

Attachment 19: Start up Timeline

When	What	Who	How
April 2013 - August 2013	Board Training	Board	Workshops are scheduled throughout the planning year
June 2013 - August 2013	Begin start up funds application process with DOE	Board / Finance Committee	Identify process and complete application
June 2013 - October 2013	Marketing and Recruitment of Students	Board / Education Committee	Marketing Plan
September 2013 – October 2013	Recruit / hire Director of Finance & Operations	Board	Advertise and hire
September 2013 - October 2013	Finalize leasing agreement, secure building permits and insurance, begin renovations	Board / Director of Finance & Operations	Work with DDOE, contractors etc.
September 2013 - October 2013	Fine tune curriculum alignment and plan for student scheduling	Board / Education Committee	According to DDOE process
October 2013 - December 2013	Conduct application and admissions process	Board / Education Committee	Application/Admissions Plan
December 2013 – January 2014	Recruit / hire Principal and Maintenance person	Board	Advertise and hire
January 2014 - June 2014	Recruit / hire teachers	Board and Principal	Recruitment and hiring plan
April 2014 - June 2014	Negotiate transportation and food contracts	Director of Finance & Operations	Work with potential contractors
January 2014 - June 2014	Initial Training in state programs such as FSF, PHRST and eSchoolPlus	Principal, Director of Finance & Operations, Asst Principal and Admin Assistant	Work with DDOE

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February 17, 2014	Student Lottery	Board and Principal	Conduct Student lottery for admission
March 2014 – April 2014	Recruit / hire Assitant Principal and Administrative Assistant	Board and Principal	Advertise and hire
April 2014-June 2014	Provide enrollment data to DDOE and resident school districts	Principal and Admin Assistant	Provide enrollment reporting requirements
May 2014	Complete building renovations, finalize building inspections and obtain certificate of occupancy	Director of Finance & Operations	Insure inspections and certificate of occupancy complete. Provide DOE with certificate of occupancy.
May 2014 - June 2014	Purchase curriculum materials	Principal and Asst Principal	Purchase materials
May 2014 - June 2014	Finalize technology plan	Principal / Director of Finance & Operations	Purchase technology
May 2014 - July 2014	Complete Student Success Plan and Consolidated Grant Application	Director of Finance & Operations	Develop student success plan and complete application
July 2014- August 2014	Finalize and execute contracts for transportation and food service	Director of Finance & Operations	Sign contracts
July 2014- August 2014	Open house to Welcome Parents and students	Board and Principal	Plan and advertise events
July 2014- August 2014	Conduct Professional Development Workshops	Principal and Assistant Principal	Plan, schedule, conduct professional development
July 2014- August 2014	Finalize student scheduling	Principal, Assistant Principal and Admin Assistant	Finalize schedule and class assignments