Las Puertas Community School Planning Guide 2013-2014

Category	Activity	November	December	January	February	March	April	May	June	Comments	KEY
Business Administration	Establish legal entity for charter school (LLC)									Completed	COO Chief Operation Officer
	Complete steps for EIN and DUNS									Completed	CAO Chief Academic Officer
	Grant management procedures developed and implemented									Completed	BOM Business Office Manager
	CSP Ledger and other accounting requirements developed									Completed	IL Instructional Lead
	AZCSP year 2 budget completed and submitted		COO							Ongoing	ELA English Lauguage Arts
	Participate in ASBO and ACSA training for business operations	COO	COO	COO						Ongoing	
	Select accounting firm(s) with specified expectations	COO								Completed	
	Select legal firm(s) with specified expectations		COO							Completed	
	Select audit firm(s) with specified expectations			COO							
	Revise & update planning as needed									On-going	
Category	Activity	November	December	January	February	March	April	May	June	Comments	
Governance	Establish Governing Board Meeting Dates				COO					Ongoing	
	Prepare calendar for board policy review and approval	COO								Completed	
	Create board orientation/training calendar	COO								Completed/Ongoing	
	Board Approval of initial Planning Guide									Completed	
	Board Approval of Evaluation Plan for School Leaders				COO						
	Develop board selection, duties and accountability plan									Completed	
	Develop and approve all required board policies for opening of school							COO		Ongoing	
Category	Activity	November	December	January	February	March	April	May	June	Comments	
Outreach & Community Building	Develop community focus groups based on identified school neighborhood			COO							
	Select initial community partners				COO						
	Research and recruit community health provider	COO								Initiated/ongoing	
	Research and recruit community financial provider	COO								Initiated/ongoing	
	Research and recruit community early childhood center provider	COO								Initiated/ongoing	
	Research, recruit and select post-secondary providers/partners	COO								Initiated/ongoing	
	Research and develop neighborhood association partners									Completed	
	Research and update neighborhood asset map									Initiated/ongoing	
	Research and develop neighborhood business/organization partners										
Category	Activity	November	December	January	February	March	April	May	June	Comments	
Infrastructure	Update overall strategic plan for kyears 1-3						CAO				
	Update budget forecst for year 1					COO					
	Schedule and calendar options are selected for implementation			CAO							
	Start up and year one budgets are in place					COO					
	Transportation options with associated costs prepared for consideration				COO						
	Structure for providing an inclusive environment with RTI/enrichment for students with identified "special" needs developed to include students associated with "504", special education, GLBT youth, GTE, ELL					CAO					
	SAIS/Integrated data plan is in place				CAO						
	Student records plan is in place					CAO					
	Complete the plan for Food/Nutrition Options						COO				
	Hire School Office Manager for Start Up									Completed	
	Develop ALEAT, CIP, Technology Plan and E-Rate				CAO						
	Complete training for use of the Grants Management Portal			COO							
	Select Technology consultant to establish all components for opening		COO								
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Curriculum, Instruction & Assessment	Develop Curriculum, Instruction, Assessment Handbook							CAO			
	Formalize the Curriculum, Instruction Assessment Education Framework									Completed/update as needed	
	Develop processes for selection of Power Standards to guide instruction				CAO						
	Develop StrengthBuilding Component					COO					
	Select or develop formative assessment system across curriculum to include vendors, process, scheduling and implementation plan					CAO					
	Develop procedure for creation and evaluation of project based learning across the curriculum to include scheduling and implementation plan							CAO			
	Develop the walk-through protocol for continuous instructional feedback and evaluation						CAO				
	Create Curriculum Resources vendor list						CAO				
	Create Instructional Materials, Resources, Equipment Vendor List						CAO				
	Select and budget for summative assessment systems (PAARC/CWRA/PISA, etc)						CAO				
	Create the initial class schedule for opening and staffing purposes							CAO			
	Prepare the draft for course descriptions and enter in ADE site					CAO					
	Prepare plan for individual staff portfolios and upload on website						CAO				

