

UPDATED ACTION PLAN
FOR
HOPI SCHOOL SYSTEM

RATIFIED BY: HOPI BOARD OF EDUCATION

DECEMBER 20, 2023

**UPDATED ACTION PLAN TO IMPLEMENT THE HOPI SCHOOL SYSTEM
December 20, 2023**

The Hopi Board of Education (HBE) has updated the following Action Plan to implement the Hopi School System (HSS). The updated Action Plan runs from 2023 to 2025, and includes the implementation actions, persons responsible, and completion dates.

ACTION	RESPONSIBLE PARTY	COMPLETE NO LATER THAN
Conduct community, school staff and education stakeholder meetings and outreach to provide updates and answer questions. An agenda and record of the sign in sheet or list of participants for stakeholder meetings shall be taken.	HBE	Ongoing
Office of General Counsel begins serving as the official attorney for the HBE regarding the appeal of the BIE grant denial and application.	HBE	November 9, 2023
BIE issues decision on HSS appeal.	HBE	December 18, 2023
HBE becomes school board for Hopi School System and all Hopi schools upon issuance of BIE decision overturning denial on December 18, 2023, or on a date as otherwise made effective by the BIE's decision.	HBE	December 18, 2023
Occupation permit issued for HSS Central Administration Office modulars.	BIE	January 31, 2024
Select and establish members for HSS Curriculum Committee who will be charged with conducting research, consultation and recommendation for HSS uniform curriculum.	HBE	January 31, 2024
Begin dialogue with the Hopi Tribe Elections Office regarding 2024 Election of the HBE	HBE	January 31, 2024
Finalize any remaining HSS Policies and Procedures, Employee Handbook, and Student Handbook.	HBE	April 1, 2024
Finalize HSS Organizational Chart.	HBE	April 1, 2024
Open HSS Bank accounts (Checking/Operating, Investment, etc.).	HBE	May 1, 2024

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ACTION	RESPONSIBLE PARTY	COMPLETE NO LATER THAN
Determine administrative costs grant budget for 2024/2025 school year, in consultation with school finance staff and administrators.	HBE	May 30, 2024
Interview attorneys and law firms who responded to HBE’s Request for Proposal and hire HSS attorney.	HBE	June 1, 2024
Hire Finance Director	HBE	June 30, 2024
Local School Boards establish budgets, sign contracts with all school employees, food service contracts, bus leases, etc. for the 2024/2025 school year, as the local school boards are the legal authority to enter such contracts and set budgets prior to the transition date of July 1, 2024. After the HBE becomes the grantee with the legal authority to enter these contracts, the HBE will have these contracts transferred to the HBE as needed.	Local School Boards	June 30, 2024
HBE utilizes HSS Fiscal Management policies and procedures to maintain integrity of the P.L. 100-297 grant and ensure schools receive the appropriate funds for their school based on their 2024/2025 budget, student count, O&M funding, special education, transportation, and all other Title and grant programs which will be distributed to the schools. Based on these funding sources, HBE will establish site-based budgeting for each school for the 2024/2025 school year only. HSS funding resources will be allocated to the site school with budget authority for programs, payroll, and services granted to the school’s principal and business office staff with oversight by and reporting to the CSA. The HSS will provide site-based funding to the schools based on BIE distributions of 80% on July 1 and 20% on Dec. 1 and monthly for any schools which are in BIE sanction Levels.	HBE	July 1, 2024

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ACTION	RESPONSIBLE PARTY	COMPLETE NO LATER THAN
Examine student counts per school and staffing to determine appropriate student/teacher ratio per BIE guidelines.	HBE	July 31, 2024
Provide training on HSS Policies and Procedures for all school and Central Administration Office staff	HBE	July - August 2024
Hire Curriculum and Instruction Specialist	HBE	August 31, 2024
Examine schools' existing salary schedules, establish universal HSS salary schedule for all seven schools, and address pay parity for staff salaries across all schools and competitive with neighboring school districts. The HSS salary schedule will begin with the 2025/2026 school year.	HBE	October 31, 2024
Curriculum Committee provides recommendation for HSS single curriculum for all HSS schools to HBE.	Curriculum Committee	October 31, 2024
Hold 2024 Election of HBE	Hopi Tribe Elections Office	November 30, 2024
Select Curriculum for HSS for 2025/2026 school year.	HBE	November 30, 2024
Select health and retirement benefits.	HBE	January 1, 2025
Finalize 2025/2026 HSS calendar.	HBE, in consultation with local schools	February 29, 2025
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, 2025
Hire Central Administration Office staff under new HSS salary schedule and contract and conduct background checks.	HBE, in consultation with CSA and Personnel Director	June 30, 2025
Hire schools' academic and administrative staff for 2025/2026 school year and conduct background checks.	HBE, in consultation with CSA and Personnel Director	June 30, 2025

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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	August 15, 2025
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	2025/2026 School Year
Implementation of the unified Hopi School System is complete.	HBE/HSS	2025/2026 School Year