Head Faculty Rep
>
>