

**General Business Meeting  
AGENDA  
Board Action on the School Community Council ("SCC")  
request for exceptions to collective bargaining agreements,  
statutory waivers, and waivers of Board policy for SY 2018-  
2019**

**SUBMISSION ROUND 2 – SUMMARY**

**1. REQUESTS – BOE Approval Required**

<b>Topic</b>	<b>School</b>	<b>Complex Area</b>	<b>Policy</b>	<b>Summary</b>
Instructional Hours	King Kamehameha III Elementary	Hana-Lahainaluna-Lanai-Molokai	HRS 302A-251	four waiver days for professional development
Instructional Hours	Lahaina Intermediate	Hana-Lahainaluna-Lanai-Molokai	HRS 302A-251	four waiver days for professional development
Instructional Hours	Princess Nahi'ena'ena Elementary	Hana-Lahainaluna-Lanai-Molokai	HRS 302A-251	four waiver days for professional development
Instructional Hours	Central Middle	Kaimuki-McKinley-Roosevelt	HRS 302A-251	one waiver day for professional development
Instructional Hours	Mountain View Elementary	Kau-Keeau-Pahoa	HRS 302A-251	one waiver day for professional development
Instructional Hours	Waiakea Intermediate	Hilo-Waiakea	HRS 302A-251	one waiver day for professional development
Instructional Hours	Pu'u Kukui Elementary	Baldwin-Kekaulike-Maui	HRS 302A-251	two waiver days for professional development
Instructional Hours	Kapunahala Elementary	Castle-Kahuku	HRS 302A-251	four waiver days for staggered Kindergarten start
Instructional Hours	Kahuku Elementary	Castle-Kahuku	HRS 302A-251	two waiver days for professional development
Instructional Hours	'Iao Intermediate	Baldwin-Kekaulike-Maui	HRS 302A-251	two waiver days for professional development
Instructional Hours	Moanalua Elementary	Aiea-Moanalua-Radford	HRS 302A-251	two waiver days for professional development
Instructional Hours	Wailuku Elementary	Baldwin-Kekaulike-Maui	HRS 302A-251	two waiver days for professional development
Instructional Hours	Waihe'e Elementary	Baldwin-Kekaulike-Maui	HRS 302A-251	two waiver days for professional development
Instructional Hours	Ho'okele Elementary	Campbell-Kapolei	HRS 302A-251	two waiver days for professional development
Instructional Hours	Farrington High	Farrington-Kaiser-Kalani	HRS 302A-251	one waiver day for professional development
Modified Assessment	'Aiea High	Aiea-Moanalua-Radford	HRS 302A-112 4 to 1127	request to modify final exam schedule
Modified Assessment	Castle High	Castle-Kahuku	HRS 302A-112 4 to 1127	request to modify final exam schedule

Modified Assessment	Kahuku High and Intermediate	Castle-Kahuku	HRS 302A-112 4 to 1127	request to modify final exam schedule
Other	Kahuku High and Intermediate	Castle-Kahuku	BOE Policy 101-12	request to continue requiring 2.3 GPA for co-curricular participation



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves King Kamehameha III Elementary School's SCC  
Waiver Request for four additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Teacher collaboration has been shown through numerous studies to have a significant impact on student learning.

- 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:

None.



i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq

Attachment

c: Superintendent

Community Engagement Office

## School Community Council Waiver/Exception Request

01/25/18	Request ID No	0
1	School:	King Kamehameha III Elementary
	School ID:	406
	Complex Area:	Hana-Lahainaluna-Lanai-Molokai
	Complex:	Lahainaluna
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Other
	Principal:	Steve Franz

- 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).

1/10/2018	Staff Meeting	After discussion, no consensus was reached. APC conducted vote during following week.
1/18/2018	APC Meeting	Final votes tallied. 47 teachers voted to accept the change. 3 teachers voted against the change. 1 teacher did not submit a ballot.
1/0/1900	0	0
	0	0
1/0/1900	0	0
1/0/1900	0	0

- 3     **Summarize your request:**  
 We are requesting 4 additional waiver days to conduct staff collaboration and articulation. We hope to meet with other school staff within our complex when appropriate and agreed upon by our teachers.

- 4 How will this serve to support student learning and outcomes?  
Teacher collaboration has been shown through numerous studies (Goddard, Wimberley, Ross, etc.) to have a significant impact on student learning.

- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?  
N/A

- 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.  
0

### SCC Waiver/Exception Process Signature Page

Request ID: 406

0

School: King Kamehameha III Elem

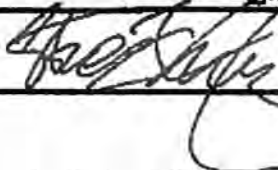
0 #N/A

Waiver/Exception Request:

0

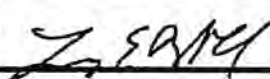
#### **School Community Council**

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		1/25/18
Community Representative(s)		
Parent Representative(s)	Laura L. Hussey	1-25-18
Student Representative(s)		
Non-certificated Staff Representative(s)	Claire Tillman	1/25/18
Teacher Representative(s)	Diana E. Lopez	1/25/18
	Kari Smith	1-25-18

#### **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
Lindsay Ball		1/31/18

#### **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.



**HSTA Waiver/Exception Process Checklist, SCC Signature Page and Waiver/Exception Form**

Dianne Lagbas 100 CChang  
cc dforrest

01/25/2018 11:40 AM

From: Dianne Lagbas/KAMIII/HIDOE  
To: CChang@hsta.org  
Cc: dforrest@hsta.org

Aloha Christopher,

In December, 2017, we began talks about applying for 4 Waiver Days for the 2018 - 2019 school year. On January 10, 2018, we voted after the staff meeting (administration was out of the room) and we did not have consensus. We conducted a vote by secret ballot and the results are attached along with the other documents required.

Please let me know if there is anything else I need to complete.



Mahalo!

HSTA WaiverException Process Checklist.pdf



Kam III 2018-19 SCC Waiver Request (1).pdf



Kam III 2018-19 SCC Waiver Signature Page(2).pdf

**Dianne E. Lagbas, M.Ed.**  
**Curriculum Coordinator**  
**King Kamehameha III Elementary School**

*Unless you try to do something beyond what you have already mastered, you will never grow.*

*--Ralph Waldo Emerson*



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a second, shorter signature below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Lahaina Intermediate School's SCC Waiver Request for four additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Teacher collaboration has been shown through numerous studies to have a significant impact on student learning.

- 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:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

- k. Facilities implications:

None.

I. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

01/31/18	Request ID No.	0
1	School:	Lahaina Intermediate
	School ID:	413
	Complex Area:	Lahaina Complex
	Complex:	HLLM
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2018-2019
	Request Type:	Renewal
	Time Period of Request:	2 Year
	Subject of Request:	Other
	Principal:	Stacy Bookland

**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).

1/31/2018	Staff	After discussion, consensus was reached
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
1/0/1900	0	0

**3 Summarize your request:**

Lahaina Intermediate is proposing to convert four (4) Instructional Days to non-instructional days for the purpose of teacher collaboration and articulation. The bell schedule does not allow for sufficient collaboration time. Our Lahaina Complex which consist of two elementary schools and one high school, is considering the waiver as well for K-12 articulation.

- 4 How will this serve to support student learning and outcomes?  
Teacher collaboration has been shown through numerous studies to have a significant impact on student learning. It is also one of State Superintendent Dr. Christina Kishimoto's areas of focus.

- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?  
Teachers have been able to identify essential standards in all four core areas. Math and ELA have created common formative assessments. Teachers are able to design lessons, discuss effective practices and student progress.

- 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.

0

## 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 David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: <u>LAHAINA INTERMEDIATE SCHOOL</u>	0
Name: <u>ANTHONY GRIFFITH</u>	Phone: <u>(808) 264-7809</u>
E-mail: <u>GRIFFITHA001@HAWAII.PK.COM/ANTHONY-GRIFFITH@NOTES.K12.HI.US</u>	
Position on APC: <u>HEAD FACULTY REP</u>	
If Other - explain:	

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: <span style="border: 1px solid black; padding: 2px;">01/31/2018</span></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"/>

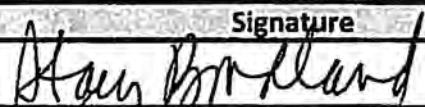
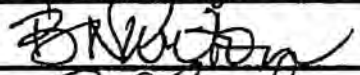
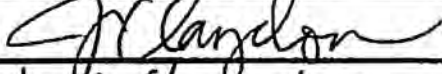
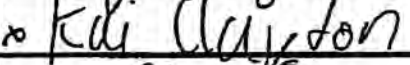
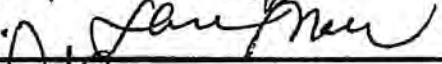
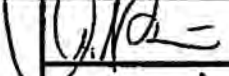
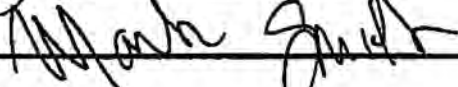
6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot 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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## SCC Waiver/Exception Process Signature Page

Request ID:	0
School: <u>Lahaina Intermediate School</u>	0 #N/A
Waiver/Exception Request:	0

### 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		2/23/18
Community Representative(s)		2/20/18
Parent Representative(s)		2/22/18
Student Representative(s)		2/20/18
Non-certificated Staff Representative(s)		2.20.18
Teacher Representative(s)		2/20/18
		2/20/18

### 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
Lindsay Ball		3/6/18

### 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](mailto: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.

**From:** [Anthony Griffith](#)  
**To:** [cchang@hsta.org](mailto:cchang@hsta.org)  
**Cc:** [dforrest@hsta.org](mailto:dforrest@hsta.org)  
**Subject:** SSC Waiver Request for SY 2018-2019  
**Date:** 02/23/2018 08:21 AM  
**Attachments:** [LIS Waiver Request for SY 2018-2019.pdf](#)

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Attached is our waiver request to convert for four (4) instructional days, one (1) per quarter, to non-instructional days without students to allow for teacher collaboration and articulation.







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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a stylized flourish below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Princess Nahi'ena'ena Elementary School's SCC  
Waiver Request for four additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Teacher collaboration has been shown through numerous studies to have a significant impact on student learning.

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:

None.



i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/07/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Princess Nahi'ena'ena Elementary
	<b>School ID:</b>	429
	<b>Complex Area:</b>	Hana-Lahainaluna-Lanai-Molokai
	<b>Complex:</b>	Lahainaluna
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Rebecca Winkie

- 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).

1/10/18	Staff Meeting	Discussion was held during Wednesday staff meeting, but no consensus was reached. APC conducted vote to determine whether or not to request waiver days. The last day to vote was Friday, February 9, 2018. Teachers voted in favor of having waiver days (34 YES out of 44 votes cast).
2/16/18	Second Vote	APC conducted a second poll to determine the number of waiver days to request. The deadline to vote was Wednesday, February 21, 2018.

		Discussion regarding the number of waiver days to request was held during a staff meeting on Wednesday, February 28, 2018. APC met following the staff meeting and sent an email to staff and principal the the vote was in favor of 4 waiver days. APC requested principal to submit for 4 additional waiver days.
2/28/18	Staff Meeting followed by APC Meeting	
	0	0
1/0/00	0	0
1/0/00	0	0

**3 Summarize your request:**

We are requesting 4 additional waiver days for staff collaboration and articulation at our school. In addition, we hope to meet with other school staff within our complex when appropriate and agreed upon by our teachers.

**4 How will this serve to support student learning and outcomes?**

Numnumerous studies have shown that teacher collaboration has a significant impact on student learning (Goddard, Wimberley, Ross, etc.).

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

**5**

N/A

- 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.

0

School <i>Princess Nahienaena</i>	Complex Area <i>Hana - Lahaina - Lanai - Molokai</i>	Complex <i>Lahaina</i>
--------------------------------------	---	---------------------------

**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	<i>Rebecca Winkler</i>	<i>3/6/18</i>
Community Representative(s)	<i>Debra Kanihiko</i>	<i>3/6/18</i>
Parent Representative(s)	<i>Debra</i>	<i>3/6/18</i>
Student Representative(s)	<i>Kypono Tihada</i>	<i>3/6/18</i>
Non-certificated Staff Representative(s)	<i>Laura Kahalo</i>	<i>3/6/18</i>
Teacher Representative(s)	<i>Kiri Comae</i>	<i>3/6/18</i>

**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
Lindsay Ball	<i>Lindsay Ball</i>	3-7-18

**Instructions:**

- Schools must send the a) Request Form, b) Signature Page, and c) a copy of the HSTA Process Check 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.
- CASs will sign the Signature Page and upload the three documents to either a) the School Schedules page (for Schedule-related requests) or b) the SCC page (for non-Schedule-related requests).

**Note:** Failure to submit a complete and timely waiver/exception request may result in the request not being processed.

