Start up Operations
LEAN Tech Academy
2015 - 2016

Category	Specific Task	Timeline	Responsible Party
Legal and Governance	Recruit and finalize the Governing Board members	April 2015 (as soon as charter is approved)	Founding Board of Directors
	Training and orientation of Governing Board	May 2015 - June 2015	Founding Board Project Leader
	Develop Board calendar	May 2015	Founding Board
	Obtain federal tax exempt status	January 2015	Founding Board
	Secure Insurance	May 2015	Founding Board
	Ratify the bylaws	May 2015	Founding Board
	Transition from Founding Board to Governing Board	June 2015	Founding Board
	Hold first Governing Board meeting	June 2015	Board
Finance	Access state accounting and payroll systems	July 2015	Finance Manager/CEO
	Submit FSF/PHRST access plan to DDOE	July 2015	Finance Manager/CEO Board
	Redefine the budget for the first operating year	July 2015	Finance Manager/CEO/Project Manager/Board
	Develop long-term finance and fiscal plans	July 2015	Finance Manager/CEO/Project Leader/Board
	Provide DDOE with revised budgets and fiscal plans	December 2015	Finance Manager/CEO/Project Leader/Board
	Establish billing system for school districts	July 2015	Finance Manager
	Establish a line of credit	July 2015	Finance Manager
	Raise funds -- Identify and secure donors, prepare applications for additional school and projects funding	January 2015	CEO
	Confirm all capital outlay/major purchases	June 2015	CEO/Project Leader/ Finance Manager
	Contact DDOE regarding funding based on enrollment	May 2015	CEO
	Negotiate/secure all major contracts (food service, transportation, telecommunications, technology, etc.)	April 2015	CEO/Project Leader/ Finance Manager/Governing Board
	Submit copies of major signed contracts to DDOE	August 2015	CEO
	Establish a Citizen's Budget Oversight Committee	July 2015	Board
Academic	Request/secure all students' IEP's and academic cum files and records from former districts	July 2016	School Leader
	Identify/confirm academic partners and providers	December 2015	School Leader
	Hold a summer orientation activity for 9th and 10th graders	July 2016	School Leader/CEO/Project Leader
	Hold a parent orientation and stakeholders meeting	July 2016	School Leader/CEO/Project Leader
	Identify/order classroom instructional equipment and technology	March 2016	School Leader
	Confirm curriculum orders/partnerships and training with CTE, PLTW, ConnectED, Nemours, Affinity Health, etc.	April 2016	School Leader/Project Leader
	Collaborate with state CTE, PLTW, ConnectED, state science and social study coalitions on curriculum implementation, services and materials	April 2016	School Leader/Project Leader
	Identify/order curricular materials and supplies	March 2016	School Leader/Project Leader

Task	Date	Responsible
Finalize the school wide assessment materials and learning outcomes	March 2016	School Leader
Plan and develop school assessment calendar	March 2016	School Leader
Access and disseminate the state wide assessment calendar	March 2016	School Leader
Develop RTI plans and procedures	March 2016	Project Leader/School Leader
Develop extended day programs/internships/early college advisories	March 2016	School Leader
Research and prepare academic grant applications	April 2015	CEO
Student Recruitment Marketing		
Redefind recruitment materials (School mascot, logo, brochures, website)	July 2015	CEO/Project Leader
Develop timeline and plan for student recruitment	July 2015	CEO/Project Leader
Community outreach and parent information meetings for successful student recruitment	September 2015 - June 2016	CEO/School Leader
Oversee applications/enrollment numbers and marketing strategies	September 2015 - June 2016	CEO/Project Leader/School Leader
Participate in Delaware Charter School Network Expo	November 2016	School Leader
Continue marketing and recruiting efforts until maximum enrollment is reached: news media, churches, public gatherings	January 2016 - August 2016	CEO/Project Leader/School Leader
Confirm 80% enrollment	April 1, 2016	CEO/Project Leader/School Leader
Observe statewide choice deadline	January 2016 second Wednesday	School Leader
Ensure maximum enrollment prior to May 1st count	May 1, 2016	CEO/Project Leader/School Leader
Schedule education channel TV appearances, promotions on media websites, radio broadcasts, NCC charter school 8th grade visits	January 2016	School Leader
Recruit students from New Castle County	April 2015 - March 2016	Project Leader/CEO
Conduct lottery if needed/screen and verify immunizations status of incoming students	February 2016	CEO/Project Leader/School Leader
Operations		
Finalize the student handbook including the student rights and responsibilities code of conduct, school calendar, block schedule, course selections, uniform policy, performance and graduation requirements.	April 2016	School Leader
Develop process for storage, inventory control and tracking of all instructional supplies and technology	March 2016	School Leader
Develop plans for the 9th and 10th grade first day of school -- orientation day	June 2016	CEO/School Leader
Develop staff inservice plans with motivational speakers and layout for school opening	March 2016	Project Leader/School Leader
Prepare students first day of school packets -- free and reduced lunch forms, health forms, bullying policies, wellness center procedures, code of conduct, student handbook, student activities calendar, srudent agenda book, technology policy, etc.	June 2016	School Leader

