



Timothy Nuvangyaoma
CHAIRMAN

Craig Andrews
VICE-CHAIRMAN

ACTION PLAN FOR 2022/2023
HOPI SCHOOL SYSTEM
Updated September 14, 2022

This Action Plan updates the timelines and actions needed to complete the transition to the unified Hopi School System. This updated Action Plan covers the time period from 03/01/2022 to 07/01/2023, and includes all current Action Steps from the TT Roadmap (dated 02/10/2020). During the 2022/2023 school year, Schools remain under their existing local school boards, policies and procedures and enter contracts in Spring 2023 for the 2023-2024 SY with provision to transfer/assign contracts to the HBE once the Hopi School System PL 100-297 grant is approved. The Transition Team's Roadmap should be updated to reflect these new timelines.

The following abbreviations are used in this Action Plan:

HTC:	Hopi Tribal Council	P&P:	Policies and Procedures
HEC:	Health and Education Committee, Hopi Tribal Council	TED:	Tribal Education Department
HSS:	Hopi School System	HR:	Human Resources
HBE:	Hopi Board of Education	Code:	Hopi Education Code
CAO:	Central Administration Office		
CSA:	Chief School Administrator		
TT:	Transition Team		
SPT:	Strategic Planning Team of the Transition Team		
DOE:	Hopi Department of Education and Workforce Development		
BIE:	Bureau of Indian Education		
O&M:	Operations and Maintenance		
PD:	Professional Development		
HJSHS:	Hopi Junior Senior High School		
CTE:	Career and Technical Education		

**ACTION PLAN
HOPI SCHOOL SYSTEM TRANSITION**

**September 14, 2022
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ACTION STEPS	RESPONSIBLE ENTITY/PERSON	COMPLETION DATE	RESOURCES NEEDED	OUTCOME EXPECTED
<p>Adoption and Approval of HBE Bylaws:</p> <ul style="list-style-type: none"> • HBE adopts its Bylaws • HBE submits Bylaws to HTC for approval 	<p>HBE, HTC, HEC, DOE</p>	<ul style="list-style-type: none"> • HBE Bylaws adopted on 03/16/2022 • HTC reviews in 05/22 <i>[completed]</i> 	<ul style="list-style-type: none"> • Examples of school board bylaws • Research of bylaws 	<ul style="list-style-type: none"> • Adopted and approved HBE Bylaws
<p>Modular Buildings Delivered and Made Ready for Central Administration Office:</p> <ul style="list-style-type: none"> • Hopi Realty Office prepares and submits Sublease Agreement to HTC for approval, and completes all other tasks needed for Sublease at HJSHS site • Attend “Kick-Off” meeting with BIE and contractor • BIE conducts site prep analysis and work • BIE delivers and makes modulars move in ready • Placement of modulars must be in compliance with and follow Ordinance No. 55 	<p>HEC, HBE, DOE, BIA, BIE, Transportation and Facilities SPT, Hopi Realty Office, TERO, Hopi Revenue Office, Hopi Facilities Office, HDOT, HTI, APS, TT IT, HJSHS, Office of Environmental Health (IHS)</p>	<ul style="list-style-type: none"> • HTC reviews Sublease (04/2022) • Kick Off Meeting (04/2022) • BIE Site prep (Summer/Fall 2022) • Modulars delivered (by 12/30/22) 	<ul style="list-style-type: none"> • Blueprint sketches for modulars • List of IT, utility and other site prep needs • Ordinance No. 55 • Consultant to serve as Project Manager 	<ul style="list-style-type: none"> • HTC approves Sub-lease • BIE conducts all site prep work • BIE delivers and sets up modulars
<p>Conduct “Town Hall” Meetings with:</p> <ul style="list-style-type: none"> • Locals schools, Principals, Teachers and Staff • Local School Boards • Parents and community members 	<p>HBE, DOE, TT officers</p>	<p>04/01/22-09/01/22 <i>[First round of Town Halls completed]</i></p>	<ul style="list-style-type: none"> • Zoom Meeting Link 	<ul style="list-style-type: none"> • Stakeholders are aware of transition plan and processes • HBE is better informed on school needs and operations