**From:** Megan Landes/NAHIENAENA/HIDOE  
**To:** dforrest@hsta.org  
**Cc:** "Chang Christopher" <CChang@hsta.org>

---

**Date:** Tuesday, March 06, 2018 03:07PM  
**Subject:** HSTA waiver checklist

---

Aloha,  
Please see attached checklist with supporting documents. APC believes that the process was followed and that appropriate action was taken.  
We need to submit the SCC Waiver as well? or does the Principal do that?  
Mahalo, Megan Landes  
Princess Nahi'ena'ena

Attachments:  
Scanned from the Princess Nahienaena Admin Office-1.pdf



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Central Middle School's SCC Waiver Request for one additional waiver day for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The waiver day will be used for a professional development initiative focused on engaging students with poverty in mind, which will complement a book study on the subject that Mountain View will do during the school year. Teachers and staff will have the knowledge and deeper understanding of how to engage, teach, and connect with students they serve so they can better meet student academic and social emotional needs.

- 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:

None.

- i. Educational implications:

As stated in the school's SCC waiver request.

- j. Personnel implications:

None.



k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>04/20/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Central Middle
	<b>School ID:</b>	104
	<b>Complex Area:</b>	Kaimuki-McKinley-Roosevelt
	<b>Complex:</b>	McKinley
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	3 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Anne-Marie Murphy

- 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).

2/20/2018	SCC	10/10 members voted to approve a third waiver day for SY 2018-19
2/28/2018	Faculty	HSTA Rep shared waiver process and Schools of the Future information. Vote set for 3/7/18
3/7/2018	Faculty	APC representatives held consensus vote. Consensus reached. 100%
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:**  
 Central Middle School is requesting one additional waiver day to allow the full faculty to attend the Schools of the Future conference on November 8, 2018. This additional PC day will allow for complex articulation (Fall 2018) and school level planning (Spring 2019) to continue uninterrupted on the two other allowable PC's days.

- 4 How will this serve to support student learning and outcomes?  
Schools of the Future conference will allow our full staff to join other teachers and educators as we learn best practices to transform our school into a 21st century learning environment focused on preparing our students for the future,

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

- 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.  
0

## SCC Waiver/Exception Process Signature Page


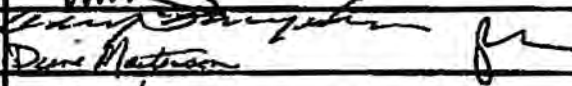
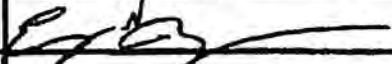
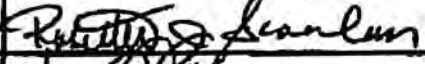

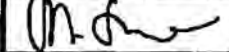
Request ID:

0

School:	Central Middle	104
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		2/20/18
Community Representative(s)	 Doris Martinez	2.20.18
Parent Representative(s)		2-20-18
Student Representative(s)	Paul Sagara Eulebe Azcueles	2-20-18
Non-certificated Staff Representative(s)		2/20/18
Teacher Representative(s)	 	2-20-18 2/20/18

### 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
Ruth Silberstein		MAR 13 2018

### 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](mailto: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 David Forrest (dforrest@hsla.org). See steps 8 & 9.

School: Central Middle
Name: <u>Thia Rossi</u>
E-mail: <u>thiarossi@gmail.com</u>
Position on APC: <u>Head Faculty Representative</u>
If Other - explain:

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: <span style="border: 1px solid black; padding: 2px 10px;"><u>March 7, 2018</u></span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input checked="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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>





This year we are celebrating the 10th anniversary of the annual Schools of the Future Conference (SOTF X). The Conference will feature unique components and special speakers. Join teachers and administrators from Hawaii's public, private, charter and parochial schools as we focus on how to best transform our existing schools and create new learning environments for today and tomorrow.

This collaborative event is presented by the Hawaii Association of Independent Schools, the Hawaii Department of Education and the Hawaii Community Foundation in partnership with the Pitara of Peace Fund of the Hawaii Community Foundation and the Hawaii Society for Technology in Education to highlight the best practices that are taking place in our learning environments today and being planned for those of tomorrow.

**What:**  
**When:**  
**Why:**

**Adding a 3rd PC Day to SY 2018-19**  
**Thursday, November 8, 2018**  
**Attending the 2018 Schools of the Future Conference as a full faculty**



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a second, shorter signature below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Mountain View Elementary School's SCC Waiver Request for one additional waiver day for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The waiver day will be used for a professional development initiative focused on engaging students with poverty in mind, which will complement a book study on the subject that Mountain View will do during the school year. Teachers and staff will have the knowledge and deeper understanding of how to engage, teach, and connect with students they serve so they can better meet student academic and social emotional needs.

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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/02/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Mountain View Elementary
	<b>School ID:</b>	379
	<b>Complex Area:</b>	Kau-Keaau-Pahoa
	<b>Complex:</b>	Keaau
	<b>Strive HI Classification:</b>	0
	<b>School Year request is for:</b>	0
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Wilma Roddy

**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).

1/29/18	SCC	All in agreement to Waiver Day
2/7/18	Faculty Meeting	More than 2/3 in agreement to Waiver day
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:**

Mountain View Elementary is asking for a Waiver day on Friday, October 5th, 2018. Our waiver day will be an all day professional development focused around engaging students with poverty in mind presented by Eric Jensen. This school year MVES is doing a book study focused around poverty written by Eric Jensen. We are also embedding professional development around building relationships, brain research development, working memory, trauma, literacy and evidence based best practices. We would like to continue our learning and enhance our professional growth so we can better meet the needs of the students that we serve.

We are in need of this waiver day because of Eric Jensens' availability and it is necessary for all staff to be there. If it was held during a school day, we don't have enough resources ie substitutes to cover.

4 How will this serve to support student learning and outcomes?

Teachers and staff will have the knowledge and deeper understanding of how to engage, teach, connect with the students that we serve. By doing this, our students will have skilled teachers and staff to better meet not only their academic needs, but meet their social emotional needs as well.

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

Explain data trend over these years.

0

### SCC Waiver/Exception Process Signature Page

Request ID:

0

School: Mountain View Elementary

379

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	Michelle Rindley	03/02/18
Community Representative(s)	[Signature]	03/05/18
Parent Representative(s)	[Signature]	03/02/18
Student Representative(s)	Talimatu Lugu	3/2/18
Non-certificated Staff Representative(s)	Darby Ann	3/2/18
Teacher Representative(s)	[Signature]	3/2/18
	[Signature]	3/2/18

#### 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
Ched K. Faria	[Signature]	3/13/18

#### 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@hawaii.doe.k12.hi.us](mailto:scc@hawaii.doe.k12.hi.us).

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

Hawaii Department of Education, September 2017

## 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 UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

<b>School:</b> Mountain View Elementary
<b>Name:</b> Catherine Lott
<b>E-mail:</b> Catherine_lott@notes.k12.hi.us
<b>Position on APC:</b> Faculty Rep.
<b>If Other - explain:</b>

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: <span style="border: 1px solid black; padding: 2px 10px;">2/7/18</span></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<p><b>If consensus is reached, please check the YES box and go to step 8.</b></p>	<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</p>	<input type="checkbox"/>	<input type="checkbox"/>



	informing them of the vote.		
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>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Report the vote results to your UniServ Director.  YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____  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>		
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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



From: Merry Kiyan/MTVIEW/HIDOE  
To: "Yamanaka Rae" <RYamanaka@hsta.org>, dforrest@hsta.org  
Cc: John Cuban/MTVIEW/HIDOE@HIDOE, Wilma Roddy/MTVIEW/HIDOE, JulieAnn Hiramoto/MTVIEW/HIDOE@HIDOE  
Date: 03/07/2018 11:18 AM  
Subject: Fw: Waiver PDF to be sent to UniServe director —attachment

Please find the SCC Waiver-Exception Request in this email to change Mt. View Elementary 10/5/18 from an instructional day to a waiver day. APC held vote and received over 2/3 faculty agreement.

Aloha,  
Merry Kay

-----Forwarded by Merry Kiyan/MTVIEW/HIDOE on 03/07/2018 11:15AM -----  
To: Merry Kiyan/MTVIEW/HIDOE@HIDOE, JulieAnn Hiramoto/MTVIEW/HIDOE@HIDOE  
From: John Cuban/MTVIEW/HIDOE  
Date: 03/07/2018 09:26AM  
Cc: Wilma Roddy/MTVIEW/HIDOE  
Subject: Fw: Waiver PDF to be sent to UniServe director —attachment

Sorry here is the attachment:  
(See attached file: *Mountain View Elementary SCC Waiver-Exception Request.pdf*)

----- Forwarded by John Cuban/MTVIEW/HIDOE on 03/07/2018 09:23 AM -----

From: John Cuban/MTVIEW/HIDOE  
To: Merry Kiyan/MTVIEW/HIDOE@HIDOE, JulieAnn Hiramoto/MTVIEW/HIDOE@HIDOE  
Cc: Wilma Roddy/MTVIEW/HIDOE  
Date: 03/07/2018 09:06 AM  
Subject: Waiver PDF to be sent to UniServe director

Aloha Merry and JulieAnn,  
Attach is the PDF to be sent with your email to UniServe director David Forrest (dforrest@hsta.org).  
When sending you can CC or BCC me or Wilma, in that way I can print the sent email and package it up for Wilma to send to CAS.

Mahalo,  
***Kumu John Cuban***  
Mountain View Elementary, Ola'a, Hawai'i  
Resource  
(808)313-3273  
[john\\_cuban@notes.k12.hi.us](mailto:john_cuban@notes.k12.hi.us)  
[jcuban@mveshawks.k12.hi.us](mailto:jcuban@mveshawks.k12.hi.us)

Mountain View Elementary SCC Waiver-Exception Request.pdf





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a second, shorter signature below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

I. **RECOMMENDATION**

That the Board of Education (BOE) approves Waiakea Intermediate School's SCC Waiver Request for one additional waiver day for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The additional non-student day will accommodate increased professional development before the school year begins, allowing for 3 admin-directed days and 2 teacher-directed days. This additional day will allow teachers to participate in a professional development opportunity designed to enhance teacher professional practices as they relate to teaming in the middle school and to follow-up on professional development from the previous quarter on teaching strategies. Student learning and outcomes will be supported through professional development on planning and use of high engagement strategies, quality classroom management and teaming strategies, and positive classroom environments.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/19/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Waiakea Intermediate
	<b>School ID:</b>	385
	<b>Complex Area:</b>	Hilo/Waiakea Complex (HW)
	<b>Complex:</b>	Waiakea
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Lisa Souza

- 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).

#####	ART Meeting	Principal solicited feedback regarding application for PD waiver based on additional PD opportunities; feedback was favorable regarding viability and justification.
#####	Faculty meeting	Principal announced examination of Waiver day via Leadership meeting, and follow up with staff.
#####	SCC Meeting	Initial introduction of Waiver Day request met with no opposition, in anticipation of formal approval (pending staff approval)
#####	Leadership/ART meeting	Leadership team discussed and approved submission of waiver for staff approval at Post-Leadership meeting.
#####	Faculty Meeting	Formal Waiver request made of staff; no consensus reached, which prompted initiation of the voting process.
3/8/2018	APC Meeting	Voting closed at the end of the 3/8 school day; majority vote achieved (86.6%) in favor of approval.
#####	SCC Meeting	SCC Formally approved and signed for the proposed waiver day.
#####	APC Meeting (Informal)	Faculty Rep. Joy Grabar signed off on the HSTA Waiver/Exception process checklist after examining the record of process.

- 3**    **Summarize your request:**  
 How does the school propose scheduling parent-teacher conferences?  
 Waiakea Intermediate School is requesting an additional non-student day on August 5, 2018 to accommodate increased professional development before the school year begins. This would allow for three admin-directed days and two teacher-directed days. The request directly relates to BOE policy regarding instructional hours/days for students as well as the HSTA contract agreement regarding non-student days. Designating August 5, 2018 as a

non-student day would allow for admin-directed days on 7/31/18, 8/1/18 and 8/2/18, teacher-directed days on 8/3/18 and 8/5/18. Currently, the school uses its two admin-directed days to meet beginning-of-year requirements and provide essential professional development regarding school systems and procedures. Approval of an additional non-student, admin-directed day would allow teachers to participate in a professional development opportunity designed to enhance teacher professional practices as they relate to teaming in the middle school, and which would offer timely opportunities for critical follow-up PD in the first quarter. The additional day we are requesting is vital in allowing us an opportunity to 1) receive quality PD from Jack Berkemeyer in building more effective team dynamics, and 2) build deeper capacity in the "Time to Teach" strategies before the end of the second quarter by giving us an initial PD day to scaffold from. Including this additional day at the beginning of the school year would greatly support Waikeha Intermediate in its efforts to further cultivate a climate of professional excellence and student-centered best practices amongst our teaching staff, in a manner

**4 How will this serve to support student learning and outcomes?**

The additional day of Professional Development will provide teachers/educational support staff training in: 1. Planning and use of high engagement strategies that work with young adolescents, 2. Improve schoolwide implementation of quality classroom management and teaming strategies that will result in improved rapport with students and families, 4. More positive classroom environments and behaviors, 5. Enhanced coverage of curriculum due to a reduction in disciplinary actions.

