

## Required Elements Pre-Opening Plan Exhibit C

<b>Contract Dimension</b>	<b>Task Element</b>	<b>Responsible Party</b>	<b>Required Completion Date</b>	<b>Date Complete</b>
<b>Governance</b>	Board Recruitment	Founders	In application	On contract date
	Articles of Incorporation and Nonprofit filings	Founders and Governing Board	In application Submitted Oct 31 <sup>st</sup> – should have by first week in May	On contract date
	By-laws	Founders and Governing Board	In application	On contract date
	Organizational Chart	Founders and Governing Board	In application	On contract date
	Organizational Policies and Procedures	Founders and Governing Board	In application	On contract date
<b>Enrollment</b>	Staff Handbook	Governing Board Executive Director	In application	On contract date
	Enrollment Policy and Enrollment Plan	Governing Board	In application	On contract date
	Required min/max enrollments	Governing Board	On contract date	On contract date
	Application process for admission	Governing Board/ Executive Director	In application	On contract date

<b>Enrollment (Continued)</b>	Assessment of student interest	Executive Director /Director of Admissions	Ongoing	On contract date
	Admissions and Lottery procedures	Executive Director /Director of Admissions	In application	On contract date
	Admissions Notification and/or Lottery Deadline	Executive Director / Director of Admissions	Prior to April 1 <sup>st</sup> of school year	On contract date
	Admissions Acceptance Decisions	Executive Director / Director of Admissions	Prior to April 1 <sup>st</sup> of the school year	On contract date
	File Pre-enrollment Report to SAU's	Executive Director	April 1 of the school year	On contract date
<b>Staff Recruitment and Hiring</b>	Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)	Governing Board / Executive Director	In application – will have by June 1st	By 6/1/13
	Hiring of Principal and Key Admin. (CFO, S.S. Director,	Governing Board/ Executive Director	Recruited by <del>QA</del> contract date – will have done by June 1st	By 6/1/13

	others)				
<b>Staff Recruitment and Hiring (Continued)</b>	Professional Instructional Staff (FT and PT Regular Teachers, Special Ed., ELL Teachers); background checks completed	Executive Director / Head of School	60 days prior to start of school year	By 7/1/13	
	Paraprofessionals	Executive Director / Head of School	20 days prior to start of school year	By Aug. 13	
	Clerical Staff	Executive Director / Head of School	20 days prior to start of school year	By 8/13/13	
	Substitute Teachers	Executive Director / Head of School	At start of school year	By 9/1/13	
	Initial Professional Development and Staff Orientation	Executive Director / Head of School	Start no later than 5 days prior to start of school year	By 8/25/13	
	<b>Facilities and Safety</b>	Signed lease for all space as listed in application	Governing Board / Executive Director	On contract date	5/7/13
		All required renovations to meet approved school inspections	Governing Board / Executive Director	45 days prior to start of school year	7/15/13

	Certificate of Occupancy	Executive Director / Head of School	30 days prior to start of school year	8/1/13
<b>Facilities and Safety (Continued)</b>	Fire and Asbestos Inspections, Lead-paint Assessment	Executive Director / Head of School	45 days prior to start of school year	7/15/13
	Insurance Policies in place	Executive Director / Head of School	10 days after contract date	5/7/13
	Utilities (water and air quality, plumbing, electricity)	Executive Director / Head of School	45 days prior to start of school year	7/15/13
	Capital Equipment and Installation	Executive Director / Head of School	30 days prior to start of school year	8/1/13
	Office and Classroom Equipment and Installations	Executive Director / Head of School	20 days prior to start of school year	By 8/13/13
	Emergency Contact Sheet and Safety Plan	Executive Director / Head of School	15 days prior to start of school year	8/15/13
<b>Student Learning</b>	School Calendar and Student Schedule	Executive Director / Head of School	On contract date	5/7/13
	Code of Conduct	Executive Director / Head of School	On contract date	5/7/13
	Special Services and Special Education Policy	Executive Director / Head of School / Special Services Coordinator	In application 90 days prior to opening (check in w/ Commission 60 days prior)	6/1/13 with check at 7/1/13 on issues in row

			@90 days need to show: Draft proposal w/SAD75 or other contract w/ specific delineations. @60 days have signed proposal or revised proposal	to the left.
<b>Student Learning (Continued)</b>	Approved Special Education Plan	Executive Director / Head of School /Special Services Coordinator	30 days – Prior to start of school	8/1/13
	Curriculum Accommodation Plan	Executive Director / Head of School	30 days prior to start of school year	8/1/13
	Title I, Special Education and ELL approved plans	Executive Director / Head of School / Special Services Coordinator	30 days prior to start of school year	8/1/13
<b>Finance and Financial Services</b>	Operating Budget - final pre-opening revisions	Governing Board / Executive Director	45 days prior to school opening Commission will need final version	7/15/13
	Cash-flow Projections	Executive Director /CFO	On approval of application	On contract date
	Fiscal Policies and Procedures Manual	Executive Director /CFO	In application Dir. of Operations may revise this	7/15/13

	Financial accounting system compatible with MEDMS	Governing Board / Executive Director	On signing of contract	5/7/13
	Grants / Entitlements (State and Federal)	Executive Director /CFO /Director of Dev.	Ongoing	
<b>Finance and Financial Services (Continued)</b>	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 - Monitoring plan, quarterly to commission	5/7/13
<b>Technology</b>	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	5/7/13
<b>Curriculum and Instruction</b>	Curriculum Plan	Executive Director / Head of School	In application	On contract date
	Instructional	Executive Director	On signing contract	5/7/13

	Materials purchasing plan	/ Head of School	Has been completed	
	Classroom assignments and set-up	Executive Director / Head of School	15 days before opening of school	8/15/13
<b>Student Services, Records and Reporting System</b>	Attendance, Student Retention Records System	Executive Director / Head of School	On signing contract	5/7/13
<b>Student Services, Records and Reporting System (Continued)</b>	Academic Performance Information	Executive Director / Head of School	On signing contract	5/7/13
	Student information system compatible with MEDMS	Executive Director / Head of School	On signing contract	5/7/13
	Student academic assessment and reporting plan compatible with MEDMS	Executive Director / Head of School	On signing contract	5/7/13
	Transportation Plan and Contract	Executive Director / Head of School	60 days prior to school opening	7/1/13
	Nutrition/Food	Executive Director	60 days prior to school opening	7/1/13

	Service Plan and Contract	/ Head of School		
	Health and Wellness Plan	Executive Director / Head of School	On signing contract	5/7/13
<b>Staff Information and Records System</b>	Employment Policies, including performance evaluation criteria and procedures for professional and support staff, compatible with MEDMS	Governing Board / Executive Director	On signing contract	5/7/13
	Professional Development Plan	Head of School	On signing contract	5/7/13

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