## Required Elements Pre-Opening Plan Exhibit C

**Baxter Academy for Technology and Sciences** 

Final from Jana 5-3-13

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

Enrollment (Continued)         Assessment of student interest student interest         Executive Director of Admissions and Lottery procedures         Executive Director of Admissions         Ongoing         9/13/12           Admissions and Lottery procedures         Executive Director of Admissions Admissions         Executive Director of Admissions         In application April 1st of school year Admissions         4/30/13           Admissions Acceptance Decisions         Executive Director of Admissions         Prior to April 1st of the school Admissions         4/30/13           Staff Recruitment and Hiring Procedures for Prioripal and Key Admin. (Chief Finance Officer, Special Services Director, Others)         Executive Director Executive Director Director Special Services Director, Others)         April 1 of the school year A/30/13         4/30/13           Hiring of Principal and Key Admin. (CFO, S.S. Director, S.S. Director, CFO, S.S. Directo					7
Admissions and Lottery procedures Admissions  Acceptance Decisions  Acceptance  Perior to April 1st of school year Admissions  Acceptance  Acceptance  Perior to April 1st of the school year Admissions  Executive Director of year  Admissions  Executive Director of year  Admissions  Executive Director April 1 of the school year year  Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director, Director, Director, Director, Director, Special Services Director, Others)  Executive Director Contract date  CFO, S.S. Director, Director Executive Director Contract date	Enrollment	Assessment of	<b>Executive Director</b>	Ongoing	i.e.
Admissions and Lottery procedures // Director of Admissions  Admissions // Director of Admissions  Admissions // Director of Lottery Deadline // Director of Admissions  Admissions // Director of Lottery Deadline // Director of Admissions  Admissions // Director of Admissions // Director of Decisions // Director of Decisions // Director of Prior to April 1st of the school year // Director of Year // Admissions // Director of Year // Director // Director // Director // April 1 of the school year // Admin. (Chief Finance Officer, Special Services Director Soverning Board // Director, others) // Director, others // Special Services // Director, Others // Special Services // Director, Others // Special Services // Special	(Continued)	student interest	/Director of		
Admissions and Lottery procedures / Director of Admissions  Admissions			Admissions		
Lottery procedures / Director of Admissions Admissions Notification and/or Lottery Deadline Admissions Admissions Lottery Deadline Admissions Acceptance Acceptance Decisions Acceptance Principal and Key Admin. (Chief Finance Officer, Special Services Director, others) Hiring of Principal and Key Admin. (CFO, S.S. Director,  Admissions Executive Director Admissions Executive Director April 1 of the school year April 2 of the school year April 2 of the school year April 3 of the school year April 4 of the school year April 5 of the school year April 6 of the school year April 1 of the school year		Admissions and	<b>Executive Director</b>	In application	9/13/12
Admissions Admissions Notification and/or Lottery Deadline  Admissions Lottery Deadline  Admissions  Admissions Lottery Deadline  Admissions  Admissions  Admissions  Executive Director Acceptance Decisions  File Pre-enrollment Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,  Admissions  Executive Director April 1 of the school year April 1 of the school year  April 1 of the school year		Lottery procedures	/Director of		
Admissions Notification and/or Lottery Deadline  Admissions Admissions Admissions Admissions Admissions Acceptance Decisions  File Pre-enrollment Report to SAU's Report to SAU's  Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director, CFO, S.S. Director,  Admissions  Executive Director April 1 of the school year April 1 of the school year April 1 of the school year April 2 of the school year April 2 of the school year April 3 of the school year April 3 of the school year April 1 of the school year April 2 of the school year April 3 of the school year April 3 of the school year April 1 of the school year			Admissions		
Notification and/or Lottery Deadline Admissions  Admissions Acceptance Admissions  File Pre-enrollment Report to SAU's  Report to SAU's  Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,		Admissions	<b>Executive Director</b>		4/30/13
Lottery Deadline  Admissions  Admissions  Acceptance Decisions  File Pre-enrollment Report to SAU's  Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,  CFO, S.S. Director,  Admissions  Executive Director April 1 of the school year April 1 of the school year April 1 of the school year April 2 of the school year April 3 of the school year April 4 of the school year April 5 of the school year April 6 of the school year April 1 of the school year		Notification and/or	/ Director of		