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

**Complete for Parent-Teacher Conference Waiver Requests Only**

**6 Required data: The Superintendent requires that the school conduct a parent survey to**

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

Explain data trend over these years.

0

### SCC Waiver/Exception Process Signature Page

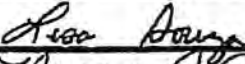
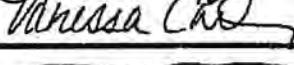
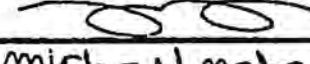
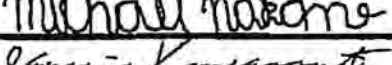
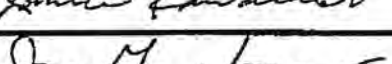
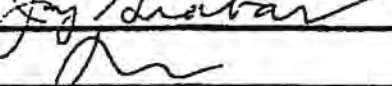
Request ID:

0

School:	Waiakea Intermediate School	385
Waiver/Exception Request:	Instructional Hours	

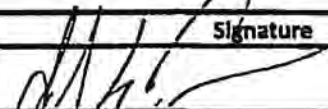
#### School Community Council

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		3/13/18
Community Representative(s)		3/13/18
Parent Representative(s)		3/13/18
Student Representative(s)		3/13/18
Non-certificated Staff Representative(s)		3/13/18
Teacher Representative(s)		3/13/18

#### 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
Chad K. Farley		2/15/18

#### 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@hawaii.k12.hi.us](mailto:scc@hawaii.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 your UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

School:	Waiokea Intermediate
Name:	Joy Grobar <i>Joy Grobar</i>
E-mail:	joy_grobar@hsta.org
Position on APC:	Faculty Rep.
If Other - explain:	

Request ID: #####		Completed	
Step	Action Needed by APC	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: <u>28-Feb-18</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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: <u>52</u> NO votes: <u>8</u> Blanks: <u>0</u></p> <p>Total votes cast: <u>60</u></p> <p>Percentage of votes in the Affirmative: <u>86.6</u> %</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 checked="" 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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>a copy of this form</li> <li>the SCC Waiver/Exception Request Form</li> <li>supporting documents</li> <li>school schedule, if applicable</li> <li>signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Pu'u Kukui Elementary School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The waiver days will allow for schools in the Baldwin Complex to articulate across grade levels. This ensures that instruction is seamless and thereby positively affects student achievement from Kindergarten to 12<sup>th</sup> grade.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/20/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Pu'u Kukui Elementary
	<b>School ID:</b>	436
	<b>Complex Area:</b>	Central Maui Complex Area
	<b>Complex:</b>	Baldwin HS Complex
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Instructional Hours
	<b>Principal:</b>	Chad Okamoto

- 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).

12/13/2017	Faculty Meeting	Request input from teacher regarding topics for agenda for two waiver day requests in 2018-2019
2/21/2018	Faculty Meeting	Chalk talk activity where all staff provided time to input into agenda items for waiver days.
10/16/2017	SCC Meeting	Discussed two additional waiver day requests by school.
10/16/2017	SCC Meeting	#REF!
11/21/2017	Complex Meeting	Discussed complex request for two additional waiver days
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:**  
 Puu Kukui Elementary School along with four other schools in the Baldwin Complex requests two full school days of student learning time be reassigned as professional learning days for teachers. This request is for the 2018-2019 school year.

- 4 How will this serve to support student learning and outcomes?  
The waiver days will allow for schools in the Baldwin Complex to articulate across grade levels. We will ensure that instruction is seamless and thereby increase student achievement from Kindergarten to 12th grade.

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

- 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.  
0

### SCC Waiver/Exception Process Signature Page


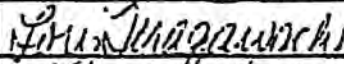
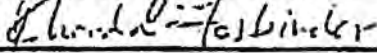
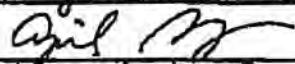
Request ID:

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School:	Pu'u Kukui Elementary	436
Waiver/Exception Request:	Instructional Hours	

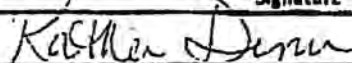
#### School Community Council

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		10/30/17
Community Representative(s)		10/30/17
Parent Representative(s)		10/30/17
Student Representative(s)	Aleyna Cantor-Charles	10-30-17
Non-certificated Staff Representative(s)		10-30-17
Teacher Representative(s)	Kristen Stafford	10-30-17
	J. Kanner	10-30-17

#### 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
Kathleen D. Smith		3/18/18

#### Instructions:

- School must send in 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 the CAS
- CAS must review these documents to ensure they serve to further support improved teaching and learning and align 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@hawaii.k12.hi.us](mailto:scc@hawaii.k12.hi.us)

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

Hawaii Department of Education



**Results of Appendix III Vote (Waiver of Student Hours) for 10/05/18 and 3/08/19**

Freddie Perez to: cchang  
Cc: dforrest, Chad Okamoto

03/16/2018 06:02 AM

From: Freddie Perez/PUUKUKUI/HIDOE  
To: cchang@hsta.org  
Cc: dforrest@hsta.org, Chad Okamoto/PUUKUKUI/HIDOE@HIDOE

Aloha Mr. Chang and Mr. Forrest,

The following are the results of the Appendix III Vote (Waiver of Student Hours) for 10/05/18 and 3/08/19:

35 votes cast

80% voted yes

20% voted no

The yeas have it. The proposed contract exception request was passed.

Please feel free to contact me if you have any questions.

Freddie Perez  
HSTA Head Faculty Representative





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a stylized flourish below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Kapunahala Elementary School's SCC Waiver Request for four additional waiver days for a staggered Kindergarten start.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Allowing a few days for Kindergarten students to adjust to school will support less incidents of separation anxiety. Students will have additional time to become more familiar with the teacher and the classroom environment and to adjust to the routines and procedures of a new school. Students will be able to gain confidence and be ready to learn through additional time to build relationships with their teachers.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request.

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

03/05/18	Request ID No.	0
1	School:	Kapunahala Elementary
	School ID:	315
	Complex Area:	Castle
	Complex:	Castle/Kahuku
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	3 Year
	Subject of Request:	Other
	Principal:	Deborah Nekomoto

- 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).

2/8/2018	SCC	Voted to request four waiver days for Kindergarten Transition to school at the beginning of each school year.
2/28/2018	HSTA Faculty	Voted to request four waiver days for Kindergarten Transition to school at the beginning of each school year.
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:  
The four waiver days are requested to provide time for students to transition to Kindergarten. The first day will be used to orient the parents to school and to test any students who were not already tested prior to the first day of school. The second and third days will provide half of each Kindergarten class instruction in a smaller group for half of the school day. The fourth day will provide all Kindergarten students an opportunity to meet as a whole class for half of the school day. The benefits of having a few days for Kindergarten students to adjust to school will be tremendous and will support less incidents such as separation anxiety. Students will have additional time to become more familiar with the

teacher and the classroom environment.

- 4**      **How will this serve to support student learning and outcomes?**  
If this request for four waiver days to transition Kindergarten students to school is allowed, Kindergarten students will have time to adjust to the routines and procedures of a new school. Some children do not have any formal schooling prior to beginning school in Kindergarten and for some it is the first time they will be away from home and their parents. If students are provided with four days to adjust to a new environment, to begin to build a relationship with their teacher, they will be able to gain confidence and be ready to learn.

- 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	0%
School Year 2	0%
School Year 3	0%

**Explain data trend over these years.**  
0

## SCC Waiver/Exception Process Signature Page

Request ID:

0

School:

Kapunahala Elementary

315

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	<i>Debra Williams</i>	2/8/18
Community Representative(s)	<i>Army L. M. M. M. L-B-18</i>	2-8-18
Parent Representative(s)	<i>Dr. Mudd</i>	2/8/18
Student Representative(s)	<i>Myla Kamakeeaira</i>	2/8/18
Non-certificated Staff Representative(s)	<i>Patricia Ah Nee</i>	2/8/18
Teacher Representative(s)	<i>Alia H. H.</i>	2/8/18
	<i>Danella C. McKerson</i>	2/8/18

### 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
<i>Matthew Ho</i>	<i>Matthew C. Ho</i>	03/15/2018

### 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@hawaii.k12.hi.us](mailto:scc@hawaii.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 UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: <u>Kapunahala Elementary</u>
Name: <u>Jamie Umemoto</u>
E-mail: <u>jamie.umemoto@notes.k12.hi.us</u>
Position on APC: <u>APC at large</u>
If Other - explain:

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: <span style="border: 1px solid black; padding: 2px 20px;">2/28/18</span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	<b>If consensus is reached, please check the YES box and go to step 8.</b>	<input checked="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</p>	<input type="checkbox"/>	<input type="checkbox"/>



	informing them of the vote.		
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.  YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____  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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**Waiver/Exception Request**  
Jamie Umemoto to bikalani

03/08/2018 10:52 AM

CCC

Jamie Umemoto/KAPUNAHIA/HIDOE  
bikalani@hsta.org

Hi Beverly,

I'm sending you Kapunahala's School Community Council Waiver/Exception Request form and the HSTA waiver/Exception Process Checklist. Both documents are in the attachments below.

Thank you,

Jamie Umemoto

APC At Large Representative      hsta waiver request



SCC Waiver Kindergarten Kapunahala 2018-2021.pdf



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

May 17, 2018

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

**FROM:** Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a stylized flourish below it.

**SUBJECT:** Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019

**I. RECOMMENDATION**

That the Board of Education (BOE) approves Kahuku Elementary School's SCC Waiver Request for two additional waiver days for professional development.

**2. RECOMMENDED EFFECTIVE DATE**

Not applicable.

**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:

The professional development in the areas of Inclusive Practices, Visible Learning and Positive Behavior Supports were identified through the CAN process and are needed to address Kahuku's TSI status. The time will also be used to collaborate and plan differentiated lessons, lessons that have a clear objective and success criteria, and establish a school wide positive behavior support plan. The professional development and collaboration time will facilitate meeting the school's 3-year academic plan outcomes.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request.

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ: pq

Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/16/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Kahuku Elementary
	<b>School ID:</b>	331
	<b>Complex Area:</b>	Castle-Kahuku Complex
	<b>Complex:</b>	Kahuku Complex
	<b>Strive HI Classification:</b>	Focus
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	<i>Requesting two additional waiver days at the start of the sch</i>

- 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).

1/10/2018	School Leadership Meeting	We discussed TSI rating to identify school needs. The rating is based on the fact that none of our students receiving special ed services have scored in the proficient range for math, English or science for three years in a row. It was determined that we need training in inclusive practices, differentiation and positive behavior supports.
2/7/2018	School Leadership Meeting	We have been given the opportunity to send a school team to the Safe and Civil Schools conference as well as the Visible Learning Conference this summer. Teachers have volunteered to participate in this training and have agreed to present to the faculty during the beginning of the year mtgs.

2/21/2018	Faculty Meeting	We went over the professional development that we are currently receiving which includes Multi-tiered systems of support, inclusive practices and visible learning. Each area of PD addresses a need that we have to overcome in order to help all students succeed. Our faculty feels that more time is needed at the beginning of the year to train everyone in these areas, to collaborate and to plan how the information received will be included in our academic plan and then implemented during the school year. 100% of faculty agreed on requesting 2 additional waiver days.
3/6/2018	School community Council	the school community council discussed the TSI rating, the PD that is currently taking place at Kahuku Elementary and the additional training that will take place during the summer. They also discussed what students need to be successful and agreed that student success begins with teachers who are prepared and have plans in place for the school year before the students arrive. All members agreed to support the teacher's request for more time to prepare for the year by requesting two additional waiver days.
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:**

Kahuku Elementary School is requesting two additional waiver days to be taken at the beginning of school year 2018-2019 to provide professional development in the areas of Inclusive Practices, Visible Learning and Positive Behavior Supports. These three areas of professional development were identified through the CNA process and are needed to address our TSI status. Kahuku Elementary would also use this time to collaborate and plan differentiated lessons, lessons that have a clear objective and success criteria as well as establish a schoolwide positive behavior support plan. This professional development and collaboration time will help us meet the outcomes of our 3 year academic plan.

**4 How will this serve to support student learning and outcomes?**

These three areas of professional development were identified through the CAN process and are needed to address our TSI status as well as the outcomes identified in our 3 year academic plan. We have identified in our academic plan



that we need to become more student centered by developing and implementing RTI Academics and RTI Behavior plans. Kahuku Elementary would also use this additional time to collaborate and plan lessons that are differentiated and have clear learning objectives and success criteria. We feel this type of lesson

- 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	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.

