



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

May 4, 2020

**TO:** Complex Area Superintendents  
Principals (All)  
School Community Council Chairpersons (All)

**FROM:** Dr. Christina M. Kishimoto  
Superintendent 

**SUBJECT: School Community Council End of Year Tasks School Year 2020-2021 and Update on School Community Council Waiver/Exception Requests**

Due to the current COVID-19 situation, School Community Councils (SCC) have been unable to meet face-to-face to complete the required end-of-year tasks. Furthermore, the Board of Education was unable to review the Round 1 SCC Waiver/Exception Requests at their April 2020 meeting. All schools that submitted Round 1 and 2 requests will be notified once the Board of Education is able to review and approve them.

The table below provides guidance to SCC's so that they may complete the approval of the SY 2020-2021 Academic Plan, the SCC Self-Assessment Survey, the annual Principal Evaluation and the SCC Assurances Forms.

	<b>Reviewing Academic Plans</b>	<b>SCC Self-Assessment Survey</b>	<b>Principal Survey (Confidential)</b>	<b>SCC Assurances Forms</b>
<b>Due Date</b>	Ongoing	June 19, 2020	June 19, 2020	June 5, 2020
<b>E-mail</b>	Share Academic Plan with SCC members via email and ask for input/feedback/vote.	Provide PDF of Self-Assessment to members via email for their review.	Email the Principal Survey to SCC members (excluding Principal) and have them complete and return the form fillable PDF to SCC Chairperson via email.	Email forms to SCC Chairperson for e-signature.

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Virtual Meeting	Share Academic Plan with SCC via virtual meeting (Zoom, WebEx), discuss and vote.	Meet virtually with SCC to take the online Self-Assessment Survey together (using Zoom or WebEx).	SCC to meet virtually with SCC members (excluding Principal) using Zoom or WebEx and share/complete the Principal Survey. SCC Chairperson will email results.	Mail forms to SCC Chairperson (with postage paid return envelope) for signature.
US Postal Service	Mail Academic Plan to SCC members and ask for feedback via email and vote.	Mail PDF of Self-Assessment to members to complete and return to SCC Chairperson to average scores and complete online.	Mail a copy of the Principal Survey to SCC members to complete (excluding Principal) and include a postage paid return envelope. SCC Chairperson to calculate averages, complete survey and email results.	Email forms to SCC Chairperson and have SCC Chairperson email approval. Attach email to SCC Assurance Forms when sending to Complex Area Superintendent.
Phone call	Conference call to SCC members to discuss the Academic Plan.	Conference call to SCC members (if no virtual option is available) and go through the survey over the phone/ask for responses/ complete online survey.	SCC chairperson to call members and go through the survey over the phone/ask for responses/SCC Chairperson completes the PDF version of form and emails results.	Principal to call SCC Chairperson and determine best method to complete forms.

The end-of-year Surveys and SCC Assurances Forms are posted online at:

<https://intranet.hawaiipublicschools.org/offices/ceo/scc>.

Should you have any questions or need guidance or support in completing the SCC end-of-year tasks or if you have questions related to your Round 1 or Round 2 SCC Waiver/Exception requests, please contact Dr. Polly Quigley, Educational Specialist at (808) 305-0694 or via email at [scc@k12.hi.us](mailto:scc@k12.hi.us). Thank you for your attention to this matter.

CMK:pq

c: Community Engagement Branch