Charter School Start-Up Tasks

Timeframe	Task	Assigned To
8- 12 Months before opening	Create a docket system to manage contracts and deadline	Brandy Williams
8- 12 Months before opening	Apply for Charter	Brandy Williams & Board Chair
June 2018	Adopt Coporate Level Bylaws	Board Chair
June 2018	Secure position on One App, Urban League school expo Contact middle school campuses to visit	Ops Manager
September 2018	Post, hire, recruit School Leader	Brandy Williams & Board Chair
Oct 2018	Renew Liability Insurance	Brandy Williams & Ops Manager
December 2018	Set-up and Schedule Board Training with BoardonTrack	Board Chair
December 2018	Adopt Generation Success Academy budget	Brandy Williams, Board, School Leader
Jan 2019	Contract with Back Office Service Provider	Brandy Williams
Jan 2019	Adopt employee policies and handbook	Brandy Williams & School Leader
Jan 2019	Establish hiring process, draft job descriptions	Brandy Williams, Ops Manager, and School Leader
Feb 2019	Update Budget with more accurate figures	Brandy Williams, Board, School Leader
Feb 2019	Secure contract for building space Begin contracting for repairs if necessary	Ops Manager, CEO
Feb 2019	Post jobs	Ops Manager
March 2019	Hire staff	School Leader, Brandy Williams, Ops Managr
April 2019	Establish payroll and benefits	Back Office service provider, School Leader, Ops Manager
April 2019	Secure Bus passes with city	Ops Manager
May 2019	Plan vision, staff development/ retreat	CEO and School Leader
May 2019	Review recruitment data Order curriculum materials Design classroom layout & need/wants lists	Ops Manager, School Leader, CEO
June 2019	Contract with meal service providers Develop emergency preparedness plans	Ops Manager
June 2019	Draft student handbook	School Leader & Brandy Williams
June 2019	Draft Day 1 Procedures	School Leader & Ops Manager
July 2019	Staff Retreat	CEO

	Staff PD	School Leader, Ops Manager