2014-2015 SENECA PREPARATORY ACADEMY START-UP ACTION PLAN				
Action	**Domain**	**Actual Due Date**	**Person Responsible**	**Status**
January 2014 (19 Months Prior to Opening)				
Submit AZCSP grant application	Financial Planning	Jan-14	JC Abougou	Complete
Identify and recruit School Board Members	Governance	Jan-14	School Founders	Complete
February 2014 (18 Months Prior to Opening)				
Identify key community organizations in targeted area and begin to develop relationships	Community	Feb-14	School Founders	Complete
Create list of key leaders in targeted community--set up plan to meet with at least 5 community leaders per month	Preliminary Planning/Research	Feb-14	School Founders	In progress
Identify commercial real estate agent and broker to identify possible facilities	Location and Facility	Feb-14	JC Abougou	Complete
Develop action plan and timetable for student recruitment	Student Recruitment	Feb-14	JC Abougou	In progress
Establish student recruiting goals of at least 125% of projected student enrollment in year one; and 115% in subsequent years	Student Recruitment	Feb-14	JC Abougou	Complete
Develop enrollment benchmarks, with deadline for initiating back-up recruiting plan if targets are not hit at least 60 days before scheduled school opening	Student Recruitment	Feb-14	JC Abougou	In progress
Create new board member manual (includes bylaws, policies, information re: school, etc)	Governance	Feb-14	JC Abougou	In progress
If food will be contracted out, research potential vendors (will need to cite in application)	Operations	Feb-14	School Founders	In progress
March 2014 (17 Months Prior to Opening)				
Identify potential contracted back office support, if needed.	Financial Planning	Mar-14	JC Abougou	Not started
Identify SPED contracted vendors and get price quotes	Financial Planning	Mar-14	School Founders	In progress
Develop projected timeline for facility acquisition and improvements	Location and Facility	Mar-14	JC Abougou	Complete
Identify or create school specific personnel policies, procedures, and handbook	Governance	Mar-14	JC Abougou	Not started

April - June 2014 (16-14 Months Prior to Opening)				
Reserve domain name on bluehost or godaddy	Organization Development	Apr-14	JC Abougou	Not started
Create school logo - unveil only when finalized	Marketing	Apr-14	JC Abougou	Not started
Create initial marketing documents targeted to possible families a	Marketing	Apr-14	JC Abougou	In progress
Create Facebook page and twitter account	Marketing		JC Abougou	Not started
Complete 501c3 application (include charter application)	Organization Development	May-14	JC Abougou	In progress
Complete e-rate discount program application	Operations	Jun-14	JC Abougou	Not started
July 2014 (13 Months Prior to Opening)				
Visit and study summer staff professional development of high performing schools	Professional Development	Jul-14	JC Abougou	Not started
Research Student Information Systems based on evolving assessment plan	Preliminary Planning/Research	Jul-14	JC Abougou	In progress
Identify external auditor and develop audit preparation process	Financial Planning	Jul-14	JC Abougou	In progress
Determine student transportation requirements (particularly for students with an IEP)	Operations	Jul-14	B Mulato	Not started
Develop parent engagement plan including student/parent compacts, processes and procedures	Community	Jul-14	School Board	Not started
Action	**Domain**	**Actual Due Date**	**Person Responsible**	**Status**
August 2014 (12 Months Prior to Opening)				
Start advertising for School Principal/Head of School position if candidate is not part of founding design team.	Operations	1-Aug-14	JC Abougou	In progress
Compile master list of statutory, regulatory, contractual,and other requirements and timeframes/deadlines re: state/federal compliance	Operations	1-Aug-14	JC Abougou	Not started
Conduct preliminary architectural review and assessment of facility/property including ADA requirements	Location and Facility	1-Aug-14	School Founders	In progress
Confirm curriculum selection and resources needed	Academic Program	1-Aug-14	JC Abougou	In progress

