

Time Committee Preliminary Report

Authority

The Time Committee was created in August 2005 as a result of a collective bargaining agreement between the State of Hawaii Board of Education (BOE) and the Hawaii State Teachers Association (HSTA).

The contractual language is as follows:

APPENDIX XXII

**MEMORANDUM OF UNDERSTANDING
BETWEEN
STATE OF HAWAII
BOARD OF EDUCATION
AND
HAWAII STATE TEACHERS ASSOCIATION
(TIME)**

This Memorandum of Understanding is entered into this 1st day of July 2005 by and between the State of Hawaii, Board of Education and the Hawaii State Teachers Association.

The Association and the Board of Education mutually agree that the demands of No Child Left Behind, IDEA, Act 51 and standards-based education require extensive use of teacher time. The Board recognizes that teachers feel that these demands take away from the quality time they want to spend on their core responsibilities. Therefore, the parties agree to establish a Committee that will be tasked with identifying options to provide teachers time to carry out their core responsibilities.

The Committee will be comprised of representatives from the following organizations: one (1) elementary, one (1) middle school and one (1) high school teacher selected by the Association; two (2) Department of Education members selected by the Superintendent; and one (1) Bargaining Unit 6 member selected by the Hawaii Government Employees Association (HGEA).

The topics the Committee will discuss will include, but are not limited to:

- *standards-based report cards*
- *eSIS*
- *curriculum mapping*
- *restructuring*

The Committee will convene no later than August 1, 2005 and will submit a preliminary report to the Board of Education and the Association by June 30, 2006. A final report shall be submitted to the parties by June 30, 2007.

This Memorandum of Understanding shall expire on June 30, 2007.

Members

The Time Committee is comprised of representatives from the following organizations

Hawaii State Teachers Association (HSTA)

Elementary School: Zeilyn Zakahi, Waiahole Elementary School (Fall 2005)
Karen Shindo, Waiakea Elementary (Spring 2006)

Middle School: Edwin Kagawa, Keaau Middle School

High School: Dora Wilson, Pearl City High (Fall 2005)
Patricia Oshiro, Farrington High (Fall, Spring 2006)

Department of Education (DOE)

Gerald Okamoto, Assistant Superintendent (2005-2006)

Principal: Randall Miura, Leihoku Elementary School

Various representatives from the State Office

Task

The committee met six times throughout school year 2005-2006. The preliminary presentation intends to establish baseline of understanding. Specifically, the committee seeks to establish a definition as to time available to teachers outside of student instructional time. In addition, the committee seeks to define the various tasks teachers are expected to accomplish within a given school year.

The committee is not yet prepared to speak to solutions or options to deal with teacher time. The committee plans to take school year 2006-2007 school year to explore possible options to address the use of teacher time.

Time Committee Preliminary Report – Supplemental Handout

The tasks contained in this supplemental handout reflect all the various tasks a classroom teacher must complete on a daily, weekly, monthly, quarterly and annual basis.

These lists were compiled with the help of surveys from classroom teachers across the State of Hawaii. The Time Committee does not intend to define all of these tasks as part of the “Core Responsibilities” of a classroom teacher. However, teachers are expected to complete these tasks. The times listed reflect an average length of time (in minutes) required to complete each task.

Daily Tasks	Time (minutes)
Standards based lesson plans, including planning for differentiated instruction	180
Standards based student assessment: collection, grade, correct, written feedback	90
Parents/guardians communication	15
Counseling of individual students (<i>per student</i>)	10
Tutoring (<i>per student</i>)	15
Materials preparation ensure adequate supplies: books, equipment, worksheets, handouts, etc.	30
ISpEd inputting/SpEd progress reports	30
Written correspondence (student monitoring, parent notes, interschool)	15
Communication with other staff: part time teachers/educational assistants	30
Completion of general recordkeeping and paperwork/electronic files	30
Electronic correspondence (Lotus Notes)	15
Journaling – diary mapping	30
Xerox	30
Attendance	10
Teacher articulation/collaboration: within grade level, department, or support positions such as librarian	20
Classroom maintenance	10
TOTAL	510

