

**Start-Up Operations**  
**First State Military Academy**

<b>Timeline</b>	<b>Task</b>	<b>Who</b>	<b>How</b>
April 2013 – 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  Budget and school finance training from DDOE Charter School Office	Two half-day board workshops scheduled in the fall of 2013 and spring of 2014 Finance workshops TBD based on the Charter School Office
July 2013	Submit application to Army JROTC	Board/CMO	Submit application
April 2013 – May 2013	Finalize/execute CMO contract w/ Innovative Schools and its subcontractor, New Tech Network (NTN) Learning	Board/CMO	Finalize/execute contractual agreement
January 2013 – July 2013	Recruit & Hire Commandant	CMO/Board	Recruit through Delaware leadership project (DLP), postings, outreach, JROTC
August – September 2013	<ul style="list-style-type: none"> <li>• Execute Agreement w/ Army JROTC</li> <li>• Develop work plan for JROTC program, uniforms, supplies and equipment</li> </ul>	Board/CMO	Finalize/Execute Agreement
July – August 2014	Hire Sr. Army Instructor	Board/Commandant/CMO	Recruit through postings
July 2013 – December 2013	Secure facility leasing agreement; design, contract, and execute renovations; procure occupancy permits; secure appropriate insurance coverage	Board/CMO w/ assistance from Commandant	Work with DDOE, construction manager, contractors, etc.





