Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
GOVERNANCE & MANAGEMENT					**There are no risks here for timely compoletion. The timeline is howevre dictated by the tiing of the signing of the charter contract.**	
Board of Trustees	B. Arthur	12/21/18	80%	Pre-opening documents (Board mbr resumes, board roster)		
	B. Arthur	12/21/19	80%	Establish/maintain list of current members of the school's Board of Trustees, including contact information and officers		
	B. Arthur	Completed	100%	By-laws ratified		
	B. Arthur	Completed	100%	A head of the school has been named		
	B. Arthur	7/31/18	67%	Other key leadership roles in the school are filled or adequately covered		
	B. Arthur	Annual	0%	Obtain financial disclosures from board members		
	B. Arthur	Annual	0%	Submit to LA Board of Ethics & Charter School Office		
	B. Arthur	Annual	0%	Obtain board members' completed eligibility to serve form		
	B. Arthur	Annual	0%	Submit to Charter School Office		
	B. Arthur	Continuous	0%	Update board member roster		
	B. Arthur	Annually	0%	Submit to Charter School Office		
Board Meetings	B. Arthur	07/31/19	0%	Schedule meetings & provide public notice		
	B. Arthur	Annually	0%	Required Federal & State reports		
	B. Arthur	Quarterly	0%	Accountabily Plan		
	E. Williams	Monothly	0%	Charter School Performance		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
Other Things	B. Arthur	07/31/18	0%	Charter School Contract	Coordinate application; coordinate app interviews; execute contract	
	B. Arthur	Continuous	0%	Monitor OPSB Charter School Policy		
STAFFING					**The risks in this area are related to enrollment and having an accuate count early in the Spring.**	
Recruit School Staff	C. Bridges	9/10/18	0%	Draft advertisement for staff		
	B. Arthur	9/20/18	0%	Approve advertisement		
	C. Bridges	Continuous	0%	Run advertisement in Local and National newspaper and area career placement newsletters	Beginning Oct 1, 2018	
	B. Arthur	Continuous	0%	Make “networking” contacts to recruit candidates to create diverse field		
	C. Bridges	Continuous	0%	Receive and organize letters of interest and resumes		
Select School Staff	B. Arthur	Continuous	0%	Number of vacancies identified		
	B. Arthur	Continuous	0%	School staffing issues identified and communicated to Human Resources		
	C. Bridges	Continuous	0%	Review applicant pool for diversity		
	B. Arthur	Continuous	0%	Review letters of interest, applications, and resumes and select candidates for all interviews		
	B. Arthur	Continuous	0%	Schedule candidate interviews		
Hire School & Non Instructional Staff	B. Arthur	Continuous	0%	Align compensation with budget		
	B. Arthur	Continuous	0%	Conduct finalist interviews		
	C. Bridges	Continuous	0%	Check references		
	C. Bridges	Continuous	0%	Conduct background checks		
	B. Arthur	Continuous	0%	Hire Staff		
	B. Arthur	6/30/19	0%	All teacher staff positions filled		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	7/15/19	0%	New staff orientations scheduled and convened		
	C. Bridges	8/1/19	0%	All non-instructional staff positions filled		
	C. Bridges	8/15/19	0%	Non-instructional staff assigned and deployed		
CURRICULUM & INSTRUCTION					**The major risk to timely completion is hiring a SPED coordinator early enough in the process. To compensate for that, we plan to advertise the position in early Fall**	
School Calendar & Class Schedules	E. Williams	3/29/19	25%	Prepare calendar and class schedules		
Staff Assignments	E. Williams	3/29/20	0%	Assign grade levels & classes		
	E. Williams	8/15/19	0%	Meet with staff & review assignments		
Special Education	SPED Coordinator	3/15/19	0%	Identify students whose applications indicate IEPs		