Create all employee hiring forms (e.g. "at will" employment agreement) and insert applicable legal language	Operations	1-Aug-14		Not started
Create formal criteria and process for evaluating staff	Operations	1-Aug-14		Not started
Create school leader and Board evaluation tool	Governance	1-Aug-14	JC Abougou	In progress
Refine student recruitment plans & identify partners for student enrollment	Student Recruitment	1-Aug-14	JC Abougou	In progress
Create form letters for student recruitment: acceptance letter, decline letter, email saying we have received application	Student Recruitment	1-Aug-14	JC Abougou	Not started
Order t-shirts with school logo, if funds are available	Marketing	1-Aug-14	JC Abougou	Not started
Refine social media plan	Marketing	1-Aug-14	JC Abougou	Not started
Develop background check procedure (identify how to track fingerprint clearance cards)	Operations	1-Aug-14	JC Abougou	Not started
Develop instructional and non-instructional staff recruiting strategy and timeline (ensure hiring process compliance with ADA and section 504)	Staff Recruitment	1-Aug-14	JC Abougou	Not started
Develop homework policy and expectations	Operations	1-Aug-14	JC Abougou	Not started
Develop job descriptions for all instructional and non-instructional positions	Staff Recruitment	1-Aug-14	JC Abougou	In progress
Refine timeline for facility acquisition and improvements	Location and Facility	1-Aug-14	JC Abougou	Not started
Identify correct City contacts to answer questions re: occupancy/permits/zoning	Location and Facility	1-Aug-14	JC Abougou	Not started
Create one pager describing staff benefits	Operations	1-Aug-14	JC Abougou	Not started
Idenitfy community events that Board Members should attend	Community	1-Aug-14	School Board	Not started
Identify and attend needed trainings (e.g. common core, accounting/finance)	Professional Development	1-Aug-14	JC Abougou	In progress
Identify tax requirements for year 0 (do you need to file a 990-N?)	Financial Planning	1-Aug-14	JC Abougou	Not started
Interview and Identify back office support, if applicable	Financial Planning	1-Aug-14	School Founders	Not started
Set/refine academic, schoolwide goals (include in ED evaluation)/accountability plan	Academic Program	1-Aug-14	School Board	In progress
September 2014 (11 Months Prior to Opening)				

Implement student recruitment plan (i.e. hold monthly parent information sessions, community canvassing, etc.)	Student Recruitment	1-Sep-14	JC Abougou	Not started
Create direct mailer	Marketing	1-Sep-14	JC Abougou	Not started
Create emergency "phone tree" between school and board--write out plan for press communication (e.g. 1st school leader, then board chair, etc)	Organization Development	1-Sep-14	JC Abougou	Not started
Create employee handbook (include media policy)	Operations	1-Sep-14	JC Abougou	Not started
Refine and further develop plan for student recruitment (create all tracking systems, etc).	Student Recruitment	1-Sep-14	JC Abougou	Not started
Refine Q&A and fact sheets on school design, educational program, and goals to distribute to parents, students and community members	Student Recruitment	1-Sep-14	JC Abougou	Not started
Create list of all reports that need to be filed for facility readiness (e.g. ADA compliance; items needed for Certificate of Occupancy)	Location and Facility	1-Sep-14	JC Abougou	Not started
Create process to review instructional materials (e.g. weekly collection of lesson plans)	Academic Program	1-Sep-14	JC Abougou	Not started
Create system to ensure school has all current parent phone numbers	Operations	1-Sep-14	JC Abougou	Not started
Create volunteer pack for volunteer canvassing (hand out materials, talking points, what to do if something goes wrong)	Student Recruitment	1-Sep-14	JC Abougou	Not started
Refine student application process timeline (application due date, lottery date)	Student Recruitment	1-Sep-14	JC Abougou	Not started
Develop a school safety manual and emergency procedures handbook as well as key contact #s	Operations	1-Sep-14	JC Abougou	Not started
Develop teacher and parent Survey	Operations	1-Sep-14	JC Abougou	Not started
Develop substitute teacher plan for class coverage	Operations	1-Sep-14	JC Abougou	Not started
Develop system to administer medication/health services to students & identify what all staff members are allowed to administer (e.g. bandaids)	Operations	1-Sep-14	JC Abougou	Not started
Draft all documents needed for teacher hiring (e.g. application, offer letter, etc.)	Staff Recruitment	1-Sep-14	JC Abougou	Not started
Draft student and family handbook	Organization Development	1-Sep-14	JC Abougou	Not started

