KIPP PK-8 Transformation School Start-Up Plan

Category	Task	Deadline	Owner	Support	Status
Budget/Finance	Complete four-year plan	3/2/2018	Finance Team	School Leader & DSO	Complete
Budget/Finance	Create a Year 0 budget	3/2/2018	Finance Team	School Leader & DSO	Complete
Budget/Finance	Create year 1 budget	3/2/2018	School Leader & DSO	Finance Team	Complete
Staff Recruitment and Selection	Create staffing plan	3/2/2018	School Leader	Talent Team	Complete
Community & Parent Involvement	Develop a community relations plan to build public awareness and support for school, include a press strategy	8/1/2018	External Affairs Team	School Leader	Open
Marketing/Branding	Select school name	9/1/2018	Regional Leadership Team	School Leader	Open
Facilities	Confirm school site	9/15/2018	Regional Leadership Team	Facilities Team	Open
Marketing/Branding	Create school brochure	10/15/2018	External Affairs Team	School Leader	Open
Student Recruitment & Enrollment	Create enrollment strategy plan	10/15/2018	Regional Leadership Team	School Leader	Open
Student Recruitment & Enrollment	Create marketing materials	11/1/2018	External Affairs Team	Operations Team	Open
Contracted Services	Add school to ULE uniforms agreement	12/15/2018	Regional Operations Team	School Leader	Open
Staff Recruitment and Selection	- Post Ops job description	12/19/2018	Talent Team	Operations Team	Open
Staff Recruitment and Selection	- Hire first teacher	12/23/2018	School Leader	Talent	Open
Marketing/Branding	Create logo	4/15/2019	External Affairs Team	School Leader	Open
Facilities	Determine size & amenities requirements	3/2/2018	Regional Leadership Team		Open
Operator Transition	Complete OPSB school siting process	1/31/2019	Regional Leadership Team		Open
Staff Recruitment and Selection	- Hire APs and Dean of Culture	1/31/2019	School Leader	Talent	Open
Ops Team	Create DSO onboarding plan	2/1/2019	Regional Operations Team		Open
Facilities	Sign shared space agreement document and/or negotiate lease and terms	2/15/2019	Regional Leadership Team	School Leader	Open
Marketing/Branding	Order or create electronic letterhead for computer	2/15/2019	External Affairs Team	School Leader	Open
Operator Transition	Conduct facilities walkthrough and assessment with current charter school facilities team and OPSB representative	2/15/2019	Facilities Team	Director of School Operations	Open
Operator Transition	Conduct initial meetings with current charter school leadership	2/15/2019	Regional Leadership Team	School Leader	Open
Technology	Apply for e-rate	2/24/2019	Technology Team	Operations Team	Open
Ops Team	Determine division of responsibilities for DSO/DM/OM	2/28/2019	Regional Operations Team		Open
Student Recruitment & Enrollment	Meet target for student applications	2/28/2019	School Leader	Operations Team	Open
Technology	Meet with Director of IT to determine tech needs for school opening	2/28/2019	Technology Team	School Leader	Open
Facilities	Walk through new school to understand layout/determine necessary refurbishments	3/1/2019	Regional Leadership Team	School Leader & DSO	Open
Ops Team	Create schedule for first 2 weeks (DSO)	3/1/2019	Regional Operations Team		Open
Budget/Finance	Establish bank accounts for the school	3/15/2019	Finance Team		Complete
HR	Establish new location and company codes with ADP/Payroll vendor ; need to add new locations to mapping for carrier connections	3/15/2019	Human Resouces Team		Open
Marketing/Branding	Create website	3/15/2019	External Affairs Team	School Leader	Open
Operator Transition	Hold transition meeting with current charter school operator staff	3/15/2019	Regional Leadership Team	School Leader	Open
Operator Transition	Hold transition meeting with current charter school students and families	3/15/2019	School Leader	Director of School Operations	Open