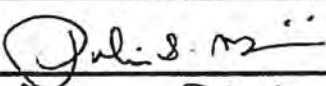
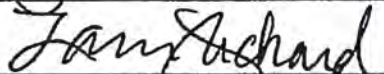
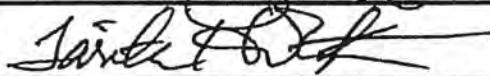
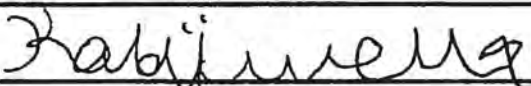
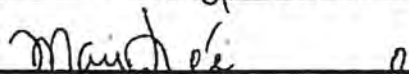

0

## SCC Waiver/Exception Process Signature Page

Request ID:	0
School: <u>Kahuku Elementary</u>	0 #N/A
Waiver/Exception Request: <u>Requesting two additional Waiver Days</u>	0

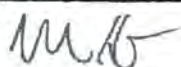
### School Community Council

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Role	Signature	Date
Administration		3/16/18
Community Representative(s)		3/16/18
Parent Representative(s)		3/16/18
Student Representative(s)		3/16/18
Non-certificated Staff Representative(s)		3/16/18
Teacher Representative(s)		3/16/18

### 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
<u>MATTHEW HO</u>		03/18/2018

### 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 [scs@hawaiiidoe.k12.hi.us](mailto:scs@hawaiiidoe.k12.hi.us)

## 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.

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School: Kahuku Elementary School
Name: Jamie-Lyn Leonardi
E-mail: jamie-Lyn_Leonardi@notes.k12.hi.us
Position on APC: Faculty Rep.
If Other - explain:

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: <span style="border: 1px solid black; padding: 2px 10px;">3/14/18</span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	<p>If consensus is reached, please check the YES box and go to step 8.</p>	<input 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</p>	<input type="checkbox"/>	<input type="checkbox"/>

	informing them of the vote.		
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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@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"/>





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a stylized flourish below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves `Iao Intermediate School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

These additional days will allow for collaboration on improving instructional alignment between complex schools. Collaborative work within the complex will allow Kindergarten through 12<sup>th</sup> grade initiatives to succeed. This will provide a common and continuous understanding among students as they move through the grade levels.

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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

<b>03/21/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	'lao Intermediate
	<b>School ID:</b>	404
	<b>Complex Area:</b>	BKM
	<b>Complex:</b>	Baldwin
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	Renewal
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Instructional Hours
	<b>Principal:</b>	Matt Dillon

- 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).

11/21/2017	Complex Admin Meeting	#REF!
11/27/2017	School Community Council Mtg.	Principal's agreed on dates for 2018-19 waiver day request
12/6/2017	Staff Meeting	Staff reached consensus to add 2 additional waiver days
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:**  
 'lao School, along with the four other schools of the Baldwin Complex, requests two full school days of student learning time be reassigned as professional learning days for teachers. This request is for the 2018-19 school year. These additional days will allow for collaboration on improving instructional alignment between complex schools. The dates are 10/5/2018 and 3/8/2019.

- 4 How will this serve to support student learning and outcomes?  
Collaborative work within the Complex will allow K through 12 initiatives to succeed. This will provide a common and continuous understanding among students as they move through the grade levels.

- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?  
All complex schools are developing and providing professional development with common elements. Previous requests have seen across the complex implementation of Growth Mindset and NGSS.

- 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.

0

### SCC Waiver/Exception Process Signature Page

Request ID:




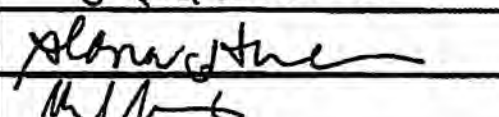
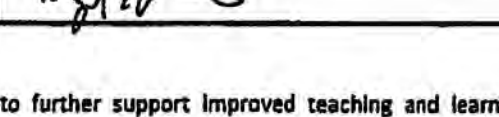

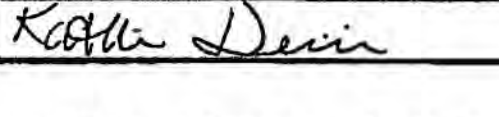
0

School:	Iao Intermediate	100
Waiver/Exception Request:	Instructional Hours	

#### School Community Council

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10/5/18, 3/8/19

Role	Signature	Date
Administration		11/27/17
Community Representative(s)		11/27/17
Parent Representative(s)		11/27/17
Student Representative(s)		11/27/17
Non-certificated Staff Representative(s)		11/27/17
Teacher Representative(s)		11/27/17
		11/27/17

#### 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
Kathleen Dimino		10/10/18

#### 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@hawaii.doe.k12.hi.us](mailto:scc@hawaii.doe.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 your UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org). See steps 8 & 9.

School:	Too Intermediate	
Name:	David Birmingham	Phone: 864-264-2412
E-mail:	david.birmingham	
Position on APC:	Head/Lead	
If Other - explain:		

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: <span style="border: 1px solid black; padding: 2px 10px;">12/6/17</span></p>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 3.	<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: <span style="border: 1px solid black; padding: 2px 10px;">  </span> %</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"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/>
9	A copy of the email to the UniServ 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 checked="" type="checkbox"/> <input type="checkbox"/>



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

May 17, 2018

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

**FROM:** Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a second, shorter signature below it.

**SUBJECT:** Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Moanalua Elementary School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The two additional waiver days will serve to support student learning and outcomes by affording the time for faculty to collaborate together to increase their professional practice. Faculty will participate in professional learning on school-wide focus areas such as improving supports for struggling learners and developing 21<sup>st</sup> century skills and competencies for learners.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

<b>03/21/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Moanalua Elementary
	<b>School ID:</b>	217
	<b>Complex Area:</b>	Alea-Moanalua-Radford
	<b>Complex:</b>	Moanalua Complex
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Lynda Galera

**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).

2/16/2018	Leadership Team Meeting	Consensus
2/26/2018	SCC Meeting	Consensus
3/7/2018	Faculty Meeting	Proposed Recommendation
3/16/2018	Faculty Voting	70.2 % teachers voted in favor of the additional two waiver days
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:**

Two waiver days are requested for the faculty to engage in professional learning together on school-wide focus areas such as improving supports for struggling learners and developing 21st century skills and competencies for learners. The waiver days allow for faculty to learn and collaborate as an entire faculty. The school is unable to accomplish this without waiver days as there are not enough substitute teachers for hire to allow for the entire faculty to conduct professional

learning at the same time.

- 4 How will this serve to support student learning and outcomes?  
The two additional waiver days will serve to support student learning and outcomes by affording the time for faculty to collaborate together to increase their professional practice. Student learning will improve by increasing the professional learning of the adults.

- 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	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.



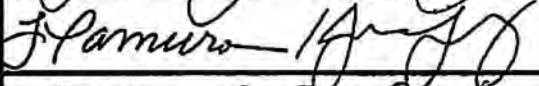
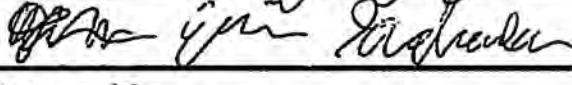

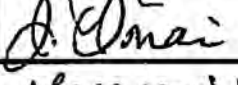
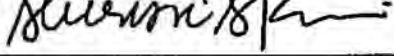
0

**SCC Waiver/Exception Process Signature Page**

Request ID:	0
School: <u>Moanalua Elementary</u>	0 #N/A
Waiver/Exception Request:	0

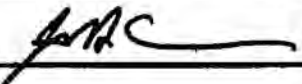
**School Community Council**

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		3/12/18
Community Representative(s)		3/12/18
Parent Representative(s)		3/12/18
Student Representative(s)		3/12/18
Non-certificated Staff Representative(s)		3/12/18
Teacher Representative(s)		3-12-18
		3-12-18

**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
John Erickson		3/21/2018

**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.

## 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 David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: Moanalua Elementary
Name: Holly Pontes
E-mail: Holly_Pontes@hsta.k12.hi.us
Position on APC: APC Committee member
If Other - explain:

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: <span style="border: 1px solid black; padding: 2px 10px;">3/7/18</span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	<p><b>If consensus is reached, please check the YES box and go to step 8.</b></p>	<input checked="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	<p>Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.</p>	<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.  YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____  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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	<p>A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**To:** John Erickson/CENDO/HIDOE@HIDOE,  
**Cc:** Lynda Galera/MOANAE/HIDOE@HIDOE, Rumi Iinuma/CENDO/HIDOE@HIDOE,  
**Bcc:**  
**Subject:** Fw: SCC Waiver Exception Request  
**From:** Mary Cheung/MOANAE/HIDOE - Wednesday 03/21/2018 02:52 PM

----- Forwarded by Mary Cheung/MOANAE/HIDOE on 03/21/2018 02:50 PM -----

**From:** Mary Cheung/MOANAE/HIDOE  
**To:** jtsuchiya@hsta.org  
**Cc:** dforrest@hsta.org, Holly Pontes/MOANAE/HIDOE@HIDOE, Lynda Galera/MOANAE/HIDOE@HIDOE, hpontes@moes.k12.hi.us  
**Date:** 03/21/2018 02:50 PM  
**Subject:** SCC Waiver Exception Request

---

Dear Ms. Tsuchiya,

I am submitting a copy of all required SCC Waiver documents to you on behalf of Ms. Holly Pontes and the Moanalua Elementary School APC committee.

Ms. Pontes will be replying to acknowledge that the documents are being submitted on behalf of the APC committee.

Thank you,  
Mary Cheung  
SASA



HSTA WAIVER\_EXCEPTION PROCESS CHECKLIST001.pdf



SCC Waiver\_Exception Process Signature Page001.pdf



School Community Council Waiver\_Exception Request001.pdf

-----s-----M-----I-----L-----e-----

Mary Cheung  
SASA  
Moanalua Elementary School  
1337 Mahiole St  
Honolulu, HI 96819  
(808) 305-1221





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for  
Exceptions to Collective Bargaining Agreements, Statutory Waivers, and  
Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Wailuku Elementary School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The two additional waiver days will serve to support professional development in conjunction with other Baldwin Complex schools on NGSS, articulation, inclusion, Core ELA, and Core Math. There is insufficient time to accomplish well designed, implementable plans with training for each of these areas utilizing the resources of schools using only the two allotted Planning and Collaboration days. These areas were chosen because they are from Wailuku Elementary's Academic and Financial Plan and the WASC Visiting Committee recommendations.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/18/18</b>	<b>Request ID No.</b>	<b>0</b>
<b>1</b>	<b>School:</b>	Wailuku Elementary
	<b>School ID:</b>	425
	<b>Complex Area:</b>	Baldwin-Kekaulike-Maul
	<b>Complex:</b>	Baldwin
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	3 Year
	<b>Subject of Request:</b>	Other
	<b>Principal:</b>	Beverly Stanich

- 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).

1/10/2018	PTSA Board	Agreement in support of 2 Waiver Days
1/18/2018	Tchr Leadership	Agreement in support of 2 Waiver Days
1/25/2018	APC Meeting	Agreement to discuss with faculty
1/31/2018	Faculty/Staff Meeting	48 hour advance notice provided re: HSTA Waiver/Exception Process
2/2/2018	Faculty/Staff Meeting	Discussion w/faculty re: Waiver Days
2/8/2018	Faculty	Vote to convert 2 Instructional days to 2 Waiver Days
2/20/2018	SCC Meeting	Agreement in support of 2 Waiver Days
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 to use 2 days to conduct Professional Development on 10-5-18 and 3-9-19 in conjunction with other Baldwin Complex schools on: NGSS, articulation, inclusion, Core ELA, Core Math. Changes: Well designed, implementable plans w/ training for each of these areas utilizing the resources of schools within the complex, district, and state specialists. Insufficient time to accomplish this with 2 Planning and Collaboration days.

- 4 How will this serve to support student learning and outcomes?  
The areas cited in the request summary are from the school's Academic and Financial Plan, and the WASC Visiting Committee recommendations.

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

- 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.  
0

- 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@hawaii.k12.hi.us](mailto:scc@hawaii.k12.hi.us).