Category	Task	Timeline	Responsible
	Contract with local student transportation services	January 2016	CEO/Finance Manager/Board
	Notify parents by letter of student acceptance	March 2016 - June 2016	School Leader
	Secure Data Service Center contract for student application management	July 2015	CEO
	Submit Parent Enrollment Letter with Certification of intent to enroll to DDOE	December 2015	School Leader
	Ensure an operations manual is in place for serving students and staff	February 2016	Board/CEO/Project Leader/School Leader
	Establish school committee and begin plans for development of Comprehensive School Safety Plans (CSSP) with Dept. of Safety & Homeland Security (DSHS)	February 2016	Project Manager/School Leader
	Establish school registration procedures; prepare registration forms; establish a registration timeline and registration events	February 2016	School Leader
	Prepare information packets for 9th/10th grade summer home visitations and regular home visitations	May 2016	School Leader
	Roll-over student information in eSchool	July 2016	DDOE
	Secure all student records for all incoming students	July 2016	School Leader
	Prepare master schedule	May 2016	School Leader/Project Manager/CEO
	Disseminate teacher schedules	June 2016	School Leader
	Disseminate student schedules	June 2016	School Leader
	Plan student and parent welcome events	June 2016	School Leader
	Confirm school calender	October 2015	Board/CEO/Project Leader/School Leader
	Finalize planning with food, transportation, student and staff id cards and other services	July 2016	School Leader
	Board of directors submit officers', members' addresses, phone numbers, positions held, school parent and teacher to DDOE	September 2015	Board
	Develop procedures for September 30th unit count and reporting	July 2016	CEO/School Leader
	Ensure an operations manual is in place for serving students and staff	July 2016	Board/CEO/Project Leader/School Leader
	Develop bus routes; finalize transporation plans; conduct training for bus drivers and bus aides	July - August 2016	School Leader
	Ensure proper identification of students (ie. Free and reduced lunch, special education) to secure funding and services	July 2016	School Leader
	Access fiscal management system, school policies and procedures	August 2015	CEO/Project Leader/Board
	Prepare for news media coverage-- school opening day	August 2016	School Leader
HR/Personnel	Hire school leader	January 2016	CEO/Project Leader/Board
	Finalize leadership team	May 2016	CEO/Project Leader/Board
	Execute staff search plan/conduct phone and in-person interviews, contracts and logistics for staff applications	July 2015 - July 2016	CEO/Project Leader/Board
	Finalize and secure staff for school	July 2016	School Leader
	Establish all human resources polices and procedures	January 2016	Board/CEO/Project Leader/School Leader
	Approve employee handbook	April 2016	CEO/Project Leader/Board School Leader

	Secure liability insurance	September 2015	Board/CEO/Project Leader/ School Leader
	Establish payroll/benefits program	May 2015	Board/CEO/Project Leader/ School Leader
	Secure IMS and eSchool access; participate in eSchool training	October 2015	All School Personnel
	Register for DPAS II training	April 2016	School Leader/Lead Teacher
	Register for financial oversight training	February 2016	Board/CEO/
	Hire registered nurse/ensure school nurse to attend orientation training	April 2016	Board/CEO/Preject Leader/School Leader
	Plan and hold staff development training with integration instruction and project based learning knowledge workshops	July 2016	Project Leader/School Leader
	Contract with substitute service or develop substitute coverage plan within the building	July 2016	Finance Manager/School Leader
	Confirm contracts for related and special services as required by IEP's	July 2016	Finance Manager/School Leader
	Verify that staff is in full compliance with requirements for background checks and staff certifications	July 2016	School Leader/CEO
	Establish first year teacher mentoring program	July 2016	Project Leader/School Leader
	Confirm HQ teachers, DEEDS access and training	July 2016	Project Leader/School Leader
	Develop staff development training and best practices workshop calendar	May 2016	Project Leader/School Leader
	Register teachers for Smarter Balanced assessment training	July 2016	School Leader
Facility			
	Submit lease agreement to DDOE	No later than June 15, 2016	Founding Board/CEO
	Contact the Delaware Department of Technology and Information (DTI)	April 2015 - December 2015	Board/CEO/Project Leader
	Secure facility insurance	April 2015	Board/CEO
	Secure all inspections and approvals/submit to DDOE	April 2015	Board/CEO
	Finalize school safety procedures and submit to DDOE	June 2015 - January 2016	CEO/School Leader
	Train staff in building safety procedures	December 2015	Project Leader/School Leader
	Create building signage for direction to LEAN Tech Academy exits and traffic flow for visitors, students and staff	January 2016 - July 2016	School Leader
	Hire contractuals and necessary personnel -- security/building maintenance	January 2016	CEO/School Leader