	SPED Coordinator	3/15/20	0%	Identify students whose applications indicate bilingual or ESOL services		
	SPED Coordinator	3/15/21	0%	Gather and review language skill level on bilingual or ESOL students		
	SPED Coordinator	4/5/19	0%	Devise plans for serving special education students		
	SPED Coordinator	4/5/20	0%	Devise plans for serving bilingual and ESOL students		
	SPED Coordinator	4/12/19	0%	Confer with school leader regarding staffing, scheduling, and budgeting implications for special education		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	SPED Coordinator	4/12/19	0%	Confer with school leader regarding staffing, scheduling, and budgeting implications for bilingual and ESOL programs		
	SPED Coordinator	8/15/19	0%	Convey special education plans to special education and regular education staff		
	SPED Coordinator	8/15/20	0%	Convey bilingual and ESOL program plans to bilingual, ESOL, and regular education staff		
	SPED Coordinator	4/26/19	0%	Coordinate schedule for special education students		
	SPED Coordinator	4/26/20	0%	Coordinate schedule for bilingual and ESOL students		
	SPED Coordinator	5/10/19	0%	Work with parents to develop or revise IEPs as needed		
	SPED Coordinator	5/10/19	0%	Work with parents to develop or revise bilingual and ESOL programs as needed		
	SPED Coordinator	11/1/19	0%	Ensure the appropriate staff have passwords to access SER		
	SPED Coordinator	11/1/19	0%	Ensure that SER data for students receiving special education services is accurate		
Compliance	E. Williams	6/22/19	0%	Compass requirement		
	E. Williams	6/22/20	0%	Submit completed school information form		
The Flight School	E. Williams	4/25/19	0%	Establish guidelines for communication with students and parents		
	C. Bridges	08/1/19	0%	Train all personnel entering data to ensure proper coding		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	E. Williams	04/25/19	0%	Establish and communicate clear performance goals for students in all content areas		
	E. Williams	05/15/19	0%	Design rubricx and performance reports that commjnciate student progress		
	E. Williams	05/15/19	0%	Establish Flight School Design Team and build appropriate programs	Team includes Guidance Counselor, SPED Coordinator and dept. chairs of English & Math	
	C. Bridges	06/28/19	0%	Procure appropriate materials for those programs that are specific to Flight School		
STUDENTS and PARENTS						
Establish Student Info Sys. (SIS)	E. Williams	06/28/19	0%	Determine SIS Software	(Potentially Power School)	
	E. Williams	07/15/19	0%	Determine training needs on SIS software		
	E. Williams	10/15/18	0%	Set up SIS		
Establish Onsite Operations	C. Bridges	03/29/19	0%	Establish onsite startup office		
		8/24/18		Establish bank accounts (checking/savings) and order checks		
	C. Bridges	12/21/18	0%	Identify office support staff		
	C. Bridges	3/29/19	0%	Set up technology for onsite		
	C. Bridges	4/5/19	0%	Provide training to office support		
Recruit Students	B. Arthur	Continuous	0%	Face to Face meetings with community opinion leaders and those with school-age boys		
	B. Arthur	9/14/18	0%	Finalize corporate Identity and complete promotional materials		
	B. Arthur	Completed	100%	Finalize Recruiting Budget		
	B. Arthur	Completed	100%	Reserve domain name		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	L. Clement	Continuous	0%	Develop a list of community organizations and affinity groups		
	L. Clement	Continuous	0%	Schedule presentations to groups and community organizations		
	M.Swift	Continuous	0%	Collect letters of interest from families who fit the target population		