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

Hawaii Department of Education, September 2017

## SCC Waiver/Exception Process Signature Page

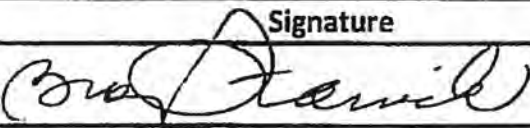


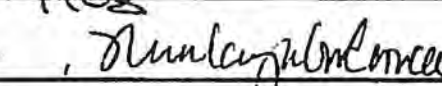
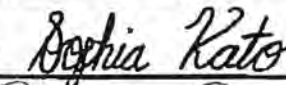
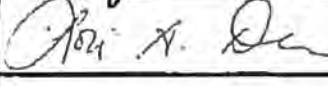
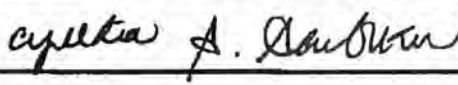

Request ID:

0

School:	Wailuku Elementary	425
Waiver/Exception Request:	Other	

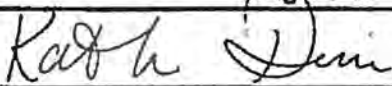
### School Community Council

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		2/20/18
Community Representative(s)		3/19/18
Parent Representative(s)	 , 	2/20/18
Student Representative(s)		2/20/18
Non-certificated Staff Representative(s)		2/20/18
Teacher Representative(s)		2/20/18
		2/20/18

### 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
Kathleen Dimino		3/27/18

### 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.



## 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 David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: <u>Wailuku Elementary School</u>	0
Name: <u>Denise Gima</u>	Phone: <u>385-4471</u>
E-mail: <u>dakagi2@gmail.com</u>	
Position on APC: <u>Head Faculty Representative</u>	
If Other - explain:	

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: <u>February 2, 2018</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8. <u>92.5% voted in favor (37/40 ballots)</u>	<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	<p>Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.</p>	<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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	<p>A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Justification for Waiver Day Request from Wailuku Elementary School,  
School Year 2018-2019:**

- 1. The contract exception was initiated by the principal to convert 2 instructional days to non-instructional days.**
- 2. Pursuant to Appendix III of the HSTA Agreement, HSTA members engaged and participated actively in open dialogue where the proposal for additional non-instructional days and its purpose were presented, defined, and discussed through surveys and meetings held by the HSTA Association Policy Committee.**
- 3. Through the Appendix III process, it was determined that teachers needed time to prepare, do data collection and analysis of ELA, math, and other subjects. With all the ELA, Math, and NGSS changes, teachers need time to evaluate new materials and programs, and decide on ways to further implement them.**
- 4. Teachers and Wailuku Elementary administration have agreed that the 2 instructional days shall be shared equally. The two parties (Teachers and administration) shall both determine the agenda for half of Waiver Days.**
- 5. Teachers and Administration have agreed that Waiver Days shall fall on:**
  - Oct 5, 2018**
  - March 8, 2019**



**Fw: HSTA Doc**  
Beverly Stanich To: Tracey Sentinella

03/29/2018 08:32 AM

From: Beverly Stanich/WAILUKU/HIDOE  
To: Tracey Sentinella/MAUIDO/HIDOE@HIDOE.

— Forwarded by Beverly Stanich/WAILUKU/HIDOE on 03/29/2018 08:32 AM —

From: Denise Gima/WAILUKU/HIDOE  
To: Alice Kimura/WAILUKU/HIDOE@HIDOE.  
Cc: Beverly Stanich/WAILUKU/HIDOE@HIDOE  
Date: 03/19/2018 02:24 PM  
Subject: Fw: HSTA Doc

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—Forwarded by Denise Gima/WAILUKU/HIDOE on 03/19/2018 02:23PM —

=====  
To: dforrest@hsta.org  
From: Denise Gima/WAILUKU/HIDOE@HIDOE  
Date: 03/02/2018 01:05PM  
Cc: cchang@hsta.org  
Subject: Fw: HSTA Doc  
=====

Hi David,

This is Wailuku Elementary School's Waiver/Exception Request forms. Please let me know if I there is something I missed.

Thank you,  
Denise Gima

— Forwarded by Denise Gima/WAILUKU/HIDOE on 03/02/2018 01:02 PM —

From: Stephen Gima <ssgima2@gmail.com>  
To: Denise Gima <dgima@wailukuelem.k12.hi.us>, denise\_gima/wailuku/hidoe <denise\_gima/wailuku/hidoe@notes.k12.hi.us>, Denise Gima <dakagi2@gmail.com>.  
Date: 03/02/2018 09:34 AM  
Subject: HSTA Doc  
Sent by: gssgima@gmail.com

\*\*\*\*\*  
This email was scanned by the Cisco IronPort Email Security System contracted by the Hawaii Dept of Education. If you receive suspicious/phish email, forward a copy to

spamreport@notes.k12.hi.us. This helps us monitor suspicious/phish email getting thru. You will not receive a response, but rest assured the information received will help to build additional protection. For more info about the filtering service, go to <http://help.k12.hi.us/spam/>

\*\*\*\*\*



).

HSTA Waiver-Exception Process Checklist.pdf



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Waihe'e Elementary School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Waihe'e Elementary requests 2 school days for professional learning days for teachers along with four other schools in the Baldwin Complex. Waihe'e Elementary's previous involvement in the complex area Continuous School Improvement Activities has coincided with increased Median Growth Percentile in English and Math.

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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

04/02/18	Request ID No.	0
1	School:	Waihe'e Elementary
	School ID:	424
	Complex Area:	Baldwin-Kekaulike-Maui
	Complex:	Baldwin
	Strive HI Classification:	0
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Other
	Principal:	Enter name

- 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).

3/5/2018	Staff Meeting	Proposal to request for two professional learning days as a Baldwin Complex
2/20/2018	SCC Meeting	SCC agreed to request for two professional learning days as a Baldwin Complex
3/13/2018	APC Meeting	APC agreed to request for two professional learning days as a Baldwin Complex
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:**  
 Waihee Elementary School, along with the four other schools in Baldwin Complex request 2 full school days of student learning time be reassigned as professional learning days for teachers. This request is for 2018-19 school year: October 5, 2018 and March 8, 2019.

- 4 How will this serve to support student learning and outcomes?  
Waihee Elementary School's MPG (Median Growth Percentile) has increased in ELA from 41% to 53% and in Math 55% to 69%. Complex wide Initiatives have contributed to this improvement. Waihee School is using iReady as Universal Screener and Intervention. Fifty-three percent of our 3rd graders are reading near, at, or above grade level. All schools participating in BKM Continuous School Improvement Activities and require days for staff to focus on Comprehensive Needs Assessment, Development of Academic Plan and focus on the alignment

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

- 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.

Percentage maintained well below the state target. Complex wide focus showing positive impact.

# SCC Waiver/Exception Process Signature Page

Request ID:

0

School:	Waihe'e Elementary	0 #N/A
Waiver/Exception Request:	Requesting 2 additional waiver days during SY 2018-19	0

## 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	Paulen [Signature]	3/15/18
Community Representative(s)	Michael P [Signature]	3/15/18
Parent Representative(s)	Mark [Signature]	3/16/18
Student Representative(s)	Leah Nguyen	
Non-certificated Staff Representative(s)	Robert [Signature]	3/16/18
Teacher Representative(s)	[Signature]	3/16/18
	Christina [Signature]	3/16/18

## 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
Kathleen Dimino	Kathleen Dimino	3/27/18

## 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](mailto: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 your UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: <u>Walhee School</u>	0
Name: <u>Amy Inouye</u>	
E-mail: <u>tubbystump@gmail.com</u>	
Position on APC: <u>HSTA head rep.</u>	
If Other - explain:	

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: <span style="border: 1px solid black; padding: 2px 20px;">3-7-18</span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input checked="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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Waiver Request Forms

Amy Inouye to: cchang  
Cc: Paula Inouye, dforrest

03/28/2018 02:33 PM

From: Amy Inouye/WAIHEE/HIDOE  
To: cchang@hsta.org  
Cc: Paula Inouye/WAIHEE/HIDOE@HIDOE, dforrest@hsta.org

Hi Chris,

Here are the Waiver/Exception Request Forms with signatures. If you have any questions, you may contact me.

Thank you!  
Amy



Parent teacher conference 2



Moving teacher work days



Two additional waiver days



**Resending Waiver Forms for Parent Teacher Conference**

Amy Inouye to: cchang

03/28/2018 02:40 PM

Cc: dforrest, Paula Inouye

From: Amy Inouye/WAIHEE/HIDOE  
To: cchang@hsta.org  
Cc: dforrest@hsta.org, Paula Inouye/WAIHEE/HIDOE@HIDOE

Hi Chris,

Sorry, the previous email with the Parent Teacher Conference Forms was missing a document.  
Here it is again with all 3 documents in the file folder.



Parent teacher conference

Thank you!  
Amy





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Ho'okele Elementary School's SCC Waiver Request for two additional waiver days for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Ho'okele Elementary (a new school) requests 2 additional school days for professional development. Weekly faculty meetings, weekly Professional Learning Communities and the current two professional development days do not allow sufficient time to roll out school curriculum initiatives.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

05/08/18	Request ID No.	0
1	School:	Ho'okele Elementary
	School ID:	293
	Complex Area:	Campbell-Kapolei
	Complex:	Kapolei
	Strive HI Classification:	0
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	3 Year
	Subject of Request:	Instructional Hours
	Principal:	Laureen Dunn

- 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).

12.06.17	Leadership Team	The school's Leadership Team agreed that we should submit request for 2 more PD Waiver Days for the next 3 years.
12.11.17	Home Group Leaders (HGLs)	All grade level HGLs or their grade level representatives will share information about adding to 2 additional Professional Development (PD) Days for the next 3 school years with their grade level colleagues on 12.14.17.
12.12.17	APC	APC representatives agreed to hold a meeting with Bargaining Unit (BU) 05 members at the next faculty meeting on 01.10.17 to discuss and vote on adding 2 more PD Days to the next 3 school years.
12.14.17	School Community Council (SCC)	Ho'okele Elementary School's SCC unanimously agreed to add 2 additional PD Days for the next 3 school years.
01.10.18	Faculty	Consensus was not reached with BU 05 members. A secret ballot process will be implemented.
01.19.18	Secret Ballot Result	Of the 39 BU 05 members who voted, 37 agreed to adding 2 more PD Waiver Days for the next 3 years, one did not agree, and there was one blank ballot. 95% of the BU 05 members agreed.

- 3**    **Summarize your request:**  
 Two additional professional development days are being requested for the next 3 school years. This request will require an exemption from Act 21's requirement of a minimum of 1080 instructional hours per school year (302A-251(d), HRS). As a new school opening in SY 2015--2016, we have been struggling for the past 2.5 years to

find the time to implement the amount of professional development needed. Wednesday faculty meetings, weekly Professional Learning Communities (PLCs), and the two professional development days that all schools currently have does not allow sufficient time to roll-out all school curriculum initiatives.

- 4 How will this serve to support student learning and outcomes?  
 Latest research and meta-analysis conducted by John Hattie indicate that collective teacher efficacy is the highest effect strategy (1.57) that impacts student achievement and learning. Hattie's research states that any strategy that has an effect size of 0.40 equates to a year's worth of growth over a year's time. In-order to ensure that this strategy yields the effects validated in this research more professional development time is required. The addition of two professional development days for the next 3 school years will allow teachers to develop common language, skills and knowledge that will lead to effective planning and

- 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	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.

0

**Summarize your request:** Instructional Hours

- What is the subject of the waiver or exception?  
If "Other" is listed after "Summarize your request:" Include the BOE policy, DOE regulation, HSTA collective bargaining agreement or other regulation this request is related to.
- What changes are being proposed by the school?
- Why is the school not able to meet or comply with the existing policy, regulation or contractual agreement?

Two additional professional development days are being requested for the next 3 school years. This request will require an exemption from Act 21's requirement of a minimum of 1080 instructional hours per school year (302A-251(d), HRS). As a new school opening in SY 2015--2016, we have been struggling for the past 2.5 years to find the time to implement the amount of professional development needed. Wednesday faculty meetings, weekly Professional Learning Communities (PLCs), and the two professional development days that all schools currently have does not allow sufficient time to roll-out all school curriculum initiatives.

[Click here to return to the main page](#)

\*for Windows operating system use Alt + Enter to create a line break.



How will this serve to support student learning and outcomes?

Latest research and meta-analysis conducted by John Hattie indicate that collective teacher efficacy is the highest effect strategy (1.57) that impacts student achievement and learning. Hattie's research states that any strategy that has an effect size of 0.40 equates to a year's worth of growth over a year's time. In-order to ensure that this strategy yields the effects validated in this research more professional development time is required. The addition of two professional development days for the next 3 school years will allow teachers to develop common language, skills and knowledge that will lead to effective planning and implementation of current school initiatives.

