

**YEAR-END DUTIES OF PRINCIPALS
2020**

NOTE: This Attachment is an annual practice required at Year-End. However, the Department recognizes that the timing and logistics involved may be subject to change due to developments with the COVID-19 pandemic.

School plans completed by the principal should include information on the following matters:

A. **Athletic Director, Registrar, Librarian, and Classified Employee's Tasks During the Summer**

In order for school staff to be informed of their tasks during the summer, the principal must perform the following:

- Post work assignments, shift work schedules, and temporary assignment ("TA") list in appropriate places.** In the case of United Public Workers Unit 01 ("Unit 01") employees subject to shift, the first semester shift-work schedule should be posted to afford employees, subject to shift, an opportunity to select their shifts in accordance with the provisions of the Unit 01 Agreement.

Note: Schools that have Unit 01 employees (i.e., School Custodian IIs, Cafeteria Workers, and Cooks) working in shifts should pay close attention to the [*Posting of Unit 01 Work Schedules, Work Assignments, and Temporary Assignment Seniority Lists*](#) memo dated April 8, 2020. **Questions regarding the implementation of this memo may be directed to the appropriate personnel regional officer ("PRO").**

- Complete the *Volunteer Participation Report of Activities Characteristic of BU 01 Work*** at the close of the second semester of the 2019-2020 school year (Attachment C). Report **only** those activities characteristic of Unit 01 work. Do **not** report activities such as chaperoning field trips, tutoring students, reading to students, staffing book fairs, etc. Questions regarding the completion of this form may be addressed to the appropriate PRO.
- Provide written assignments for the Athletic Director, Registrar, Librarian, Student Services Coordinator, and classified staff (tasks within the scope of employees' duties/responsibilities).** Discuss summer plans and schedules with the Athletic Director, Registrar, Librarian, School Administrative Services Assistant ("SASA"), Head Custodian, and all other classified personnel. Involve them in the development and implementation of the summer plans and procedures.

- **Identify specific tasks that the Athletic Director, Registrar, Librarian, SASA, Head Custodian, and other staff are to perform during the summer. For the Registrar or appropriate office assistants these tasks would include specific and segregated tasks related to enrollment, withdrawal, "No Show" and attendance procedures.**

Include the following information:

1. WHO is to do the task. WHAT task. DATE/TIME. LOCATION.
2. How deviations from work schedules are to be handled due to such matters as absences of employees, emergencies, etc.

- **Review these assigned responsibilities with each employee.**

THE SASA IS NOT RESPONSIBLE FOR THE ENTIRE OPERATION OF THE SCHOOL PLANT DURING THE INTERIM.

- **If the school is being used as a summer school site, consult with the summer school director relating to health, safety, security concerns, and the location of all pertinent information relating to health, safety, and security.**
- **When the complex area superintendent ("CAS") decides that a TA is necessary for the classified positions, prepare a TA list based on the appropriate contract provision.** In the case of Unit 01 employees, TA lists should already be completed and posted.
 1. TAs should not be approved for units whose operations are generally suspended during the summer, i.e., school cafeterias.
 2. TAs for such units may be approved, if warranted, and appropriate justification should be provided and attached to the *Notification of Temporary Assignment* form ("Form 10"). For example, if a cafeteria helper is temporarily assigned as a school baker or school cook, the Form 10 should include a justification such as: "Meals must be prepared for Feeding the Elderly Program."
- **Complete vacation approvals for school staff. Post vacation schedules in appropriate places.** Each administrator or supervisor is responsible to ensure proper staff coverage to meet deadlines. Meeting these deadlines is an important piece to ensure high standards of accountability and responsibility.
- **Complete the required biannual Asbestos Periodic Surveillance Report Electronic Template.** All identified or assumed Asbestos Containing Building Materials ("ACBM") must be surveyed (inspected) every six months, usually in June and December, to detect any changes such as deterioration of ACBM, etc. To complete the Periodic Surveillance Report, record observations based on a

comparison with the previous Periodic Surveillance Report. Please review the [Asbestos Periodic Surveillance Report Electronic Template](#) memo dated April 29, 2016.