Contracted Services	Add school to transportation service agreements	3/30/2019	Regional Operations Team		Open
School Systems, Procedures and Compliance Systems	Contact local police precinct if crossing guards or school zone signage are needed	4/1/2019	External Affairs Team	Director of School Operations	Open
Staff Recruitment and Selection	- Hire School Operations Leader	4/1/2019	School Leader	Operations Team	Open
Operator Transition	Data team holds data transition meeting with current charter school operator data team	4/15/2019	Data Team	Director of School Operations	Open
Operator Transition	Hold transition meeting with neighborhood representatives and community members	4/15/2019	External Affairs Team	Director of School Operations	Open
Operator Transition	Conduct interview and hiring day with current charter school staff	4/15/2019	Talent Team	School Leader	Open
Student Recruitment & Enrollment	Create student enrollment registration documents	4/15/2019	Data Team		Open
Budget/Finance	Complete EFT paperwork for MFP deposits	4/30/2019	Finance Team	Director of School Operations	Open
Culture	Review staff culture plan and calendar items	4/30/2019	School Leader	Director of School Operations	Open
Facilities	Complete financing arrangement (as needed)	4/30/2019	Regional Leadership Team	Finance Team	Open
Purchasing School Supplies	Determine books to purchase for school library	4/30/2019	Regional Leadership Team	School Leader	Open
Student Recruitment & Enrollment	Call parents to notify of acceptance and discuss options	4/30/2019	School Leader	Director of School Operations	Open
Facilities	Complete classroom and office design (including refurbishments)	5/1/2019	School Leader	Director of School Operations	Open
Facilities	Determine furniture & bulletin board needs	5/1/2019	School Leader	Director of School Operations	Open
HR	Ensure applications for workers compensation coverage is complete	5/1/2019	Human Resouces Team		Open
Staff Recruitment and Selection	- Complete teacher hiring	5/1/2019	School Leader	Talent	Open
Staff Recruitment and Selection	Create on-boarding plan for teachers and staff	5/1/2019	School Leader	Talent	Open
Staff Recruitment and Selection	Hire teachers, operations manager, office assistant, counselors, etc.	5/1/2019	School Leader	Talent	Open
Ops Team	Create ongoing management/PD (check-in structure, frequency, training)	5/10/2019	Regional Operations Team		Open
Budget/Finance	Conduct orientation for budget process and financial approvals	5/15/2019	Finance Team	Director of School Operations	Open
Community & Parent Involvement	Schedule regular parent, teacher, and student conferences	5/15/2019	School Leader	Director of School Operations	Open
Facilities	Purchase furniture	5/15/2019	Director of School Operations	Operations Team	Open
Purchasing School Supplies	Create initial supply order (identify what is for kids)	5/15/2019	Director of School Operations	Operations Team	Open
Purchasing School Supplies	Set-up system for checking deliveries and storing items	5/15/2019	Director of School Operations	Operations Team	Open
Purchasing School Supplies	Set-up key vendor accounts	5/15/2019	Finance Team	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Establish filing system for all student records	5/15/2019	Data Manager	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Establish a school calendar	5/15/2019	Regional Leadership Team		Open
School Systems, Procedures and Compliance Systems	Select school opening date	5/15/2019	Regional Leadership Team		Open
Contracted Services	Add school to insurance policies	6/1/2019	Regional Leadership Team	Human Resources Team	Open
Culture	Order swag for students and school visitors	6/1/2019	Director of School Operations	School Leader	Open
Facilities	Secure custodial service	6/1/2019	Facilities Team	Operations Team	Open
Facilities	Activate all utilities (gas, electricity, water, sewer & cable)	6/1/2019	Regional Leadership Team	Facilities Team	Open
Purchasing School Supplies	Order HW planners	6/1/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Complete T&F Handbook	6/1/2019	Regional Leadership Team	Director of School Operations	Open
Staff Recruitment and Selection	- Hire school psychologist	6/1/2019	Student Support Coordinator	Talent/School Leader	Open