Weekly

	Time (minutes)
Comprehensive student support system	30
Report data, portfolios	30
Grade level, dept. level, & team meetings	30
Contact logs (parents)	30
Requests for assistance (RFA)	30
Student grade checks	30
Teacher articulation/collaboration	60
Yard duty	15
Create rubrics	30
Attendance/registration	15
Detention	30
Committee meetings (curriculum, extra curricular, etc.)	60
Meeting with teachers in support positions: i.e. librarian	30
Academic coaching (i.e.: math, spelling, geography, etc.)	60
Display standards/benchmarks	30
Display student work/samples	30
Club advising	60
Intramural advising	60
TOTAL	660

<h1>Monthly</h1>	Time (minutes)
Progress Reports	120
IEP/504 meetings: attending (<i>per student</i>)	60
IEP/504 meetings and related meetings - development, preparation, scheduling, etc. (<i>per student</i>)	180
Lesson plans for subs (teachers average 1-2 days per month for absences due to illness, workshops, personal business, etc)	45
Constructed responses* - for grading on Hawaii State Assessments	120
Core meetings	60
Committee meetings: safety, finance, leadership, etc. (average teacher serves on 1-2 committees)	60
Change bulletin boards	60
Parent – community nights	60
TOTAL	765

*Task required for schools in restructuring or reform models

<h1>Quarterly</h1>	Time (minutes)
Mandated formative assessments (constructed responses, benchmark tracker, etc.)	240
Standards based report cards	600
Student status reports (<i>per student</i>)	30
In-Servicing mandated state and federal	240
In-Servicing school/district driven	240
Field trips	180
TOTAL	1530

Annually

Time
(minutes)

Opening of School which includes but is not limited to: classroom furniture set-up, bulletin boards, classroom rules, attendance cards, inventory, federal survey cards, health cards, parent packets, student packets, preparation of class lists, attendance and grade books, seating charts, and reviewing student records for accommodations.	600
In servicing: Blood Borne Pathogens, Shawna S., PEP-T, school machines, Hawaii State Assessment, evacuation procedures, security, etc.	180
School photos	30
Parent teacher conferences	600
Hawaii State Assessment (HSA) paperwork related to conducting test	60
Hawaii State Assessment (HSA) tutoring	180
Registration	60
Student recommendations (<i>per student</i>)	30
Closing of School which includes but is not limited to: break down of classroom, labeling items, inventory, cleaning and maintenance of equipment (fans, computers, etc.), closing of student records, purchase orders, end of year check out forms.	600
TOTAL	2340

Additional Tasks

In addition to the many tasks teachers complete on a daily, weekly, monthly, quarterly, and annual basis; teachers assist in other school related activities. Feedback from teachers indicates that as more tasks are added to their “plate” they are forced to eliminate or cut back on many of the activities listed below. Please note, there are no times attached to these tasks as it is difficult to quantify the time it takes to complete.

Additional Tasks

Academic Competition: advising, tutoring, paperwork, and chaperoning for competitions such as Mock Trial, Project Citizen, History Day, Science Fair, We the People, Spelling Bee, Geography Bee, etc

Assemblies

Athletics

Career day

Carnivals: advising, planning, paperwork, chaperoning, etc.

Civic Activities: community service, beautification projects, Make a Difference Day, MADD, Kids Vote, etc.

Clubs Advising: planning, paperwork, and chaperoning for clubs (academic, occupational, service, athletic, special interest)

Graduation: advising planning, paperwork, , chaperoning, etc

Homecoming: advising planning, paperwork, , chaperoning, etc

Project Graduation

School plays and performances: advising, planning, paperwork, chaperoning, etc.

School social activities (banquet, prom, dances): advising, planning, paperwork, chaperoning, etc.

Student Government

PTSA / PTA – attending meetings and participating in association

Grant writing

Field trips (single day and multi-day): includes planning and paperwork

Fundraisers

Holiday activities: planning, paperwork, and advising for events such as May Day

Student incentive activities: movie night, field trips, etc.

A composite image with a purple-to-pink gradient background. On the left is a stack of white papers. On the right is a blurred analog clock face.

Time Committee

A composite image with a green-to-yellow gradient background. On the left is a stack of white papers. On the right is a clear analog clock face showing approximately 10:10.

Preliminary Report to Board of Education



Time Committee

- Created through a MOU between the BOE and HSTA
- Comprised of representatives from
 - Hawaii State Teachers Association (HSTA)
 - Department of Education (DOE) State Personnel and a Principal



Why a Committee?