Ensure all board policies are complete and ready to be approved post-authorization	Governance	1-Sep-14	JC Abougou	Not started
Finalize daily schedule	Operations	1-Sep-14	JC Abougou	In progress
Finalize student enrollment kit/packet	Student Recruitment	1-Sep-14	JC Abougou	Not started
Finalize student graduation and promotion policies	Academic Program	1-Sep-14	JC Abougou	Not started
Identify person who can translate documents into Spanish	Operations	1-Sep-14	JC Abougou	Not started
Identify auditor and include audit on annual calendar	Financial Planning	1-Sep-14	JC Abougou	In progress
Create schedule for student orientation(s)	Student Recruitment	1-Sep-14	JC Abougou	Not started
October 2014 (10 Months Prior to Opening October)				
Create all forms needed to perform teacher observations and peer-to-peer observations	Academic Program	Oct-14	JC Abougou	Not started
Create teacher and staff evaluation rubric	Academic Program	Oct-14	JC Abougou	Not started
Create a plan to gather baseline student data	Academic Program	Oct-14	JC Abougou	Not started
Identify tools/technology used for assessment	Academic Program	Oct-14	JC Abougou	In progress
Draft all diagnostic, EOY and interim assessments; or identify available assessments that full meet needs	Academic Program	Oct-14	JC Abougou	Not started
Determine final schedule for internal and external testing	Academic Program	Oct-14	JC Abougou	Not started
Develop action plan process for analyzing data and modifying instruction	Academic Program	Oct-14	JC Abougou	Not started
Develop SPED identification process; Survey families to identify students with IEPs at family orientation	Operations	Oct-14	JC Abougou	Not started
Ensure IEP training in teacher induction training	Professional Development	Oct-14	JC Abougou	Not started
Finalize student application form (based on forms used by other schools) and parent/guardian authorization for transfer of student records	Student Recruitment	Oct-14	JC Abougou	Not started
Start student recruitment campaign	Student Recruitment	Oct-14	JC Abougou	Not started
Create a primer for familiies on academic program (including assessments, schedule, etc).	Academic Program	Oct-14	JC Abougou	Not started
Begin recruitment of staff positions	Staff Recruitment	Oct-14	JC Abougou	In progress
November 2014 (9 Months Prior to Opening)				

Create a list for ops manager as to what needs to be accomplished by first day of school	Operations	Nov-14	JC Abougou	Not started
Identify any pre-work that new staff hires should complete before summer staff PD	Operations	Nov-14	JC Abougou	Not started
Create explusion and suspension policy	Operations	Nov-14	JC Abougou	Not started
Develop policies and procedures for retention of records, confidentiality policy for student records and filing system safeguards	Student Recruitment	Nov-14	JC Abougou	Not started
Develop and translate preliminary draft of parent/student contract	Student Recruitment	Nov-14	JC Abougou	Not started
Finalize compensation plan, salary structures, benefits package, retirement, insurance	Staff Recruitment	Nov-14	JC Abougou	Not started
Correct Budget and enter it into accounting system to automate production of Budget to Actual Reports	Financial Planning	Nov-14	JC Abougou	Not started
December 2014 (8 Months Prior to Opening)				
Idenitfy possible contracted medical personnel to be used at school	Operations	Dec-14	DD Abougou	Not started
Reseach and draft sample press statements re: possible school crises, academic accomplishments, awards, etc.	Organization Development	Dec-14	JC Abougou	Not started
Create organizational structure and process for lottery (Identify who, what, where, when)	Student Recruitment	Dec-14	JC Abougou	Not started
Review staffing structure and identify any additional staffing needs for school programming	Academic Program	Dec-14	JC Abougou	Not started
Identify if school will offer after-school program, then identify if need additional staffing	Operations	Dec-14	JC Abougou	Not started
Determine vendor for computer and other technology purchase	Financial Planning	Dec-14	JC Abougou	Not started
Develop list of potential volunteer needs/opportunities	Organization Development	Dec-14	JC Abougou	Not started
Develop potential list of field-trip locations	Academic Program	Dec-14	JC Abougou	Not started
Develop field trip policies, process, protocols	Operations	Dec-14	JC Abougou	Not started
Identify any necessary financing for building improvements	Financial Planning	Dec-14	JC Abougou	Not started