Admissions Acceptance Decisions  File Pre-enrollment Report to SAU's  In application p.234-244 Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,  CFO, S.S. Director,		Lottery Deadline	Admissions		
Admissions Acceptance Decisions  File Pre-enrollment Report to SAU's  In application p.234-244 Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,					
Acceptance Decisions  File Pre-enrollment Report to SAU's  In application p.234-244 Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,  CFO, S.S. Director,  Admin. (Chief Finance Officer, Special Services Director, others)  Governing Board/ Executive Director Contract date		Admissions	<b>Executive Director</b>		4/30/13
File Pre-enrollment Report to SAU's  In application p.234-244 Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others) Hiring of Principal and Key Admin. (CFO, S.S. Director, CFO, S.S. Director,		Acceptance	/ Director of	year	
File Pre-enrollment Report to SAU's  Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director,  Executive Director  Governing Board/ Executive Director  Governing Board/ Executive Director  CFO, S.S. Director,  April 1 of the school year		Decisions	Admissions		
File Pre-enrollment Report to SAU's  In application p.234-244 Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)  Hiring of Principal and Key Admin. (CFO, S.S. Director, CFO, S.S. Director,					
Iitment Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others) Hiring of Principal and Key Admin. (CFO, S.S. Director, (CFO, S.S. Director,		File Pre-enrollment	<b>Executive Director</b>	April 1 of the school year	4/30/13
In application p.234-244  Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others) Hiring of Principal and Key Admin. (CFO, S.S. Director, (CFO, S.S. Director,		Report to SAU's			
Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others) Hiring of Principal and Key Admin. (CFO, S.S. Director, (CFO, S.S. Director,	Staff Recruitment	Recruitment	Governing Board /	In application p.234-244	9/23/12
s) Sal Governing Board/ 90 days tor, Executive Director contract	and Hiring	Procedures for	<b>Executive Director</b>		
s)  Soal Governing Board/ 90 days tor,		Principal and Key			
s) Solution Governing Board/ 90 days Executive Director contract tor,		Admin. (Chief			
s) pal Governing Board/ 90 days tor, Executive Director contract		Finance Officer,			
s)  Governing Board/ 90 days  Executive Director contract  tor,		Special Services			
oal Governing Board/ 90 days Executive Director contract tor,		Director, others)			
tor, Executive Director contract		Hiring of Principal	Governing Board/		
(CFO, S.S. Director,		and Key Admin.	<b>Executive Director</b>	contract date	
		(CFO, S.S. Director,	٠		

Staff Recruitment Professional and Hiring (Continued)  (C		0+4055			
lacruitment irring       Professional Instructional       Executive Director Aguar Director Instructional       30 days prior to start of school year         Instructional Instructional       Head of School       Year         Staff (FT and PT Regular Teachers, Special Ed., ELL Teachers);       Executive Director Completed       20 days prior to start of school         Paraprofessionals       Executive Director / Head of School       20 days prior to start of school         Paraprofessionals       Executive Director / Head of School       20 days prior to start of school         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         In application       Signed lease for all space as listed in application       Executive Director School year       In application         All required renovations to meet approved school inspections       Executive Director School Executive Director year       30 days prior to start of school year		orlera)			
Instructional Staff (FT and PT Regular Teachers, Special Ed., ELL Teachers); background checks completed Paraprofessionals Clerical Staff Clerical Staff Substitute Teachers Substitute Teachers Executive Director Substitute Teachers Executive Director J Head of School Initial Professional Executive Director J Head of School Development and Staff Orientation Signed lease for all space as listed in application All required renovations to meet Inspections  J Head of School Fexcutive Director J Head of School Fexcutive Director J Head of School J Head of School Signed lease for all Space as listed in All required Executive Director Soverning Board / Space as listed in Executive Director Executive Director Soverning Board / Soverning Board / Space as listed in Executive Director Executive Director Soverning Board / Soverning Board / Soverning Board / Space as listed in Executive Director Soverning Board /	Staff Recruitment	Professional	Executive Director		
Regular Teachers, Special Ed., ELL Teachers); background checks completed Paraprofessionals Clerical Staff Clerical Staff Clerical Staff Clerical Staff Clerical Staff Clerical Staff Executive Director Head of School Head of School Initial Professional Development and Staff Orientation Signed lease for all space as listed in application All required renovations to meet Inspections Staff Oriented Recutive Director Facutive Director Soverning Board Facutive Director All space as listed in Executive Director Soverning Board Facutive Director Facutive	and Hiring	Instructional	/ Head of School	year	
