

Required Elements Pre-Opening Plan Exhibit C

Baxter Academy for Technology and Sciences

Final from Jana 5-3-13

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Governance	Board Recruitment	Founders	In application	4/1/13
	Articles of Incorporation and Nonprofit filings	Founders and Governing Board	In application	
	By-laws	Founders and Governing Board	Revised	5/3/13
	Organizational Chart	Founders and Governing Board	In application	5/3/13
	Organizational Policies and Procedures	Founders and Governing Board	In application	4-12/13
Enrollment	Staff Handbook	Governing Board Executive Director	In application	9/28/12
	Enrollment Policy and Enrollment Plan	Governing Board	In application	4/12/13
	Required min/max enrollments	Governing Board	On contract date	5/3/13
	Application process for admission	Governing Board/ Executive Director	In application	9/28/12

Enrollment (Continued)	Assessment of student interest	Executive Director /Director of Admissions	Ongoing	
	Admissions and Lottery procedures	Executive Director /Director of Admissions	In application	9/13/12
	Admissions Notification and/or Lottery Deadline	Executive Director / Director of Admissions	Prior to April 1 st of school year	4/30/13
	Admissions Acceptance Decisions	Executive Director / Director of Admissions	Prior to April 1 st of the school year	4/30/13
	File Pre-enrollment Report to SAU's	Executive Director	April 1 of the school year	4/30/13
Staff Recruitment and Hiring	Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)	Governing Board / Executive Director	In application p.234-244	9/23/12
	Hiring of Principal and Key Admin. (CFO, S.S. Director,	Governing Board/ Executive Director	90 days prior to school opening contract date	

	others)				
Staff Recruitment and Hiring (Continued)	Professional Instructional Staff (FT and PT Regular Teachers, Special Ed., ELL Teachers); background checks completed	Executive Director / Head of School	30 days prior to start of school year		
	Paraprofessionals	Executive Director / Head of School	20 days prior to start of school year		
	Clerical Staff	Executive Director / Head of School	20 days prior to start of school year		
	Substitute Teachers	Executive Director / Head of School	At start of school year		
	Initial Professional Development and Staff Orientation	Executive Director / Head of School	5 days prior to start of school year		
Facilities and Safety	Signed lease for all space as listed in application	Governing Board / Executive Director	In application	3/9/13	
	All required renovations to meet approved school inspections	Governing Board / Executive Director	30 days prior to start of school year		

	Certificate of Occupancy	Executive Director / Head of School	30 days prior to start of school year	
Facilities and Safety (Continued)	Fire and Asbestos Inspections, Lead-paint Assessment	Executive Director / Head of School	30 days prior to start of school year	
	Insurance Policies in place	Executive Director / Head of School	10 days after contract date	
	Utilities (water and air quality, plumbing, electricity)	Executive Director / Head of School	30 days prior to start of school year	
	Capital Equipment and Installation	Executive Director / Head of School	30 days prior to start of school year	
	Office and Classroom Equipment and Installations	Executive Director / Head of School	20 days prior to start of school year	
	Emergency Contact Sheet and Safety Plan	Executive Director / Head of School	15 days prior to start of school year	
Student Learning	School Calendar and Student Schedule	Executive Director / Head of School	In application p.211-212	9/23/12
	Code of Conduct	Executive Director / Head of School	In application p. 259-261/38-42	9/23/12
	Special Services and Special Education Policy	Executive Director / Head of School /Special Services Coordinator	90 days prior to start of school year	

Student Learning (Continued)	Approved Special Education Plan	Executive Director / Head of School / Special Services Coordinator	30 days prior to start of school year		
	Curriculum Accommodation Plan	Executive Director / Head of School	30 days prior to start of school year		
	Title I, Special Education and ELL approved plans	Executive Director / Head of School / Special Services Coordinator	30 days prior to start of school year		
Finance and Financial Services	Operating Budget - final pre-opening revisions	Governing Board / Executive Director	45 days prior to school opening		
	Cash-flow Projections	Executive Director /CFO	On contract		
	Fiscal Policies and Procedures Manual	Executive Director /CFO	In application	9/23/12	
	Financial accounting system compatible with MEDMS	Governing Board / Executive Director	90 days prior to school opening		
	Grants / Entitlements (State	Executive Director /CFO	Ongoing		

	and Federal)	/Director of Dev.		
Finance and Financial Services (Continued)	Other Grants	Executive Director /CFO /Director of Dev.	Ongoing	
	Misc. Funds / Fund-raising Plan	Executive Director /CFO /Director of Dev.	Ongoing	
	Audit Timeline	Governing Board / Executive Director	On signing of contract/Exhibit E	
Technology	Hardware installed and set-up	Director of IT	30 days before opening of school	
	Software installed and set-up	Director of IT	20 days before opening of school	
	Student/Staff IT Policy and Procedures in place	Executive Director /Director of IT	On signing contract	
	Curriculum Plan	Executive Director /Head of School	In application	9/28/12
Instruction	Instructional Materials purchasing plan	Executive Director /Head of School	In application	9/28/12
	Classroom assignments and set-up	Executive Director /Head of School	15 days before opening of school	
Student Services, Records and	Attendance, Student Retention Records	Executive Director /Head of School	90 days before opening of school	6/1/13

Reporting System	System				
Student Services, Records and Reporting System (Continued)	Academic Performance Information	Executive Director / Head of School	30 days prior to school opening		
	Student information system compatible with MEDMS	Executive Director / Head of School	30 days prior to school opening		
	Student academic assessment and reporting plan compatible with MEDMS	Executive Director / Head of School	30 days prior to school opening		
	Transportation Plan and Contract	Executive Director / Head of School	30 days prior to school opening		
	Nutrition/Food Service Plan and Contract	Executive Director / Head of School	30 days prior to school opening		
	Health and Wellness Plan	Executive Director / Head of School	In application p.193	9/23/12	

Staff Information and Records System	Employment Policies, including performance evaluation criteria and procedures for professional and support staff, compatible with MEDMS	Governing Board / Executive Director	In application	6/1/13
Professional Development Plan	Head of School	In application	9/28/12	

P/Charter Schools/Preopening Plan/Required Elements Pre-Opening Plan Exhibit C Approved 1-8-13
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