- Response to teacher concern over increasing demands outside of instruction, i.e. but not limited to:
 - Standards based report cards
 - eSIS (electronic student information system)
 - Curriculum mapping
 - Restructuring
- Parties recognized the increasing teacher workload and need to address “time to teach”

Task of Time Committee

- Establish a baseline of understanding regarding teacher workload and time to teach
- Identify time available to teachers outside of instructional time.
- Define tasks teachers are expected to accomplish within a given school year.

Typical Department of Education Classroom

■ 52 % of children have a special need*:

- Economically Disadvantaged - **30%**
- Special Education - **5%**
- English Second Language Learners - **3%**
- Section 504 - **1%**
- Multiple Special Needs - **12%**

* 2005 Superintendent's 16th Annual Report

Board of Education Preliminary Report



Typical 7 Hour School Day

Time	Total Minutes	Task
8:00-9:30	90	Student instructional time
9:30-9:45	15	Recess (teacher supervision on rotation)
9:45-11:30	105	Student instructional time
11:30-12:15	45	Lunch (30 minute duty free lunch + 15 minute passing/recess)
12:15-2:20	125	Student instructional time
2:20-3:00	40	Teacher preparation period
	420	



Teachers' Contractual Weekly Minutes

Minutes Per Week

1415 or 1285

Instructional Time

150

Duty Free Lunch

335 or 465

Miscellaneous *

200

Preparation Period

* Meetings, passing time, opening/ closing, recess, homeroom, activity periods, study hall





Teachers' Contractual Duty Free Time

- 15 minutes of recess
- 30 minutes of lunch (duty free)
- 40 minutes of preparation period

= 85 minutes



It is a Myth that teachers have adequate time to...

- Complete the tasks necessary to ensure student achievement
- Plan, articulate, and collaborate standards based instruction
- Address student enrichment activities
- Develop relationships with parents and community
- Complete administrative tasks for compliance purposes



Results of 05-06 Data Collection

- Outside of student instruction each teacher has specific tasks to complete
- Each particular task must be completed within a certain time frame (daily, weekly, etc.)

Daily Tasks

Task	Time (Minutes)
Standards based lesson plans	180
Standards based student assessment	90
Parents/Guardians communication	15
Counseling of individual students	10
Tutoring	15
Materials preparation	30
Additional daily tasks*	230
Total Minutes	510



Weekly Tasks

Task	Time (Minutes)
Comprehensive Student Support System	30
Report data, portfolios	30
Grade level, dept. level, & team meetings	30
Contact logs (parents)	30
Requests for Assistance (RFA)	30
Student grade checks	30
Teacher Articulation/Collaboration	60
Additional weekly tasks*	420
Total Minutes	660



Monthly Tasks

Task	Time (Minutes)
Progress reports	120
IEP/504 meetings -attending (<i>per student</i>)	60
IEP/504 meetings & related meetings - development, scheduling, etc. (<i>per student</i>)	180
Lesson plans for substitute teachers	45
Constructed Responses - for grading on Hawaii Standardized Assessment	120
Committee Meetings	60
Additional monthly tasks*	180
Total Minutes	765



Quarterly Tasks

Task	Time (Minutes)
Mandated Formative Assessments (constructed responses, benchmark tracker, etc.)	240
Standards Based Report Cards	600
Progress Report SpEd (per student)	30
Student Status Reports (per student)	30
In-Servicing Mandated State and Federal	240
In-Servicing School/District Driven	240
Additional quarterly tasks*	150
Total Minutes	1530



Total Available Non-Instructional Minutes Each Year



38 weeks of miscellaneous time:

Total Min

17,670

(335 or 465 min. for meetings, passing time, opening/closing, recess, homeroom, activity periods, study hall)

180 days of Daily Preparation

7,200

4 days professional development

1,680

4 days administration, opening, between semesters, closing

1,680



TOTAL 28,230

Total Non-Instructional Tasks Per Year

# Mins	# Days/ Frequency	Total Minutes
510	184 / Daily	93,840
660	38 / Weeks	25,080
765	10 / Months	7,650
1530	4 / Quarters	6,120
2340	1 / Annual	2,340
	TOTAL	135,030





= 1780 Additional

hours a year

or

254 Additional

7-Hour Work Days

Per Year

Compensation Cost

If teachers were compensated for additional work at the average daily rate of pay it would cost

