



**STATE OF HAWAII
BOARD OF EDUCATION**
P.O. BOX 2360
HONOLULU, HAWAII 96804

November 21, 2017

TO: The Honorable Lance A. Mizumoto,
Chairperson Board of Education

FROM: Sean Bacon, Board of Education Designee *Sean Bacon*
Margaret Cox, Board of Education Designee *Margaret Cox*

SUBJECT: Approval of Kealakehe Intermediate School's School Community Council (SCC)
Waiver regarding school schedules.

I. **RECOMMENDATION**

That the Board of Education (BOE) approves Kealakehe Intermediate School's SCC Waiver Request allowing the school to implement a schedule that does not meet the statutory requirement of implementing a school year of 180 days in order to provide one day of professional development for their teachers.

2. **RECOMMENDED EFFECTIVE DATE**

Upon approval by the BOE.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation

Board of Education policy 2413: Upon application to the Board of Education (Board) a school may be granted waivers from student instructional hours and school year requirements pursuant to HRS 302A-251. The Department of Education shall administer such procedures as may be adopted by the board.

- b. Previous action of the Board on the same or similar matter

The Board has approved similar requests for waivers that do not meet the statutory requirement of implementing a school year of 180 days in order to provide professional development for their teachers.

- c. Other policies affected

Hawaii Revised Statutes 302A-251 (Act 167) – Student Learning Time

- d. Arguments in support of the recommendation

Kealahou Intermediate has requested to implement a schedule that does not meet the statutory requirement of a school year of 180 days in order to allow teachers to attend the Association of Middle Level Educators Conferences on Oahu which is to be held on Friday, February 2, 2018 on Oahu. Although the waiver request was submitted late the justification for this is due to the late notice to the school regarding the conference date.

Based on the school's academic plan and the state's strategic plan this conference will continue to support student learning by developing a broader sense of how middle level students learn and develop. The conference also will deepen the teacher's senses of responsibility which is part of the HA initiative.

- e. Arguments against the recommendation

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendations.

Positive.

i. Educational implications

As stated in the school's SCC waiverrequest

j. Personnel implications

None.

k. Facilities implications

None.

l. Financial implications

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

SB/MC:MZ:pq

Attachment

c: Superintendent

Community Engagement Office

received 9/20/17

copy

BCP

School Community Council Waiver/Exception Request

09/12/17	Request ID No.	0
1	School:	Kealakehe Intermediate
	School ID:	390
	Complex Area:	Honokaa-Kealakehe-Kohala-Konawaena
	Complex:	Kealakehe
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2017-2018
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Other
	Principal:	Mark Hackelberg

2 Decision Making Process:

Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Please include information about the final outcome, including achievement of consensus or specific outcome of vote (e.g. 92 of 100 teachers voted in favor of the change).

9/6/2017	Planning and Collaboration	Vote by teachers over 90% in favor of attending AMLE conference February 2 and 3
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0
1/0/1900	0	0

3 Summarize your request:

Request a waiver day to attend Association of Middle Level Educators conference on Oahu February 2 and 3. February 2 is a school day that falls within the 180 mandated days of student attendance. All Middle/intermediate schools in Hawaii are members of AMLE. Attending this conference will allow all teachers the opportunity to develop a deeper sense of what it means to be a middle level educator, and gain more insight into the theories and practices of teaching the middle level learner.

Changes that are proposed based on attending the conference include a more streamlined advisory program, possibly expanded electives and a better focus on the Social Emotional Learner for all teachers.

The only way attendance at this conference is possible is through a waiver day, to

4 send a small team is not effective based on the limited number of substitute
 How will this serve to support student learning and outcomes?
 Based on the school's academic plan and the state's strategic plan this conference will continue to support student learning by developing a broader sense on how middle level students learn and develop. The conference also will deepen the teachers sense of responsibility which is part of the HA initiative.

5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?
 0

Complete for Parent-Teacher Conference Waiver Requests Only

6 Required data: The Superintendent requires that the school conduct a parent survey to demonstrate parent support for this request.

Number of surveys distributed	0
Number of surveys returned	0
Number in favor	0
Number not in favor	0
Number undecided	0

Complete for School Attendance Procedures Waiver Requests Only

7 Provide a comparison of chronic absenteeism data over a 3-year period.

School Year 1	15%
School Year 2	15%
School Year 3	15%

Explain data trend over these years.

