

## Attachment 19: Start up plan narrative

Once approved, the start-up timeline as seen in attachment 19 will begin to prepare for the school to open in September 2014. Beginning in June 2013 and continuing through the planning year, the Board will be participating in school board training that will be facilitated by the Delaware Charter Schools Network. The training will cover school effectiveness; governance and oversight aligned to the school's mission and vision; financial, legal and academic performance accountability and best practices for school leadership and operations. The board will also begin fundraising in June 2013 that will continue throughout the planning year. PCCMS intends to continuously fundraise as well as apply for appropriate grants throughout the schools existence to ensure financial stability. Marketing and recruitment of students will begin as early as June 2013 once the school is approved. Please see attachment 31, which outlines the schools' marketing and recruiting plan.

PCCMS will begin recruiting and interviewing potential candidates for the Director of Finance and Operations position in August of 2013. Our goal is to hire the Director of Finance and Operations by the beginning of October 2013. Recruitment will be conducted using professional references, media outlets such as the PCCMS website, Facebook and newspaper ads along with internet job postings on websites such as teachdelaware.com, indeed.com and careerbuilder.com.

Operational responsibilities will begin September 2013, which include, finalizing the leasing agreement, securing building permits and insurance along with the start of building renovations. The management of these tasks will be the responsibility of selected board members, which will eventually include the Director of Finance and Operations once hired. The selected board members and the landlord of the building being leased will finalize the leasing agreement. It should be noted that the leasing terms and financial obligations have already been discussed. Building permits that will be secured will include: food establishment permit, certificate of occupancy, etc. Insurance policies have been drafted and will be finalized during this time. Building renovations include the following:

### Demolition

- Remove athletic floor in classroom areas
- Remove ceilings & ceiling mounted items in the classrooms
- Create openings for doors & sidelights from the classrooms into the corridor
- Remove walls as shown to allow for proper ingress & egress in the classroom area

### Concrete

- Install a concrete pit for the elevator

### Masonry

- Install a masonry shaft for the elevator

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### Steel

- Install a hoist beam and misc. metals for the elevator

### Carpentry

- Provide a reception counter in the offices off of the main entrance corridor with a sliding glass window

### Doors & Windows

- Install hollow metal door frames with a sidelite into each new classroom
- Install a 3'0" x 7'0" wood door with a half-lite and code required hardware for each new classroom

### Finishes

- Drywall
- Install new partitions to demise classrooms
- Patch walls in classrooms
- Acoustical Ceilings
- Install new acoustical ceiling tiles & grid in classrooms
- Flooring
- Install VCT in classrooms
- Install vinyl base in classrooms
- Paint walls in classrooms and adjacent common areas
- Paint doors & door frames in the classrooms

### Elevator

- Install a 2-stop elevator including associated equipment

### Mechanical

- Sprinkler
- Provide engineered plans
- Modify sprinkler system in the classrooms
- HVAC
- Provide engineered plans
- Replace GRD's in the classrooms
- Balance system in the classrooms

### Electrical

- Provide engineered plans
- Safe-off systems prior to construction starting
- Install new lights in the classrooms
- Install outlets in new walls
- Install data/com outlets in the new classrooms
- Install new fire alarm devices in the classrooms and connect to the existing system

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The education committee will begin working on the curriculum timeline starting in September 2013. Please see revised attachment 5 for these tasks. In addition to these tasks, the education committee will develop a plan for student scheduling. The plan will include the location of classrooms, number of students for enrollment goal and the management system for creating student schedules.

Beginning in October 2013, PCCMS will open the application for admission to the public. Parents and/or guardians will be able to access the application packet through the PCCMS website or can pick one up from the school between business hours. The application packet will include information to educate parents on the process of admission, which includes submission of a complete application, student lottery and instructions for the application. The application packet will be considered complete once all paperwork is submitted. In addition to the admission process, the packet will include important information such as lottery dates and rules, student code of conduct, school calendar and basic school information. To be considered for the lottery, all application packets are due by February 3<sup>rd</sup>, 2014. Once application packets are received and checked for completion, they will be organized by PCCMS' preferences that are outlined in the charter.