Regular Teachers, Special Ed., ELL Teachers); background checks completed Paraprofessionals Clerical Staff Clerical Staff Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substitute Teachers Substitute Teachers Substitute Teachers Substitute Director Substitute Director Substitute Director Substitute Director Substitute Teachers Substitute Director Subs	(Continued)	Staff (FT and PT			B
Special Ed., ELL Teachers); background checks completed Paraprofessionals Clerical Staff Clerical Staff Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substitute Teachers Su		Regular Teachers,			
Teachers); background checks completed  Paraprofessionals Clerical Staff Clerical Staff Substitute Teachers Substitute Director Substitute Teachers Substitute Teachers Substitute Teachers Substitute Teachers Substitute Director Substitute Director Substitute Teachers Substitute Director Substitute Teachers Substitute Teachers Substitute Teachers Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substitute Teachers Substitute Teacher		Special Ed., ELL			
background checks completed  Paraprofessionals  Clerical Staff  Clerical Staff  Substitute Teachers  Initial Professional Development and Staff Orientation  Staff Orientation  All required renovations to meet approved school inspections  Executive Director  Executive Director  Executive Director  Executive Director  Fead of School  Executive Director  Fead of School  Executive Director  Start of school year  Executive Director  Start of school  Fead of School  Executive Director  Start of school  Fead of School  Executive Director  Start of school  Fead of School  Fea		Teachers);			a
completed Paraprofessionals Paraprofessionals Paraprofessionals Paraprofessionals Paraprofessionals Paraprofessionals Clerical Staff Clerical Staff Executive Director Substitute Teachers Substitute Teachers Paraprofessional Initial Professional Development and Staff Orientation Signed lease for all space as listed in application All required renovations to meet approved school inspections Paraprofessionals Executive Director Substitute Teachers Paraprofessional Pexecutive Director Paraprofessionals Pexecutive Director Paraprofessionals Pexecutive Director Paraprofessionals Pexecutive Director Pexecutive Director Pexecutive Director Pexecutive Director Pexecutive Director Pexecutive Director Paraprofessionals Pexecutive Director Pexecutive Director Pear Pexecutive Director Pear Phead of School Phead of Scho		background checks			
Paraprofessionals  Executive Director  Clerical Staff  Clerical Staff  Substitute Teachers  Initial Professional  Development and Staff Orientation  Signed lease for all space as listed in application  All required renovations to meet approved school inspections  Executive Director / Head of School  Executive Director / Head of School / Head of		completed			
Clerical Staff  Executive Director  J Head of School  Initial Professional Development and Staff Orientation  Staff Orientation  Signed lease for all space as listed in application All required renovations to meet approved school inspections  All reguired  Executive Director  Governing Board/ Executive Director  Governing Board/ Executive Director  Executive Director  All application  Governing Board/ Executive Director  Soverning Board/ Executive Director  Soverning Board/ Ferenovations to meet  Executive Director  All required  Ferenovations to meet  Executive Director  Ferenovations  Fereno		Paraprofessionals	<b>Executive Director</b>		
Clerical Staff  Clerical Staff  Clerical Staff  Clerical Staff  / Head of School  Substitute Teachers  Executive Director  / Head of School  Initial Professional  Development and Staff Orientation  Signed lease for all space as listed in application  All required renovations to meet approved school inspections  Executive Director  Governing Board / Soverning Board / Sov			/ Head of School	year	
Substitute Teachers Substitute Director Substitute Teachers Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substitute Teachers Substitute Director Substi		Clerical Staff	Executive Director		
Substitute Teachers    Executive Director			/ Head of School	year	
Initial Professional Executive Director 5 days prior to start of school Development and Staff Orientation  ies and Signed lease for all space as listed in application  All required renovations to meet approved school inspections    All required renovations to meet approved school inspections   Executive Director		Substitute Teachers	<b>Executive Director</b>	1	
Initial Professional Development and Staff Orientation  Signed lease for all space as listed in application  All required renovations to meet inspections  Executive Director Soverning Board / In application Executive Director space as listed in Executive Director			/ Head of School		