[Click here to return to the main page](#)

For Windows operating system use Alt + Enter to create a line break



	Date	Meeting Type	Outcome
1	12.06.17	Leadership Team	The school's Leadership Team agreed that we should submit request for 2 more PD Waiver Days for the next 3 years.
2	12.11.17	Home Group Leaders (HGLs)	All grade level HGLs or their grade level representatives will share information about adding to 2 additional Professional Development (PD) Days for the next 3 school years with their grade level colleagues on 12.14.17.
3	12.12.17	APC	APC representatives agreed to hold a meeting with Bargaining Unit (BU) 05 members at the next faculty meeting on 01.10.18 to discuss and vote on adding 2 more PD Days to the next 3 school years.
4	12.14.17	School Community Council	Ho'okele Elementary School's SCC unanimously agreed to add 2 additional PD Days for the next 3 school years.
5	01.10.18	Faculty	Consensus was not reached with BU 05 members. A secret ballot process will be implemented.
6	01.19.18	Secret Ballot Result	Of the 39 BU 05 members who voted, 37 agreed to adding 2 more PD Waiver Days for the next 3 years, 1 did not agree, and there was one blank ballot. 95% of the BU 05 members agreed.
7			
8			
9			
10			

[Click here to return to the main page](#)

### SCC Waiver/Exception Process Signature Page

Request ID:		0
School:	Ho'okele Elementary School	#N/A
Waiver/Exception Request:		0

**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		
Community Representative(s)	<i>Junella M. Hiken</i>	12/14/17
	<i>John A. Brown</i>	12/15/17
Parent Representative(s)	<i>Janell C. C...</i>	12/14/17
	<i>Linda K...</i>	12/14/17
Student Representative(s)	<i>Italie Higa</i>	12/15/17
	<i>Kirsten Coronel</i>	12/15/17
Non-certificated Staff Representative(s)	<i>[Signature]</i>	12/14/17
	<i>[Signature]</i>	12/14/17
Teacher Representative(s)	<i>[Signature]</i>	12/14/17
	<i>Jennifer Tolduke</i>	12/14/17
	<i>[Signature]</i>	12/14/17

**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
<b>Heidi Armstrong</b>	<i>[Signature]</i>	JAN 25 2018

**Complex Area Superintendent**

**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](mailto: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 your UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: <u>Ho'okele Elementary</u>
Name: <u>Kalei Ponce &amp; Kristen Maehara</u>
E-mail: <u>kalei_ponce@hookele.k12.hi.us &amp; kristen_maehara@hookele.k12.hi.us</u>
Position on APC: _____
If Other - explain: _____

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: <span style="border: 1px solid black; padding: 2px 10px;">Wednesday, 1.10.18</span></p>	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2	<p>If consensus is reached, please check the YES box and go to step 8.</p>	<input type="checkbox"/>	<input checked="checked" 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 checked="checked" 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 checked="checked" 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 checked="" 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 checked="" 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: <u>27</u> NO votes: <u>1</u> Blanks: <u>1</u></p> <p>Total votes cast: <u>29</u></p> <p>Percentage of votes in the Affirmative: <u>93</u>%</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 checked="" 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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Laureen Dunn &lt;laureen\_dunn@hookele.k12.hi.us&gt;

---

**Fwd: HSTA Waiver Day/Exception - Ho'okele SY 2018-2019**

1 message

---

**Kristen Maehara** <kristen\_maehara@hookele.k12.hi.us>

Wed, Jan 24, 2018 at 5:07 PM

To: Laureen Dunn &lt;laureen\_dunn@hookele.k12.hi.us&gt;

Hi Laureen,

I'm forwarding the email that I sent to both, Jeff Lang and David Forrest.

Thanks!  
Kristen

----- Forwarded message -----

From: **Kristen Maehara** <kristen\_maehara@hookele.k12.hi.us>

Date: Wed, Jan 24, 2018 at 5:06 PM

Subject: HSTA Waiver Day/Exception - Ho'okele SY 2018-2019

To: jlang@hsta.org

Cc: dforrest@hsta.org, Kalei Ponce &lt;kalei\_ponce@hookele.k12.hi.us&gt;

Hi Jeff,

Ho'okele Elementary School would like to request a waiver/exception to add two additional waiver days to our 2018-2019 school calendar. We went through the meeting process and conducted a ballot voting with our staff for approval. We are attaching all of the required documents to apply for the waiver.

If you have any questions, please let us know.

Thank you,  
Kristen Maehara and Kalei Ponce  
APC

---

**3 attachments****Ho'okele SCC Waiver Exception Request.pdf**

57K

**Ho'okele SCC Waiver Signature Page.pdf**

55K

**Ho'okele - HSTA Waiver:Exception process Checklist.pdf**

46K





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a second, shorter signature below it.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Farrington High School's SCC Waiver Request for one additional waiver day for professional development.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

The additional non-student day will accommodate increased professional development before the school year begins, allowing for 3 admin-directed days and 2 teacher-directed days. This additional day will allow teachers to participate in a professional development opportunity designed to enhance teacher professional practices as they relate to teaming in the middle school and to follow-up on professional development from the previous quarter on teaching strategies. Student learning and outcomes will be supported through professional development on planning and use of high engagement strategies, quality classroom management and teaming strategies, and positive classroom environments.

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:

None.



i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

# School Community Council Waiver/Exception Request

<b>03/28/18</b>	<b>Request ID No.</b>	<b>1</b>
<b>1</b>	<b>School:</b>	Governor Wallace Rider Farrington High
	<b>School ID:</b>	106
	<b>Complex Area:</b>	FKK
	<b>Complex:</b>	Farrington
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2018-2019
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Additional PC day
	<b>Principal:</b>	Alfredo Carganilla

- 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).

1/22/2018	Administrative Council	School leadership team discussed additional waiver day, team to take back to departments for more discussion, straw vote.
1/25/2018	Faculty Meeting	Department members discussed, took straw poll, no consensus.
2/6/2018	#REF!	Meeting to review all sides of the issue. Asked if anyone felt their voices were heard. Everyone felt voices were heard. Sent to HSTA reps for vote.
2/26/2018	SCC Meeting	Members discussed the issue.
2/13/2018	Academy Meetings	Academies discussed their needs for additional PC day.
2/15/2018	Administrative Council	School leadership took feedback from departments and academies and came up with agenda for the additional PC day.
2/20-2/26	VOTE	Vote passed
#REF!	#REF!	#REF!
1/0/1900	0	0
1/0/1900	0	0

- 3 Summarize your request:**  
 #####

2018 MAR 29 P 12:07  
 HONOLULU DISTRICT  
 DOE

Item # 2

	Date	Meeting Type
1	1/22/2018	Administrative Council
2	1/25/2018	Department Meeting
3	2/6/2018	Faculty Meeting
4	2/8/2018	Department Meeting
5	2/13/2018	Academy Meetings
6	2/15/2018	Administrative Council
7	2/20-2/26	VOTE
8	2/26/2018	SCC Meeting
9		
10		

[Click here to return to the main page](#)



Item #3

**Summarize your request:** Additional PC day

- What is the subject of the waiver or exception?

If "Other" is listed after "Summarize your request:" include the BOE policy, DOE regulation,

- What changes are being proposed by the school?

- Why is the school not able to meet or comply with the existing policy, regulation or code?

**Change this:** Two days for the purposes of school planning and collaboration

**TO THIS:** The Association and the Board of Education believe that standards must be followed

[Click here to return to the main page](#)

\*for Windows operating system use Alt + Enter to create a line break.

on, HSTA collective bargaining agreement or other regulation this request is related to.

Contractual agreement?

re center of school improvement efforts and the expectation is that

How will this serve to support student learning and outcomes?

Students in academies will benefit from teachers who work together as team. Time will be spent to align expectations for all members as well as begin planning for a more cohesive curriculum that will support all students with rigorous, relevant and engaging lessons. Students will also experience inter-disciplinary lessons.

[Click here to return to the main page](#)

\*for Windows operating system use Alt + Enter to create a line break.



Exception #2  
(PC day)

## HSTA PROCESS CHECK LIST

IMPORTANT: The APC should complete and return this form to your UniServ Director, and attach copy of exception requested

Name: Lynne Tanaka Phone: 305.5079

E-mail: lynne-tanaka@notes.k12.hi.us

Position on APC: ☒ APC ☒ Faculty Rep. ☐ Grievance Rep.

School: Farrington High School

Step	Action Needed by APC Please describe the contract exception:	Completed	
		Yes	No
1	<ul style="list-style-type: none"> <li>✓ A meeting with the faculty should be called by the APC to discuss exception, and achieve consensus.</li> <li>✓ At least 48 hours notice should be given to faculty.</li> <li>✓ The discussion should be open and collaborative, and reserved for Bargaining Unit 5 members only, to avoid appearance of undue influence.</li> </ul> <p style="text-align: center;">Date of mtg. _____</p>	✓	
2	✓ If consensus reached, <i>please check "YES" box and stop here.</i>		✓
3	<ul style="list-style-type: none"> <li>✓ If no consensus has been reached, prepare a secret ballot for each exception requested.</li> <li>✓ Make sure the ballot question is clearly worded.</li> </ul>	✓	
4	<ul style="list-style-type: none"> <li>✓ Make the ballots available to all faculty members.</li> <li>✓ Contact all BU 05 members on paid or unpaid leave informing them of the vote.</li> </ul>	✓	
5	✓ Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.	✓	
6	✓ Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 5 members had opportunity to vote.	✓	
7	<ul style="list-style-type: none"> <li>✓ Count the votes after all ballots are in (including any ballots from teachers that are absent).</li> <li>✓ Keep the ballot box in secure place until ready to count.</li> <li>✓ Make sure you have a witness for the counting.</li> <li>✓ Report the vote tallies to your UniServ Director.</li> </ul> <p>Vote Tally: Yes <u>83</u> No <u>9</u> Blank <u>0</u></p> <p style="text-align: center;">Total votes cast <u>92</u></p> <p>Percentage of votes in Affirmative: <u>90.2</u> %</p>		

SCC Waiver/Exception Process Signature Page

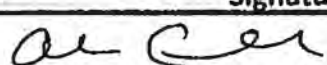
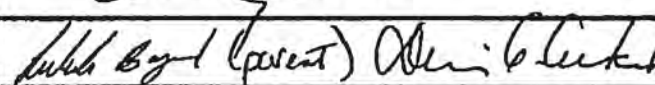
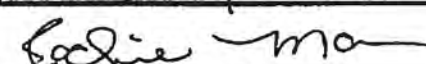
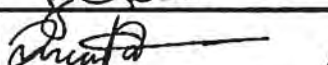
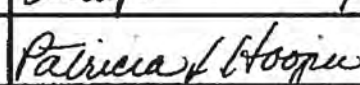
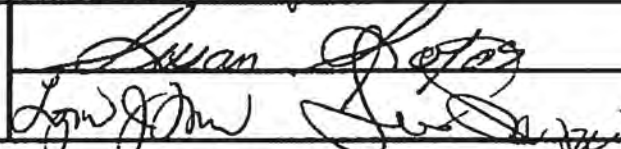
Request ID:

1

School:	Governor Wallace Rider Farrington High	106
Waiver/Exception Request:	Additional PC day	


**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		3/28/18
Community Representative(s)		3/28/18
Parent Representative(s)		28 March
Student Representative(s)		March 27, 2018
Non-certificated Staff Representative(s)		3-28-2018
Teacher Representative(s)		3-27-18

**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
<del>Donna Kagawa, CAS</del> CATHERINE PAYNE		3-29-18

INTERIM FKK CAS

**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](mailto: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.



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for  
Exceptions to Collective Bargaining Agreements, Statutory Waivers, and  
Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves 'Aiea High School's SCC Waiver Request to implement a modified school schedule to accommodate final exams.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Scheduling only two exams per day will provide additional instructional support for the students, more time for students for exam preparedness, more options for student makeup exams, and more options for student tutorials.

- 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:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

- k. Facilities implications:

None.

- l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq

Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

03/05/18	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:	2018-2019
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Student Final Exam Schedule
	Principal:	Mr. 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).

12/1/17	Leadership Meeting	Dialogue on the process to create a Final Exam Schedule for SY2018-2019
12/8/17	Leadership Meeting	Continuum to push toward a Student Final Exam Schedule for SY2018-2019
1/18/18	Leadership Meeting	Dialogue to determine the Process for a Student Instructional Minutes Waiver for a Final Exam Schedule
1/24/18	SCC Meeting	All Members agreed that a Final Exam Schedule should be pursued
2/16/18	APC Meeting with Principal	Clarified that the Final Exam Schedule does not affect the HSTA Contract and hence would not require a contract exception waiver.

**3 Summarize your request:**

Aiea High School for School Year 2018-2019 is requesting a waiver for student instructional minutes. DOE policy states that for SY2018-2019 there should be 1,810 minutes/week for student instruction. However, Aiea High would like to adopt a Final Exam Schedule which will lower the instructional minutes however, will be more conducive to students needs. During the end of Semester 1 and at the end of the school year Aiea High would like to implement a Final Exam Schedule. The Exam schedule can be obtained upon request. In SY2016-2017 Aiea High implemented an Exam schedule which was found to support student needs. Students were provided only 2 exams per day versus having an unknown number of exams per day. Supports for makeup and tutorials were also included in the Exam schedule that supported the additional minutes that students could utilize for instruction/preparation. The school is unable to comply with the existing policy because the minutes per week for the students will be less due to the exam schedule.