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<p>Hold Meetings with Principals and Local School Boards:</p> <ul style="list-style-type: none"> • Hold meetings with school principals and local school board members to identify needs and procedures for conducting the transition to ensure a smooth transition 	<p>HBE, DOE, Principals, Local School Board members</p>	<p>04/01/22-09/01/23</p>	<ul style="list-style-type: none"> • Zoom Meeting Links and in person meetings 	<ul style="list-style-type: none"> • HBE is better informed on school needs and operations • Transition protocols are established
<p>Additional Public Relations Outreach:</p> <ul style="list-style-type: none"> • HBE drafts monthly or quarterly Bulletins to inform the public and schools of transition status and processes • HBE members meet with their respective schools and local school boards to answer questions, provide information on the transition, and gather needed information on school operations, contracts, etc. • HBE puts up Website to act as primary public information center for the transition • HBE conducts interviews on KUYI radio 	<p>HBE, DOE, TT officers</p>	<p>04/01/22-07/01/23</p>	<ul style="list-style-type: none"> • In Person and/or Zoom Meeting Link • Website domain purchased 	<ul style="list-style-type: none"> • Stakeholders are aware of transition status and processes • HBE is better informed on school needs and operations
<p>Hiring of Initial HSS Staff:</p> <ul style="list-style-type: none"> • HBE consults with the TT and DOE to develop position descriptions for: <ul style="list-style-type: none"> ○ Chief School Administrator ○ Finance Director ○ One Clerical Staff • Hopi Tribe HR Office advertises PDs for the above positions 	<p>HBE, Hopi HR Office, DOE</p>	<p>04/01/22 – 12/01/22</p>	<ul style="list-style-type: none"> • Position descriptions for all initial positions • Follow Hopi Tribal Human Resources Position Description format 	<ul style="list-style-type: none"> • CSA, Finance Director and clerical staff are hired

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<p>Develop Hopilavayi Program:</p> <ul style="list-style-type: none"> • Approve HBE Hopilavayi Committee, Code, sec. 4.9D(4). • Reach out to and identify locally trained language educators to build capacity, develop standardized Hopilavayi Curriculum, and organize Hopilavayi program. • HBE to create a Pilot Program to begin an immersion Hopi language and culture program, Code, sec. 13.8. • All educators as part of this Pilot Program must hold a certification as required by the Code. 	HBE, TT, DOE	04/01/22 – 07/01/23	<ul style="list-style-type: none"> • Locally trained and certified language educators • Identify school to host pilot program 	<ul style="list-style-type: none"> • Established Hopilavayi Committee and standardized curriculum • Established Hopi Language and Culture Pilot Program • Increased conversationally proficient Hopi language students
<p>HBE and TT provide Reports to HEC:</p> <ul style="list-style-type: none"> • HBE and the TT to provide monthly reports to the HEC, Code, sec. 4.17.B • Provide written report to HEC Secretary and ask for it to be placed on next HEC agenda • Dr. Sakiestewa will provide HBE monthly reports 	HBE and TT officers, Dr. Noreen Sakiestewa	04/01/22-07/01/23	<ul style="list-style-type: none"> • HBE and TT monthly reports 	<ul style="list-style-type: none"> • HEC is informed of HBE and TT’s work throughout the transition
<p>Establish HBE Committees:</p> <ul style="list-style-type: none"> • As required by section 4.9 of the Hopi Education Code, establish any committees identified as needed for the transition to the unified Hopi School System 	HBE, TT, DOE	04/01/22 – 07/01/23	<ul style="list-style-type: none"> • Identify stakeholders to serve on committees 	<ul style="list-style-type: none"> • Focused work on specific, education related issues
<p>Career and Technical Education funding:</p> <ul style="list-style-type: none"> • Discuss additional funding with BIE for a “Career and Technical Education” vocational education program and equipment at the HJSHS 	BIE, HBE, DOE, HEC, TT, Ed Serv SPT	04/01/22 – 07/01/23	<ul style="list-style-type: none"> • Research of options for increasing funding for CTE 	<ul style="list-style-type: none"> • Approved funding for CTE program • CTE program begins providing classes/ programs

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<p>Draft a Transition “Start Up” Budget:</p> <ul style="list-style-type: none"> HBE, in consultation with TT, will identify all costs associated with starting the CAO Examples: office furniture, computers, office supplies, copiers, IT servers, etc. 	HBE, DOE, TT	<ul style="list-style-type: none"> First Draft (05/01/22) Final Draft (10/15/22) 	<ul style="list-style-type: none"> Research equipment and supply costs 	<ul style="list-style-type: none"> Established startup cost budget
<p>HSS Administrative Costs Grant budget:</p> <ul style="list-style-type: none"> BIE approves approximately \$4.7 million in administrative costs grant 80% available on July 1, 2023, and 20% available on Dec. 1, 2023. 	BIE, HBE, HEC, DOE	08/01/22 [<i>completed</i>]	<ul style="list-style-type: none"> Legal research of administrative costs grant 	<ul style="list-style-type: none"> At least \$4 million administrative costs grant approved Increased funding for administrative staff positions
<p>Draft a Transition “Year 1” Budget:</p> <ul style="list-style-type: none"> HBE, in consultation with TT, local school boards, and CSA, will draft a budget for first year of the HSS. 	HBE, DOE, TT, CSA	<ul style="list-style-type: none"> First Draft (11/01/22) Final Draft (02/01/23) 	<ul style="list-style-type: none"> Research of budget needs Discussions with TT and principals 	<ul style="list-style-type: none"> Established Year 1 budget
<p>Consult with Pre-Schools and Adult Education:</p> <ul style="list-style-type: none"> Collaborate with Hopi pre-schools/Head Start and Adult Education Programs to align curricula, Hopilavayi programs, and ensure smooth transition These programs are not under HBE’s oversight 	HBE, DOE	05/01/22 – 07/01/23	<ul style="list-style-type: none"> Presentations by pre-K and Adult education program directors List of all curricula used 	<ul style="list-style-type: none"> Greater alignment and collaboration with pre-schools and adult education and K-12