Development and Staff Orientation  Signed lease for all space as listed in application  All required renovations to meet approved school inspections  The space as listed in application application application application approved school inspections  The space as listed in application application application application application approved school inspections  The space as listed in application appli		Initial Professional	<b>Executive Director</b>	5 days prior to start of school	
ies and Signed lease for all Space as listed in application application  All required renovations to meet approved school inspections  Signed lease for all Governing Board/ Executive Director approved school inspections		Development and	/ Head of School	year	
ies and  Signed lease for all Soverning Board/ In application  space as listed in Executive Director application  All required renovations to meet approved school inspections  inspections  Governing Board / 30 days prior to start of school year		Staff Orientation			
space as listed in Executive Director application  All required Governing Board / 30 days renovations to meet approved school inspections  Executive Director year	Facilities and	Signed lease for all	Governing Board/	In application	3/9/13
Governing Board / 30 days neet Executive Director year	Safety	space as listed in application	Executive Director		
neet Executive Director	- 1	All required	Governing Board /		
inspections		renovations to meet	<b>Executive Director</b>	year	=
inspections		approved school			2
		inspections			

	year	/ Head of School /Special Services Coordinator	Special Education Policy	
f school	90 days prior to start of school	/ Head of School  Executive Director	Special Services and	
2 /20 /2	In application p.211-212	/ Head of School	School Calendar and Student Schedule	Student Learning
school	15 days prior to start of school year	Executive Director / Head of School	Emergency Contact Sheet and Safety Plan	
school	20 days prior to start of school year	Executive Director / Head of School	Office and Classroom Equipment and Installations	
school	30 days prior to start of school year	Executive Director / Head of School	Capital Equipment and Installation	
school	30 days prior to start of school year	Executive Director / Head of School	Utilities (water and air quality, plumbing, electricity)	
late	10 days after contract date	Executive Director / Head of School	Insurance Policies in place	
school	30 days prior to start of school year	Executive Director / Head of School	Fire and Asbestos Inspections, Lead- paint Assessment	Facilities and Safety (Continued)
school	30 days prior to start of school year	Executive Director / Head of School	Certificate of Occupancy	

	Ongoing	Executive Director	Grants /	
			with MEDMS	
		Executive Director	system compatible	
00	90 days prior to school opening	Governing Board /	Financial accounting	
		/CFO	Procedures Manual	
9/23/12	In application	<b>Executive Director</b>	Fiscal Policies and	
		/CFO	Projections	
2 1	On contract	<b>Executive Director</b>	Cash-flow	
			revisions	
		<b>Executive Director</b>	final pre-opening	<b>Financial Services</b>
0,0	45 days prior to school opening	Governing Board /	Operating Budget -	Finance and
		Coordinator		
recent on the		/ Special Services	approved plans	
×	year	/ Head of School	<b>Education and ELL</b>	
	30 days prior to start of school	<b>Executive Director</b>	Title I, Special	
	year	/ nedu oi scilooi	ACCOMINIONALION FIAM	
	30 days prior to start of school	Executive Director	Curriculum	
-		Coordinator		
		<b>/Special Services</b>		
	year	/ Head of School	Education Plan	(Continued)
	30 days prior to start of school	<b>Executive Director</b>	Approved Special	Student Learning
****				

Finance and Federal)					
Other Grants  Executive Director  Funds. Funds / Fund-raising Plan  Audit Timeline  Executive Director  Hardware installed and set-up  Software installed Software installed  Curriculum Plan  Procedures in place  Curriculum Plan  Classroom assignments and set- up  Attendance, Student Retention Records  Cothol  Executive Director  Executive Director  Executive Director  Director of IT Executive Director  Executive Director  Chasplication  Executive Director  In application  Instructional Executive Director  Executive Director  In application  Executive Director  In application  School  Executive Director  In application  Executive Director  In application  School  Executive Director  In application  Executive Director  On signing contract  Executive Director  In application  Executive Director  On signing contract  School  Instructional  Executive Director  In application  Executive Director  On signing contract  School  In application  Executive Director  In application  Executive Director  On signing contract  Executive Director  On signing contract  School  On signing contract  Executive Director  In application  On signing contract  Executive Director  In application  On signing contract  Executive Director  In application		and Federal)	/Director of Dev.		
