

Vine's Preparatory School

Start-Up Plan

When	Action	Responsible
June 2015	Review and finalize plans for hiring	Board
June-Dec 2015	Recruit and hire Principal	Board
Feb-April 2016	Recruit and hire Admin Assistant	Board and Principal
Feb –April 2016	Recruit teachers	Board and Principal
April-June 2015	Review operations budget, enrollment projections, additional needs, revenue estimates to determine staffing needs	Board
Dec 2015	On-board Principal	Board
April –May 2016	Hire teachers for 2016-17	Board
July - Aug 2016	Plan and deliver teacher induction	Board and Principal
Nov 2015-April 2016	Open Enrollment/Student Recruitment	Board and Principal
Feb-April 2015	Identify other sites with real estate broker.	Board
May-June 2015	Finalize plans for site	Board
April 2016	Submit student count to sending districts	Principal
April 2016	Finalize and sign Contracts for Comprehensive Insurance, Independent Audit Firm, Facility Maintenance, Transportation, Food Services, Technology Services, Nurse and Custodian	Board and Principal
Nov 2015 – June 2016	Procure instructional materials and computer policy and protection procedures	Principal, Board

July 2015	Board Training	Principal, Board
April - July 2016	Procure furniture, complete build- out, move into new facility.	Principal
Jan-March 2016	Identify curricular materials, assessments and materials	Principal, Board
March-May 2016	Plan and develop professional development for staff	Principal Board
Jan 2016	Obtain Certificate of Occupancy and other required documents to DDOE	Board
May 2016	Prepare for opening/use	Board, Principal, Staff
Feb 2015	File for 501C3 status	Board
June 2016	Access State Accounting and Payroll Systems	Board
June 2016	Negotiate, Secure, Confirm all major contracts (food service, Bus Transportation, etc.)	Board
May 2016	Contact DDOE regarding enrollment, funding	Board
July 2016	Establish Citizen's Budget Oversight Committee	Board
June 2016	Submit copies of signed contracts for transportation, food services, related services for students' with special needs, or any other services to DDOE	Board, Principal
Ongoing	Identify and secure funders; prepare applications for funding; monitor manage funds received	Board, Principal
March-May 2015	Develop recruitment Materials (Logo, brochures, website)	Board
September 2015	Secure Data Service contract for student application management	Board
June 2015	Parent information meeting, community outreach for student recruiting	All involved

Jan 2016	Monitor applications/enrollment numbers; adjust marketing strategies to reflect need	Board
Prior to April 1, 2016	Confirm 80% enrollment	Board, Principal
Prior to May 1, 2016	Maximum Enrollment	Board, Principal
May 2016	Confirm school calendar	Board
May 2016	Secure eSchoolPlus Access; participate in eSchoolPlus training	Board, Principal
Jan-April 2016	Submit parent enrollment letter with certification of intent to enroll to DDOE	Board, Principal
June 2016	Develop/approve student rights and responsibilities manual, develop promotion and retention policy, code of conduct with all required federal and state policies	Board, Principal
Feb 2016	Staff Handbook	Board, Principal
Sept-Oct 2015	Establish registration procedures; prepare registration forms, schedule registration events	
April 2015	Establish all policies and procedures serving students and staff are in place	Board
July 2015	Establish school safety committee and begin plans for development of Comprehensive School Safety Plan (CSSP) with Department of Safety and Homeland Security (DSHS)	Board, Principal
June 2016	Prepare student handbook	Board, Principal
June 2016	Establish plans for substitute coverage	Board, Principal
June 2016	Student info roll over in eSchoolPlus	Board, Principal
July 2016	Secure student records for all incoming students	Board, Principal
July 2016	Execute student/classroom scheduling	Board, Principal, teachers

June-August 2016	Plan student/parent welcome events	Board, Principal, teachers
May 2016	Finalize planning with food transactions, and other services	Board, Principal
July 2016	Ensure proper identification of students (free/reduced lunch, special education) to secure funding and support	Board, Principal
June-August 2016	Develop bus routes; finalize transportation plans, conduct training for bus drivers	Board, Principal
June-August 2016	School Board of Directors conditions of application	Board
March-May 2016	Develop/approve employee handbook	Board
May 2016	Secure liability insurance	Board
March-May 2016	Establish payroll/benefit structures	Board
March-May 2016	Establish processes and set up logistics for staff applications; interviews; contracts; and onboarding new staff	Board
May 2016	Hire school staff	Board, Principal
May 2016	Register for DPAS II Training (Principal)	Board, Principal
May 2016	Hire Nurse	Board, Principal
July 2016	Staff eSchoolPlus Training	Board, Principal, Teachers
March-May 2016	Prepare staff welcome/orientation activities	Board, Principal
June 2016	Confirm/establish contracts for related services and others as required by IEP's	Board, Principal
March-June 2016	Ensure school is in full compliance with requirements for background checks	Board, Principal
May-June 2016	Confirm all staff credentialing	Board, Principal
April-June 2016	Schedule other required staff trainings	Board, Principal