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<p>Request Additional BIE Funding for:</p> <ul style="list-style-type: none"> • New Project Manager to oversee Modular Project for Central Administration Office • CAO office equipment, computers, IT servers, supplies, custodial equipment, furniture, landscaping, etc. • Architect to design permanent CAO building (add to TED Grant budget and issue Request for Proposal (RFP)) 	DOE, HBE	05/01/22	<ul style="list-style-type: none"> • Sample Position Descriptions for Project Manager • List of needed office equipment and supplies • Sample RFPs and Scope of Work for Architect 	<ul style="list-style-type: none"> • BIE approves additional TED grant funds for additional positions and CAO office needs • Hired new Project Manager • Hired Architect
<p>Draft Attendance Area Designation Policy:</p> <ul style="list-style-type: none"> • Meet with stakeholders, parents, schools to inform them of new policy requirement and gather input on drafting of detailed policy to return to community schools • See Chapter 11 of Hopi Education Code • Determine whether schools been phasing in the policy as set forth in the Code? 	HBE, TT, DOE	05/01/22 - 10/01/22	<ul style="list-style-type: none"> • Input from stakeholders • Research district attendance area policies 	<ul style="list-style-type: none"> • Established attendance area designation policy
<p>Adopt HSS Policies & Procedures:</p> <ul style="list-style-type: none"> • HBE, in consultation with the TT and SPTs, researches and adopts HSS Policies and Procedures, Financial policies and internal controls, HR policies, standardized curriculum, and other education systems • HBE provides first draft P&P to HEC • HBE provides the adopted HSS Policies and Procedures to the HTC for their information • Conduct Training with principals, teachers and administrative staff on the new HSS Policies and Procedures • Form Committee to oversee drafting 	HBE, TT, HEC	<ul style="list-style-type: none"> • First Draft (08/01/22) • Second Draft (10/01/22) • Third Draft (12/01/22) • Final Draft of (01/01/23) • Training (2023) 	<ul style="list-style-type: none"> • Examples of policies and procedures, curriculum, etc. 	<ul style="list-style-type: none"> • Adopted HSS Policies and Procedures, standardized curriculum, and other education systems • Teacher and staff understand new HSS P&P • Adopted HSS Policies and Procedures provided to the HTC

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<p>Complete PL 100-297 Grant Application:</p> <ul style="list-style-type: none"> • HBE submits “Letter of Intent to Grant” to BIE informing BIE of intent to submit PL 100-297 Grant Application • HBE completes PL 100-297 Grant • HBE submits Tribal Resolution/Code approving submittal of an application to the BIE 	<p>HBE, HEC, DOE</p>	<ul style="list-style-type: none"> • First Draft (10/01/22) • Second Draft (12/01/22) • Application to BIE (01/31/23) 	<ul style="list-style-type: none"> • New PL 100-297 Grant Application from BIE • Examples of Hopi schools’ completed PL 100-297 grant applications • BIE Grant Advisor 	<ul style="list-style-type: none"> • BIE approves HSS Single PL 100-297 Grant
<p>Chief School Administrator and Finance Director Begin Setting Up the CAO:</p> <ul style="list-style-type: none"> • DOE offices may have office space for the CSA, Finance Director and Clerical staff until temporary modulars are placed and opened. • Identify alternative office space in the event DOE does not have office space for these positions • Purchase office equipment, computers, supplies, etc. for these positions under TED grant • CSA and Finance Director, in consultation with the HBE and TT, begin setting up Financial Management System, policies and procedures, banks accounts, etc. • CSA, in consultation with the HBE and TT, begins analysis of first staff positions to be hired and position descriptions • CSA, in consultation with the HBE and TT, begins developing HSS policies and procedures, standardized curriculum, etc. • CSA serves on the TT as ex officio • CSA meets with HBE at least once a month to give monthly status report 	<p>CSA, Finance Director, HBE, TT</p>	<p>06/01/22 - 07/01/23</p>	<p>Examples of:</p> <ul style="list-style-type: none"> • Unified school district job descriptions • Financial policies and procedures • School system policies and procedures 	<ul style="list-style-type: none"> • Preliminary drafts of: <ul style="list-style-type: none"> ○ CAO staff job descriptions ○ HSS Financial and HR policies and procedures ○ HSS policies and procedures • Initial office equipment, computers, etc. purchased for CSA, Finance Director and Clerk