- **Maintain a hard-copy of Volume VII, Business Office Handbook, Safety and Accident Prevention/Policy and Safety Index binder, and have it readily available during Safety Inspections.** This reference can be found in the HIDOE OSFSS SSEPB Intranet Web Page. [Volume VII, Business Office Handbook, Safety and Accident Prevention Program/Policy and Safety Index](#) binder is required to be maintained as the written HIDOE Safety and Health Plan, per HIOSH requirements. During Safety Inspections performed by the Safety, Security, and Emergency Preparedness Branch (SSEPB) and HIOSH, schools will be required to produce this reference as proof that its contents are understood and being enforced.

- **Ensure schools are prepared for Hurricane Season which starts at the beginning of June and ends at the end of November of each year.** Annual *Hurricane Season Preparedness Reminders* DOE Memos are written and issued out to remind all DOE schools and employees of information necessary to ensure preparedness for annual Hurricane Seasons.

- **Due to the current threats facing our schools today (i.e., active shooter, “stranger danger,” bullying, social media, etc.), it is a national “Best Practice” to have a school Vulnerability Assessment planned, scheduled, and done.** Vulnerability Assessments are an industry-wide and multi-functional process that detects and evaluates weaknesses and vulnerabilities of a school’s internal and external foundations; and provides recommended solutions to mitigate weaknesses and vulnerabilities. This will ensure that school administrators are taking a proactive approach to preventing, mitigating, and properly responding to **active threats** in accordance with the U.S. Department of Education *A Guide to School Vulnerability Assessments* (2008); U.S. Department of Homeland Security *K-12 School Security, A Guide for Preventing and Protecting Against Gun Violence* (2018); and the *Final Report of the Federal Commission on School Safety* (2018) issued to the President of the United States by the U.S. Departments of Education, Justice, Homeland Security, and the Health and Human Services. Please contact the Director of the Safety, Security, and Emergency Preparedness Branch (SSEPB) at (808) 784-5170 (office phone), (808) 518-9225 (business cell phone) or via email to have a school Vulnerability Assessment planned and scheduled for the **next school year**.

- **Complete and submit the school’s Safety Committee Minutes for the fourth quarter on the Lotus Notes database.** To access the database, go to the Lotus Notes toolbar, click on File, Open, then Lotus Notes Application. In the Look in box select LILINOTE/ROOTSERVER/HIDOE. Then scroll down to the STATE folder and click Open. Scroll down and select the SS folder and click Open. Finally, scroll down to School Safety Committee Minutes and click Open. This should add the School Safety Committee Minutes database onto your Lotus Notes workspace.

- **If not yet accomplished, complete and submit the school's SSS-14, *Drill Exercises Report Form*; and SSS-15, *Emergency Plans Report Form* on the Lotus Notes database.** To access the database, go to the Lotus Notes toolbar, click on File, Open, then Lotus Notes Application. In the Look in box select LILINOTE/ROOTSERVER/HIDOE. Then scroll down to the STATE folder and click Open. Scroll down and select the SSEPB Report Forms. Finally, scroll down to SSEPB Safety Reports Forms and click Open. This should add the SSEPB Safety Report Forms database onto your Lotus Notes workspace.
Reference: [*Required Safety and Emergency Documents, Forms and/or Reports for School Year 2019-2020*](#) memo dated September 12, 2019.
- **The Administrative Services Assistant ("ASA") will report to the CAS or the CAS's designee. Coordinate all requests for summer assistance from the ASA through the CAS, no later than June 1, 2020.**
- **The principal is responsible for the fiscal operations of the school.** The principal shall ensure that the SASA and other office staff have performed the necessary requirements to close out the fiscal year reporting period for financial records including, but not limited to: finalizing year end expenditures in FMS and ensuring program funds do not go into deficit, reconciling and year-end closing of Student Activity Fund (SAF) account(s), leave accounting updates and reconciliation, and performing fixed asset inventory procedures. The principal must be prepared to certify an accurate inventory by signing the Certification of Annual Inventory Report when due. Please refer to [*Fiscal Processing Schedule & Deadlines, March 2020 – March 2021*](#) memo dated February 28, 2020 (also known as the *Year End Close Memo*), for more information and deadlines. ***Should the SASA need assistance, please contact the Complex Area Business Manager.***

