Attachment 8
Detailed Startup Plan

Tasks & Steps	Task Owner	Target Compl. Date	July '17 Thru Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	June '18	Jul '18	Project Status	Final Completion Date	Notes
STAFFING										(0 = not started, 10 = complete)			
Recruit School Staff													
Draft and approve advertisements/job descriptions for staff	HOS	Jan '18	X	X	X	X					6		
Run ads in local and national newsletters and online job boards/sites	HOS	May '18	X	X	X	X	X	X			5		
Receive interest and applications from current school staff	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Reach out to staff referrals	HOS	May '18	X	X	X	X	X	X			7		
Host recruitment events (job fair, networking happy hours, etc.)	HOS	May '18	X	X	X	X	X	X			7		
Attend Greater New Orleans Collaborative Teacher Recruitment Fair	HOS AHS	Mar '18				X					0		
Receive and organize applications and resumes	HOS	May '18	X	X	X	X	X	X			6		
Select School Staff													
Interview and observe current school staff who are interested in staying and working	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Identify all positions that need to be filled	HOS	Ongoing	X	X	X	X	X	X	X	X	7		
Review applications and resumes and select candidates for interviews	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Conduct candidate interviews and observations	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Hire School Staff													
Conduct finalist interviews	HOS	Ongoing	X	X	X	X	X	X	X	X	4		
Check references	HOS	Ongoing	X	X	X	X	X	X	X	X	4		
Select staff members and make offers	HOS	Ongoing	X	X	X	X	X	X	X	X	4		
Hire staff	HOS	Ongoing	X	X	X	X	X	X	X	X	4		
Staff Onboarding													
New staff orientations scheduled and convened	DFO	Jul '18				X	X	X	X	X	0		
All on-boarding materials and paperwork is complete	DFO	Jul '18				X	X	X	X	X	0		
BOY whole-school development takes place	HOS	Jul '18								X	0		
STUDENT & FAMILY ENGAGEMENT/RECRUITMENT													
Engage Parents and Families													
Plan engagement activities	HOS	Ongoing	X	X	X	X	X	X	X	X	6		
Distribute School Calendar to Parents	HOS	Jul '18							X	X	0		
Communicate After School Programming with Parents	HOS	Jul '18							X	X	0		
Participate in Urban League School Expo	HOS/AHS	Feb '18											
Host parent, student, and family engagement activities	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Host open houses and STEM Fest	HOS	Jul '18					X	X	X	X	5		

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Recruit Students													
Inform parents of current students of new operator systems, structures, programming, etc.	HOS	Jul '18			X	X	X	X	X	X	2		
Design, print, and distribute recruitment materials (brochures, push-cards, etc.)	DD	Ongoing	X	X	X	X	X	X	X	X	7		
Promote school and enrollment via marketing channels (radio, billboard, bus ads, etc.)	DD	Ongoing	X	X	X	X	X	X	X	X	7		
Meet with community and neighborhood groups	HOS	Ongoing	X	X	X	X	X	X	X	X	6		
Solicit parent referrals for future students	HOS	Ongoing	X	X	X	X	X	X	X	X	6		
Conduct community presentations and events	HOS	Ongoing	X	X	X	X	X	X	X	X	6		
Reach out to headstarts, preschools, and other early learning centers	AHS	Ongoing	X	X	X	X	X	X	X	X	6		
Monitor student enrollment applications against progress toward goals	HOS AHS	Ongoing	X	X	X	X	X	X	X	X	6		
Enroll Students													
Receive matches from EnrollNOLA	SOM	Ongoing	X	X	X	X	X	X	X	X	6		
Contact parents to complete registration documents	SOM	Ongoing	X	X	X	X	X	X	X	X	6		
Host registration and open house nights	HOS	Ongoing	X	X	X	X	X	X	X	X	6		
Set up student information system	DFO	Jul '18						X	X	X	0		
Review IEP requirements of special needs students; determine placement requirements	DSE	Jul '18							X	X	0		
Prepare final rosters for first day of school	HOS	Jul '18								X	0		
Operations													
Facility & Maintenance													
Obtain access to facility	DFO	Jul '18							X	X	0		
Establish utility accounts	DFO	Jul '18							X	X	0		
Finalize facility agreement with district	DFO/ED	Jul '18							X	X	0		
Repair, clean, and paint facility (as needed)	DFO	Jul '18							X	X	0		
Conduct facility assessment to determine short and long-term facility needs	DFO	Ongoing	X	X	X	X	X	X	X	X	6		
Communicate long-term facility needs to district	DFO	Ongoing	X	X	X	X	X	X	X	X	5		
Develop action plan for immediate/urgent short term needs	DFO	Ongoing	X	X	X	X	X	X	X	X	5		
Finalize ongoing maintenance contract or shared service buyback	DFO	Jul '18							X	X	0		
Negotiate with district to resolve any immediate capital needs	DFO	Jul '18					X	X	X	X	0		
Contract with service providers to resolve any immediate non-capital needs	DFO	Jul '18					X	X	X	X	0		
Complete immediate non-capital needs	DFO	Jul '18					X	X	X	X	0		
Transportation													
Finalize general transportation plan contract	DFO	Jul '18					X	X	X	X	0		
Finalize bus contract for SPED	DFO	Jul '18					X	X	X	X	0		
Establish bus routes based on enrollment data	SOM	Jul '18							X	X	0		
Notify parents of bus routes/times	SOM	Jul '18								X	0		
Trial runs for bus service	SOM	Jul '18								X	0		
Launch bus service	SOM	Jul '18								X	0		
Food Service													
Finalize food service contract	DFO	Jul '18					X	X	X	X	0		
Make any modifications necessary to provide food service (Staffing, POS system, etc.)	DFO	Jul '18							X	X	0		
File necessary paperwork for Free and Reduced lunch	DFO	Jul '18					X	X	X	X	0		
Launch food service	DFO	Jul '18								X	0		
Security													
Evaluate existing alarm system (Transfer codes and system from district)	DFO	Jul '18					X	X	X	X	0		

