

**Required Elements of a Pre-Opening Plan
Exhibit C**

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date
Governance	Board recruitment	Founders		Prior to contract
	Articles of incorporation and non-profit filings	Founders and Board		Prior to contract
	By-laws	Founders and Board		Prior to contract
	Organizational chart	Founders and Board		Prior to contract
	Organizational Policies and Procedures	Founders and Board		Prior to contract
	Staff Handbook	Executive Director/Gov. Board	Prior to contract	15 days after contract signing
Enrollment	Final Enrollment Policy	Governing Board	Prior to contract	On the contract date
	Application for Admission	Governing Board/Exec. Director	On the contract date	60 days before start of school
	Recruitment	Exec Dir/Dir of Admissions	Prior to Contract	Ongoing
	Admissions notification and/or lottery	Exec Dir/Dir of Admissions	Start of contract	14 days prior to start of school year
	File pre-enrollment report	Exec Director		October 1 st

Field

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date
Staff Recruitment and Hiring	Principal and key administrators (chief finance officer, Spec. Svcs. Director, others)	Exec Dir/Gov. Board	Prior to contract	On contract date
	Prof. Instructional staff (FT and PT regular teachers, Sp Ed, ELL teachers); background checks completed	Exec Dir/ Head of School	Prior to contract	30 days prior to start of school year.
	Paraprofessionals	Exec Dir/ Head of School	On contract date	20 days prior to start of school year
	Clerical staff	Exec Dir/ Head of School	On contract date	20 days prior to start of school year
	Substitute teachers	Exec Dir/ Head of School	On contract date	At start of school year
	Initial professional development and staff orientation	Exec Dir/ Head of School	On contract date	5 days prior to start of school year
Facilities and Safety	Signed Lease agreement for all space as listed in application	Gov. Board/Exec Dir	Prior to contract	30 days prior to opening
	All required renovations to meet approved inspections for schools	Gov. Board/Exec Dir	Prior to contract	30 days prior to start of school year.
	Certificate of Occupancy	Exec Dir/ Head of School	Prior to contract	15 days prior to start of school year

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date
	Fire Inspection, Asbestos inspection, lead paint assessment report	Exec Dir/ Head of School	Prior to contract	15 days prior to start of school year
	Insurance policy in place	Exec Dir/ Head of School	Prior to contract	10 days after contract effective date
	Utilities	Exec Dir/ Head of School	Prior to contract	60 days prior to start of school year.
	Capital Equipment and Installation	Exec Dir/ Head of School	Prior to contract	15 days prior to start of school
	Office and classroom equipment and furnishings	Exec Dir/ Head of School	Prior to contract	15 days prior to start of school
	Emergency contact sheet and safety plan	Exec Dir/ Head of School	Prior to contract	15 days prior to start of school
Student Learning	School calendar and student schedule	Head of School/ Exec Director	Prior to contract	30 days prior to start of school
	Code of Conduct	Head of School/ Exec Director	Prior to contract	On contract date
	Special services and special education policy and procedures	Head of School/ Exec Director/ Sp. Svcs. Coord.	Prior to contract	On contract date
	Section 504 Accommodation plan	Head of School/ Exec. Dir.	Prior to contract	30 days prior to start of school
	Title I and ELL plan	Head of School/Exec Dir/Spec. Svcs Coordinator	Prior to contract	30 days prior to start of school

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date
Finance and financial services	Operating Budget – final pre-opening revisions	Gov. Board and Exec. Director	Prior to contract	45 days prior to opening date of school
	Cash flow projections	Exec Director/ CFO	Prior to contract	45 days prior to opening date of school
	Fiscal policies and procedures manual	Exec Director/ CFO	Prior to contract	On signing contract
	Grants and entitlements (state and federal)	Exec Director/ CFO/ Dir of Development	Prior to contract	45 days prior to opening date of school
	Other grants	Exec Director/ CFO/Dir of Development	Prior to contract	45 days prior to opening date of school
	Misc. funds/fundraising plan	Exec Director/ CFO/Dir of Development	Prior to contract	30 days prior to opening date of school
	Audit timeline	Gov Board/Exec Dir	Prior to contract	On signing contract
Technology	Hardware installed and set-up	Director of IT	Prior to contract	30 days before opening of school
	Software installed and set-up	Director of IT	Prior to contract	20 days before opening of school
	Internet code of conduct	Exec Dir/Director of IT	Prior to contract	On signing contract
Curriculum and Instruction	Curriculum plan	Exec Dir/Head of School	Prior to contract	On signing contract
	Instructional materials purchasing plan	Exec Dir/Head of School	Prior to contract	30 days prior to start of school

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date
	Classroom assignments and set-up	Exec Dir/Head of School	Prior to contract	15 days before opening of school
Student services, records and reporting system	Attendance, student retention records system	Head of School/Exec Director	Prior to contract	On signing contract
	Academic performance information	Head of School/Exec Director	Prior to contract	On signing contract
	Student academic assessment and reporting plan	Head of School/Exec Director	Prior to contract	On signing contract
	Transportation plan and contract	Head of School/Exec Director	Prior to contract	60 days prior to school opening
	Nutrition/Food service plan and contract	Head of School/Exec Director	Prior to contract	60 days prior to school opening
	Health and wellness plan	Head of School/Exec Director	Prior to contract	30 days prior to start of school
Staff information and records system	Employment policies, including performance evaluation criteria and procedures for professional and support staff	Gov. Bd/ Exec Director	Prior to contract	On signing contract
	Professional development plan	Head of School	Prior to contract	On signing contract