

## School Community Council Activities Checklist and Timeline

Item	Task/Activities	Target/ Due Dates
SCC Member Roster	Create SCC Member Roster (include school name, member name, stakeholder role and email address). Send SCC member roster information to Complex Area Superintendent and email to <a href="mailto:scc@hawaiidoe.org">scc@hawaiidoe.org</a> . Post the SCC Member Roster to Community Engagement Webpage on School website. If the school does not have a website please contact the Communications Office to host the documents on their behalf.	August
SCC Training	Conduct Orientation/Training Session for new SCC members at the school or complex area level. If training is needed for new members please contact <a href="mailto:scc@hawaiidoe.org">scc@hawaiidoe.org</a> for SCC support.	August
SCC Bylaws	Review Bylaws. If bylaws are amended, send a copy to the CAS for signature and an approved copy to the state SCC Office ( <a href="mailto:scc@hawaiidoe.org">scc@hawaiidoe.org</a> ). The current bylaws should be on file with the school, complex area, and state SCC offices.	August
SCC Meetings	<p>Set up procedures for posting SCC meeting agendas on the School Community Engagement page hosted on the school website.</p> <p style="padding-left: 40px;">Agenda - Must be posted 6 calendar days prior to SCC meeting. Minutes - Posted upon approval by the SCC.</p> <p>Determine process for public testimony on SCC agenda items and ensure that this opportunity is part of every SCC meeting agenda.</p>	August

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Community Meetings	<p>Convene at least two (2) community meetings to review and discuss the school's Three Year Academic and Financial Plan and provide opportunity for community input.</p> <p>Meeting #1 is held near the beginning of the development of the school Academic and Financial Plan. Meeting #2 is held when the plans are in near-final draft form.</p>	<p>Meeting #1: September/October</p> <p>Meeting #2: February/March</p>
Strive HI Report	<p>Use Strive HI Results/Data in reviewing the school Academic Plan and Financial Plan. Key activities include:</p> <ul style="list-style-type: none"> <li>• Review of Preliminary Strive HI Results.</li> <li>• Appeals Process.</li> <li>• Posting of Final Strive HI Results.</li> </ul>	<ul style="list-style-type: none"> <li>• May-August</li> <li>• August</li> <li>• September</li> </ul>
Academic Plan and Financial Plan	<p>Review drafts of the Academic Plan and Financial Plans and either provide recommendations for revisions to the principal or recommend submittal to the CAS for approval. The SCC Assurances and Recommendation for Approval Form must be included in the submittal of the Academic Plan and Comprehensive Financial Plan</p> <p>Key due dates:</p> <ul style="list-style-type: none"> <li>• Salaried Financial Plan</li> <li>• Academic Plan</li> <li>• Comprehensive Financial Plan</li> </ul> <p>Approved Complex Area or Public Charter School Commission office staff will be granted access to upload the approved plans. Please contact Shelley Ferrara, School Transformation Branch Director, for information on uploading the plan.</p>	<ul style="list-style-type: none"> <li>• December 30</li> <li>• April 17</li> <li>• May 12</li> </ul>
	<p>Review progress on the implementation of the school Academic Plan. Evidence of the review process should be duly noted in the SCC meeting minutes.</p>	<p>During School Year</p>

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<p>SCC Waiver/Exception Requests</p>	<p>Work on requests for waivers from specific Board policies, DOE rules and regulations, and/or exceptions to specific provisions of labor agreements. There are two submission windows. Requests that impact the school schedule (calendar or bell schedule) or need timely action should be submitted by the first submission due date. Submit waiver/exception requests to CAS for review and the state SCC Office (<a href="mailto:scc@hawaiidoe.org">scc@hawaiidoe.org</a>).</p> <p>The waiver/exception requests are for implementation in the following school year.</p> <p>Detailed guidance and forms for all waiver/exception requests can be found on the DOE Intranet at <a href="https://intranet.hawaiipublicschools.org/offices/ceo/scc">https://intranet.hawaiipublicschools.org/offices/ceo/scc</a></p>	<p>First Submission: January 27, 2017</p> <p>Second Submission: March 24, 2017</p>
<p>Election of SCC Members</p>	<p>Solicit nominations and conduct elections for vacant SCC positions by role groups and announce results. Principal is responsible for ensuring that elections are conducted fairly for each role group (See SCC Handbook for guidance on election procedures).</p>	<p>April/May</p>
<p>Election of SCC Officers</p>	<p>Elect SCC Officers. Send information to Complex Area Superintendent and email to <a href="mailto:scc@hawaiidoe.org">scc@hawaiidoe.org</a> and post information on the school's Community Engagement webpage.</p>	<p>May</p>
<p>SCC Principal Survey</p>	<p>Complete SCC Principal Survey in collaboration with all SCC members and submit form to CAS and state SCC Office. A memo is sent out annually to remind SCCs to complete the survey.</p>	<p>May</p>
<p>SCC Self-Assessment</p>	<p>Complete SCC Self-Assessment Online Survey in collaboration with all SCC members and develop SCC improvement plan. A memo is sent out annually to remind SCCs to complete the survey.</p>	<p>April/May</p>