B. Matters Concerning the Repair, Maintenance, and Use of the School Facility

The principal's responsibilities in this area are to:

- **Prepare, in writing, a list of the specific priorities for repair and maintenance, taking into account such matters as to what repair and maintenance are to be completed when only some but not all requested repairs and maintenance can be performed during the summer; what additional repair and maintenance are to be completed when funds over and above that which is anticipated for the summer become available; whether or not a repair and maintenance project is to be undertaken when funds are insufficient to complete it, etc.** Cover the priorities in detail with the Athletic Director, Head Custodian, and SASA. This review should include all repair and maintenance requests (current and past years).

Should you have further questions regarding repair and maintenance, contact Office of Facilities and Operations, Facilities Maintenance Branch, at (808) 831-6731.

- **Prepare specific written instructions as to what is to be repaired or installed and the location (i.e., the room number, location in the room) of the repair/installation.** Cover these instructions in detail with the Head Custodian and SASA. Submit the *Report of Loss or Damage to State Property*, Form E-9, as appropriate.
- **Prepare written guidelines as to whether repairs which occur in emergencies should be undertaken by school custodians.** (Refer to the repair and maintenance guidelines when preparing the school guidelines).
- **Complete the processing, including the approval/disapproval, of all requests for use of school facilities received in the school.**
- **Prepare instructions, in writing, for the appropriate staff at school regarding the procedure to be implemented in case of emergencies such as fire, burglary, vandalism, trespassing, etc.** Prepare and post school plot plan indicating where water valves, gas valves, and electrical switches are located in (a) custodial workroom, (b) school office, and (c) principal's office. Place the school plot plan in the school's Emergency Action Plan (EAP).
- **Update information with the district office and the Safety, Security, and Emergency Preparedness Branch in reference to civil defense coordinators, alternates, and other key staff members for evacuation centers and emergency shelters during the summer.** Reference: Standard of Practice(s) 6410, DOE *Emergency Preparedness Basic Plan*; 6416, *DOE Emergency Preparedness, Basic Plan; School and Worksite Administrators Responsibilities*; and [Complex Area/School Emergency Call-Out List for School Year 2019-2020](#) memo dated August 1, 2019.
- **Instruct custodians to conduct monthly fire alarm drills during the summer and log them.**
- **Instruct custodians to identify fire inspection discrepancies in need of repair and submit the work order.** The request is made through the Maximo System.
- **Send an updated list of the names and phone numbers of those to be contacted after working hours, i.e., supervising and/or resident custodian in cases of emergencies to the district office.** The district office will send copies to the proper authorities (i.e., police and fire stations in the school's area). The custodian designated by the principal will check for damages and secure the facilities. Reference: Standard of Practice(s) 6410, DOE *Emergency Preparedness Basic Plan*; 6416, *DOE Emergency Preparedness, Basic Plan; School and Worksite Administrators Responsibilities*; and [Complex Area/School Emergency Call-Out List for School Year 2019-2020](#) memo dated August 1, 2019.

The SASA will contact the police to report vandalism and burglaries, conduct inventory losses, and follow up with the completion of appropriate forms during the work day. Instruct the SASA to submit forms to the district office.