Staff Recruitment and Selection	- Hire speech pathologist	6/1/2019	Student Support Coordinator	Talent/School Leader	Open
Student Recruitment & Enrollment	Schedule and plan student orientation	6/1/2019	School Leader	Director of School Operations	Open
Student Recruitment & Enrollment	Conduct orientation	6/1/2019	School Leader	Director of School Operations	Open
Technology	Determine location and set up Wireless Access Points, etc.	6/1/2019	Technology Team	Director of School Operations	Open
Technology	Order computers/laptops/other hardware	6/1/2019	Technology Team	Director of School Operations	Open
Technology	Determine phone line system, routing, numbers	6/1/2019	Technology Team	Director of School Operations	Open
Culture	Order staff swag	6/15/2019	Director of School Operations	School Leader	Open
Operator Transition	Operations and finance conduct property inventory with current charter school students and families.	6/15/2019	Regional Operations Team	Finance Team	Open
Ops Team	Organize DSO training materials (sample list of responsibilities and sample daily checklist)	6/15/2019	Regional Operations Team		Open
Purchasing School Supplies	Set-up inventory system for determining how fully stocked you are what you need (Checklist)	6/15/2019	Director of School Operations	Operations Team	Open
Purchasing School Supplies	Teacher space supplies (e.g. coat rack, carpeting, locked cabinet)	6/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Train School Operations Leader and School Leader on all policies and procedures	6/15/2019	Regional Operations Team	School Leader	Open
School Systems, Procedures and Compliance Systems	Develop schedules for students, teachers, room use and others	6/15/2019	School Leader	Director of School Operations	Open
Staff Recruitment and Selection	Complete on-boarding of teachers and staff	6/15/2019	School Leader	Director of School Operations	Open
Staff Recruitment and Selection	- Hire Data Manager	6/15/2019	Talent Team	Director of School Operations	Open
Staff Recruitment and Selection	- Hire Office Manager	6/15/2019	Talent Team	Director of School Operations	Open
Technology	Create staff email distribution lists (with home office)	6/15/2019	Technology Team	Director of School Operations	Open
Budget/Finance	Revisit budget assumptions to ensure they are still valid and update accordingly	6/30/2019	Finance Team	School Leader & DSO	Open
Culture	Create template for parent newsletter	6/30/2019	Director of School Operations	School Leader	Open
Facilities	Determine security requirements and complete (e.g., alarm system, gates, cameras, etc)	6/30/2019	Facilities Team	Operations Team	Open
Facilities	Set up lawn care and pest maintenance	6/30/2019	Facilities Team	Operations Team	Open
Staff Orientation	Plan a social event for staff	6/30/2019	Director of School Operations	School Leader	Open
Staff Orientation	Prepare staff binders (get info from instructional leader)	6/30/2019	Director of School Operations	School Leader	Open
Staff Orientation	Order food for staff for orientation	6/30/2019	Director of School Operations		Open
Staff Orientation	Set-up space (tables/technology)	6/30/2019	Director of School Operations		Open
Staff Orientation	Create Ops Presentations (Reimbursements, HR, Who to go to for What)	6/30/2019	Director of School Operations		Open
Staff Orientation	Based on staff needs, additional tech sessions (e.g. Outlook, Excel, etc)	6/30/2019	Director of School Operations		Open
Staff Orientation	Create/Deliver Ops "About the Neighborhood" ppt	6/30/2019	Director of School Operations		Open
Student Data Systems	Complete SPS forms with LADOE	6/30/2019	Regional Leadership Team	Director of School Operations	Open
Facilities	Move-in Date: Receive master keys from the district and distribute	7/1/2019	Facilities Team	Director of School Operations	Open
Health and Safety	Develop a comprehensive emergency response plan	7/1/2019	Director of School Operations	Operations Team	Open
Health and Safety	Establish fire, tornado, and intruder drill procedures and schedule drills	7/1/2019	Director of School Operations	Operations Team	Open
HR	Request list billing for new school from current benefits carriers starting on 7/1	7/1/2019	Human Resouces Team		Open
Purchasing School Supplies	Set-up storage areas	7/1/2019	Director of School Operations	Operations Team	Open
School Systems, Procedures and Compliance Systems	Create and distribute key policy	7/1/2019	Director of School Operations	Facilities Team	Open