	B. Arthur	Continuous	0%	Engage a media consultant to “pitch” the story of this unique educational opportunity		
	B. Arthur	Continuous	0%	Development of school website		
	B. Arthur	Continuous	0%	Paid Media Campaign		
	L. Clement	5/31/19	0%	Schedule information sessions in strategic locations.		
	B. Arthur	5/31/19	0%	Utilize our neighborhood partners/captains to schedule meet and greet sessions at individual homes		
	B. Arthur	Continuous	0%	Facility Tours		
	B. Arthur	Continuous	0%	Develop a list of families with boys and provide them with useful information about raising boys via email or post card		
Registration	C. Bridges	11/1/19	0%	Application Launches		
	B. Arthur	1/31/19	0%	Open Houses	Start 11/1/18	
	C. Bridges	12/15/18	0%	Early Application window closes		
	C. Bridges	2/23/19	0%	Standard Application window closes		
	C. Bridges	4/9/19	0%	Notification letters are mailed out		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	5/3/19	0%	Registration Days	Preceding days: 4/14/19, 4/21/19, 4/28/19	
	C. Bridges	5/12/19	0%	Deadline for Acceptance of seats from Round One Placements		
	C. Bridges	7/31/19	0%	Late Round Placements		
	C. Bridges	8/31/19	0%	Late Registration Days		
OPERATIONS						
Administrative	C. Bridges	6/22/19	0%	Non-Profit Agency Designation		
	C. Bridges	7/13/19	0%	Submit proof of non-profit status to OPSB		
	C. Bridges	12/14/18	0%	Registration procedures and staff in place to execute (includes student & site visitors)		
	C. Bridges	6/22/19	0%	Staff handbook distributed and reviewed with staff		
	C. Bridges	8/18/18	0%	Email accounts for school staff are operational		
	E. Williams	6/22/19	0%	Pupil progression plan		
	E. Williams	7/31/19	0%	Create CUM folders		
	E. Williams	9/1/2019	0%	Rosters and school schedules prepared for distribution to students	This date reflects the post assessment and Transition Program during the first 4 weeks of school.	
	E. Williams	6/1/2019	0%	Plans in place to assign missing students rosters and schedules		
	E. Williams		0%	School Improvement and School Progress Plans ready for distribution (staff/office)		
	E. Williams	8/1/2019	0%	Teachers' weekly and emergency lesson plans on file		
	E. Williams	5/1/2019	0%	Teacher guidelines and staff meeting agendas/professional development dates prepared		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	7/1/2019	0%	School trip information distributed to staff		
	E. Williams	3/1/2019	0%	New Teacher Orientations - scheduled and new teachers notified		
	E. Williams	6/1/2019	0%	Grade Team Meetings Formed		
	E. Williams	6/1/2019	0%	Testing schedule disseminated to teachers		
	E. Williams		0%	Student records received		
	E. Williams		0%	Roll sheets received		
	E. Williams	8/1/2019	0%	Summer program promotion/retention data reviewed		
	E. Williams	6/1/2019	0%	Faculty meeting and professional development dates		
	C. Bridges	Continous	0%	Professional Development materials ready for all staff		
	C. Bridges	7/1/2019	0%	All professional development agendas, sign-in sheets are in a binder clearly labeled by grant or activity.		
	E. Williams	6/22/19	0%	School Guidelines developed and approved	Subject to legal review.	
	E. Williams	6/22/19	0%	Student Hanbook developed and approved	Subject to legal review.	
	SPED Coordinator	6/22/19	0%	SPED/FAPE Policy Handbook developed and approved	Subject to legal review.	
	E. Williams	9/1/2018	0%	Uniform Policy developed and approved	Subject to legal review.	
	E. Williams	6/22/2019	0%	Student Code of Conduct developed and approved	Subject to legal review.	
	E. Williams	7/1/2019	0%	Entrance/dismissal procedures disseminated to staff & students		
	E. Williams	9/1/2019	0%	Prepare rosters	Finalized after Transition	
	B.Arthur	5/1/2019	0%	Schedule parent nights		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	7/1/2019	0%	School guidelines ready for distribution in written form - i.e. school calendar, student handbook, etc.		
