OFFICE OF THE SUPERINTENDENT

April 7, 2014

TO
Complex Area Superintendents
Principals
School Community Council Chairpersons

FROM: Kauhun S. Matayoshi, Superintendent

SUBJECT: School Community Council Self-Assessment Survey Online

The Online School Community Council (SCC) Self-Assessment Survey is utilized to collect data annually on the quality of the SCC implementation. The survey sets a clear and consistent standard for the core elements of an effective SCC.

School Community Councils are responsible for supporting the development and progress of the Academic and Financial Plan. For an SCC to become an effective team, members must invest time to clarify the goals, strengthen the process and build relationships that will help people work together.

The SCC Self-Assessment Survey Online should be completed annually at the end of the school year with part or all of the current SCC members. The deadline for the SCC Self-Assessment Survey Online is Friday, May 30, 2014, in order for the survey to be included in the complex/complex area and statewide compiled results.

Attached are the instructions to access, complete, and view the SCC Self-Assessment Survey Online:
- Attachment A is for SCC Members – Directions for the Survey.
- Attachment B is for Principals – Instructions to Generate a Control Number, Revised 03/2014.
- Attachment C is for SCC Chairpersons – Instructions to Complete the Survey, Revised 03/2009.
- Attachment D is for the Complex Area Superintendents and Principals – Instructions to View the Survey Results, Revised 03/2009.

Your attention to this matter is greatly appreciated. Thank you for your cooperation.

If you have any questions, please contact Ms. Jill Zodrow, Educational Specialist for SCC, at 305-9722 or via Lotus Notes.

KSM:JZ:la

Attachments

c: Board of Education
   Assistant Superintendents
   Superintendent's Office Directors
   Office of Curriculum, Instruction and Student Support
Directions for the School Community Council
Self-Assessment Survey Online

1. SCC members refer to the SCC Handbook II (pages 34-38), complete the assessment individually, and bring it to the SCC meeting.

2. SCC members read through the practices and circle the numeric rating that they think represents how the SCC operates.

3. At the beginning of the meeting, team members chart individual ratings for each criterion.

4. Discuss the items where the team members have significantly different ratings.

5. Build a general agreement among the team about what overall score best reflects the current practice of the SCC for each item and/or category.

6. Complete the narrative section with comments, next steps, and accomplishments.

7. Input results online by SCC Chairperson after general agreement is reached and the Council has finished the Self-Assessment Survey.
Instructions to Generate a Control Number
School Community Council Self-Assessment Survey Online

A. Prerequisites for using the School Community Council (SCC) and
School Documents Online (SDO) Websites:

A Windows or Macintosh computer with one of the following Internet browsers installed:

- Internet Explorer 6.0 or higher (Windows) or;
- Mozilla Firefox 2.0 or higher (Windows/Mac OS X 10.2 or higher)

B. Principals (only) must generate a survey key Control Number for the SCC Chairperson to complete the SCC Self-Assessment Survey:

1. Go to the Hawaii DOE Web Application Portal at:
http://iportal.k12.hi.us/AppPortal

2. In the left menu, under “Applications,” click on School Documents Online.
Note: Do not click on SDO (Public Site). You may need to click on the down
arrow to locate SDO.

3. Log on with your School Documents Online Principal user ID and password,
click on the “Login” button.

4. Click on the “Department of Education (DOE)” image or “Continue” button.

5. In the left menu, under “School Community Council,” click on “SCC Website
(Form/Survey..),”

6. In the left menu, under “SCC Survey,” click on “Self-Assessment.”

7. “Select school year;” should be “2013-14.”

8. Click on “Generate new control number” button. You will see a listing of the
School Year and Control Number.
Note: You can only create one (1) control number for each school year.