- 4 How will this serve to support student learning and outcomes?  
There are several student learnings that will be supported.
- \* Provide additional support for instruction for the student
  - \* More time for students for exam preparedness
  - \* More options for student exam makeups
  - \* More options for student tutorials
  - \* College Readiness - providing the experience of a college ready exam environment
- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?  
0

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

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.  
0



## SCC Waiver/Exception Process Signature Page

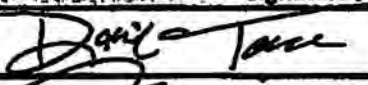
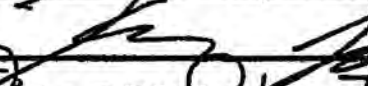


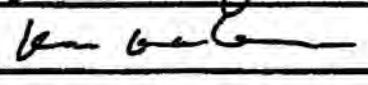

Request ID:

0

School:	'Aiea High	202
Waiver/Exception Request:	Student Final Exam Schedule	

### 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		2/5/18
Community Representative(s) member at large		2/5/18
Parent Representative(s)		2/5/18
Student Representative(s)		02/05/2018
Non-certificated Staff Representative(s)		3/5/18
Teacher Representative(s)		3/5/18

### 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
John Erickson		3/6/18

### 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@hawaii.k12.hi.us](mailto:scc@hawaii.k12.hi.us).

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

**Alea High School Exam Week Schedule  
SY 2018 - 2019**

<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:50 - 9:15 (85 min) Period 3</b>	<b>7:50 - 9:15 (85 min) Period 5</b>	<b>7:50 - 9:15 (85 min) Period 7</b>	<b>7:50 - 9:15 Students can come for make up / office hours/tutoring</b>
<b>9:15 - 9:30 (20 min) Wiki/Recess</b>	<b>9:15 - 9:30 (20 min) Wiki/Recess</b>	<b>9:15 - 9:30 (15 min) Wiki/Recess</b>	
<b>9:35 - 11:00 (85 min) Period 4</b>	<b>9:35 - 11:00 (85 min) Period 6</b>	<b>9:30 - 10:30 (60 min) MAKE UP Office hours/tutoring</b>	<b>Teachers: 9:15 - 11 am self scheduled (20 min. break)</b>
<b>11:00 - 12:00 Office hours/tutoring &amp; Student Lunch open</b>	<b>11:00 - 12:00 Office hours/tutoring &amp; Student Lunch open</b>	<b>9:30 - 10:30 Office hours/tutoring</b>	<b>7:50 - 9:15 Office hours/tutoring</b>
<b>Bus Pick-up: 12:00 pm</b>	<b>Bus Pick-up: 12:00 pm</b>	<b>Bus Pick-up: 10:30 am</b>	<b>Bus Pick-up: 9:15 am</b>
<b>12:00 - 12:30 Teacher Lunch</b>	<b>12:00 - 12:30 Teacher Lunch</b>	<b>11:00 - 11.30 Teacher lunch</b>	<b>11:00 - 11.30 am Teacher lunch</b>
<b>SDL: 12:30 - 2:00</b>	<b>SDL: 12:30 - 2:00</b>	<b>SDL: 11:30 - 2:00</b>	<b>SDL: 11:30 - 2:00</b>
<b>Common Prep: 2:00 - 2:45</b>	<b>Common Prep: 2:00 - 2:45</b>	<b>Common Prep: 2:00 - 2:45</b>	<b>Common Prep: 2:00 - 2:45</b>



SCC Waiver for Aiea High School Exam Schedule for SY2018-2019

Ken Kang

to:

John Erickson

03/06/2018 02:08 PM

Sent by:

kkang@aieahs.k12.hi.us

Cc:

david\_tanuvasa, Polly\_Quigley

Hide Details

From: Ken Kang <ken\_kang@notes.k12.hi.us>

To: John Erickson <john\_erickson@notes.k12.hi.us>,

Cc: david\_tanuvasa@notes.k12.hi.us, Polly\_Quigley/SUPT/HIDOE@notes.k12.hi.us

Sent by: kkang@aieahs.k12.hi.us

4 Attachments



SCC Waiver Exception Process Signature Page pdf 2018-2019 SCC WaiverException Request Form Student Final Exam Schedule.xlsx



2018-2019 SCC WaiverException Request Form Student Final Exam Schedule pdf Aiea High School Exam Week Schedule (1) pdf



Good Afternoon CAS Erickson,  
please review Aiea High's SCC Waiver Request for SY2018-2019. It is in regards to adjusting our 1st Semester and 2nd Semester Exam Schedule. We do hope that it finds in favor of you and that it can be submitted to [scc@hawaiidoe.k12.hi.us](mailto:scc@hawaiidoe.k12.hi.us) for final approval.

I have also attached the sampling of the proposed Exam schedule by our Faculty. It is noted that the Exam schedule does not need any HSTA exception, hence, no HSTA exception page is included in the Waiver Request.

Thank you and looking forward to the response.

Aloha,

Ken Kang

Aiea High School SCC Chair

--

TECH COORDINATOR | AIEA HIGH SCHOOL | WEBSITE: [AIEAHS.ORG](http://AIEAHS.ORG)  
98-1276 ULUNE STREET, AIEA, HI 96701 (808) 305-6555, FAX: (808) 483-7303

"Look Toward the Sun and Let the Shadows Fall Behind You!"

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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for  
Exceptions to Collective Bargaining Agreements, Statutory Waivers, and  
Waivers of Board Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Castle High School's SCC Waiver Request to implement a modified school schedule to accommodate final exams.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Changing the finals schedule from 3 or 4 classes per day to two class periods per day allows for the addition of a 60-minute A-period, which is a time when teachers are in their rooms and able to help students. These changes accommodate extended testing periods necessary for end of semester exams or projects and student need for teacher's help. This schedule would also support students by limiting the number of finals on a given day.

- 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:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

- k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

02/14/18	Request ID No.	
<b>1</b>	School:	James B. Castle High School
	School ID:	301
	Complex Area:	Castle-Kahuku
	Complex:	Castle
	Strive HI Classification:	
	School Year request is for:	2018-19
	Request Type:	New
	Time Period of Request:	5 Year
	Subject of Request:	
	Principal:	Dr. Bernadette Tyrell

- 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).

1/31/2018	Department	Departments gave feedback on the proposed schedule.
2/2/2018	Leadership	Information was shared in Leadership. No changes were made.
2/2/2018	Student Survey	The student body was surveyed on the two schedules. 195 students responded. 94% of the students who responded were in favor of the proposed schedule.
2/7/2018	Faculty Meeting	Voted on the Finals Schedule. 75 Faculty Members were present. 68 voted "Yes" 2 voted "No"; 91% Yes
2/13/2018	SCC Meeting	Parent representatives were okay with the schedule. They didn't think a parent survey was necessary, but we need to inform the parents. Student representatives were okay with the schedule. They suggested having a longer recess between the two testing classes. They will also share it at the Student Voices meeting on 02/21/2018. SCC representatives signed the form.



- 3 Summarize your request:  
How does the school propose  
scheduling parent-teacher  
conferences?

The subject of this waiver concerns Castle High School's finals schedule. Castle High School proposes to change the bell schedule during the last week of each semester to reflect two 90-minute periods of class per day and an addition 60-minute period for A-period (time when teachers are in their rooms so that students can see them for help). The last day of the schedule would have one final and a make-up period. Currently, the school has three to four classes a day and students could potentially have a final in each class in one day. These proposals are made to accommodate extended testing periods necessary for end the semester exams or projects.

- 4 How will this serve to support student learning and outcomes?

The Finals Schedule will support students by providing them an opportunity to have a culminating exam or project which they may encounter in their post-secondary pursuits. A culminating exam or project is expected in college courses and in careers where employees are expected to meet deadlines. This Finals Schedule will support students by limiting the number of finals on a given day. This will provide students an opportunity to put their best effort into a few courses.

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

**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  
Number of surveys returned  
Number in favor  
Number not in favor


Number undecided

--

**Complete for School Attendance Procedures Waiver Requests Only**

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

School Year 1

School Year 2

School Year 3


Explain data trend over these years.

# **Proposed Finals Schedule for SY 2018-19**

## **First Semester**

**December 17 - 21, 2018**

**90 minute classes**

**Monday, December 17, 2018**

**Tuesday - Friday, December 18 - 21, 2018**

Time	Mon. - Dec. 17		Time	Tues. - Dec. 18	Wed. - Dec. 19	Thurs. - Dec. 20	Fri. - Dec. 21
7:50 - 8:00	Opening		7:50 - 8:00	Opening	Opening	Opening	Opening
8:00 - 8:07	Homeroom @1		8:00 - 8:05	Homeroom @1	Homeroom @2	Homeroom @3	Homeroom @4
8:07 - 8:52	Period 1		8:05 - 9:35	Period 1	Period 2	Period 3	Period 4
8:58 - 9:43	Period 2		9:35 - 9:55	Recess	Recess	Recess	Recess
9:43 - 9:57	Recess		9:55 - 11:25	Period 5	Period 6	Period 7	Make-Up
10:03 - 10:48	Period 3		11:25 - 12:05	Lunch	Lunch	Lunch	Lunch
10:54 - 11:39	Period 4		12:05 - 1:05	A-period	A-period	A-period	A-period
11:39 - 12:17	Lunch		1:05 - 2:50	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep
12:23 - 1:08	Period 5						
1:14 - 1:59	Period 6						
2:05 - 2:50	Period 7						

**Second Semester**  
**May 28 - 31, 2019**  
**90 minute classes**

**Tuesday - Friday, May 28 - 31, 2019**

<b>Time</b>	<b>Tues. - May 28</b>	<b>Wed. - May 29</b>	<b>Thurs. - May 30</b>	<b>Fri. - May 31</b>
<b>7:50 - 8:00</b>	<b>Opening</b>	<b>Opening</b>	<b>Opening</b>	<b>Opening</b>
<b>8:00 - 8:05</b>	<b>Homeroom @1</b>	<b>Homeroom @2</b>	<b>Homeroom @3</b>	<b>Homeroom @4</b>
<b>8:05 - 9:35</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>9:35 - 9:55</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>
<b>9:55 - 11:25</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>	<b>Make-Up</b>
<b>11:25 - 12:05</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12:05 - 1:05</b>	<b>A-period</b>	<b>A-period</b>	<b>A-period</b>	<b>A-period</b>
<b>1:05 - 2:50</b>	<b>Teacher Prep</b>	<b>Teacher Prep</b>	<b>Teacher Prep</b>	<b>Teacher Prep</b>

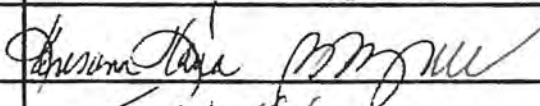
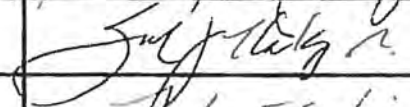
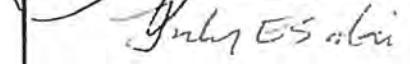

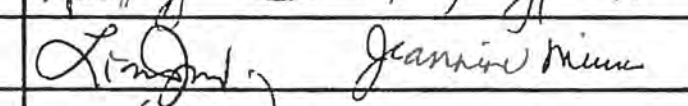
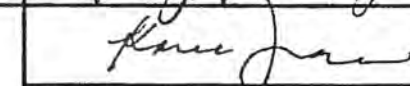
## SCC Waiver/Exception Process Signature Page

Request ID:

School:	James B. Castle High School	301
Waiver/Exception Request:	Finals Schedule	

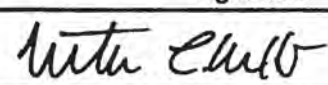
### School Community Council

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		2-13-18
Community Representative(s)		2-13-18
Parent Representative(s)		2-13-18
Student Representative(s)		2-13-18
Non-certificated Staff Representative(s)		2-13-18
Teacher Representative(s)		2-13-18

### 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
MATTHEW H.		02/15/2018

### 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.

## 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 David Forrest (dforrest@hsta.org). See steps 8 & 9.

School: Castle High School	0
Name: Kana Naipo	Phone: 305-0779
E-mail: naipok@knights.k12.hi.us	
Position on APC: Faculty Rep	
If Other - explain:	

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: <span style="border: 1px solid black; padding: 2px;">02/07/2018</span></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 David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>





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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019

I. **RECOMMENDATION**

That the Board of Education (BOE) approves Kahuku High and Intermediate School's SCC Waiver Request to implement a modified school schedule to accommodate final exams.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

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:

Previously, some teachers would schedule final exams before the last week of school because some students would not attend school the last week. A finals schedule would create longer periods for final assessments that may require more time than the normal 45-minute period. It also will eliminate the possibility of lost time due to additional work for classes that have already finished their assessments. Students will have up to two exams on one day and then be released from school after lunch, allowing for students to prepare for the next day's exams and meet with their teachers to discuss grades or receive tutoring if needed. The finals schedule will create a sense of urgency and seriousness regarding exams that mimics what students would experience in college.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office

## School Community Council Waiver/Exception Request

<b>03/16/18</b>	<b>Request ID No.</b>	1/0/1900 0:00
<b>1</b>	<b>School:</b>	Kahuku High & Intermediate
	<b>School ID:</b>	307
	<b>Complex Area:</b>	Castle-Kahuku
	<b>Complex:</b>	Kahuku
	<b>Strive HI Classification:</b>	Continuous Improvement
	<b>School Year request is for:</b>	2017-2018
	<b>Request Type:</b>	New
	<b>Time Period of Request:</b>	1 Year
	<b>Subject of Request:</b>	Finals Schedule
	<b>Principal:</b>	Dr. Donna Lindsey

- 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).