	C. Bridges	10/1/2018	0%	Ensure school has efficient enrollment/transfer/withdrawal process		
Student Identification	C. Bridges	7/25/2019	0%	School holds orinetation and takes ID pictures		
	C. Bridges	5/1/2019	0%	Student ID equipment obtained		
	C. Bridges	6/1/2019	0%	Student ID equipment training completed		
	C. Bridges	7/25/2019	0%	Pictures taken of new students and ID cards created		
	C. Bridges	8/1/2019	0%	Student ID's distributed		
School Finance	C. Bridges	5/1/2018	0%	Payroll secretary trained and has password codes to input staff attendance	4th Sector Solutions	
	C. Bridges	5/1/2018	0%	School leader reviews and is familiar with all financial policies		
	C. Bridges	6/1/2019	0%	Petty Cash/Student Actiivty Fund bank accounts established		
	C. Bridges	6/25/2018	0%	All Budgets Loaded		
	C. Bridges	5/1/2019	0%	Personal Property Inventory Reviewed		
	C. Bridges	7/1/2018	0%	Access HR and Payroll Systems and Web-reports		
	C. Bridges	8/11/2019	0%	Risk Management and Workers Compensation: a) Workers Compensation Policy; b) Distribute Voluntary Student Accident Brochure to all students to be taken home to parent/guardian		
School Nurse	C. Bridges	Continuous	0%	Determine source of services - district or private		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	Continuous	0%	Negotiate services with district or prepare RFP		
	C. Bridges	4/1/2019	0%	Hire nurse or select vendor		
	C. Bridges	7/1/2019	0%	Nurse reviews student health plans for those placed on medical alert list		
	C. Bridges	7/1/2019	0%	Develop nurse schedule		
	C. Bridges	5/1/2019	0%	Ensure adequate health supplies are available		
School Safety	C. Bridges	6/22/19	0%	Security Coordinator Designated/Trained		
	C. Bridges	1/15/2019	0%	School security needs identified		
	C. Bridges	1/15/2019	0%	Security equipment assessed		
	C. Bridges	Continuous	0%	Documentation of fire drills		
	C. Bridges	1/15/2019	0%	School Safety Plans submitted		
	C. Bridges	1/15/2019	0%	Alarm pads and codes working	See Facility	
	C. Bridges	3/1/2019	0%	Security cameras and monitors operations (internal and	See Facility	
	C. Bridges	6/1/2019	0%	High Schools: Metal Detectors, scanners, wands operational		
	C. Bridges	1/15/2019	0%	School Deployment Plan		
	C. Bridges	7/1/2019	0%	Sufficient visitor passes available, visitor procedures posted on entrance doors		
	E. Williams	4/1/2019	0%	Establish plan for student instruction on behaviroal expectations		
	E. Williams		0%	Establish a system of positive reinforcement for appropriate behavior	Positive Behavior Intervention and Support (PBIS)	
	C. Bridges	4/1/2019	0%	Establish schedule for monthly meetings with behavioral health and student support service providers		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	4/1/2019	0%	Establish a plan for a systematic, structured approach to managing transitions (lunch, recess, dismissal)		
	C. Bridges	2/1/2019	0%	Crossing Guard needs/assignments		
	C. Bridges	4/1/2019	0%	Shelter in place and drills scheduled		
	C. Bridges	4/1/2019	0%	School safety point person identifed and safety team members identified and posted in Main Office		
	C. Bridges	7/1/2019	0%	Entrance/dismissal procedures disseminated to staff and students		
	C. Bridges	7/1/2019	0%	Emergency Response Charts completed and posted in all classrooms and offices		
	C. Bridges	7/1/2019	0%	Duty schedule established (teachers assigned to specific locations across campus) and given to all staff		
General Operations	C. Bridges	7/1/2018	0%	Charter contract with OPSB		
	C. Bridges	3/1/2019	0%	Review implications of school schedule (facility, budget, staffing materials, training)		
	C. Bridges	7/25/2019	0%	Field trip process & information distributed to staff		
	C. Bridges	6/1/2019	0%	Establish telephone & utility accounts (electric, fuel, etc.)	Dependent upon actual date of building occupancy.	
	C. Bridges	1/15/2019	0%	Security contracts		
	B.Arthur	2/1/2018	100%	Proof of non-profit status to OPSB		
	C. Bridges	7/1/2018	100%	Create MOU for Partner Organizations		
	C. Bridges	4/1/2019	0%	teacher guides ready and in place for teacher use		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	E. Williams	7/1/2019	0%	Textbook policy distributed to staff and students		
Transportation	C. Bridges	4/1/2019	0%	Contract with supplemental transport provider		