- **Address all items in the Safety Reminders for Schools, Regular School Year under the section, "Closing of School."**
- **Prepare plans to address guidelines under the section, "Preopening of School."**
Reference: [Volume VII, Business Office Handbook, Safety and Accident Prevention Program/Policy and Safety Index.](#)

C. **Student-Related Matters**

The principal's responsibilities in this area are to:

- **Notify all parents and students in writing when the certificated/10-month and 12-month staff will and will not be available to answer inquiries about report cards, grade-level requirements, summer school courses needed for make-up, and other student-related matters. Encourage parents and students in the written notification to solicit additional information while the certificated/10-month and 12-month staff is available.**
- **Ensure that all front office staff is aware of procedures to respond to requests for information and/or evaluation referrals.** Additionally, staff should also be able to implement referral procedures appropriately and in a timely manner.
- **Gather and disseminate the following information to parents and students (if applicable) prior to the end of school:**
 1. Whether grade-level requirements have been met by a student.
 2. Whether a student is to be retained or promoted/graduated (including what must be done in order for a child to be promoted or graduated).
 3. Other information which the school anticipates will be needed.
- **Prepare class lists for next school year.** These should be completed to the extent possible with additions to be made later and to be posted before the start of school.
- **Prior to the closing of the school for summer, have the certificated 10-month personnel fill out attitudinal information for pending Family Court action involving students during the summer.**
- **For forms received after the certificated 10-month staff is released for vacation, identify sections of the forms to be completed by the SASA, for the Family Court which does not require professional judgment (i.e., age of child, attendance card, or grade), which can be obtained from available school records.**

- **For electronic Comprehensive Student Support System ("eCSSS") year-end procedures, refer to the eCSSS home page for a complete checklist and specific instructions. The following are some of the required tasks:**

Refer to the eCSSS homepage announcement for a year-end checklist and detailed instructions on year-end tasks related to eCSSS such as ensuring that eCSSS records are current and accurate, Extended School Year documentation, and access issues.

1. For eCSSS users leaving the school, have your school's eCSSS User Manager submit a request to revoke access via the eCSSS Access Request database on the eCSSS home page.
2. Please ensure that all records are correct and up to date. Run the following reports and keep a soft copy on hand:
 - a. Active 504 Plan/IEP Key Dates (Reports Category = SpEd - IEP/504 Plan)
 - b. 60 Day Timeline (Reports Category = SpEd – Evaluation)
 - c. 504 Plan (Student Report) - Daily (Reports Category = SpEd - IEP/504 Plan)
 - d. IEP Data (Student Report) - Daily (Reports Category = SpEd - IEP/504 Plan)
 - e. Child Count Verification - Daily (Reports Category = SpEd - Child Count)
 - f. Reading Assessment Data (Monthly) (Reports Category = SpEd – Benchmarks)
 - g. IDEA Students Subject to Disciplinary Removals (Reports Category = Incidents- Administrator Use Only)
 - h. Students with Firearms Violations (Reports Category = Incidents- Administrator Use Only)
3. Special Education Teachers:
 - a. Review the list of students under your “care coordinator” list and ensure that all Individualized Education Programs ("IEP") will be current on the first day of the next school year. If the IEP is due during the summer or in August, conduct the IEP meeting prior to the end of the school year and complete the IEP.
 - b. Review the list of students under your “care coordinator” list and ensure that all reevaluations are current and will not be due during the summer or in August. If so, schedule the re-evaluation at least 3 months prior to the end of the school year so the eligibility meeting will be completed before the summer break begins.

- c. Review the list of students under your “care coordinator” list and submit all student transportation requests prior to the end of the school year to ensure riders will receive services beginning the first day of school. Confirm with parents the correct address for pick up and drop off.
 - 4. Ensure that Service Verification Management (“SVM”) tasks are completed during the summer break so there are no breaks in service for students with Extended School Year (ESY).
 - 5. Ensure that all services provided during the COVID-19 School Closure are documented and uploaded in eCSSS under the COVID 19 tab.
- **Before the school year ends, designate an employee responsible for any Special Education (“SPED”) implementation of SPED services responsibilities.**

NOTE. These SPED responsibilities are highly time-sensitive as they are tied to federal timelines that do not allow delays due to unavailability of staff during school session breaks.