Other Grants  Executive Director  Misc. Funds / Fund-raising Plan  Misc. Funds / Feecutive Director  Misc. Funds / Fund-raising Plan  Misc. Funds / Feecutive Director  Misc. Funds / Feecutive Director  Misc. Funds / Feecutive Director  Materials purchasing  Materials purchas					
Misc. Funds / CFO  Misc. Funds / CFO  Fund-raising Plan / CFO  Audit Timeline   Governing Board / On signing of contract/Exhibit E   Executive Director of IT   Software installed   Director of IT   School    Student/Staff IT   Executive Director   On signing contract   Policy and   Procedures in place   Executive Director   In application   Materials purchasing   / Head of School   In application   Director   In application   Director   In application   Executive Director   In application   School   School	Finance and	Other Grants	Executive Director	Ongoing	
Misc. Funds / Executive Director of Dev.  Misc. Fund-raising Plan /CFO /CFO /Director of Dev.  Audit Timeline Executive Director of Dev.  Hardware installed and set-up  Software installed and set-up  Software installed and set-up  Curriculum Plan Procedures in place Executive Director of IT Policy and Materials purchasing plan  Classroom assignments and set-Up  Attendance, Student Executive Director School up  Attendance, Student Executive Director School Retention Records / Head of School School School  Retention Records / Head of School School School School School	<b>Financial Services</b>		/CFO	ő	
Misc. Funds / Fund-raising Plan /CFO  Audit Timeline   Coverning Board / Coverning Of Coverning Board / Coverning Of Coverning Director of IT   Coverning Of Software installed and set-up   Coverning Coverning Of Student/Staff IT   Coverning Coverning Of Student/Staff IT   Coverning Of Student/Staff IT   Coverning Of Student/Staff IT   Coverning Of Student   Coverning Of School   Covern	(Continued)		/Director of Dev.		
Fund-raising Plan  Audit Timeline  Executive Director  Hardware installed  Software installed  and set-up  Software installed  and set-up  Software installed  Procedures in place  Curriculum Plan  Plan  Classroom  assignments and set-  up  Attendance, Student  Retention Records  Audit Timeline  Executive Director  Director of IT  Executive Director  Director of IT  Executive Director  In application  In applica		Misc. Funds /	<b>Executive Director</b>	Ongoing	
Audit Timeline  Audit Timeline  Executive Director  Hardware installed  and set-up  Software installed  and set-up  Software installed  Audit Timeline  Executive Director  Software installed  Audit Timeline  Executive Director  Director of IT  Policy and  Procedures in place  Curriculum Plan  Materials purchasing  Plan  Classroom  Attendance, Student  Retention Records  Attendance  Attendance  Audit Timeline  Executive Director  Director of IT  Executive Director  Attendance, Student  Audit Timeline  Executive Director  Director of IT  Executive Director  Attendance, Student  Audit Timeline  Executive Director  In application  In application  In application  In application  In application  School  Attendance, Student  Executive Director  Attendance, Student  Attendance, Student  Audit Timeline  Executive Director  Attendance, Student  Executive Director  Attendance, Student  Attendance  Attendance, Student  Attendance		Fund-raising Plan	/CFO		-
Audit Timeline  Executive Director  Hardware installed and set-up  Software installed Director of IT Policy and And set-up  Executive Director In application  Materials purchasing plan  Classroom assignments and set- up  Attendance, Student Retention Records  Attendance  Attendance  Audit Timeline Executive Director Director of IT Executive Director In application In applic			/Director of Dev.		
