



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

OFFICE OF THE DEPUTY SUPERINTENDENT

March 31, 2020

Action Required

TO: Complex Area Superintendents
Principals (All)

FROM: Phyllis Unebasami *Phyllis Unebasami*
Deputy Superintendent

SUBJECT: **Revised Academic Plan Information and Financial Plan Template Timeline for School Year 2020-2021**

In light of the current global health crisis due to COVID-19, the deadlines for the Academic Plans and Comprehensive Financial Plans are being extended. The information below supersedes the timeline detailed in the August 30, 2019 memo on this subject.

Deadlines have been revised as follows:

Plan Title	CAS Approved by
Salaried Financial Plan	<i>Completed</i>
Comprehensive Financial Plan	June 5, 2020 (April 15, 2020)
Academic Plan	June 5, 2020 (May 8, 2020) and with each revision

Notification of this extension should be shared with your school staff. This extension is in response to the Governor's Stay-at-Home, Work-from-Home orders which are in effect until April 30, 2020. Although these orders will make meetings with School Community Councils (SCC) challenging, we encourage schools to reach out to their SCCs (i.e., virtual meetings, email, mail, etc.) for feedback on Academic Plans. It is expected that schools will resume SCC meetings as soon as feasibly possible to share their plans once operations resume.

For questions regarding:

Topic	Contact	Email
SCC Guidance	Polly Quigley, SCC Educational Specialist	polly.quigley@k12.hi.us
Academic Plans	Wanelle Kaneshiro, Policy, Innovation, Planning and Evaluation Director	wanelle.kaneshiro@k12.hi.us
Financial Plan Templates	Kimberly Chee, Budget Specialist	kimberly.chee@k12.hi.us

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- c: Assistant Superintendents
- Internal Audit Office
- Complex Area Business Managers
- School Transformation Branch
- Budget Branch