11/4/2017	Steering	The plan is to collect data in January and decide in February.
11/14/2017	SCC	SCC Waiver: Finals Week discussed
12/17/2017	Faculty	Survey conducted to collect data on finals week.
1/9/2018	SCC	
1/24/2018	Faculty	Teacher consensus not reached at Faculty meeting.
1/25/2018	Faculty	because consensus could not be reached at faculty meeting. Closing
2/7/2018	Steering	finals week.
2/13/2018	SCC	Role groups reported findings; all in favor of finals week schedule.

- 3 Summarize your request:**

We are requesting permission to implement a finals schedule at our school with grades due four days after students return from Christmas break. A finals schedule creates for students a sense of urgency and seriousness regarding the final assessment period and mimics what they would experience in college. This would reduce the number of student contact hours the last week of both semesters, but allow for study time and a chance for students to meet with their teachers to discuss grades or receive tutoring if needed.

Also, in order to provide students an opportunity to complete a final assessment in their classes, a finals schedule is needed to allow for a longer period for each class. Normal class periods are 45 minutes long on a regular school day. Final exams, project presentations, interviews, and other possible final assessments would necessarily require a longer time period. This also avoids the problem of students having 7 tests or presentations on the last day of class. Because students

students having 7 tests or assessments on the last day of class. Because students often believe they are "finished" after a final exam, they may skip the class after completing an exam. With a finals schedule where students are motivated to attend, we should have better attendance, and students will not be overloaded with too many tests at once. This also motivates teachers to schedule exams and assessments the final week rather than ahead of time due to possible low attendance the last week, and provides quicker grading to provide feedback for makeup tests. Having more time to makeup assessments will help to accommodate students who are absent during the beginning of the week.

As teachers, parents, and students state in data collected, finals schedule will be spread out over a week in manageable chunks. Students will have up to two tests on one day, which would take 4 days to complete, and be released from school after lunch. The schedule provides time for students to prepare for the next day's exams, and eliminates the possibility of lost time due to "busy work" for classes that have already finished their assessments. In addition to addressing student learning outcomes, this schedule allows teachers time to grade final assessments before for the holidays if they choose too. It also provides teachers with the opportunity to finalize grading after the break.

**4 How will this serve to support student learning and outcomes?**

Finals schedule would continue to have built in make ups with an action period daily. It is necessary to have this as part of the optional school day, rather than require students to attend, to give teachers time to allow for students who actually need help as they are self-selected. Also, teachers would have time to create meaningful assessments that would not work within a shortened time block. Students would further be supported through the teacher availability for tutoring during action period.

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



Outcomes of finals week schedule positively impacted teachers, students, parents, classified staff, and community.

According to Quarter 2 and Semester 1 data collected for SY16-17 and SY17-18, there was a 9% decrease in Quarter 2 Fs and a 2% decrease in Semester 1 Fs for this school year. There was also an increase in average GPA for Grades 8, 10, 11, and 12. Attendance data shows a 3.86% increase in school attendance for the last 4 days prior to Winter break.

When surveyed on the impact of the finals schedule on all role groups, an average of 93% of all surveyed role group members agreed that the finals week schedule was beneficial for all students. About 96% of surveyed students found the finals schedule useful; 85% reported having additional time. Parents that supported the continued use of a finals week schedule cited reasons such as "less stress" for children, "better focus", and "more time" to study and complete tasks. Parents also reported that such a schedule replicated a college experience.

A little over half of the parent role group reported that their children attended time provided for Action Period; about 74% of surveyed students said they actually attended. An average of 18 students per teacher attended action period. Classified staff, specifically Educational Assistants, reported having time to work with students and opportunities to chunk studying. According to both parent and student role groups, action period was used to make up tests, do make up work, study for exams, and get extra help.

As a result of the finals schedule, about 83% of surveyed students specified that they felt less stress during finals. Almost 85% of surveyed students reported studying because of the revised schedule. Likewise, almost 80% of surveyed parents felt that the revised schedule provided their child with time to complete all assigned tasks.

Given the significance of the finals week schedule, roughly 95% of teachers who voted elected to keep the finals schedule for next school year. 91% of parents supported the continued use of this finals schedule. According to the community role group, there were no reported disturbances or problems in any of the 11 interviewed businesses.

Please see all role group data outcomes below:

Teacher Role Group Data

([https://docs.google.com/presentation/d/1rF88dvRyAlnugGkQhR\\_3fMajpvaub6ysvrl33fmhr1M/edit#slide=id.p](https://docs.google.com/presentation/d/1rF88dvRyAlnugGkQhR_3fMajpvaub6ysvrl33fmhr1M/edit#slide=id.p))

Teacher Vote Data

([https://docs.google.com/presentation/d/10R5x8rpliEGxaGO30CJA\\_moBaoWH\\_y-KXi7BWZs\\_Q6E/edit#slide=id.g30ce55b140\\_0\\_7](https://docs.google.com/presentation/d/10R5x8rpliEGxaGO30CJA_moBaoWH_y-KXi7BWZs_Q6E/edit#slide=id.g30ce55b140_0_7))

Parent Role Group Data

(<https://docs.google.com/presentation/d/1uCP7ISCIG3Ynoy5XoDCvX-YoheqDifsByE7Eq9nTv9c/edit#slide=id.p>)

**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	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.

0


### SCC Waiver/Exception Process Signature Page

Request ID:

School:	Kahuku High & Intermediate	307
Waiver/Exception Request:	Finals Schedule	

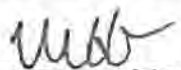
#### School Community Council

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		3/2/18
Community Representative(s)	Marie L. Loo	3/2/18
Parent Representative(s)	Cyonomoana	3/2/18
Student Representative(s)	Josiah Chappell	3/2/18
Non-certificated Staff Representative(s)	Jo Paulo	3/2/18
Teacher Representative(s)	Wendy Lee	3/2/18
	Giselle Wong	3/2/18

#### 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
MATTHEW HO		03/08/2018

#### 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.

**From:** Kit Brizuela/KAHUKUHI/HIDOE  
**To:** Gisele\_wong@notes.k12.hi.us

---

**Date:** Thursday, March 15, 2018 03:40PM  
**Subject:** Fw: KHI FINALS WAIVER REQUEST

---

-----Forwarded by Kit Brizuela/KAHUKUHI/HIDOE on 03/15/2018 03:38PM  
-----

=====  
To: dforrest@hsta.org, tperry@hsta.org, bikalani@hsta.org  
From: Bea DeRego/KAHUKUHI/HIDOE@HIDOE  
Date: 03/05/2018 03:13PM  
Cc: Kit Brizuela/KAHUKUHI/HIDOE@HIDOE  
Subject: KHI FINALS WAIVER REQUEST  
=====

Aloha!

I am forwarding a copy of our Finals Waiver Request Renewal for the SY 2018-19 for your review and approval. I am also mailing a hard copy of the request with a copy of the signatures page to Bev Ikalani for your files. If you need any additional information, please contact Bea DeRego at 808-305-7354 or bea\_derego@notes.k12.hi.us. A copy of this email is being forwarded to Kit Brizuela at KHI for our files.

Mahalo for your assistance in this matter.

Bea DeRego  
KHI Test Coordinator/KHI Head Rep

[attachment "2018 SCC WaiverException Request Form Finals Schedule.xlsx" deleted by Kit Brizuela/KAHUKUHI/HIDOE]



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

May 17, 2018

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

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

Handwritten signatures of Margaret Cox and Rodney Luke.

SUBJECT: Board Action on the School Community Council (SCC) Requests for Exceptions to  
Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board  
Policy for School Year 2018-2019

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Kahuku High and Intermediate School's SCC Waiver Request to continue the requirement of a 2.3000 minimum GPA for participation in co-curricular activities.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 101-12: Academic requirements for participation in co-curricular activities, states "Students participating in co-curricular activities must have at least an overall 2.0 grade point average ("GPA") and be passing in courses required for graduation."

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

The Board has approved a previous request to increase the minimum GPA to 2.300 for co-curricular participation at Kahuku High and Intermediate School.

- c. Other policies affected:

None.

- d. Arguments in support of the recommendation:

Eighty percent of Kahuku High and Intermediate students participate in co-curricular activities. The change in eligibility requirements will help motivate students to focus on studies as well as activities. Since raising the minimum GPA there has been an increase in students that received a GPA of 2.3 and a decrease in F grades for students in the athletic program, students who participate in clubs and leadership positions, and as a school.

- 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:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Superintendent  
Community Engagement Office



## School Community Council Waiver/Exception Request

03/08/18	Request ID No.	
<b>1</b>	School:	Kahuku High & Intermediate
	School ID:	307
	Complex Area:	Castle-Kahuku
	Complex:	Kahuku
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2017-2018
	Request Type:	Renewal
	Time Period of Request:	1 Year
	Subject of Request:	Kahuku Rule
	Principal:	Dr. Donna Lindsey

- 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).

11/14/2017	SCC	Google survey link to be created on Kahuku Rule for both community and parent groups to be approved by Principal. Survey to include likes and dislikes, highlights.
1/9/2018	SCC	Kahuku rule was discussed. There seems to be less questioning from parents about 2.3 GPA compared to last year.
2/13/2018	SCC	Data for SSC Walver for Kahuku Rule (2.3 GPA) provided for leadership and clubs. Agreement on renewing 2.3 GPA reached. Walver to be applied for by March.

- 3**     **Summarize your request:**

We are requesting to continue to require 2.300 as the minimum GPA required to be eligible to participate in co-curricular activities, including athletics and elected positions, such as Student Body Government and others, as measured by scheduled grade checks with the addition of being able to round up in order to meet the 2.300 GPA. The current DOE policy is 2.000.

**4 How will this serve to support student learning and outcomes?**

Eighty percent of KHIS students participate in co-curricular activities. The change in eligibility requirements will help motivate students to focus on studies as well as activities.

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

Evidence to demonstrate impact of this 2.300 GPA waiver includes an increase in students that received a GPA of 2.3 and decrease in Fs as a school and as an athletic program. It also includes an increase in 2.3 GPA and decrease in Fs for students who participate in Clubs and Leadership Positions.

**Impact on School**

In school year 17-18, an average of 78% of the entire student population received a GPA of 2.3 or above in quarter 1 and 2; this outcome is 2% more compared to SY14-

GPA of 2.3 or above in quarter 1 and 2; this outcome is 2% more compared to SY16-17. The percent of students who recieved a GPA between 2.3 and 2.0 also decreased by an average of 2=3%. The average amount of students who received a GPA of 2.286, which is just .01 points below a 2.3 GPA, decreased by an average of .5%. Collected data also shows no increase in the average amount of students who obtained a 2.0 GPA.

#### Impact on Sports

Based on GPA data for all participating athletes, an average of 88.5% of students that participated in atheletics had a GPA greater than or equal to 2.3 in SY17-18. This is a 1.5% decrease compared to SY16-17 data for quarter 1 and 2. An average of 3.5% of atheletes obtained GPAs between 2.3 and 2.0; The average number of Fs for quarter 1 and 2 was 2.5% less than last school year also.

Based on this data, the average of student athletes who recieved GPAs higher than 2.3 for for Quarter 1 and 2 is 10.5% higher than the average of the overall student population. This data is also 12.5% higher than SY16-17 averages. In short, student athletes performed higher than the entire school population.

According to Kahuku High School Athletics ARS Report, the number of students in ARS during an athletic season decreased by 1.8% between SY16-17 and SY15-16. Only 5.5% of students received ARS to support playing eligibility compared an average of 7.33% of participating student athletes in the past three years.

#### Impact on Students in Leadership Positions/Participate in Clubs

An average of 91.5% of students who participated in clubs this year had a GPA of 2.3 or higher. This is a 3% decrease in quarter 1 and quarter 2 averages for SY16-17. The trend in scores for students who participated in clubs was 4.0 or higher.

An average of 96% of students who participated in leadership classes this year had a GPA of 2.3 or higher. This is 1% decrease in quarter 1 and quarter averages for SY16-17. The trend of scores for students in leadership classes was 3.0 or higher. Six percent less students had an F in quarter 1 or 2 in SY17-18 compared to SY16-17.

Please see data outcomes below:

#### 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  
Number of surveys returned  
Number in favor  
Number not in favor


Number undecided

--

**Complete for School Attendance Procedures Waiver Requests Only**

**7**

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

School Year 1

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School Year 2

--

School Year 3

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**Explain data trend over these years.**


### SCC Waiver/Exception Process Signature Page

Request ID:

School:	Kahuku High & Intermediate	307
Waiver/Exception Request:	Kahuku Rule	

#### 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		3/2/18
Community Representative(s)	Maria L. Lee	3/2/18
Parent Representative(s)	Chonoumoana	3/2/18
Student Representative(s)	Treen Chappell	3/2/18
Non-certificated Staff Representative(s)	Jo Yaulo	3/2/18
Teacher Representative(s)	Denise Lee	3/2/18
	Shaila Wong	3/2/18

#### 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
Karen Ho	WLB	03/18/2018

#### 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.