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Hire CAO Staff: <ul style="list-style-type: none"> HBE and CSA hire CAO staff 	HBE	06/01/22 - 07/01/23	<ul style="list-style-type: none"> Position descriptions, offer letters/contracts, acceptance/ response 	<ul style="list-style-type: none"> Hired CAO staff
Research and Set Up Bank Accounts: <ul style="list-style-type: none"> Conduct research into financial institutions to set up banking system, UEI number, etc. for the HSS 	HBE, CSA, DOE, TT	10/01/22	<ul style="list-style-type: none"> Research of banking institutions and products Meet w/ bankers 	<ul style="list-style-type: none"> Awareness of appropriate banking institutions and products Bank Accts. set up
Site Visit at Hopi with BIA Facilities Staff to: <ul style="list-style-type: none"> BIA Site Visit of CAO site (<i>Completed 07/29/2020</i>) Confirm utility hook up and other needs for site prep at the CAO site (<i>Completed</i>) Examine site for proposed Warehouse storage building (<i>Completed</i>) Determine location for proposed Bus Barn Examine possible new Teacher/Staff Housing sites 	HBE, DOE, HEC, HJSHS Facilities staff	10/31/22	<ul style="list-style-type: none"> Analysis of utilities available at site location List of administration staff in CAO and at schools 	<ul style="list-style-type: none"> BIE has greater understanding of site location needs Confirmation of site prep BIE will provide
Pursue Two Options for Permanent CAO Building: <ul style="list-style-type: none"> <u>Plan A</u>: Get commitment from BIE to fund construction of permanent CAO building, or <u>Plan B</u>: Get authorization from HTC to construct building and lease building back to BIE under the Section 105(1) BIA Lease program, and get BIE's approval of lease. <u>Plan C</u>: Examine HTHA funding that may be used to fund CAO building 	HEC, HTC	2022/2023	<ul style="list-style-type: none"> Architectural blueprints of CAO building Section 105(1) lease examples Discussions with HTHA 	<ul style="list-style-type: none"> Final decision and BIE approval on building option (Plan A, B or C)

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<p>Move into Temporary Modulars:</p> <ul style="list-style-type: none"> CSA and staff start setting up CAO in modulars 	CSA and CAO staff	01/01/23	<ul style="list-style-type: none"> CAO layout plan for office spaces/ departments 	<ul style="list-style-type: none"> Move into temporary modulars Office equipment, computers delivered
<p>Adopt Code of Ethics for the Hopi School System:</p> <ul style="list-style-type: none"> HBE adopts HSS Code of Ethics 	HBE, DOE	01/31/22	<ul style="list-style-type: none"> Research and review examples of Codes of Ethics 	<ul style="list-style-type: none"> Adopted HSS Code of Ethics
<p>Reach Commitment from BIE on Additional HSS Requests:</p> <ul style="list-style-type: none"> Funding for a Bus Barn Funding for Central Receiving Warehouse Funding for Staff and Teacher Housing, including HUD funding/resources More O&M funding because Congress only funds @ 50% Funding for separation of HJSHS by either: <ul style="list-style-type: none"> Facility Improvement & Repair project source funding, or Other BIE funding source 	HEC, HBE, DOE, BIE, BIA	2023	<ul style="list-style-type: none"> Architectural drawings of Bus Barn and housing Analysis of O&M funding Acquire the O&M funding formula from BIA for HSS. Compare the “Need” to the allocation Drawings for separate Junior High 	<ul style="list-style-type: none"> Bus Barn is funded and begins construction New Teacher and Staff housing units funded and begin construction Increased O&M funds Separate JH funded and begins construction
<p>Transfer Authority to HBE:</p> <ul style="list-style-type: none"> HBE transfers local school board powers and authorities to the HBE HBE establishes a single set of local school board election rules and bylaws Local schools conduct local school board elections (Summer 2023) 	HBE	07/01/23	<ul style="list-style-type: none"> Examples of local school board election procedures Consultation with local schools and villages on needs for elections 	<ul style="list-style-type: none"> Local schools apply new election procedures to elect new local school boards for each school
<p>Transition to Hopi School System Occurs.</p>	HBE	07/01/23		