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If new – secure new vendor and contract	DFO	Jul '18							X	X	0		
If new – install new system and test system	DFO	Jul '18							X	X	0		
If existing – transfer codes and system from district	DFO	Jul '18							X	X	0		
Finalize alarm system transfer and confirm functionality	DFO	Jul '18							X	X	0		
Custodial													
Produce RFP for Custodial contract	DFO	Jul '18				X	X	X	X	X	0		
Finalize custodial contract	DFO	Jul '18						X	X	X	0		
Finalize any ancillary contracts (trash removal, etc.)	DFO	Jul '18							X	X	0		
Technology and Information Systems													
Technology													
Review current technology hardware and software for use by school	DFO	Ongoing	X	X	X	X	X	X	X	X	7		
Conduct technology inventory	DFO	Ongoing	X	X	X	X	X	X	X	X	7		
Determine quantities and types of various computer equipment + purchase additional as needed	DFO	Jul '18						X	X	X	7		
Provide a distribution list indicating where equipment should be stored and installed	DFO	Jul '18						X	X	X	0		
Turn over system for tracking inventory to site-based IT Staff	DFO	Jul '18							X	X	0		
Receive newly purchased equipment and distribute	SOM	Jul '18						X	X	X	0		
Information Systems													
Finalize network/hardware/server plan	DFO	Jul '18						X	X	X	0		
Order equipment	DF0	Jul '18						X	X	X	0		
Install equipment and set up network	DFO	Jul '18							X	X	0		
Web Site													
Integrate current school website with Choice Foundation site	DFO	Ongoing	X	X	X	X	X	X	X	X	7		
Add parents questions/concerns section to web site	DFO								X	X	5		
Determine basic website content	DFO	Ongoing	X	X	X	X	X	X	X	X	5		
All website content updated and branded to Choice Foundation	DFO	Ongoing	X	X	X	X	X	X	X	X	5		
E-Rate													
Finalize e-rate application manager	DFO	Jul '18				X	X	X	X	X	2		
Submit initial e-rate application	DFO	Jul '18				X	X	X	X	X	2		
PROCUREMENT													
Order and Delivery of Materials													
Identify core materials that need to be ordered including any furniture materials	DOF HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Determine what curriculum and instructional materials area needed	HOS	Ongoing	X	X	X	X	X	X	X	X	5		
Arrange for placement of orders for required books and materials including furniture	SOM	Jul '18						X	X	X	0		
Determine projected delivery dates for texts and materials	SOM	Jul '18							X	X	0		
Identify texts and materials that are on backorder; make alternate arrangements, if possible	SOM	Jul '18							X	X	0		
Apprise HOS of materials delivery plans, including inventory and schedule	SOM	Jul '18							X	X	0		
Plan for delivery of materials to the school site; determine where/when space will be available to stage delivery	SOM	Jul '18							X	X	0		
Establish system for tracking delivery of materials to site and how materials will be distributed to classrooms	SOM DFO	Jul '18							X	X	0		
Confirm delivery of instructional materials on site	SOM	Jul '18							X	X	0		
Instructional materials distributed and ready for use on site	SOM	Jul '18								X	0		

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PROFESSIONAL DEVELOPMENT													
Beginning of Year Planning and Training													
Determine network PD plan and schedule for year	SAO	Jul '18						X	X	X	0		
Determine school PD plan and schedule for year	SAO	Jul '18						X	X	X	0		
Arrange for materials, equipment for PD	SAO	Jul '18						X	X	X	0		
Develop schedule for pre-opening professional development programming	SAO HOS	Jul '18						X	X	X	0		
Communicate schedule and plan for professional development to staff	HOS	Jul '18						X	X	X	0		
Conduct professional development	SAO	Jul '18						X	X	X	0		

Key	
ED	Executive Director
DFO	Director of Finance & Operations
SAO	Systems Accountability Officer
DSE	Director of Special Education
CRD	Community Relations Director
HOS	Head of School
AHS	Assistant Head School
SOM	School Operations Manager
DD	Development Director