

	A	B	C	D	E
	Category	Task	Timeline	Status	Tab No.
1	Section A Academic	Develop/approve/Submit Charter Performance Agreement to DDOE	December 2015	Completed in December 2015	A-1
2		Determine school leader staff development plan	July 2015	School leaders attended training in July 2015; Principal attended leader in residence in March 2016	A-2
3		Integrate school design (New Tech/STEM) elements into development of the academic work plan	September 2015	New Tech elements are included in the curriculum maps; STEM aspects will be integrated when teachers are on-board	A-3
4		Develop RtI Plans and Structures	March 2016	RTI process and structure completed	A-3
5		Identify/Order Curricular Materials	March 2016	Curricular Materials are part of the New Tech contract and included in Echo	NA
6		Identify/Order Instructional Technology	March 2016	Instructional technology being identified; orders to be place in May	NA
7		Identify Assessment Materials	March 2016	Assessment materials are part of the New Tech contract; includes College and Workplace Readiness Assessment	A-3
8		Identify Classroom Materials (IE: whiteboards, etc.)	April 2016	Classroom materials will be purchased as part of instructional technology and after planning with teachers (May 2016)	NA
9		Confirm Curriculum/Instructional Orders	April 2016	See Item 6	NA
10		Develop an inventory/tracking plan for all instructional supplies and technology	April 2016	In development and will be completed as part of purchasing process	NA
11		Plan and Schedule Professional Development for staff	April 2016	Will be part of New Tech Network program for May and June	NA
12		Plan and Develop Assessment Calendar	May 2016	Part of the Academic Calendar – to be prepared in May	NA

13		Develop/Prepare Consolidated Grant Application	July 2016	Will be prepared and completed in June	NA
14		Curriculum/instructional materials organized and distributed	July 2016	To be completed in July	NA
15		Review files and IEP's for incoming students	July 2016	To be completed in July	NA
16		New Tech Network Resources	April	Resources are provided to support academic program	NA
	Section B Facility	Identify Facility Options/Secure Site	September 2015	Hired Newmark Grubb to assist with locating facility; six possible locations identified; 109 Lukens Drive selected; lease has been signed; additional rental space has been secured at 551 Mews Drive	B-1
17		Identify/Secure Funding	September 2015	Landlord has allocated tenant improvement funding; additional funds from Longwood, Welfare, and private donors have been secured; once enrollment has been completed additional financing will be secured for additional improvements (lab spaces, etc.)	B-2
18		Secure facility insurance	September 2015	General liability and building risk insurance has been secured for the planning year; additional insurance will be secured in May for the full facility.	B-3
19		Develop/execute/monitor facility renovation/construction plans and tasks	September 2015-May 2016	Studio Jaed has provided preliminary design; additional design and construction plans are landlords responsibility; construction tasks timeline in development	B-4
20		Submit lease/purchase agreement to DDOE	December 2015	Submitted in December 2015	B-5
21		Contact DTI for technology planning	February 2016	Contacted DTI for technology planning in Nov 2015; ERATE proposal filed in March 2016	B-6

22		Secure all inspections and approvals	May 2016	Variance approved by the City of New Castle in March 2016; Environmental testing completed in October 2015; Additional inspections expected in June	B-4
23		Obtain Certificate of Occupancy and other required documents to DDOE	June 2016	In process	B-4
24		Prepare for school opening	June 2016	In process	B-4
25					
	C Finance	File for 501c3 status	January 2015	Completed September 2015	C-1
26		Access State Accounting and Payroll Systems	July 2015	Completed in September 2015 through cooperation with Innovative Schools	C-2
27		Develop Planning Budget	July 2015	Developed as part of 60 month cash flow (see Appendix)	C-3
28		Submit FSF/PHRST Access Plan to DDOE	July 2015	Completed September through Innovative	C-4
29		Execute agreements with New Tech Network (NTN) and CMO	July 2015	In draft; awaiting award of Non-SEA funding	C-5
30		Identify/Training for ISO	July 2015	Innovative Schools serves as ISO; Brett has been trained in IMS	C-6
31		Establish fiscal policies, protocols and procedures	July 2015	Following state accounting procedures through Innovative Schools; separate board policies approved (procurement)	C-7
30		Provide DOE with revised budgets	December 2015	Revised budget sent to DOE in December 2015; 100% and 80% students enrollment proformas completed	C-3
32		Identify Accountant for prep of 990	January 2015	Barbacane Thornton selected;	C-8
33		Develop budget for first operating year	February 2015	Completed as part of 60 month cash flow	C-3

34		Negotiate/Secure/Confirm all major contracts (Food Service, Bus Transportation, Telecom, etc..)	April 2016	Transportation RFP published through Delaware Charter School Network yielded no bidders; Academy has reached out to vendors and will be publishing individual RFP by May 1; Food Service – Academy will work with a district Food Service Authority for meals; slated for June Technology vendor contract is pending; will be completed by mid-May	C-9
35		Contact DDOE Regarding Enrollment/Funding	May 2016	Met with DOE officials April 6, 2016 to discuss enrollment; written notification April 15	NA
36		Confirm All Major Purchases	June 2016	In process	NA
37		Establish Citizen's Budget Oversight Committee	July 2016	In process	NA
38		Submit copies of signed contracts for transportation, food services, related services for students with special needs, or any other services to DDOE	August 1, 2016	In process	NA
39		Ensure monthly posting of school's financial reports	August 1, 2016	Monthly financial and minutes are currently published online at destemacademy.org	NA
40					
41	Section D Fundraising	Identify and secure funders; prepare applications for funding; monitor/manage funds received	Ongoing	Board secured professional fundraiser; acquired funding from Longwood, Welfare, DuPont, Gilliam and other private and corporate donors; Case for support prepared; fundraising campaign is ongoing.	D-1
42					
43	Section E Marketing/Student Recruiting	Develop Recruitment Materials (Logo, Brochures, Website)	July 2015	Marketing materials developed, including website, flyers, postcards, brochures, etc.	E-1
44		Secure Data Service Center contract for student application management	July 2015	Data Service Center contract under Innovative Schools	E-2