9. Print this page by clicking on the “Print” icon and give it to the SCC Chairperson
to complete the SCC Self-Assessment Survey.
Instructions to Complete the Survey
School Community Council Self-Assessment Survey Online

A. Prerequisites for using the School Community Council (SCC) and School Documents Online (SDO) Websites:

A Windows or Macintosh computer with one of the following Internet browsers installed:

- Internet Explorer 6.0 or higher (Windows) or;  
- Mozilla Firefox 2.0 or higher (Windows / Mac OS X 10.2 or higher)

B. SCC Chairpersons to complete the SCC Self-Assessment Survey On-Line:

1. Obtain the survey key Control Number from the school principal.

2. Go to the public SCC website to complete the survey at:
   http://iportal.k12.hi.us/SCC/

3. In the left menu, under “SCC Survey,” click on “Self-Assessment.”
   NOTE: There is an optional tutorial available for your use.

4. Select your school by using the drop down list.

5. Enter the Control Number and click on the “Login” button. You are now on the SCC Self-Assessment Survey screen.

6. For each question, click on the drop down box. Complete all questions.

7. You are now finished with Step 1 of 3. Click on the “Submit and Continue” button.
   IMPORTANT: Once submitted, you will not be able to change the rating.

8. Complete the narrative section by clicking on the corresponding “pencil” icon located in front of each section and question.

9. After entering each response, click on the “Save” button.

10. You are now finished with Step 2 of 3. Click on the “Continue” button.

11. Begin Step 3 of 3 to review your survey. When finished, click on the “Finalize Survey” button.
   IMPORTANT: Once finalized, you will not be able to change the narratives.
Instructions to View the Survey Results
School Community Council Self-Assessment Survey Online

A. Prerequisites for using the School Community Council (SCC) and School Documents Online (SDO) Websites:

A Windows or Macintosh computer with one of the following Internet browsers installed:

- Internet Explorer 6.0 or higher (Windows) or;
- Mozilla Firefox 2.0 or higher (Windows / Mac OS X 10.2 or higher)

B. Complex Area Superintendents (CAS) and Principals to view the SCC Self-Assessment Survey Results:

1. Go to the Hawaii DOE Web Application Portal at:
   http://iportal.k12.hi.us/AppPortal

2. In the left menu, under “Applications,” click on School Documents Online.
   Note: Do not click on SDO (Public Site). You may need to click on the down arrow to locate SDO.

3. Log on with your SDO user ID and password, click on the “Login” button.

4. Click on the “Department of Education (DOE)” image or “Continue” button.

5. In the left menu, under “School Community Council,” click on “SCC Website (Forms/Survey...).”

6. In the left menu, under “Reports,” click on “Survey Results.”

> Principals: View your own school results.

> CAS: Select the survey information you would like to view and follow the on-screen instructions:

✔ View All Reports
✔ View Results By Topic
✔ View Respondents Who “Did Not Report”
Self-Assessment: Taking Measurements for Success

The School Community Councils are responsible for supporting the development and progress of the Academic and Financial Plan. For an SCC to become an effective team, members must invest the time to clarify the goals and build the process and relationships that will help people work together.

The following Effective SCC Assessment tool sets a clear and consistent standard for the core element of effective SCCs.

**Effective SCC Assessment**

Directions: Please complete this assessment with part or all of your current School Community Council.

a. SCC members should complete the assessment individually and bring it to the SCC meeting.

b. SCC members should read through the practices and circle the numeric rating that they think represents how the SCC operates.

c. At the beginning of the meeting, take a few minutes for team members to log their ratings for each criterion on posted chart paper.

d. Take the time to discuss the items where the team members have significantly different ratings.

e. Build a general agreement among the team about what overall score best reflects the current practice of the SCC for each item and/or category.

Using the following scale, indicate how typical each statement is of your School Community Council:

NS = Not Sure  
1 = Never occurs  
2 = Sometimes occurs  
3 = Occurs a majority of the time  
4 = Always occurs on the SCC

1. **Recruit and Elect the SCC:**

<table>
<thead>
<tr>
<th>1 = Never</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NS</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

   a. The members of our school community are aware of the role of the School Community Council.

   b. At our school, everyone is encouraged to consider running for a position on the School Community Council.

   c. The principal ensures that the elections for teachers, non-certificated staff, parents, and community are conducted in accordance with school guidelines and democratic principles.
d. The principal ensures that there is a clear and fair process for the selection of students to the SCC.

