

Situation Analysis School Operations					
Rationale: Our goal is to improve communications to assure staff, students, and parents have an understanding of school-wide operations and procedures. The hope is to provide clarity and remove any frustrations that may currently exist.					
Present Situation	S. W. O. T				Our Alternatives
	Strengths	Weakness	Opportunities	Threats	
<ul style="list-style-type: none"> ❖ Systems within each office are not clearly defined. ❖ The staff handbook has not been updated since August 2003. ❖ Staff members sometimes don't know where to go, who to ask for things. ❖ Parents/staff often mention the website should be better utilized. (References not available online) 	<ul style="list-style-type: none"> ❖ Live person answering the phone. ❖ Well-stocked supply room. ❖ Now have enough staff to help answer phones and tend to window. ❖ We have a working website that is capable of being updated by our webteam. ❖ Business department has offered to help create electronic files. 	<ul style="list-style-type: none"> ❖ PA system doesn't work well in all areas. ❖ Daily bulletin is not being read by all. Answers to many ?s that are asked are in the bulletin and calendars ❖ Some confusion on how to clear obligations. ❖ Lack of technology causes frustration amongst staff. ❖ Deliveries have been misplaced and not confirmed. ❖ Roles and responsibilities need to be clarified for all staff. ❖ Making resources available online for teachers only works if teacher's computer has internet connection and teachers utilize the technology 	<ul style="list-style-type: none"> ❖ Create a flowchart for all general processes on campus ❖ Create a FAQ for students, parents, staff. ❖ Make forms available online. Capable of printing of submitting electronically. ❖ Post daily bulletin online for public. 	<ul style="list-style-type: none"> ❖ Information may be posted but not given much attention. ❖ Getting personnel vacancies filled. 	<p>Data Needed</p> <ul style="list-style-type: none"> ❖ Families with internet access. ❖ Number of "hits" school website gets. ❖ Ratio of staff with working computers in classroom. ❖ Explore successful procedures/forms of communication used at other schools. <p>Risks</p> <ul style="list-style-type: none"> ❖ Teacher follow through on use of online resources. ❖ School internet connection going down. <p>Benefits</p> <ul style="list-style-type: none"> ❖ Information continually updated

Present Situation	Strengths	Weakness	Opportunities	Threats	Our Alternatives
		<ul style="list-style-type: none"> ❖ Information regarding meetings, speakers, coverage, relocation of class, etc... should be communicated to the front office ❖ All staff should read the bulletin daily to better assist callers. ❖ No limit to amount of forms teachers may take. (referrals, obligations) Wasteful. ❖ Need to develop a better system for staff/students to put in requests to webteam. ❖ 			<p>Costs</p> <ul style="list-style-type: none"> ❖ Annual fee for website ❖ Printing of FAQ sheets <p>Probability of success (Can we fix this problem)</p> <ul style="list-style-type: none"> ❖ Definitely, it is just a matter of training users to be self-reliant.

Action Initiative Plan
School Operations

Circle Team Leader: Vanessa Escajeda
Circle Team Members: Christy Kaahanui, Wade Tokumine, Shawndy Kekumu-Credo, Valerie Asato, Alma Aquitania, Kathy Badua
Champion: Arnie Kikkawa

Action Initiative
4C

Concerns:







- Having documents available online creates susceptibility to power outages and network failures.
- FAQ and other references will not be consulted before questions are asked.
- Online access will exclude those who do not have internet capabilities.

Benefits

- Staff will have a reference easy to locate and accessible from home or school.
- Common staff, parents and student questions will be answered.
- Parents will be more aware of what is going on day-to-day. Students will have time to read over bulletin without being rushed as is in the classroom.
- Everyone on campus will be well-informed. They will be able to make decisions and take actions with pride and assurance.

Deliverables:

- Forms, handbook, maps and calendars will be available online.
- FAQ sheets will be created.
- Student Bulletin will be posted online daily.

Objectives	Action Steps	By?	Today's status	Accountability/ Funding	Monthly Evaluation
Update staff handbook and make available online; make other forms available online.	<ul style="list-style-type: none"> Post documents that are given at the start of each school year. Post calendars (school year, meetings, athletic, band, co-curricular, etc). 	<ul style="list-style-type: none"> June 2008 December 2008 		Web Team Clerical Staff Cost to have website: \$150 annually	Compliance with objective 
Seek input from students, parents, and staff to create Frequently Asked Questions for each stakeholder group.	<ul style="list-style-type: none"> Have clerical staff take note of common questions/concerns from each group and compile FAQs. Produce FAQ answer sheets. Make FAQ available online. 	<ul style="list-style-type: none"> January 2008 January 2008 June 2008 		Clerical Staff	Compliance with cost  Compliance with schedule
Post student daily bulletin online for public access	<ul style="list-style-type: none"> Web-Team advisor will work with bulletin clerk to make bulletin available online. 	<ul style="list-style-type: none"> January 2008 		Web Team Clerical Staff	 Special Resources Needed 