Chronic absences as reported on Strive HI data shows a consistant 15%. The school is proactively working with the families of the identified students to reduce this number

SCC Waiver/Exception Process Signature Page







Request ID:

0

School:	Kealakehe Intermediate	390
Waiver/Exception Request:	Other	


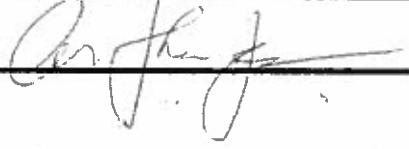
School Community Council

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.)

Role	Signature	Date
Administration		9/12/17
Community Representative(s)		9/12/17
Parent Representative(s)		9/12/17
Student Representative(s)		9-12-17
Non-certificated Staff Representative(s)	NO REP PRESENT	
Teacher Representative(s)		9/12/17
		9/12/17

Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
		9/14/17

Instructions:

- Schools must send the a) SCC Waiver/Exception Request Form as an excel file, b) pdf copy of the signed SCC Waiver/Exception Process Signature Page, and c) a pdf copy of the HSTA Waiver/Exception Process Checklist email to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page and scan as a pdf. Email the pdf SCC Waiver/Exception Process Signature Page to scc@hawaiidoe.k12.hi.us.

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.

HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process. See page 3 for more information.

IMPORTANT: The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable and SCC Waiver/Exception Process Signature Page to UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org). See steps 8 & 9.

School: Kealakehe Intermediate	
Name: LAUREL CLAY	Phone: 313-3000
E-mail: LAUREL_CLAY@NOTES.K12-HI.US	
Position on APC:	
If Other - explain: UNION REP.	

Request ID: #####

Step	Action Needed by APC	Completed	
		Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of meeting: 9-5-2017</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.	<input type="checkbox"/>	<input type="checkbox"/>

6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot box in a secure place until ballots are ready to be counted.</p> <p>Make sure a witness is present during the counting of ballots.</p> <p>Report the vote results to your UniServ Director.</p> <p>YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____</p> <p>Percentage of votes in the Affirmative: <input type="text"/> %</p> <p>66-2/3% or higher affirmative votes required for the waiver/exception request to be submitted to the Complex Area Superintendent.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org):</p> <ul style="list-style-type: none"> • a copy of this form • the SCC Waiver/Exception Request Form • supporting documents • school schedule, if applicable • signed SCC Waiver/Exception Process Signature Page 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input type="checkbox"/>	<input type="checkbox"/>

School Community Council Waiver/Exception Request

08/15/17	Request ID No.	0
1	School:	Aiea High
	School ID:	202
	Complex Area:	Aiea-Moanalua-Radford
	Complex:	Aiea
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2017-2018
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Other
	Principal:	David Tanuvasa

2 Decision Making Process:
 Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Please include information about the final outcome, including achievement of consensus or specific outcome of vote (e.g. 92 of 100 teachers voted in favor of the change).

8/1/17	EMAIL NOTIFICATIONS	Informational Emails with Agendas to provide purpose of
8/7/17	School Community Council Meeting	All members, in attendance, in favor of the proposed
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0

3 Summarize your request:
 Since 2003, it has become a tradition that Aiea High's Graduation Commencement Exercise be held at the Aloha Stadium. As in the case for many events and activities many other HIDOE schools began utilizing the Aloha Stadium and its services for their commencement exercises as well. With many more schools utilizing Aloha Stadium it has created scheduling conflicts between schools and/or the schools would seek other avenues such as this waiver/exception. The reason for this waiver is to request an exception toward the Graduation Date. Under HIDOE regulations and in the Official HIDOE School Calendar it is noted that graduating commencement exercises will be

conducted on or after May 25, 2018. We are requesting a waiver to conduct Aiea High's Class of 2018 Commencement exercises to held on May 24th, 2018. All SCC members present at our Aug 7th meeting was in favor of the May 24th date

- 4 How will this serve to support student learning and outcomes?
This is the epitome of a successful High School Career. The Graduation Ceremony Commencement Exercises acknowledges the students' successes in being able to fulfill the HDOE credits requirements and to be awarded their High School Diploma.

- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?
This is the first year for this request.

- 6 **Complete for Parent-Teacher Conference Waiver Requests Only**
Required data: The Superintendent requires that the school conduct a parent survey to demonstrate parent support for this request.

Number of surveys distributed	0
Number of surveys returned	0
Number in favor	0
Number not in favor	0
Number undecided	0

- 7 **Complete for School Attendance Procedures Waiver Requests Only**
Provide a comparison of chronic absenteeism data over a 3-year period.

School Year 1	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.
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