Finalize technology needs based on instructional and operational plan	Academic Program	Dec-14	JC Abougou	Not started
Identify school uniform vendor if applicable	Operations	Dec-14	JC Abougou	Not started
Negotiate terms of lease or purchse agreement to be signed upon approval	Location and Facility	Dec-14	JC Abougou	Not started
Once site is confirmed, develop a space usage plan after initial walk-through	Location and Facility	Dec-14	JC Abougou	Not started
Prepare materials for family orientation post-lottery	Student Recruitment	Dec-14	JC Abougou	Not started
Research and identify vendors for supplies, furniture, equipment, etc. (update from application)	Operations	Dec-14	JC Abougou	Not started
Schedule open meeting law training for Board	Governance	Dec-14	JC Abougou	Not started
Set-up all board insurance including Directors and Officers insurance	Governance	Dec-14	JC Abougou	Not started
Identify forms to determine eligibility for USDA Free/Reduced Price Meals Program	Operations	Dec-14	JC Abougou	Not started
Build and launch final website	Marketing	Dec-14	JC Abougou	Not started
Register with the Secretary of State after receiving 501c3 status (before you receive any donations)	Financial Planning	Dec-14	JC Abougou	Not started
Estimate cost of improvements and annual lease payments (via preliminary negotiations with owner)	Location and Facility	Dec-14	JC Abougou	Not started
Identify an attorney or other representative to assist with facility contract negotiations	Location and Facility	Dec-14	JC Abougou	Not started
Detail facility rehabilitation work	Location and Facility	Dec-14	JC Abougou	Not started
Determine a back-up facility	Location and Facility	Dec-14	JC Abougou	Not started
Create a student transportation plan (assumes facility identified)	Operations	Dec-14	JC Abougou	Not started
January 2015 (7 Months Prior to Opening)				
Upon school approval, distribute marketing materials and otherwise announce planned school, opening date, school leader, school location, school type and focus, and enrollment process	Marketing	Jan-15	JC Abougou	Not started
Create a school systems manual (i.e. copy machine procdedures, mail collection, student dismissal)	Organization Development	Jan-15	JC Abougou	Not started

Create a plan for doing home visits to students (who is attending) - start after lottery	Organization Development	Jan-15	JC Abougou	Not started
Create one pager on all legal requirements re: fingerprinting	Organization Development	Jan-15	JC Abougou	Not started
Create parent volunteer forms	Community	Jan-15	JC Abougou	Not started
Create press distribution list	Marketing	Jan-15	JC Abougou	Not started
Create press release template	Marketing	Jan-15	JC Abougou	Not started
Write press release for first day of school and finalize press release for charter approval		Jan-15	JC Abougou	Not started
Create process to request student records as needed	Organization Development	Jan-15	JC Abougou	Not started
Create report card system (grading scale, software, document, upload of information and distribution)	Academic Program	Jan-15	JC Abougou	Not started
Create template for school/parent newsletter	Organization Development	Jan-15	JC Abougou	Not started
Determine attendance tracking system, process	Organization Development	Jan-15	JC Abougou	Not started
Develop process for students to get uniforms	Organization Development	Jan-15	JC Abougou	Not started
Identify core teachers to help with curriculum development, scope/sequence planning over summer; alter budget to provide stipend, if necessary	Academic Program	Jan-15	JC Abougou	Not started
Articulate alignment of Arizona's College & Career Ready Standards with any purchased curriculum	Academic Program	Jan-15	JC Abougou	Not started
Identify if local schools are going to have a lottery and attend if possible	Professional Development	Jan-15	JC Abougou	Not started
Develop explicit method for instilling a planned school culture, including behavior system and expectations for students and faculty	Organization Development	Jan-15	JC Abougou	Not started
Identify what is included in ACC annual report--identify due dates and identify where information is found	Organization Development	Jan-15	JC Abougou	Not started
Make sure all goals from the Performance Management Plan correspond to a tracker that the Board and State have access to	Organization Development	Jan-15	JC Abougou	Not started

