

START-UP PLAN FOR THE DELAWARE MET

Timeline	Task	Who	How
April 2012 – August 2013	Transition Founding Board to Operating Board (Board of Directors); establish meeting schedules/protocols; commence Board training workshops	Board of Directors w/ assistance from Innovative Schools Board Development	Workshops scheduled quarterly through planning year
April 2013 – May 2013	Execute CMO contract w/ Innovative Schools and its subcontractor, Big Picture Learning	Board/CMO	Finalize/execute contractual agreement
April 2014 – July 2014	Hire school principal	CMO/Board	Recruit through Delaware leadership project (DLP), postings, outreach
July – August 2014	Hire Learning Through Internship/ Interest (LTI) Coordinator	CMO/Board/School/Principal	Recruit through postings
June 2014 – August 2014	Support the LTI Coordinator as needed to secure LTI sites and community partners	Principal/CMO	Personal contacts, meetings with business partners, community meetings
April 2013 – March 2014	Secure facility leasing agreement; design, contract, and execute renovations; procure occupancy permits; secure appropriate insurance coverage	Board/CMO w/ assistance from principal	Work with DDOE, construction manager, contractors, etc.
July 2014 – August 2014	Principal Training w/ BPL	CMO/Principal	Principal to attend required training through BPL
July 2013 – September 2013	Develop detailed program design/	Principal, CMO, BPL team	During principal training;

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	implementation plan for the school		planning w/ Innovative Schools
September 2013 – October 2013	Fine-tune curriculum alignment; finalize school calendar; develop plan for student scheduling	CMO, principal	According to DDOE process
July 2013-February 2014	Conduct marketing and recruitment campaign	CMO/principal w/ assistance from Innovative Schools marketing team	Marketing activities (Appendix W).
November 2013 – February 2014	Conduct application and admissions process	CMO/Principal	According to plan in previous sections; see also sample Admission documents in Appendix X
March 2014	Hold lottery if enough applications are received, or continue recruiting until all seats are filled or until September 30 th Unit count.	CMO/Principal	Marketing activities (Appendix W)
March 2014 – July 2014	Review certification requirements; recruit/hire teachers	CMO/principal	Recruit staff through Delaware Talent Management (DTM), postings and outreach
	Negotiate transportation and food service contracts	Board , CMO, principal	Work with potential contractors.
	Purchase curriculum materials, technology, furniture, and other supplies for the school	CMO/Principal	Purchase Materials
	Finalize technology plan (Appendix S) and implement	CMO/Principal	Purchase technology
	Provide enrollment data to DDOE and resident	CMO/Principal	Complete enrollment

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	school districts		reporting requirements
	Plan professional development plan for teachers including welcome staff retreat, "Mini Bang" and school opening PD	CMO/Principal/BPL	Collaborate and develop structures to build the professional culture of the school and train teachers.
May 2014	Conduct Welcome to The Delaware Met staff retreat	All advisors/CMO/Principal; BPL	Build culture of the staff and introduce to Ten Distinguishers of BPL
May – June 2014	Plan Summer Bridge Program for incoming students	Advisors/Principals/CMO/BPL	Outline plan for building school culture and introducing students to The Delaware Met's unique learning program.
May 2014 – July 2014	Complete Student Success Plan and Consolidated Grant Application	CMO/Principal	Develop SSP; complete grant application
June 15, 2014	Finalize building for inspections, certificate of occupancy	CMO/Principal and construction manager	Insure inspections, certificate of occupancy complete
June 2014	Conduct "Mini-bang" for all advisors and staff members	CMO/Principal/BPL	Time to learn about PBL and do instructional planning
June 2014 – August 2014	Finalize contracts for transportation, food and related services.	Board/CMO/Principal	Sign agreements
July 2014	1 st Summer Bridge Program for all students enrolled at the school	Principal/Advisors/CMO	Bring students to The Delaware MET for one week in the

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			summer
July 2014 –August 2014	Conduct Open Houses, welcome activities for students and parents	Board/CMO/Principal	Plan event logistics
	Conduct professional development workshops	CMO/Principal	Plan for professional development workshops
	Conduct student scheduling	CMO/Principal	Finalize schedule & classroom assignments
August 1, 2014	Finalize & develop individual student learning plans (ILP)	CMO/Principal	Finalize planning tools, meet w/ students & parents, develop ILP's
August 2014	Orientation for all bus drivers and van drivers	Principal/CMO	One session to give information; practice bus runs
August 2014	Additional PD and collaborative planning time prior to school opening	Advisors/Principal/BPLCMO/	Final preparations for the start of the school year