2. Establish roles and procedures:  
   1 = Never  4 = Always

a. When new members are elected to the SCC they participate in an orientation session that includes: a review of bylaws, Academic and Financial Plan, and school-wide student performance data.

b. The SCC works hard to arrange meetings at a time that allows for maximum participation by all members.

c. The SCC officers help our SCC follow the guidelines and policies outlined in the bylaws.

d. Roles and responsibilities for operating our SCC are clearly understood and supported by all members.

3. Develop team guidelines:  
   1 = Never  4 = Always

a. The SCC has a set of guidelines or "ground rules" that clarify how we will work together.

b. Our guidelines reflect an awareness of, and respect for, the cultural and linguistic diversity of all members.

c. We are able to raise and discuss the difficult issues that affect our school's ability to achieve the results for students outlined in the Academic and Financial Plan.

d. We spend some time at the end of the meeting to share perceptions of how well we worked together to accomplish our goals and we identify a few things we can improve at the next meeting.

4. Establish decision guidelines:  
   1 = Never  4 = Always

a. Our SCC bylaws clearly state how we use consensus or voting as our primary decision-making option.

b. We use student performance data and educational research to make informed decisions.

c. We do a good job of making sure that a variety of ideas and issues are considered and addressed before we reach major decisions.

d. We leave each meeting with a clear understanding of, and commitment to, our key decisions and next steps.
5. **Promote community involvement:**  

<table>
<thead>
<tr>
<th>a. SCC agendas are developed and posted on a school bulletin board and on the school website at least 6 days in advance of each SCC meeting.</th>
<th>NS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Meeting minutes are recorded and distributed to all SCC members and posted in a publicly accessible area in the school’s administrative office and on the school website.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. SCC members gather feedback to ensure that the SCC fairly represents the broader school community views about how to address student needs in the Academic Plan.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. Our School Community Council conducts at least two school community meetings each year to share information and gather feedback about the Academic and Financial Plan.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

6. **Academic and Financial Plan:**  

<table>
<thead>
<tr>
<th>a. We understand the State/Complex priorities and are clear about how these guide the planning process.</th>
<th>NS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. We take the time at our SCC meetings to ensure that everyone understands the language and terms used in the Academic and Financial Plan.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. We know how to interpret student and school performance data to identify the needs of our students as the basis for planning.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. We have thoughtful discussions about whether or not different educational programs or strategies will meet the needs of our students.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

7. **Monitor implementation:**  

<table>
<thead>
<tr>
<th>a. Our SCC agrees on how we will monitor the implementation of the Academic and Financial Plan throughout the year.</th>
<th>NS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
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<tr>
<td>b. All SCC members are willing to raise constructive questions or concerns about activities or programs that need additional support to meet student goals.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Our SCC looks for ways to support school leaders and staff when improvements are needed to meet the Academic and Financial Plan objectives.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. The principal reviews any proposed changes or adjustments to the Academic and Financial Plan throughout the year with our SCC and addresses concerns that are raised.</td>
<td>NS</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</table>
**SCC Self-Assessment Summary**

Once you have finished the self-assessment as a council, complete the following worksheet for all seven categories to help determine next steps in building the effectiveness of your School Community Council.

**SAMPLE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Score and Comments</th>
<th>Possible Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Financial Plan</td>
<td>Our overall score for this category was 2.3. Need to create a better understanding with all of our SCC on the review of school data and linkages to appropriate interventions.</td>
<td>Send 3-4 SCC members to the SCC training. Review key learning at our next SCC meeting.</td>
</tr>
</tbody>
</table>

**SCC Self Assessment Summary**

<table>
<thead>
<tr>
<th>Category</th>
<th>Score and Comments</th>
<th>Possible Next Steps</th>
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</thead>
<tbody>
<tr>
<td>Recruit and elect SCC members</td>
<td></td>
<td></td>
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<tr>
<td>Establish roles and procedures</td>
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