

Charter School Startup Timeline

Timeframe	Business/HR	Facilities	Curriculum	Enrollment	Marketing	Technology	PTO
Late August	SCHOOL BEGINS!						
Mid August	<ul style="list-style-type: none"> • Complete hiring all staff (janitorial, aides, office) • Train all staff in benefit programs and HR policy & procedures (coordinate with benefit providers) 	<ul style="list-style-type: none"> • Final facility inspection • Create punch list • Assemble and move furnishings (work with PTO on coordinating volunteers) • Track where assets are located in building 	<ul style="list-style-type: none"> • Number texts and curriculum materials • Move curriculum and materials into building and organize • Checkout C&M to teachers and distribute to rooms 	<ul style="list-style-type: none"> • Gather final paperwork from parents • Complete collection of student records from previous schools • Assign any new enrollees to classes 	<ul style="list-style-type: none"> • Publicize school's opening and ribbon cutting 	<ul style="list-style-type: none"> • Final hookup and testing of school's computer network • Assign email addresses to all staff • Check computers out to staff; train staff on policy and use of technology 	<ul style="list-style-type: none"> • Coordinate volunteers for all committees • Hold school launch activity and fundraiser • Collect volunteer forms from parents • Host facility open house
Early August	<ul style="list-style-type: none"> • Finalize instructional staff and key office staff • Place ads for schoolhouse staff and any remaining positions • Instructional staff begins work as employees 	<ul style="list-style-type: none"> • Work with builder and developer to resolve remaining problems or potential problems • Ensure and participate in building inspections 	<ul style="list-style-type: none"> • Finish receiving ordered C&M • Call vendors for information on back-ordered items and develop contingency plans • Work with teachers on classroom specific supply requests 	<ul style="list-style-type: none"> • Continue collecting student records from previous schools 			<ul style="list-style-type: none"> • Host before school fundraising activity
Late July		<ul style="list-style-type: none"> • Work with builder and developer to resolve remaining major issues 		<ul style="list-style-type: none"> • Continue collecting student records from previous schools 			<ul style="list-style-type: none"> • Finish preliminary carpool combinations and inform parents.
Mid July		<ul style="list-style-type: none"> • Schedule the school move-in; volunteers, tasks, etc. 	<ul style="list-style-type: none"> • Prepare C&M for distribution 	<ul style="list-style-type: none"> • Continue collecting student records from previous schools 		<ul style="list-style-type: none"> • Receive computers and coordinate with Facilities committee in inventory control 	
Early July	<ul style="list-style-type: none"> • Business manager will begin assuming schoolhouse business and finance responsibilities • Hire Office Manager or School secretary • Hire additional administrative staff • Administrative staff begins work as school employees 	<ul style="list-style-type: none"> • Solicit donations of some equipment (microwaves, fridges, toasters, carts, chairs) from parents and businesses 		<ul style="list-style-type: none"> • School Secretary or Office Manager will begin assuming schoolhouse enrollment responsibilities • Continue collecting student records from previous schools 			<ul style="list-style-type: none"> • Begin developing carpool plans and putting together families.
Late June	<ul style="list-style-type: none"> • Implement medical and other benefit programs to be in place in July when more employees begin work 	<ul style="list-style-type: none"> • Continue receiving and purchasing needed equipment and furnishings • Watch for used furniture from schools that may be 		<ul style="list-style-type: none"> • Send final acceptance letters; deadline for acceptance is June 30 		<ul style="list-style-type: none"> • Purchase computers for students and teachers 	

