

**HOPi SCHOOL SYSTEM ACTION PLAN FOR 2023 - 2024**

<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>	<b>COMPLETE NO LATER THAN</b>
Submit completed HSS's P.L. 100-297 Grant Application and Organizational Chart to the BIE	HBE	Jan. 31, 2023
Conduct community, school staff and education stakeholder meetings and outreach to provide updates and answer questions	HBE	Ongoing
Issue Request for Proposal to hire Hopi School System attorney; review/interview candidates	HBE	Feb. 15, 2023 – June 15, 2023
Determine administrative costs grant budget for 2023/2024 school year, in consultation with school finance staff and administrators	HBE	March 31, 2023
Issue Request for Proposal to select Bank for HSS bank accounts; review proposals; select Bank accounts (Checking/Operating, Investment)	HBE	April 30, 2023
Select and establish members for HSS Curriculum Committee who will be charged with conducting research, consultation and recommendation for HSS uniform curriculum	HBE	July 31, 2023
Decision reached and issued on HSS's P.L. 100-297 Grant Application	BIE Director	120 days after date of submission
Hire Chief School Administrator, Finance Director and Personnel Director	HBE	June 30, 2023
Finalize any remaining HSS Policies and Procedures, Employee Handbook, and Student Handbook	HBE	June 30, 2023
Finalize HSS Organizational Chart	HBE	June 30, 2023
Hire HSS Attorney	HBE	June 30, 2023

<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>	<b>COMPLETE NO LATER THAN</b>
Hire Curriculum and Instruction Specialist	HBE	July 31, 2023
Curriculum Committee provides recommendation for HSS uniform curriculum to HBE	Curriculum Committee	October 31, 2023
Select Curriculum for HSS for 2024/2025 school year	HBE	November 15, 2023
Select health and retirement benefits	HBE	January 1, 2024
Finalize 2024/2025 HSS calendar	HBE, in consultation with local schools	February 29, 2024
HSS employment contract is drafted and final version is approved for use by the HBE	HBE in consultation with CSA, Personnel Director, HSS Attorney	February 29, 2024
Hire Central Administration Office staff and conduct background checks	HBE, in consultation with CSA and Personnel Director	June 30, 2023 – June 30, 2024
Hire School staff for 2024/2025 school year and conduct background checks	HBE, in consultation with CSA and Personnel Director	June 30, 2024
Teacher professional development and training for selected curriculum	HBE, in consultation with Curriculum and Instruction Specialist, Principals, Teachers (Regular, Specialty and Resource Professionals), Teacher Assistants	January 1, 2024 – August 31, 2024
Uniform HSS standards, curriculum, assessments and accountability system selected and implemented at all Hopi schools	HBE, in consultation with Curriculum and Instruction Specialist, Principals, Teachers (Regular, Specialty and Resource Professionals), Teacher Assistants	2024/2025 School Year
Transition to unified Hopi School System is complete	HBE/HSS	2024/2025 School Year