School Systems, Procedures and Compliance Systems	Begin to plan for classroom libraries and develop a system for tracking book distribution	7/1/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Establish school culture norms and policy (attendance, hw, discipline, school hrs etc)	7/1/2019	School Leader	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Create master schedule	7/1/2019	School Leader	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Determine the plan for Enrichment w/ Instructional Leader	7/1/2019	School Leader		Open
Student Health	Determine health-related supplies and purchase	7/1/2019	Nurse	Director of School Operations	Open
Technology	Place instruction signs by copier, etc	7/1/2019	Director of School Operations	Operations Team	Open
Technology	Order Tech/Digital Content	7/1/2019	Technology Team	Academics Team	Open
Technology	Set up internet service	7/1/2019	Technology Team	Director of School Operations	Open
Staff Orientation	Check in with staff about instructional supply needs	7/8/2019	Director of School Operations	School Leader	Open
Student Data Systems	Train Data Manager on student data entry	7/10/2019	Data Team	Operations Team	Open
Community & Parent Involvement	Develop a procedure to report student progress to parents	7/15/2019	Director of School Operations	School Leader/Ops	Open
Facilities	Ensure that clocks throughout the school are accurate and functioning	7/15/2019	Director of School Operations	Facilities Team	Open
Health and Safety	Determine and complete needed security enhancements	7/15/2019	School Leader	Director of School Operations	Open
HR	Attend HR Training led by SSC	7/15/2019	Human Resouces Team		Open
School Systems, Procedures and Compliance Systems	Enter master schedule in PowerSchool	7/15/2019	Data Manager	DSO/School Leader	Open
School Systems, Procedures and Compliance Systems	Create School Safety Plan	7/15/2019	Director of School Operations	Operations Team	Open
School Systems, Procedures and Compliance Systems	Establish Dismissal Plans (Regular & Afterschool	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Establish POS system for meals (breakfast, lunch, snack/supper)	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Create system for early parent pick-up; determine process for making up detention	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Define school visit protocol, including high level script, days tours are allowed, restrictions on size, etc.	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Create a process for how teachers plan field trips	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Establish Arrival plan (including HW, student flow, breakfast)	7/15/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Create Paychecks Systems (with Dean/Inst. Person)	7/15/2019	School Leader	Dean	Open
School Systems, Procedures and Compliance Systems	Create Transition Plans (incl. monitoring duties and locations)	7/15/2019	School Leader	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Designate owner of 504 Plans	7/15/2019	School Leader	Student Support Coordinator	Open
Student Data Systems	Train teacher on attendance taking	7/15/2019	Director of School Operations	School Leader	Open
Student Health	Create a system for student allergies and medication	7/15/2019	Nurse	Student Support Coordinator	Open
Student Health	Create school nurse referral system and tracking	7/15/2019	Nurse	Student Support Coordinator	Open
Technology	Design plan for personalized learning	7/15/2019	Academics Team	School Leader	Open
Technology	Complete tech training for teachers	7/15/2019	Technology Team	Director of School Operations	Open
HR	Complete HR training with School Leader and DSO: payroll, credentialing, risk management; employee portal	7/18/2019	Human Resouces Team		Open
School Systems, Procedures and Compliance Systems	Create policies and procedures manual for school	7/18/2019	Director of School Operations	Operations Team	Open
Culture	Create student culture tracker	7/26/2019	School Leader	Dean	Open
Facilities	Order and install interior and exterior signs	7/31/2019	Director of School Operations	Operations Team	Open
Facilities	All classrooms and spaces set up for Day 1	7/31/2019	Director of School Operations	Operations Team	Open