Place staff applicant information kit on school website	Staff Recruitment	Jan-15	JC Abougou	Not started
Plan and provide all staff with first aid training	Professional Development	Jan-15	JC Abougou	Not started
Prepare all powerpoints, materials and plan for summer staff professional development	Professional Development	Jan-15	JC Abougou	Not started
Refine professional development plan based on development of school model, anticipated student needs and expert feedback	Professional Development	Jan-15	JC Abougou	Not started
Integrate school behavior expectations, policies, and discipline training into induction and training plans	Professional Development	Jan-15	JC Abougou	Not started
Identify and contact external professional development providers.	Professional Development	Jan-15	JC Abougou	Not started
Research best practices regarding professional training	Professional Development	Jan-15	JC Abougou	In progress
Determine resources needed for staff induction and site training; create a schedule for induction and site training	Professional Development	Jan-15	JC Abougou	Not started
Allocate funds for teacher salaries/stipends to cover training	Professional Development	Jan-15	JC Abougou	Not started
Develop professional development schedule	Professional Development	Jan-15	JC Abougou	Not started
Develop long-term plan for annual professional development / in-service training schedule	Professional Development	Jan-15	JC Abougou	In progress
Set up credit cards for school leadership	Financial Planning	Jan-15	JC Abougou	Not started
Set up school email addresses	Organization Development	Jan-15	JC Abougou	Not started
Take restraint training and schedule for summer PD for staff	Professional Development	Jan-15	JC Abougou	Not started
Identify additional areas of training for the board based on gaps in knowledge	Governance	Jan-15	JC Abougou	Not started
Develop plan for maintaining adequate inventory of first aid supplies	Operations	Jan-15	JC Abougou	Not started
Revise budget based on 3-5 year technology plan (lease versus buy)	Financial Planning	Jan-15	JC Abougou	Not started

Negotiate terms of lease or purchase agreement to be signed upon approval (for independent facility)	Location and Facility	Jan-15	JC Abougou	Not started
Encourage any prospective staff to begin process to get fingerprint clearance card	Operations	Jan-15	JC Abougou	Not started
February 2015 (6 Months Prior to Opening)				
Create payroll system	Financial Planning	Feb-15	JC Abougou	Not started
Confirm or revise total Y1 and Y2 fundraising needs	Financial Planning	Feb-15	JC Abougou	Not started
Create actual Y1 cash flow and 5-year operating budget for internal management and Board approval	Financial Planning	Feb-15	JC Abougou	Not started
Create annual board calendar (when annual meeting is, budget approval, ED evaluation)	Governance	Feb-15	JC Abougou	Not started
Create staff benefit option and create one-pager identifying benefits and insurance options	Financial Planning	Feb-15	JC Abougou	Not started
Create non-profit mailing status with post office & identify other discounts we can receive as a result of our status.	Organization Development	Feb-15	JC Abougou	Not started
Set a standard time for board meetings and prepare template for governing board agendas	Governance	Feb-15	JC Abougou	Not started
Define process for student billing and collections (for uniform or after school if needed)	Financial Planning	Feb-15	JC Abougou	Not started
Determine standards and policies for food program	Operations	Feb-15	JC Abougou	Not started
Establish any additional school bank accounts and make other banking arrangements, if applicable	Financial Planning	Feb-15	JC Abougou	Not started
Establish direct deposit	Financial Planning	Feb-15	JC Abougou	Not started
Identify location in school facility for food warmer (if you are not going to prepare food on campus	Location and Facility	Feb-15	JC Abougou	Not started
Select SPED contracted vendors and set-up contracts	Academic Program	Feb-15	JC Abougou	Not started
Identify/Interview contracted food service provider	Operations	Feb-15	JC Abougou	Not started
Refine internal controls and number of check signers required	Organization Development	Feb-15	JC Abougou	Not started
Set up onboarding processes for new employees (compliance, payroll, IT, etc.)	Staff Recruitment	Feb-15	JC Abougou	Not started
Finalize selection of accounting software/work with Accounting support staff	Financial Planning	Feb-15	JC Abougou	Not started