Responsibilities for implementation of SPED services, shall include, but not limited to:

1. IEP and Evaluation Services:
 - a. Identify initial evaluations in process that must be completed during the summer break and ensure that the required personnel to complete the evaluation is present and submits reports timely. Schedule the eligibility meeting and invite the required team members prior to the end of the school year.
 - b. Identify appropriate school personnel to participate in eligibility determinations, initial IEP meetings, or emergency IEP meetings.
2. Special Education Mediation:

NOTE. Parents of students eligible for IDEA services may request mediation at any time without filing a complaint or due process hearing request.

- a. Complete the IDEA mediation request form at: [http://www.hawaiipublicschools.org/DOE%20Forms/Special%20Education/Alternative Dispute ResolutionForm.pdf](http://www.hawaiipublicschools.org/DOE%20Forms/Special%20Education/Alternative%20Dispute%20ResolutionForm.pdf) and follow the instructions.
 - b. The mediation contractor will coordinate the mediation between family and school on any IDEA issue.
3. Special Education Written Complaints:
 - a. Inform parents of their right to file an IDEA state written complaint to the

Monitoring and Compliance (MAC) Branch. Although a form is not required, suggest to parents to use the form on the website at:
<http://www.hawaiipublicschools.org/DOE%20Forms/Special%20Education/WrittenComplaint.pdf>

4. Impartial Due Process Hearing Request:

NOTE. An impartial due process hearing request may be filed by parents who disagree with the identification, evaluation, placement or free appropriate public education of a student with a disability.

- a. Refer parents to the following link for an impartial due process hearing request form. Parents may, but are not required to, use the following form: <http://www.hawaiipublicschools.org/DOE%20Forms/Special%20Education/RequestforDueProcessHearing.pdf>
- b. Parents should file the request to the Complex Area Superintendent's Office. Submit the request to the District Educational Specialist ("DES") **within 24 hours. Do not delay.** Contact the DES immediately to confirm receipt.
- c. Receive guidance from the DES as to the specific action that will be taken (copying the confidential case files, listing witnesses, conducting a resolution session, etc.).
- d. Contact the DES for assistance to schedule a resolution session. The resolution session is to be conducted **within 15 days** of the receipt of the request for hearing.
- e. Coordinate all appropriate staff for testimony, briefing, consultation, and settlement review, per the DES or at the Attorney General's request. **Keep in mind the due process hearing may not be postponed due to staff unavailability.** Take the DES's lead on appropriate action relating to staffs' testimony.
- f. Implement the hearing decision, settlement agreement, or mediation agreement as soon as possible after the hearing is completed.

NOTE. Parents will be waiting for the implementation. Hearing decisions are issued year round and may be issued when school is not in session. Implementation must occur **immediately** as prescribed in the hearing decision, settlement agreement, or mediation agreement.

- g. **Within 60 days** of completion of the hearing, submit a verification report to demonstrate that implementation of the hearing decision, settlement agreement, or mediation agreement was completed. Keep copies of documents for review by MAC when requested.

D. **Casual Employee-Related Matters**

- The principal must notify casual employees who do not receive a Form 5 or contract of their employment status for the next school year and complete the [Notification of Employment Status to Employee form \("DOE OHR 300-012"\)](#) and [Report of Employees Without Reasonable Assurance of Employment form \("DOE OHR 300-013"\)](#) by the established deadlines.
- Provide the SASA or designee (if applicable) with sufficient employment information from the [DOE OHR 300-012](#) and [DOE OHR 300-013](#) forms to release information to the Department of Labor and Industrial Relations ("DLIR"), Unemployment Insurance Division ("UI").
- Provide written notification to casual employees (e.g., Part-Time Temporary Teachers ["PTTs"], Paraprofessional Tutors ["PTs"], Classified Substitutes, A+ workers, etc.) of reasonable assurance of returning to work the following term by completing the Form [DOE OHR 300-012](#) – **OR** provide written notification of non-renewal/termination.

Reasonable assurance should be given to a casual employee if:

1. Funding is available or customarily arrives after school dismissal. Check with the program manager if you are unsure.
2. Student enrollment in the class/program routinely has been sufficient to result in the employment of the employee.
3. The employee has a history of returning for several years and will likely return in the same capacity.