45		Develop timeline and plan for student recruitment	July 2015	Marketing plan developed and currently being implemented; Events log included in Appendix;	E-3
46		Parent Information Meetings & Community Outreach for student recruiting	September 2015-June 2016	Parent information meeting have occurred since 2014; community meetings noted in the events log	E-4
47		Monitor applications/enrollment numbers; adjust marketing strategies to reflect need	September 2015-June 2016	Ongoing as part of the marketing plan	E-5
48		Participate in Charter School Expo	October 2015-June 2016	Participated in past three years including December 2015	E-4
49		Statewide Choice Deadline	2nd Wed in January 2016	Noted	NA
50		Continue recruiting efforts until max enrollment is reached	January - August	Ongoing	NA
51		Confirm 80% enrollment	April 1, 2016	Noted	NA
52		Execute first monthly family engagement event (or send first communication)	June 2016	Scheduled for April 20, 2016	NA
53		Ensure maximum enrollment prior to May 1st	May 1, 2016	Ongoing	NA
54					
55	Section F Operations	Confirm School Calendar	October 2015	Done	F-1
56		Secure IMS and eSchool Access; participate in eSchool Training	October 2015	As part of the Innovative Schools contract; School leaders have been trained	F-2
57		Submit Parent Enrollment Letter with Certification of Intent to Enroll to DDOE	December 2015	Completed and now in used	F-3
58		Develop/approve Student Rights & Responsibilities Manual and Code of Conduct with all required Federal and State policies	December 2015	In Draft; will be completed by April 30, 2016	F-4
59		Develop Staff Handbook	December 2015-April 2016	In Draft; will be completed by April 30, 2016	F-5

60	Establish registration procedures; prepare registration forms; schedule registration events	February 2016	Develop and implemented in conjunction with Innovative Schools	F-6
61	Ensure all policies and procedures serving students and staff are in place	February 2016	See Items 62 and 63	F-8, F-7
62	Establish School Safety Committee and begin plans for development of Comprehensive School Safety Plan (CSSP) with Dept of Safety & Homeland Security (DSHS)	February 2016	In process; contingent on the facilities plan; will be completed by the end of May	F-7
63	Prepare Student Handbook	April 2016	See Item 62	F-8
64	Establish plans for substitute coverage	June 2016	Met with Back to Basics for substitute coverage, ELL and foreign language assistance; contract will be developed after enrollment period	NA
65	Prepare information packets for home visits	July 2016	In process	NA
66	Student Information Roll-over in eSchool	July 2016	In process	NA
67	Secure student records for all incoming students	July 2016	In process	NA
68	Execute student/classroom scheduling	July 2016	In process	NA
69	Plan student/parent welcome events	July 2016	In process	NA
70	Develop process/procedures for September 30th Unit Count	July 2016	In process	NA
71	Finalize planning with food, transportation, and other services	July 2016	In process	NA
72	Ensure proper identification of students (IE: free and reduced lunch, special education) to secure funding and support	July 2016	In process	NA
73	Develop bus routes; finalize transportation plans; conduct training for bus drivers	July-August 2016	In process	NA

74		School board of directors must submit a listing of members including addresses and phone numbers, and indicate the names of the members representing teachers employed at the school and the parents of students enrolled at the school.	September 1, 2016	Submitted to DOE as part of this package	NA
75					
76	Section G Personnel	Develop/Approve Employee Handbook	September 2015	In draft; will be done at end of April	G-1
77		Secure liability insurance	July 2015	General liability and risk insurance secured for the planning year; Updates for school year expected in June	G-2
78		Hire School Leader	July 2015	Hired September 2016	G-3
79		Establish Payroll/Benefit Structures	May 2015	Initiated in September 2016 through Innovative Schools	G-4
80		Establish processes & set up logistics for staff applications; interviews; contracts; and onboarding new staff	November 2015	Hiring plan in place; interviews are underway	G-5
81		Hire School Staff	January-April 2016	Interviews underway; finalized in May	G-6
82		Register for DPAS II Training (School Leader)	April 2016	Principal is trained in DPAS; Academy has applied for TEF evaluation process	G-7
83		Hire Registered Nurse/verify school nurse to attend orientation training	April 2016	In process	G-8
84		Staff participation in eSchool training	June 2016	School leaders trained in eSchool in March	NA
85		Prepare staff welcome/orientation activities	June 2016	To be Completed	NA
86		Contract w/ substitute service or develop substitute coverage plan	July 2016	In process; contractors have been contacted	NA
87		Confirm contracts for related services and others as required by IEP's	July 2016	In process; contractors have been contacted	NA
88		Ensure school is in full compliance with requirements for background checks	July 2016	To be completed once staff is hired	NA
89		Confirm all staff credentialing (non-certified, NCLB HQ, new teacher mentoring, DEEDS	July 2016	To be completed once staff is hired	NA
90		Schedule other required staff trainings	July 2016	To be completed once staff is hired	NA