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Materials & Supplies	Develop Inventory System to label and tack all equipment		COO								
	Create list of furniture and equipment options and vendors				CAO						
	Select and prepare list of instructional material options and vendors						CAO				
	Develop purchase and bidding guidelines and procedures to meet all charter and state funding requirements		COO								

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Evaluation and Research	Develop the overall research protocol					COO					
	Screen and select research and evaluate partners			COO							
	Identify research strands desired by the board, staff, and scholarly research partners							COO			
	Develop initial research plan								COO		
	Plan for tracking the implementation of the school through journaling			CAO							

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Human Resources	Human resources Risk management plan developed and approved				COO						
	Employee Handbook developed and approved					COO					
	Salary and Benefit Structure developed and approved			COO							
	Fingerprinting procedure procedure developed			COO							
	Background check procedure developed			COO							
	Develop and implement web based HR application system			COO							
	Develop evaluation protocol for teachers and Chief Academic Officer						CAO				
	Develop evaluation protocol for support staff							CAO			

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Staffing	Develop recruitment strategies to include 1) benefits package developed and budgets, 2) applicant process defined, and 3) staff recruitment			COO							
	Develop Staffing Plan based on 1) Initial course offerings; 2) Enrollment projections; 3) budget projections; 4) core principles				CAO						
	Business/Community Leadership Plan developed and approved to select/maintain Founding Business/StrengthBuilding leader									Completed,update	
	Principal/Academic leader plan developed and approved to select/maintain interim or founding principal									Completed /update	
	Lead Teacher(s) hired part time to guide the development of curriculum and major school systems						CAO			Completed/Math	Need ELA Lead
	Complete the shared decision making plan for overall operation of the Professional Learning Community							CAO			

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Design Teams	Create master list of design team members									Completed/update	
	Develop design team meeting plan									Completed/update	
	Schedule design team meetings									Completed/ongoing	
	Create feedback mechanism for design team tracking					CAO					

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Professional Learning Community	Develop Handbook for implementation of Professional Learning Community						CAO				
	Training/Professional Development plan for all school systems is developed and initiated to assure timely support for all aspects of the learning community				CAO						

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Facility Acquisition and Preparation	Develop requirements to include school, partners, fire Marshall, building codes			COO							
	Develop capital campaign			COO							
	RFP or selection of Architect				COO						
	RFP or selection of Contractor				COO						
	Research, budget and purchse furniture and equipment					COO					
	Research facility financing			COO				COO			
	Finalize facility selection to include all contracts				COO						
	Fire Marshall Review and clearance						COO				
	Certificate of Occupancy							COO			

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Student Recruitment	Develop recruitment plan and schedule to assure balanced and equitable access for all students/families		CAO								
	Develop /Create print material, elevator speech and web based structure (also part of marketing plan)			CAO							
	Develop PR plan and schedule/location of monthly meetings and events			CAO							
	Public Information Blitz begins (also part of marketing plan)									Completed/ongoing	
	Create and update social media to include UTube production			COO							
	Develop enrollment materials and process that complies with Charter regulations to assure equal access				CAO						
Category	Activity	November	December	January	February	March	April	May	June	Comments	
Marketing	Develop marketing plan									Completed	
	Select Marketing organizations									Completed/update	
	press Release procedures and process			COO							
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Family Involvement	Develop Parent/Family Handbook				COO						
	Develop and Implement the Family Mentoring Program						COO				
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Student Involvement/Governance	Develop draft of student handbook to include 1) discipline/expectations plan; 2) open/closed campus; 3) school dress expectations/code; 4) college going culture plan; 5) student governance/leadership plan					CAO					
	Start student focus groups to guide the development of all student materials and programs			CAO							
	Develop the advisory program handbook for staff and student use							CAO			