	C. Bridges	4/1/2019	0%	Consider background check on employees of supplemental transportation providers		
	C. Bridges	3/1/2019	0%	Finalize general transportation plan contract		
	C. Bridges	3/1/2019	0%	Finalize bus contract for SPED		
	C. Bridges	6/1/2019	0%	Establish bus routes based on enrollment data		
	C. Bridges	7/1/2019	0%	Notify parents of bus routes/times		
	C. Bridges	7/25/2019	0%	Trial runs for bus service		
	C. Bridges	8/5/2019	0%	Launch bus service		
Food Service	C. Bridges		0%	Finalize food service contract		
	C. Bridges		0%	Make any modifications necessary to provide food service (staffing, POS system, etc.)		
	C. Bridges		0%	File necessary paperwork for Free and Reduced lunch		
	C. Bridges	6/25/2019	0%	Conduct staff training		
	E.Williams	6/1/2019	0%	Breakfast/Lunchroom procedures (supervising students)		
	C. Bridges			Secure food and other materials to prepare meals		
	C. Bridges	8/5/2019	0%	Launch food service		
	C. Bridges		0%	Free and reduced lunch applications distributed to parents/students		
	C. Bridges	7/1/2019	0%	Information on breakfast serving times to parents		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	Continuous	0%	Post menus, serve times, wellness plan to school website	Initially posted on 7/25/2019	
Security	C. Bridges	1/15/2019	0%	Evaluate existing alarm system	Assumes 1/1/2019 access to facility	
	C. Bridges	1/15/2019	0%	Determine if new alarm system is needed		
	C. Bridges	2/15/2019	0%	If new, secure new vendor and contract		
	C. Bridges	3/1/2019	0%	If new, install new system		
	C. Bridges	3/15/2019	0%	If new, test system and confirm operation		
	C. Bridges	2/1/2019	0%	If existing, transfer codes and system from previous tenant		
	C. Bridges	2/15/2019	0%	Finalize alarm system transfer and/or confirm functionality		
Maintenance	C. Bridges	1/15/2019	0%	Finalize ongoing maintenance contract	Assumes RFP out on 11/1/2019	
	C. Bridges	1/15/2019	0%	Contract with service providers		
	C. Bridges	3/15/2019	0%	Ancillary Contracts - trash removal, cable, pest control		
	C. Bridges	10/15/18	0%	RFP for Landscaping services		
Custodial	C. Bridges	10/15/18	0%	Produce RFP for Custodial contract		
	C. Bridges	1/15/2019	0%	Finalize custodial contract		
	C. Bridges	1/15/2019	0%	If outsourcing - finalize detailed work scope		
FACILITIES					**While we have identified several facility possibilities the timeline is dependent upon the availability of the appropropriate facility early Spring. This could be impacted either by occupancy or cash flow.**	
Start-Up	B.Arthur	7/1/2018	90%	Identify feasible facilities		
	C. Bridges	TBD	0%	Conduct assessment		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	B.Arthur	Completed	100%	Communicate long-term facility needs to Board		
	C. Bridges	5/1/2018	0%	Develop action plan for immediate/urgent short-term needs		
	C. Bridges	TBD	0%	Negotiate with Lessor to resolve any immediate capital needs		
	C. Bridges	TBD	0%	Finalize agreement & execute		
	C. Bridges	TBD	0%	Contractor work schedules reviewed		
	C. Bridges	TBD	0%	Complete immediate non-captial needs	facility work orders submitted with follow-up dates (weekly mtgs with vendor in July)	
	C. Bridges		0%	Conduct final walk-through		
General Operations	C. Bridges	5/1/2019	0%	Ensure all bells and alarms are working and clocks set		
	C. Bridges	4/1/2019	0%	dumpsters located in appropriate location for waste disposal & pickup (min. 2 trash & 2 recyle)		
	C. Bridges	4/1/2019	0%	Grounds needs addressed: lawn, bushes, trash, broken equipment, dumpsters located in safe area away from children		
	C. Bridges	5/1/2019	0%	Speaker/Phone System checked; maintain list of contacts for assistance		
	C. Bridges	5/1/2019	0%	All doors clear of debris		
	C. Bridges	5/1/2019	0%	Exterior doors/locks/panic bolts in working order		
	C. Bridges	4/1/2019	0%	Graffiti removed from interior/exterior walls, if applicable		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	4/1/2019	0%	Boiler, emergency generator, and/or window replacements		
