

Sussex Montessori School - Attachment 15

Start Up Operations Plan - Tasks, Timeline and Persons Responsible				
Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Facilities	Establish Facilities Workgroup	1/1/17	1/9/17	Conces/ Reeves/ Steward/ Taylor
Finance	Identify Accountant	1/1/17	1/9/17	Conces/ Reeves/ Taylor
Facilities	Meet with Prospective Brokers	1/1/17	3/31/17	Conces/ Reeves/ Steward/ Taylor
Curriculum Development	Integrate development of academic work plan into school design elements	1/1/17	5/1/17	Zankowsky/ Harrison/ Smith/ Richardson
Facilities	Bank Financing Process	1/1/17	6/30/17	Conces/ Reeves/ Steward/ Taylor
Finance	File for 501c3 status	1/1/17	6/30/17	Conces/ Reeves/ Taylor
Local Fundraising	Individual Donation Solicitation Campaign	1/1/17	6/30/17	Reeves/ Holzman/ Steward / Berry
Application	CSAC Application Report Issued	2/25/17	2/25/17	Reeves/ Zankowsky/ Taylor
Application	Application Report Response	2/28/17	2/28/17	Reeves/ Zankowsky/ Taylor
Local Fundraising	Longwood Foundation Update	2/28/17	2/28/17	Reeves/ Holzman/ Steward / Berry
Facilities	Interior Design Review	3/1/17	4/30/17	Conces/ Reeves/ Steward/ Taylor
Application	Final Meeting of CSAC	3/19/17	3/19/17	Reeves/ Zankowsky/ Taylor
Application	CSAC Final Report Issued	3/28/17	3/28/17	Reeves/ Zankowsky/ Taylor
Facilities	Property Purchase Agreement Legal Review	3/30/17	4/30/17	Conces/ Reeves/ Steward/ Taylor
Facilities	Structured Financing for Construction	3/30/17	6/30/17	Conces/ Reeves/ Steward/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Facilities	Facility Visits	3/31/17	4/30/17	Conces/ Reeves/ Steward/ Taylor
Facilities	Architectural Firm Selection	4/1/17	4/30/17	Conces/ Reeves/ Steward/ Taylor
Finance	Develop and Implement Planning Budget	4/1/17	5/30/17	Conces/ Reeves/ Taylor
Facilities	Facility Renovation Estimation and Project Planning	4/1/17	6/30/17	Conces/ Reeves/ Steward/ Taylor
Finance	Submit FSF/PHRST Access Plan to DDOE	4/1/17	6/30/17	Conces/ Reeves/ Taylor
Finance	Identify/Training for ISO	4/1/17	6/30/17	Conces/ Reeves/ Taylor
Finance	Establish fiscal policies, protocols and procedures	4/1/17	6/30/17	Conces/ Reeves/ Taylor
Application	State Board of Education Meeting	4/20/17	4/20/17	Reeves/ Zankowsky/ Taylor
Student Recruitment	Develop Recruitment Materials	6/30/17	11/1/17	Berry/ Gorowara/ Smith/ Richardson
Curriculum Development	Plan and Schedule Professional Development	6/30/17	2/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Finance	Access State Accounting and Payroll Systems	4/1/17	6/30/17	Conces/ Reeves/ Taylor
Student Recruitment	Day Care and Pre-K Visits	8/1/17	1/13/17	Berry/ Gorowara/ Smith/ Richardson
Student Recruitment	Recruitment Advertising	8/1/17	4/30/17	Berry/ Gorowara/ Smith/ Richardson
Federal Fundraising	Federal Non-SEA Application Materials Prep	8/1/17	11/3/17	Taylor/ Zankowsky
Curriculum Development	Develop/approve/submit charter performance agreement to DOE	8/1/17	1/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Finance	Develop annual budget	9/30/17	11/30/18	Conces/ Reeves/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Operations	Submit Parent Enrollment Letter with Certification of Intent to Enroll to DDOE	10/1/17	10/30/17	School Leader/ Zankowsky/ Taylor
Local Fundraising	Year end Solicitation	10/30/17	12/31/17	Reeves/ Holzman/ Steward / Berry
Student Recruitment	Community Outreach	11/1/17	4/30/17	Berry/ Gorowara/ Smith/ Richardson
Student Recruitment	Community Center Visits	11/1/17	4/30/17	Berry/ Gorowara/ Smith/ Richardson
Student Recruitment	Community Meetings	11/1/17	4/30/17	Berry/ Gorowara/ Smith/ Richardson
Curriculum Development	Course Schedule by Grade	11/1/17	11/30/17	Zankowsky/ Harrison/ Smith/ Richardson
Operations	Secure IMS and eSchool Access; participate in eSchool Training	11/1/17	11/30/17	School Leader/ Zankowsky/ Taylor
Student Recruitment	Secure Date Service Center Application	11/1/17	12/30/17	Berry/ Gorowara/ Smith/ Richardson
Student Recruitment	Choice Period per 14 Del.C. Sec. 400 e al.	11/1/17	1/8/18	Berry/ Gorowara/ Smith/ Richardson
Personnel	Establish Payroll/Benefit Structures	11/1/17	1/30/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Develop/Approve Employee Handbook	11/1/17	1/30/18	School Leader/ Zankowsky/ Taylor