Hold first annual Board organizational meeting	Governance	Feb-15	JC Abougou	Not started
Finalize and distribute Board manual to all current and new members. At minimum, final manual should clearly describes role and responsibilities of Board vis-à-vis school leadership, expectations (including attendance and fundraising requirements) of Board members, and contain key school policies and procedures (or be cross reference to same), open meetings and charter laws, and the charter application.	Governance	Feb-15	JC Abougou	Not started
Schedule and hold annual Board retreat	Governance	Feb-15	JC Abougou	Not started
Schedule periodic Board training and/or self-evaluations	Governance	Feb-15	JC Abougou	Not started
Develop communication mechanisms for between board(s) and leadership	Governance	Feb-15	JC Abougou	Not started
Screen applicants, including checking references, and prepare list of potential individuals per position to interview	Staff Recruitment	Feb-15	JC Abougou	Not started
Board votes on policy manual, HR manual and school safety manual	Governance	Feb-15	JC Abougou	Not started
March 2015 (5 Months Prior to Opening)				
Create lesson plan template	Academic Program	Mar-15	JC Abougou	In progress
Determine traffic pattern for dropping off and picking up students	Location and Facility	Mar-15	JC Abougou	Not started
Explore and confirm public transportation options for potential school location	Operations	Mar-15	JC Abougou	Not started
Negotiate and execute contracts with service providers	Operations	Mar-15	JC Abougou	Not started
Obtain Certificate of Occupancy	Location and Facility	Mar-15	JC Abougou	Not started
Order and manage delivery of any capitalized assets, including playground equipment, kitchen equipment, etc.	Procurement	Mar-15	JC Abougou	Not started
Order and manage delivery of classroom furniture, equipment, technology (including copy machines, laminating machine, fax machine)	Procurement	Mar-15	JC Abougou	Not started
Order and manage delivery of non-instructional furniture, fixtures, and equipment	Procurement	Mar-15	JC Abougou	Not started
Order and manage delivery of office and non-instructional program supplies	Procurement	Mar-15	JC Abougou	Not started

Prepare materials for family orientation right before school starts	Student Recruitment	Mar-15	JC Abougou	Not started
Purchase and install phone and internet connections	Procurement	Mar-15	JC Abougou	Not started
Create scope and sequence for each subject	Academic Program	Mar-15	JC Abougou	Not started
Purchase and install student information system	Procurement	Mar-15	JC Abougou	Not started
Develop a system for monitoring the curriculum	Academic Program	Mar-15	JC Abougou	Not started
Determine and write-out guidelines (in compliance with IDEA, 504, and state/federal madates) for special education, English Language Learners, students with social and emotional needs and homeless students	Academic Program	Mar-15	JC Abougou	Not started
Identify project manager for facility, if improvements or construction is needed	Location and Facility	Mar-15	JC Abougou	Not started
Approve any new board members with ASBCS and notify the Arizona Corporation Commission	Governance	Mar-15	JC Abougou	Not started
		Mar-15	JC Abougou	Not started
April 2015 (4 Months Prior to Opening)				
Determine placement (inside and outside), policies and procedures for all security guards and outside personnel to ensure alignment with school culture and rules	Operations	Apr-15	JC Abougou	Not started
Develop overall facility security and safety plan, including a safety review process	Location and Facility	Apr-15	JC Abougou	Not started
Develop school signage	Marketing	Apr-15	JC Abougou	Not started
Develop strategies to change or adapt curriculum to meet unexpected needs of student body	Academic Program	Apr-15	JC Abougou	Not started
Establish entering and exiting systems for students and which external doors will be open during the day	Location and Facility	Apr-15	JC Abougou	Not started
Work with city to ensure access to a crossing guard if applicable	Location and Facility	Apr-15	JC Abougou	Not started
Identify a safety shelter near the school? In the school?	Location and Facility	Apr-15	JC Abougou	Not started
Line up electrician, plumber, tech person to call in case of an emergency	Operations	Apr-15	JC Abougou	Not started
Request transfer of student records	Operations	Apr-15	JC Abougou	Not started

