

**Young Audiences Charter School Orleans Parish
Start up Plan**

Key		
CEO	Chief Executive Officer - starts .25 FTE August 2018	
CAO	Chief Academic Officer - starts .25 FTE August 2018	
COO	Chief Operations Officer - starts .25 FTE August 2018	
CM	Communications Manager - starts 1.0 FTE August 2018	
SL	School Leader - starts .5 FTE January 2019	
OM	Operations Manager - starts .5 FTE January 2019	
DCI	Director of Curriculum and Instruction - starts .25 FTE July 2019	
CFO	Chief Financial Officer - starts .25 FTE July 2019	

Tasks & Steps	Task Owner	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	July '19	Aug '19
STAFFING														
Recruit School Staff														
Draft and approve advertisements/job descriptions for staff	CM/CEO	x	x											
Run ads in local and national newsletters and online job boards/sites	CM			x	x	x	x	x	x					
Receive interest and applications from current school staff	COO/CM			x	x	x	x	x	x					
Reach out to staff referrals	COO/CM			x	x	x	x	x	x	x	x			
Host recruitment events (job fair, networking happy hours, etc.)	COO/CM			x	x	x	x	x	x	x	x			
Receive and organize applications and resumes	COO/CM			x	x	x		x	x	x	x	x		
Select School Staff														
Interview and observe previous school staff interested in staying with YACA	CEO/COO/SL							x	x	x				
Identify all positions that need to be filled	CEO/COO/SL								x	x	x			

[illegible]

[illegible]

Launch bus service	OM														X
Food Service															
Finalize food service contract	CFO/ OM										X				
Make any modifications necessary to provide food service (staffing, POS system, etc.)	OM											X			
File necessary paperwork for Free and Reduced lunch	CFO													X	X
Launch food service	OM														X
Security															
Evaluate existing alarm system (Transfer codes and system from district)	COO												X		
Tasks & Steps	Task Owner	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	July '19	Aug '19	
Determine if new alarm system is needed	COO											X			
If new, secure new vendor and contract	COO												X		
If new, install new system and test system	COO												X		
If existing, transfer codes and system from district	COO												X		
Finalize alarm system transfer and confirm functionality	OM												X		
Custodial															
Produce RFP for Custodial contract	COO									X					
Finalize custodial contract	COO										X				
Finalize any ancillary contracts (trash removal, etc.)	COO										X				
Technology and Information Systems															
Technology															
Review current technology hardware and software	COO										X	X			
Conduct technology inventory	COO										X	X			
Determine quantities and types of various computer equipment + purchase additional as needed	COO											X			

Provide a distribution list indicating where equipment should be stored and installed	COO												X		
Turn over system for tracking inventory to site	OM												X	X	
Receive newly purchased equipment and distribute	OM													X	
Information Systems															
Finalize network/hardware/server plan	COO											X			
Order equipment	COO											X	X		
Install equipment and set up network	OM													X	
Website															
Determine basic website content	CEO/COO/CM	X	X												
Launch YACS - Orleans website	COO/CM			X											
E-Rate															
Finalize e-rate application manager	CFO													X	
Submit initial e-rate application	CFO														X
PROCUREMENT															
Order and Delivery of Materials															
Identify core materials that need to be ordered including any furniture	OM									X	X	X			
Determine what instructional materials area needed	COO/CAO / DCI								X				x	x	
Arrange for placement of orders for required books and materials including furniture	OM										X	X			
Determine projected delivery dates for texts and materials	OM										X	X			
Identify texts and materials that are on backorder; make alternate	OM										X				
Apprise SL and COO of materials delivery plans, including inventory and schedule	OM													X	
Plan for delivery of materials to the school site; determine where/when space will be available to stage delivery	OM													X	
Establish system for tracking delivery of materials to site and how materials will be distributed to classrooms	OM											X	X		

Confirm delivery of instructional materials on site	OM													X	
Instructional materials distributed and ready for use on site	OM													X	X
PROFESSIONAL DEVELOPMENT															
Beginning of Year Planning and Training															
Train new SL and Staff during intensive sessions	CEO/CAO						X	X				X	X		
Tasks & Steps	Task Owner	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	July '19	Aug '19	
Determine network PD plan and schedule for year	CAO / DCI / SL						X	X	X	X	X	X	X	X	
Determine school PD plan and schedule for year	CAO / DCI / SL						X	X	X	X	X	X	X	X	
Arrange for materials, equipment for PD	CAO / DCI / SL											X	X		
Develop schedule for pre-opening professional development	CAO / DCI / SL											X	X		
Communicate schedule and plan for professional development	SL											X	X		
Conduct professional development	CAO / DCI / SL											X	X		