	C. Bridges	3/1/2019	0%	Fire Alarm Assessed		
	C. Bridges	3/1/2019	0%	Fire inspection completed		
	C. Bridges	3/1/2019	0%	Certify all extinguishers		
	C. Bridges	3/1/2019	0%	Lunchroom inspected for operation, cleanliness and supplies		
	C. Bridges	3/1/2019	0%	Certify kitchen hood/clean if needed		
	C. Bridges	3/1/2019	0%	make sure all exit lights are working		
	C. Bridges	1/15/2019	0%	Signage ordered		
	C. Bridges	1/15/2019	0%	Signs posted around facility		
	C. Bridges	5/1/2019	0%	Create classroom supply orders (markers, pencils, paper, etc.)		
	C. Bridges	6/1/2019	0%	Order supplies		
			]	Supplies received and placed in rooms		
Classrooms/Specialty Rooms	C. Bridges	3/1/2019	0%	Classrooms cleaned, repairs made/scheduled, painting complete		
	C. Bridges	7/1/2019	0%	Classroom and school-wide behavior and safety rules posted		
	C. Bridges	7/1/2019	0%	Classroom prepared-academic (Bulletin board, learning areas, etc.)		
	C. Bridges	6/1/2019	0%	Classroom prepared - facilities (lights, shades, furniture, etc.)		
	C. Bridges	5/1/2019	0%	Classroom keys are inventoried and stored securely		
	C. Bridges	5/1/2019	0%	Teacher room assignments completed		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	7/1/2019	0%	All teachers have classroom keys		
	C. Bridges	7/1/2019	0%	All classrooms have adequate and appropriate materials, supplies and equipment		
	C. Bridges	6/15/2019	0%	Supplies received and placed in rooms (markers, pencils, paper, etc.)		
	C. Bridges	6/15/2019	0%	Computer/science labs operational		
	C. Bridges	7/1/2019	0%	Library staffed and ready to open		
	C. Bridges	7/1/2019	0%	Gym equipped and ready for use		
TECHNOLOGY						
Technology Assessment	C. Bridges	8/30/2018	0%	Evaluate current technology, hardware and software (including AV and phone system)		
	C. Bridges	8/30/2018	0%	Conduct technology inventory		
Information Systems	C. Bridges	9/1/2018	0%	Finalize Student Information System (SIS)		
	C. Bridges	9/1/2018	0%	Finalize Financial Information Systems		
	C. Bridges	9/1/2018	0%	Align HR Information System with Payroll, Finance, etc.		
	C. Bridges	9/1/2018	0%	Finalize network/hardware/server plan		
	C. Bridges	8/12018	0%	Order equipment		
	C. Bridges	9/15/2018	0%	Install equipment and set up network		
Technology Procurement	C. Bridges	9/1/2018	0%	Determine quantity and type of computer equipment		
	C. Bridges	9/1/2018	0%	Provide a distribution list, indicating where equipment should be stored and installed		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	9/20/2018	0%	Receive equipment and distribute		
Website Development	B.Arthur	03/2018	0%	Identify web designer		
	B.Arthur	4/1/2018	75%	Determine basic website content		
	B.Arthur	6/12018	0%	Launch website		
Erate	C. Bridges		0%	Finalize e-rate application manager		
	C. Bridges	1/15/2019	0%	Submit initial e-rate application		
	C. Bridges	Contimuous	0%	Manage ongoing e-rate application process		
Long-Term Technology Plan	C. Bridges	9/1/2018	0%	Prepare initial draft, aligned with school goals and resources		
	B.Arthur	9/152018	0%	Review plan and provide feedback		
	C. Bridges	10/15/18	0%	Finalize full 3 year plan		
SIS	C. Bridges	10/1/2018	0%	Set up technology for onsite data management		
	C. Bridges		0%	Review serious incident procedures involving SIS		
	C. Bridges	7/15/2019	0%	Schedule incoming students	Finalized after Transition	
	C. Bridges	7/15/2019	0%	Assign students Houses and advisories		
PROCUREMENT						
Order and Deliver Materials	C. Bridges	9/1/2018	0%	identify core materials to be ordered, including furniture and services		
	C. Bridges	8/15/2018	0%	Create written inventory showing what materials will be used from site inventory		
	C. Bridges	11/1/2018	0%	Arrange for placement of orders for required books, materials, and furniture		
	C. Bridges	2/1/2019	0%	Determine projected delivery dates for texts and materials		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