Recruitment for the Head of School will begin in October 2013 with a goal to select a successful candidate by the end of December 2013. Recruitment will be conducted using professional references, media outlets such as the PCCMS website, Facebook and newspaper ads along with Internet job postings on websites such as teachdelaware.com, indeed.com and careerbuilder.com.

Beginning January 2014, PCCMS will begin recruit and interview interested teacher candidates. The goal is to fulfill all teacher vacancies by June 2014. Recruitment will be conducted using professional references, media outlets such as the PCCMS website, Facebook and newspaper ads along with Internet job postings on websites such as teachdelaware.com, indeed.com and careerbuilder.com. Please see the recruitment plan provided in attachment 32.

On February 17, 2014 a contracted third party will conduct the first round of the student lottery for admission. Students that were randomly chosen from the lottery will be notified. Applicants that are remaining will be placed on a waiting list. By February 24, 2014 students chosen in the lottery must confirm their acceptance. Students that do not confirm their acceptance by February 24, 2014 will forfeit their enrollment. Students on the wait list will be notified of openings and will need to confirm acceptance by February 26, 2014. Final enrollment will be confirmed and submitted to Delaware Department of Education and resident school districts on February 28, 2014.

Recruitment for the Director of Curriculum and Instruction vacancy and Administrative Assistant will begin in January 2014 with the goal of hiring successful candidates by March 2014. Recruitment will be conducted using professional references, media outlets such as the PCCMS website, Facebook and

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newspaper ads alone with Internet job postings on websites such as teachdelaware.com, indeed.com and careerbuilder.com.

PCCMS will publicly communicate the opening of bids for transportation and food service in April 2014. PCCMS will close bidding at the end of May 2014 and will begin negotiating contract agreements with the lowest bidder. The goal is to finalize the transportation contract by the beginning of June 2014. Since nutritional value of the food service we choose is crucial to our mission and vision, the goal for finalizing food service contracts is set for the end of June 2014. It is imperative that the food service provider is a good match for the mission and vision of PCCMS.

In May 2014, building renovations will be completed, building inspections will be finalized and the Director of Finance and Operations will obtain a certificate of occupancy. The certificate of occupancy will be provided to Delaware Department of Education by the beginning of June 2014. Curriculum materials outlined in the budget for year 1 and technology resources outlined in the classroom technology plan will be purchased in May 2014. The Director of Curriculum and Instruction will collaborate with the Director of Finance and Operations in completing the proper forms and inventory of materials.

Initial training in state programs such as FSF, PHRST and eSchoolPLUS will begin in June 2014. The Head of School, Director of Curriculum and Instruction, Director of Finance and Operations and administrative assistant will be trained in eSchoolPLUS. The Director of Finance and Operations will also be trained in FSF and PHRST.

The Director of Curriculum and Instruction will finalize the plans and schedule for professional development for teacher training by July 2014. The professional development plans include confirmed contracted services or internal personnel along with agendas for each of the professional development days. A master schedule of professional development will be confirmed and submitted to the Head of School and Board of Directors.

The Director of Finance and Operations will be responsible for completing the consolidated grant application by the end of July 2014. The Director of Finance and Operations will collaborate with the committee formed in order to accurately target the schools goals and needs through each member's expertise.

Final meetings with transportation and food service contractors will occur by July 2014 to confirm contract terms, start dates and additional questions or changes as needed.

The Head of School, Director of Curriculum and Instruction, The Director of Finance and Operations and Board will collaborate to plan, communicate and facilitate Open House to welcome parents and students. Several Open house events will occur during the month of August 2014, it is mandatory that students and their families attend one of the sessions.

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Student schedules and class lists will be finalized by August 2014. Students and families will pick up their student schedules at Open House. Teachers will receive their class lists and assignments the first day of training.

Teacher training will begin August 14, 2014 and conclude on August 23, 2014. See attachment 30 for the professional development table.

School opens August 26, 2014.