Note: a *casual employee* may be given reasonable assurance if returning to the same position or to another similar casual position.

How to give reasonable assurance to casual employees:

1. Provide Form [DOE OHR 300-012](#). The notice should be signed by the school administrator(s) who gave the reasonable assurance. Notify all program coordinators (e.g., A+, Title I, English Language Learner, etc.) of the written notification requirement, e.g., inform the school's A+ coordinator to provide reasonable assurance if you are not serving as coordinator OR the program manager may provide a supplementary signature on the [DOE OHR 300-012](#).

Exception: Form [DOE OHR 300-012](#) is not needed for substitute teachers who previously obtained the school administrator's signature on the [Substitute Teacher Application and Renewal form, DOE OHR 600-004](#).

2. Have the employee *sign* to acknowledge receipt. If the employee declines to sign, indicate such in the presence of a witness.

Distribution: Original: School
Copy: Employee

When to give reasonable assurance:

Before the last day of school. Timeliness is important because DLIR, UI begins contacting DOE schools and offices in early-mid June to ask whether the employee has reasonable assurance of returning.

When reasonable assurance cannot be given:

Reasonable assurance cannot be given to an employee if there is a *significant* contingency in funding or enrollment (e.g., a class-size relief PTT who will not be rehired in another casual position or an A+ worker in a program that will be contracted out the next school year).

Note: Notify all program coordinators (e.g., A+, Title I, English Language Learner, etc.) of the written notification requirement; e.g., inform the school's A+ coordinator if unable to provide reasonable assurance if you are not serving as coordinator.

- Instruct the SASA or designee (if applicable), if contacted by DLIR, UI to release a copy of the written notification. The DLIR, UI claims examiner needs this information for fact finding before issuing a decision to allow or deny benefits.
- Complete Form [DOE OHR 300-013](#) which lists the employees who were not given reasonable assurance. If all employees will return, submit a negative report. This report is also needed by your SASA or designee (if applicable) if contacted by DLIR, UI during the summer.

Distribution: Original: School

Inform an employee of termination if:

1. There is documentation of willful misconduct or deliberate disregard of the employer's interests, deliberate violations of standards of behavior that an employer has a right to expect.
2. Progressive discipline has been followed and documentation exists to support termination for just cause. Inform program coordinators and supervisors in the school of these pre-termination principles, which apply throughout the year.
3. If any of the requirements in Section E are not met, schools may be held responsible for paying any applicable unemployment benefits.

- **If an employee from your school/office is eligible for unemployment compensation during the summer and returns the next term:**

Upon the employee's return, notify DLIR's Unemployment Insurance Division of the employee's return in order to ensure that compensation will cease. This is primarily the employee's responsibility; however, until notified by the employee or the employer, DLIR will continue payments that are charged to DOE.

Should you have questions regarding unemployment insurance, please contact Maile Horikawa, at (808) 441-8348.

E. **Official Enrollment Count for School Year 2020-2021**

The principal's responsibilities are to:

- **Ensure the registrar and/or the school office staff regularly checks the school's alpha roster which is available on the Statewide Student Enrollment System ("SSES") student database.** The count derived from the roster will be used to determine the school's official enrollment count.
 1. School staff should confirm the school alpha roster on the SSES by checking against the school's student information system.
 2. Student gains and losses may be recorded or schools can utilize the HIDEOE Admission Withdraw report available in the student information system. This record of gains and losses will help reconcile differences between the enrollment counts on the **SSES** student database as well as the student information system.
 3. Enrollment count dates for year-round schools will be provided in a separate memo.
- **Ensure that the student retentions and accelerations are entered in the school's student information system by 4:00 p.m. on June 12, 2020 for all students.**
- **Ensure that the student gains and losses are done directly in the school's student information system on a daily basis.**
- **Ensure that school completion/graduation codes which flag BOE diplomas or special education certificates of completion for students are entered in the school's student information system by 4:00 p.m. on June 12, 2020.**