		closing or replacing equipment					
Mid June	<ul style="list-style-type: none"> • Compile necessary items for employee packets to include handbook, benefit program information, and legal paperwork 	<ul style="list-style-type: none"> • When receiving equipment, count to ensure accuracy and quality, tag with asset tags, and track on asset tracking form. 	<ul style="list-style-type: none"> • As curriculum purchases arrive, check for accuracy and quality • Number materials as they arrive and develop a tracking sheet for inventory control, especially if items are stored at different locations 	<ul style="list-style-type: none"> • Collect enrollment paperwork from parents; enrollment deadline is June 15 • Begin placing students in classes 	<ul style="list-style-type: none"> • Continue marketing as necessary to ensure adequate enrollment 		<ul style="list-style-type: none"> • Develop plans for parent volunteers, including forms, outreach, and organization
Early June	<ul style="list-style-type: none"> • Complete employee handbook and send to board for approval 	<ul style="list-style-type: none"> • Develop inventory control procedures and order asset tags 	<ul style="list-style-type: none"> • Watch ads for screaming deals on school supplies and make purchases as appropriate 	<ul style="list-style-type: none"> • Make final push for applications 	<ul style="list-style-type: none"> • Work with PTO to publicize summer events and general awareness of school and mission 		<ul style="list-style-type: none"> • Recommend any lunch program to board for approval
May	<ul style="list-style-type: none"> • Meet with benefit providers to customize benefit programs • Begin employee handbook draft • Submit budget for board approval 	<ul style="list-style-type: none"> • Begin weekly building inspections • Use “Facilities Progress” form to track progress and document problems to builder and developer in writing • Sign service agreements with outside providers • Coordinate for temporary storage of furnishings and equipment 	<ul style="list-style-type: none"> • Coordinate for temporary storage of curriculum and materials • Present classroom supply recommendations to board for approval 	<ul style="list-style-type: none"> • Contact parents to receive enrollment information and forms. • Develop a “Health and Safety” form for parents to use for enrollment past regular deadlines 	<ul style="list-style-type: none"> • Finish marketing plan execution 	<ul style="list-style-type: none"> • Contact UEN (Utah Education Network) about providing free high speed internet for the school and verify infrastructure requirements are met; plan for alternate service if necessary 	<ul style="list-style-type: none"> • Get proposals from caterers for school lunch program
April	<ul style="list-style-type: none"> • Finalize teacher salaries based on legislation • Develop salary agreements and sign with all current staff and new staff as hired • Begin hiring additional administrative and instructional staff • Draft Budget 	<ul style="list-style-type: none"> • Inspect building progress bi-weekly • Be really picky; no detail is too small—the builder is being paid to build it to your specifications • Place all furnishings orders • Apply for credit as necessary • Present service recommendations to board for approval 	<ul style="list-style-type: none"> • Place all C&M orders • Apply for credit as necessary • Begin analysis of classroom supply needs 	<ul style="list-style-type: none"> • Receive acceptance letters. Deadline for initial acceptance is April 30. 	<ul style="list-style-type: none"> • Execute marketing plan with goal of receiving applications from parents by May 31. 	<ul style="list-style-type: none"> • Get board approval for any recommendations for equipment or services • Create email accounts for any hired staff 	<ul style="list-style-type: none"> • Finalize dress code and submit recommendations to board for approval • Host Spring Fundraising activity
March	<ul style="list-style-type: none"> • Attend teacher hiring fairs and interview teaching staff • Send offer letters 	<ul style="list-style-type: none"> • Create “Facilities Progress” form to track construction problems and progress 	<ul style="list-style-type: none"> • Finalize curriculum recommendations and present to board for approval • Seek competitive 	<ul style="list-style-type: none"> • Make follow up calls to enrolled parents; dog them and make sure they return acceptance forms and 	<ul style="list-style-type: none"> • Develop marketing plan and budget for April through June and submit to board for approval 	<ul style="list-style-type: none"> • Finalize network plans and budgets • Find email service and create board email addresses, if 	<ul style="list-style-type: none"> • Draft dress code standards • Investigate school lunch requirements and options

	<ul style="list-style-type: none"> and follow up Review legislative action related to school funding and regulations 	<ul style="list-style-type: none"> Get proposals from providers of goods and services for school facilities (see Startup Facilities List); present recommendations to board for approval Research options for low-cost or used furnishings Evaluate cost/benefits of purchase versus lease of certain goods and services 	<ul style="list-style-type: none"> bids from various vendors to ensure best value (use bid tracking form) 	<ul style="list-style-type: none"> other paperwork 		<ul style="list-style-type: none"> not already done 	
February	<ul style="list-style-type: none"> Register for teacher fairs Place ads for teachers on teachers-teachers.com and other places 	<ul style="list-style-type: none"> Begin regular inspections of building site 		<ul style="list-style-type: none"> Big push for applications by third Friday in February Hold initial lottery and send enrollment packets to lucky parents 	<ul style="list-style-type: none"> Big push for applications by the third Friday in February 		
January	Establish Executive Committees						