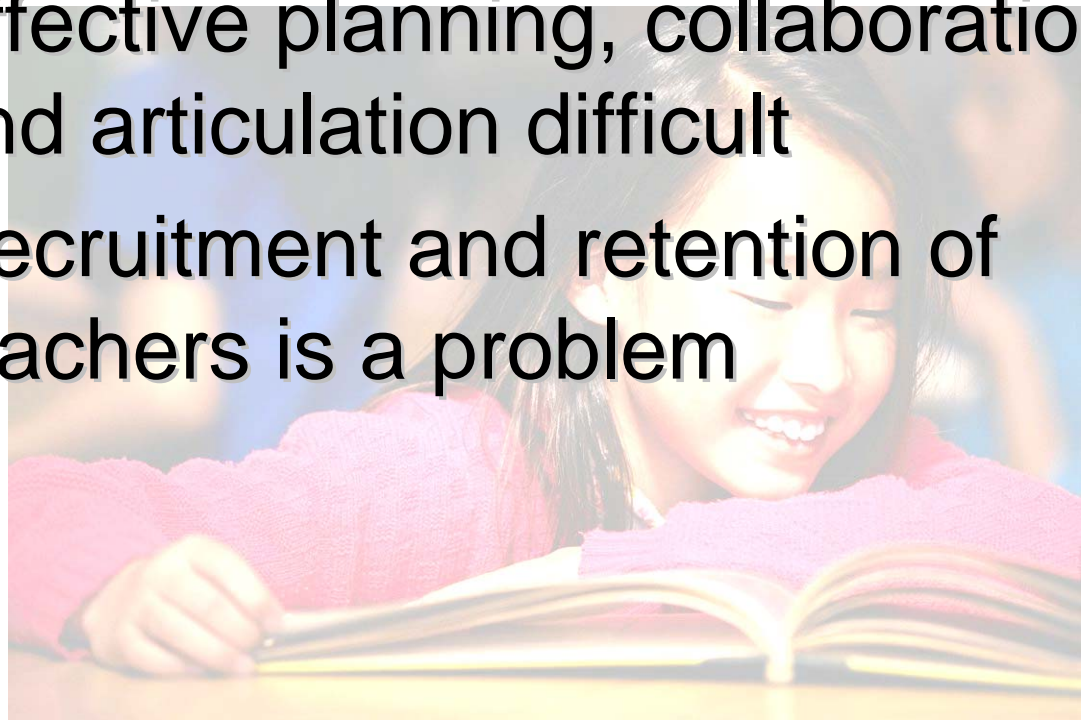
\$63,000

Consequences of Additional Time Required

- Academic achievement affected
- Comprehensive student support affected
- Education of the whole child jeopardized
 - Reduction of academic & enrichment programs
 - Increase in drop out rate

Consequences Continued...

- Effective planning, collaboration, and articulation difficult
- Recruitment and retention of teachers is a problem



Next Step?

Develop solutions to provide teachers time to carry out responsibilities to increase student academic achievement





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March 6, 2007

Dear Editor:

We appreciate the Honolulu Advertiser's good coverage of the preliminary report of the Joint HSTA-DOE Time Committee. As you know, teacher workload and time to teach is a serious issue impacting every teacher – and, as a result, every student – in Hawaii.

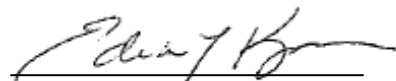
While we are still working on finalizing the report along with recommendations, we do know that public school teachers are increasingly asked to do more tasks that impede and detract from student achievement.

Although the Time Committee did not identify a 15 ½ hour work day, it is understandable that Beverly Creamer came up with the figure from the data reported. For clarification, the tasks indicated in the report are done by teachers not only during the school day but during non-workdays.

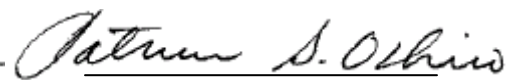
As professional educators, we want to do what it takes to ensure Hawaii's students get a world class education. We are passionate about public education and teaching, and we are always willing to go the extra mile for our students. But, we cannot – and should not – continue to ask teachers to do this mounting extra work without the DOE and BOE providing the time and support necessary to complete the tasks.

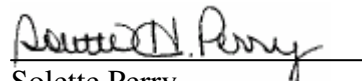
We look forward to continuing this joint effort with a focus now on solutions. We hope then to collaborate with our legislators, the Governor and the public at large to make real investment in public education. We know that investing in public education is the best way to ensure a healthy, strong future for our state. Now, all that's needed is the political will to make it happen.


Sincerely,


Edwin Kagawa


Randall Miura


Pat Oshiro


Solette Perry


Karen Shindo

Members of the Joint HSTA-DOE Time Committee