Schedule fire drills and establish evacuation routes and procedures - create one pager that goes outside every classroom	Operations	Apr-15	JC Abougou	Not started
Distribute forms to determine eligibility for USDA Free/Reduced Price Meals Program (include in enrollment packet)	Operations	Apr-15	JC Abougou	Not started
May 2015 (3 Months Prior to Opening)				
Assess additional faculty/staff needs	Organization Development	May-15	JC Abougou	Not started
Create plan for first day, first week	Organization Development	May-15	JC Abougou	Not started
Obtain, administer home language survey at family orientation	Organization Development	May-15	JC Abougou	Not started
Purchase necessary supplies for any enrichment program	Operations	May-15	JC Abougou	Not started
Reserve space for summer PD if school building is not ready	Location and Facility	May-15	JC Abougou	Not started
Select, assign summer reading for incoming staff	Operations	May-15	JC Abougou	Not started
Determine if school will host a spring/summer staff social event	Staff Recruitment	May-15	JC Abougou	Not started
Board approves final budget (based on annual meeting as listed in school bylaws)	Governance	May-15	JC Abougou	Not started
June 2015 (2 Months Prior to Opening)				
Determine who will serve as the Volunteer Coordinator in start-up and Year 1 and develop volunteer use plan	Community	Jun-15	JC Abougou	Not started
Identify, assign Mentor Teachers if there are any 1st year teachers hired	Academic Program	Jun-15	JC Abougou	Not started
Install computer hardware and software and other non-permanent technology	Operations	Jun-15	JC Abougou	Not started
Install exterior and intererior security system	Operations	Jun-15	JC Abougou	Not started
Install phone and internet connections	Operations	Jun-15	JC Abougou	Not started
Provide training to staff to support ELL students	Professional Development	Jun-15	JC Abougou	Not started
Confirm all building compliance	Location and Facility	Jun-15	JC Abougou	Not started

July (1 Month Prior to Opening)				
Create title I compliance binder.	Organization Development	Jul-15	JC Abougou	Not started
Determine first month food menu, distribute to families.	Operations	Jul-15	JC Abougou	Not started
Confirm/refine food services plan/procedures, including managing transactions, if applicable.	Operations	Jul-15	JC Abougou	Not started
Distribute laptops to staff, if purchased, or provide access to desktops.	Operations	Jul-15	JC Abougou	Not started
Order and manage delivery of teacher requested supplies	Operations	Jul-15	JC Abougou	Not started
Provide training to staff to support Special Education students	Professional Development	Jul-15	JC Abougou	Not started
Update 3-5 year technology plan based on Y1 needs	Operations	Jul-15	JC Abougou	Not started
Estimated student count due to ADE	Financial Planning	Jul-15	JC Abougou	Not started
Enter enrolled students into SAIS system	Operations	Jul-15	JC Abougou	Not started
Complete final preparations for summer staff PD	Professional Development	Jul-15	JC Abougou	Not started
Week of July 1, 2015 (3 Weeks Prior to Opening)				
Arrange for extra volunteers to participate during first day and first week of school.	Organization Development	Jul-15	JC Abougou	Not started
Hold summer staff professional development	Professional Development	Jul-15	JC Abougou	Not started
Check all student recrtuitment numbers - adjust any staffing/budget if school is underenrolled	Financial Planning	Jul-15	JC Abougou	Not started
Include SAIS training for staff	Professional Development	Jul-15	JC Abougou	Not started
Test all technology equipment (connectivity, phone lines and network)	Operations	Jul-15	JC Abougou	Not started
All teachers sets up classrooms	Operations	Jul-15	JC Abougou	Not started
Week of July 27, 2015 (1 Week Prior to Opening)				
Track student enrollment by grade, gender, race, school of attendance, district, etc.	Organization Development	Jul-15	JC Abougou	Not started

Finalize facility preparation (ensure all rooms, bulletin boards, emergency exit procedures, etc. are ready)	Location and Facility	Jul-15	JC Abougou	Not started
Finalize system for internal controls	Operations	Jul-15	JC Abougou	Not started