	C. Bridges	2/1/2019	0%	Identify texts and materials that are on backorder. Make alternate arrangements, if possible		
	C. Bridges	4/1/2019	0%	Apprise AD of materials delivery plans, including inventory and schedule		
	C. Bridges	12/1/2019	0%	Plan for delivery of materials to the school site- determine where/when space will be available for delivery		
	C. Bridges	1/15/2019	0%	Place order for textbooks/curriculum requested		
	C. Bridges	4/15/2019	0%	Establish tracking system for delivery of materials and distribution to classrooms		
	C. Bridges	5/1/2019	0%	Confirm delivery of instructional materials on site		
	C. Bridges	7/1/2019	0%	Textbooks ready and inventoried for classroom and student use		
	C. Bridges	4/1/2019	0%	Teacher guides ready and in place for teacher use		
	C. Bridges	8/1/2019	0%	Textbook policy distributed to staff and students		
PROFESSIONAL DEVELOPMENT						
Instructional / Non-Instructional Staff						

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
HUMAN RESOURCES						
HR Office Compliance and Setup	C. Bridges	5/1/2018	0%	Compliance setup		
	C. Bridges	5/1/2018	0%	Order & post required federal/state employment posters		
	C. Bridges	5/1/2018	0%	Setup employee personnel files		
	C. Bridges	5/1/2018	0%	Establish employee file management process		
	C. Bridges	5/1/2018	0%	Prepare list of key HR contacts		
Recruitment Plan	C. Bridges	Continuous	0%	Identify number of vacancies		
	C. Bridges	Continuous	0%	Prepare job postings/advertisements		
Hiring process	C. Bridges	Complete	100%	Determine new hire process		
	C. Bridges	Complete	100%	Prepare offer letter template		
	C. Bridges	Complete	100%	Prepare reference checklist		
	C. Bridges	Complete	100%	Prepare background clearance process		
	C. Bridges	Complete	100%	Prepare application		
	C. Bridges	Continuous	0%	Collect all new hire paperwork		
Benefits, payroll and insurance	C. Bridges	Complete	100%%	Determine broker to work with on benefit plans		
	C. Bridges	5/1/2018	0%	Determine and implement employee benefits package		
	C. Bridges	5/1/2018	0%	Determine 401(3)(b) and		
	C. Bridges	5/1/2018	0%	Determine Flexible Spending vendor and implement		
	C. Bridges	5/1/2018	0%	Develop benefits summary		
	C. Bridges	5/1/2018	0%	Set-up Workers' Compensation		
	C. Bridges	5/1/2018	0%	Set-up Employment Practices Liability insurance		
	C. Bridges	5/1/2018	0%	Set-up Unemployment Compensation Insurance		
	C. Bridges	5/1/2018	0%	Set-up Payroll vendor		

Tasks & Steps	Team Member(s)	Target Date	Project Status	Evidence of Status	Notes	Final Completion Date
New Hire Orientation Process	C. Bridges	Continuous	0%	Offer letters prepared and provided to all staff		
	C. Bridges	Continuous	0%	Employment Agreements provided to new hires		
	C. Bridges	Continuous	0%	Provide all new employees with new hire paperwork and in-process		
	C. Bridges	6/1/2018	0%	Determine pre-employment testing and background check procedures		
	C. Bridges	Continuous	0%	On-Board new employees-benefits overview and processing and school policy review		
	C. Bridges	9/1/2018	0%	New Hire checklist		
Termination Process and Policies	C. Bridges	9/1/2018	0%	Termination policies		
	C. Bridges	9/1/2018	0%	Employee termination letter		
	C. Bridges	9/1/2018	0%	Termination checklist		
	C. Bridges	9/1/2018	0%	Employee release form		
	C. Bridges	9/1/2018	0%	COBRA or benefits continuation material		
	C. Bridges		0%	School's return policy		
Employee Handbook	C. Bridges	5/1/2017	100%%	Draft handbook		
	C. Bridges	5/30/2017	100%%	School leader review		
	C. Bridges	8/1/2018	#REF!	Legal review		
	C. Bridges	9/1/2018	0%	Board approval		
	C. Bridges	6/1/2019	0%	Distribute and review with staff	Done as individuals are hired. Target date is when we hope to have evryone hired	
	C. Bridges	Continuous	0%	Employee receipt/ acknowledgement form		
Other Things	C. Bridges		0%	Prepare Profile of educational Personnel & submit to OPSB/LDOE		

Completion: 0 = not starte, 10 = completed.