Curriculum Development	Course Development and Planning	11/1/17	4/30/18	Zankowsky/ Harrison/ Smith/ Richardson
School Leader Search	Job Description Preparation	11/1/17	11/30/17	School Leader/ Zankowsky/ Taylor
Finance	Provide DOE with revised budgets	11/30/17	1/1/18	Conces/ Reeves/ Taylor
School Leader Search	Advertise for Position	12/1/17	1/1/18	School Leader/ Zankowsky/ Taylor
Personnel	Secure liability insurance for school opening	12/1/17	2/28/18	School Leader/ Zankowsky/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Facilities	Capital Construction / Renovation	12/1/17	6/1/18	Conces/ Reeves/ Steward/ Taylor
Student Recruitment	Charter School Expo	12/5/17	12/5/17	Berry/ Gorowara/ Smith/ Richardson
Staff Onboarding	Advertisement for Staff	12/15/17	2/15/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Job Description Development	1/1/18	1/15/18	School Leader/ Zankowsky/ Taylor
Operations	School Board verification of membership, address and term, with relationships to students, parents and	1/1/18	1/20/18	School Leader/ Zankowsky/ Taylor
Operations	Establish registration procedures ; prepare registration forms; schedule registration events	1/1/18	2/1/18	School Leader/ Zankowsky/ Taylor
Transportation	Transportation contractor selection	1/1/18	2/28/18	School Leader/ Zankowsky/ Taylor
Curriculum Development	Develop RTI Plans and Structures	1/1/18	3/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Nutrition Services	Meal Programming and Documentation	1/1/18	3/1/18	School Leader/ Zankowsky/ Taylor
Personnel	Establish processes & set up logistics for staff applications; interviews; contracts; and onboarding	1/1/18	4/30/18	School Leader/ Zankowsky/ Taylor
Curriculum Development	Plan and Development Assessment Calendar	1/1/18	5/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Develop/Submit Consolidated Grant App	1/1/18	5/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Partner Programming (Junior Achievement, etc.)	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	ESL Development	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Special Education Development	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Gifted / Advanced Placement Development	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Curriculum Development	Arts Programming	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Identify Classroom Materials	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Identify/Order/Accept Delivery of Curricular Materials	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Identify/Order/Accept Delivery of Instructional Technology	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Develop inventory tracking system	1/1/18	6/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Operations	Finalize planning with food, transportation, and other services	1/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Ensure proper identification of students (IE: free and reduced lunch, special education) to secure funding	1/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Develop bus routes; finalize transportation plans; conduct training for bus drivers	1/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Finance	Develop scope of work and solicit vendors for transportation, food services, related services for students with special needs, or any other services to DDOE	1/1/18	8/1/18	Conces/ Reeves/ Taylor
School Leader Search	Review and Short list Candidates	1/1/18	1/15/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Eschool Training for Staff	1/5/18	6/30/18	School Leader/ Zankowsky/ Taylor
School Leader Search	Interview Candidates	1/15/18	1/30/18	School Leader/ Zankowsky/ Taylor
Operations	Develop/approve Student Rights & Responsibilities Manual and Code of Conduct with all required Federal and State policies	1/30/18	3/30/18	School Leader/ Zankowsky/ Taylor
Operations	Finalize Staff Handbook	1/30/18	3/30/18	School Leader/ Zankowsky/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
School Leader Search	Offer	2/1/18	2/1/18	School Leader/ Zankowsky/ Taylor
Personnel	Hire School Staff	2/1/18	4/30/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Review and Short list Candidates	2/15/18	3/28/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	interview Candidates for Teaching Positions	3/1/18	3/15/18	School Leader/ Zankowsky/ Taylor