Facilities	Post interior signage and label all classrooms and offices	7/31/2019	Director of School Operations		Open
Facilities	Create a map of the school for visitors	7/31/2019	Director of School Operations		Open
Student Health	Create emergency contact binder	7/31/2019	Director of School Operations	Data Manager	Open
Student Health	CPR/AED training for staff	7/31/2019	Student Support Coordinator	Nurse	Open
Contracted Services	Create Staples account	8/1/2019	Finance Team	Director of School Operations	Open
Contracted Services	Add school to food service agreements	8/1/2019	Regional Operations Team	Director of School Operations	Open
Contracted Services	Lease or purchase office equipment/copiers	8/1/2019	Regional Operations Team	Director of School Operations	Open
Health and Safety	Set up fire extinguishers and first aid kits	8/1/2019	Director of School Operations	Facilities Team	Open
Health and Safety	Provide emergency preparedness training to all personnel	8/1/2019	Director of School Operations	Operations Team	Open
Health and Safety	Ensure CPR certification of at least two staff members	8/1/2019	Director of School Operations	Operations Team	Open
HR	Complete I-9 forms	8/1/2019	Human Resouces Team	Director of School Operations	Open
HR	Set-up HR files for staff	8/1/2019	Human Resouces Team		Open
Marketing/Branding	Update website with staff bios	8/1/2019	Director of School Operations	External Affairs Team	Open
Marketing/Branding	Order signs and banners	8/1/2019	Director of School Operations	Operations Team	Open
School Systems, Procedures and Compliance Systems	Determine system for using bells and intercom at school	8/1/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Create a visitors packet for tours	8/1/2019	Director of School Operations	School Leader	Open
School Systems, Procedures and Compliance Systems	Execute a school day 0 walk through with staff	8/1/2019	School Leader	Director of School Operations	Open
School Systems, Procedures and Compliance Systems	Establish an attendance policy	8/1/2019	School Leader	Student Support Coordinator	Open
Student Data Systems	Create grading structure in PowerTeacher (categories, weighting)	8/1/2019	Data Team	Data Manager	Open
Student Data Systems	Enter all students and staff in PowerSchool	8/1/2019	Data Team	Data Manager	Open
Student Data Systems	Obtain incoming student data for SPED	8/11/2019	Student Support Coordinator	Data Manager	Open
Culture	Send out first family newsletter	8/15/2019	Director of School Operations	Office Manager	Open
Student Recruitment & Enrollment	Collect registration documents	8/16/2019	Director of School Operations	School Leader	Open
Community & Parent Involvement	Develop a plan to involve parents and community in key aspects of the school	Ongoing	School Leader	Director of School Operations	Open
Student Health	Ensure Power School is up-to-date with all student health information	Ongoing	Nurse	Student Support Coordinator	Open
Student Health	Collect health forms and corresponding records	Ongoing	Nurse		Open
HR	Conduct staff background checks	Rolling	Human Resouces Team		Open
HR	All teachers on track for credentialing	Rolling	Human Resouces Team		Open
Student Recruitment & Enrollment	Identify community events and attend school fairs for student recruitment	Rolling	School Leader	Operations Team	Open

KIPP PK-8 Transformation Plan Start-Up Plan Notes

- The majority of start-up activities will be managed by the KIPP New Orleans regional team prior to 7/1/2019. Functions managed by the regional team include talent recruitment, data systems, financial systems, human resources, operational systems, technology systems, and facility preparation among others.

- All school level staff will become school-level employees as of 7/1/2019. School leader and director of school operations will serve as regional employees from 4/1/2019 to 6/30/2019. Their salaries during this period are not part of the school budget.

- If the school is unable to open in the preferred timeline (opening in August, 2019), the school opening timeline will shift to the following year.