Hardware installed and set-up  Software installed and set-up  Student/Staff IT Policy and Place  Curriculum Plan Procedures in place  Executive Director Procedures in place Procedures in place  Executive Director Procedures in place P		Audit Timeline	Governing Board /	On signing of contract/Exhibit E	
Hardware installed and set-up  Software installed and set-up  Software installed and set-up  Software installed and set-up  Software installed and set-up  Student/Staff IT Executive Director of IT Policy and Procedures in place  Curriculum Plan Executive Director In application  Instructional Executive Director In application  Materials purchasing / Head of School plan  Classroom Executive Director In application  Classroom Executive Director In application  Attendance, Student Executive Director school school  Attention Records / Head of School school  Retention Records / Head of School school			<b>Executive Director</b>		
and set-up       Software installed and set-up       Director of IT       20 days before opening of school         Student/Staff IT Policy and Procedures in place       Executive Director of IT       On signing contract         Curriculum Plan Procedures in place       Executive Director of IT       In application         Instructional Plan Plan Plan Plan Plan Plan Plan P	Technology	Hardware installed	Director of IT		
Software installed and set-up Student/Staff IT Executive Director of IT School Student/Staff IT Policy and Procedures in place Curriculum Plan Executive Director In application  Instructional Executive Director In application  Materials purchasing / Head of School plan  Classroom Executive Director In application  Classroom Executive Director In application  Attendance, Student Executive Director School school  Retention Records / Head of School school school		and set-up	d		
and set-up  Student/Staff IT Policy and Procedures in place Curriculum Plan Instructional Materials purchasing plan Classroom assignments and set-up  Attendance, Student Retention Records  Resembly Student Retention Records  Student/Staff IT Executive Director   In application   In application   In application   In application		Software installed	Director of IT	20 days before opening of	
Student/Staff IT Policy and Policy and Procedures in place Curriculum Plan Instructional Materials purchasing Plan Classroom assignments and set- up Attendance, Student Retention Records  Executive Director Executive Director Executive Director Executive Director Executive Director School  Executive Director School  On signing contract In application In applicatio		and set-up		school	
Policy and Policy and Procedures in place  Curriculum Plan		Student/Staff IT	<b>Executive Director</b>	On signing contract	
Procedures in place  Curriculum Plan  / Head of School  Instructional  Materials purchasing  Procedures in place  Executive Director  Materials purchasing  / Head of School  plan  Classroom  assignments and set- up  Attendance, Student  Retention Records  / Head of School  Retention Records		Policy and	/Director of IT		
Curriculum PlanExecutive DirectorIn applicationInstructionalExecutive DirectorIn applicationMaterials purchasing plan/ Head of SchoolIn applicationClassroom assignments and set- upExecutive Director / Head of School15 days before opening of schoolAttendance, Student Retention RecordsExecutive Director / Head of School90 days before opening of school		Procedures in place			
Instructional Materials purchasing plan  Classroom assignments and set- up  Attendance, Student Retention Records  / Head of School  / Head of School  Executive Director fraction  Executive Director School  School  / Head of School  School  / Head of School  School	Curriculum and	Curriculum Plan	<b>Executive Director</b>	In application	9/28/12
Instructional Materials purchasing / Head of School plan Classroom assignments and set- up Attendance, Student Retention Records / Head of School Retention Records / Head of School In application In application In application    School	Instruction		/ Head of School		
Materials purchasing / Head of School plan  Classroom assignments and set- / Head of School up  Attendance, Student Retention Records / Head of School Retention Records / Head of School school		Instructional	<b>Executive Director</b>	In application	9/28/12
plan  Classroom  assignments and set- up  Attendance, Student Retention Records  Classroom  Executive Director  Accuracy Director  Executive Director  School  School  School		Materials purchasing	/ Head of School		
Classroom assignments and set- up  Attendance, Student Retention Records  Executive Director school Executive Director 90 days before opening of school		plan			
assignments and set- / Head of School school up  Attendance, Student Executive Director 90 days before opening of school		Classroom	<b>Executive Director</b>		
upAttendance, StudentExecutive Director90 days before opening ofRetention Records/ Head of Schoolschool		assignments and set-	/ Head of School		
Attendance, Student Executive Director 90 days before opening of Retention Records / Head of School school		dp			
Retention Records / Head of School school	Student Services,	Attendance, Student	<b>Executive Director</b>		6/1/13
	Records and	Retention Records	/ Head of School		

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

Staff Information and Records System	Employment Policies, Governing Board / including Executive Director performance	Governing Board / Executive Director	In application	6/1/13
	evaluation criteria and procedures for			
	support staff, compatible with MEDMS			
	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