Operations	Establish School Safety Committee and begin plans for development of Comprehensive School Safety Plan (CSSP) with Dept of Safety & Homeland Security (DSHS)	3/1/18	3/30/18	School Leader/ Zankowsky/ Taylor
Nutrition Services	Free and Reduced Lunch service Application	3/1/18	4/30/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Second Interview - Finalists	3/15/18	3/30/18	School Leader/ Zankowsky/ Taylor
Transportation	Route Delineation	4/1/18	5/30/18	School Leader/ Zankowsky/ Taylor
Facilities	FF&E Fit out	4/1/18	6/1/18	Conces/ Reeves/ Steward/ Taylor
Operations	Establish plans for substitute coverage	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Prepare information packets for home visits	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Student Information Roll-over in eSchool	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Secure student records for all incoming students	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Execute student/classroom scheduling	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Operations	Plan student/parent welcome events	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Operations	Develop process/procedures for September 30th Unit Count	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Contract w/ substitute service or develop substitute coverage plan	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Confirm contracts for related services and others as required by IEP's	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Ensure school is in full compliance with requirements	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Confirm all staff credentialing (non-certified, NCLB	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Schedule other required staff trainings	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Register for DPAS II Training (School Leader)	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Personnel	Prepare staff welcome/orientation activities	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Staff Onboarding	Offers	4/1/18	6/30/18	School Leader/ Zankowsky/ Taylor
Curriculum Development	Curriculum / Instruction Materials Distributed	4/1/18	7/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Curriculum Development	Review files and IEPs for incoming students	4/1/18	7/1/18	Zankowsky/ Harrison/ Smith/ Richardson
Staff Onboarding	Montessori Training for Teachers	4/15/18	6/30/18	School Leader/ Zankowsky/ Taylor
Finance	Contact DDOE Regarding Enrollment/Funding	4/30/18	5/30/18	Conces/ Reeves/ Taylor
Student Recruitment	Lottery	4/30/18	5/30/18	Berry/ Gorowara/ Smith/ Richardson
Personnel	Hire Registered Nurse/verify school nurse to attend orientation training	4/30/18	6/30/18	School Leader/ Zankowsky/ Taylor

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Task	Subtask	Start Date	Finish Date	Lead / 2nd / Support
Personnel	Staff participation in eSchool training	4/30/18	6/30/18	School Leader/ Zankowsky/ Taylor
Transportation	Parental Notification of Transportation Availability	4/30/18	6/30/18	School Leader/ Zankowsky/ Taylor
Student Recruitment	Student / Parent Onboarding Conferences	4/30/18	7/30/18	Berry/ Gorowara/ Smith/
Facilities	DOE Inspection and Approval	5/30/18	5/30/18	Conces/ Reeves/ Steward/ Taylor
Operations	Confirm School Calendar	5/30/18	5/30/18	School Leader/ Zankowsky/ Taylor
Facilities	Certificate of Occupancy Issued	6/1/18	6/1/18	Conces/ Reeves/ Steward/ Taylor
Facilities	Office Move	6/1/18	8/14/18	Conces/ Reeves/ Steward/ Taylor
Operations	Ensure all policies and procedures serving students and staff are in place	6/30/18	6/30/18	School Leader/ Zankowsky/ Taylor
Nutrition Services	Menu Planning	6/30/18	8/1/18	School Leader/ Zankowsky/ Taylor
Curriculum Development	Identify Assessment Materials	6/30/18	8/30/18	Zankowsky/ Harrison/ Smith/ Richardson
Finance	Annual Audit Process	6/30/18	12/30/18	Conces/ Reeves/ Taylor
Finance	Ensure monthly posting of school's financial reports	7/1/18	8/1/19	Conces/ Reeves/ Taylor
Finance	Establish Citizen's Budget Oversight Committee	7/30/18	1/1/18	Conces/ Reeves/ Taylor
Finance	Financial Review by Citizen's Oversight Cmte	11/1/18	11/1/18	Conces/ Reeves/ Taylor