

Attachment 10. Fiddlehead School of Arts & Sciences Pre-Opening Plan

Contract Dimension	Task Element	Responsible Party	Start Date	Required Completion Date	
GOVERNANCE	Board Recruitment	Founders		Completed, approval pending	
	Articles of Incorporation & Nonprofit Filings	Founders and Board		Completed, approval pending	
	By-laws	Founders and Board		Completed, approval pending	
	Organizational Chart	Founders and Board		Completed, approval pending	
	Organizational Policies & Procedures	Founders and Board		Completed, approval pending	
	Staff Handbook	Exec Dir and Board		Completed, approval pending	
	ENROLLMENT	Final Enrollment Policy	Governing Board	Prior to contract	On contract date
		Application for Admission	Exec Dir and Board	On contract date	180 days before start of school
		Recruitment	Exec Dir/Dir of Admissions	Prior to contract	Date capacity is reached, or on basis to be negotiated
		Admissions notification and/or lottery	Exec Dir/Dir of Admissions	Start of contract	180 days prior to start of school
File pre-enrollment report		Exec Director	April 1	September 1	
Principal & key admin. (Spec Svcs, others)		Exec Dir and Board	Prior to contract	30 days prior to start of school year	
STAFF RECRUITMENT & HIRING	Prof. Instructional staff (FT & 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	
	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 prof. development & staff orientation.	Exec Dir/Head of School	On contract date	5 days prior to start of school year	

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FACILITIES & SAFETY	Signed lease agreement for all space as listed in application	Exec Dir & Board	Prior to contract	60 days prior to start of school year
	All required renovations to meet approved inspections for schools	Exec Dir & Board	Prior to contract	30 days prior to start of school year
	Certificate of Occupancy	Exec Dir/Head of School		Completed
	Fire & 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	On contract date
	Utilities	Exec Dir/Head of School	Lease Agreement	Completed, approval pending
	Capital equipment & installation	Exec Dir/Head of School	Prior to contract	45 days prior to start of school year
	Office & classroom equipment & furnishings	Exec Dir/Head of School	Prior to contract	15 days prior to start of school year
	Emergency contact sheet & safety plan	Exec Dir/Head of School	Prior to contract	15 days prior to start of school year
	STUDENT LEARNING	School calendar & student schedule	Exec Dir/Head of School	
Code of conduct		Exec Dir/Head of School		Completed, approval pending
Special services & special education policy & procedure		Exec Dir/Head of School/Spec Svcs Coord		Completed, approval pending
Curriculum Accommodation plan		Exec Dir/Head of School/Spec Svcs Coord	Prior to contract	On contract signing
Title I and ELL plan		Exec Dir/Head of School/Spec Svcs Coord	Prior to contract	On contract signing
Operating budget - final pre-opening revisions		Exec Dir/Board		Completed, approval pending
Cash flow projections		Exec Dir/CFO		Completed, approval pending
FINANCES & FINANCIAL SERVICES	Fiscal policies & procedures manual	Exec Dir/CFO		Completed, approval pending
	Grants and entitlements (federal and state)	Exec Dir/Board Treasurer/Compliance Dir	Prior to contract	45 days prior to start of school year

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FINANCES & FINANCIAL SERVICES (Cont'd)	Other grants	Exec Dir/Board Treasurer/Compliance Dir	Prior to contract	45 days prior to start of school year
	Misc funds/fundraising plan	Exec Dir/Board Treasurer/Compliance Dir	Prior to contract	30 days prior to start of school year
	Audit timeline	Exec Dir & Board	Prior to contract	On signing contract
	Hardware set-up	Compliance Dir	Prior to contract	Completed
TECHNOLOGY	Software set-up	Compliance Dir	Prior to contract	20 days prior to start of school year
	Student and staff IT policy & procedures	Compliance Dir		Completed, approval pending
	Curriculum plan	Exec Dir/Head of School		Completed, approval pending
CURRICULUM & INSTRUCTION	Instructional materials purchasing plan	Exec Dir/Head of School	Prior to contract	On signing contract
	Classroom assignments & set-up	Exec Dir/Head of School	Prior to contract	15 days prior to start of school year
	Attendance and student retention records system designed and implemented	Exec Dir/Head of School	Prior to contract	On signing contract
	Academic performance information	Exec Dir/Head of School		Completed, approval pending
STUDENT SERVICES, RECORDS & REPORTING SYSTEM	Student academic assessment and reporting plan	Exec Dir/Head of School		Completed, approval pending
	Transportation plan and contract	Exec Dir/Head of School		Completed, approval pending
	Nutrition and Food service plan & contract	Exec Dir/Head of School	Prior to contract	On signing contract
	Health and wellness plan	Exec Dir/Head of School	Prior to contract	On signing contract

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STAFF INFORMATION & RECORDS SYSTEM	Employment policies, performance evaluation criteria and procedures for professional and support staff	Exec Dir, Compliance Dir and Board		Completed, approval pending
	Professional development plan	Exec Director		Completed, approval pending