

Start-Up Timeline Metropolitan Preparatory Academy

<u>Charter School Start-Up Activity/Event</u>	<u>Month</u>	<u>Year</u>
Followup meeting with RPS Superintendent's office.	Bingham April	2013
Apply for federal charter school start-up funding.	Bingham July & ongoing	2013
Apply for private startup funding.	Bingham July & ongoing	2013
VBOE Comment responses.	Bingham August	2013
VBOE Hearing.	Bingham/BOD August	2013
Conduct Town Hall meetings to spread news about school.	BOD October	2013
Direct market to elementary schools, youth clubs to build awareness.	King/Bingham October	2013
Followup meeting with school board chairman.	Bingham/King September	2013
Implement capital campaign.	BOD October	2013
Set enrollment deadlines and process.	Enrollmt Team October	2013
Finalize site choice.	Site Team November	2013
Principal head-hunt. Advertise. Hire head-hunter. Interview. Select.	HR Team November	2013
Refine school start-up budget.	Bingham/Tutwi December	2013
Complete concept video.	King/Bingham January	2013
Instructors head-hunt. Advertise. Hire head-hunter. Interview. Select.	HR Team January	2014
Establish school entity.	Bingham January	2014
Monitor construction to ensure key deadlines are met.	Site Team January - September	2014
Secure site financing.	Bingham/King February	2014
Administrators head-hunt. Advertise. Hire head-hunter. Interview. Select.	HR Team February	2014
Conduct lottery.	Enrollment Tea February	2014
Secure funding for Summer Scholars program.	Bingham/King February	2014
Secure site	Bingham/King March	2014
Assess construction, renovations, repair requirements.	Site Team March	2014
Develop school technology infrastructure plan.	Bingham March	2014
Secure cost estimates.	Bingham/Tutwi March	2014
Sign contractors	Bingham/King March	2014
Assess furniture, fixture, and equipment needs.	Site TEam March	2014
Host Saturday Scholars camp for prospective students.	BOD March - June	2014
Create site renovation workplan.	Site TEam April	2014
Attain building permits	Bingham/King April	2014
Develop formal operating agreements with RPS for food, transportation, nursing divisions identifying services to be provided and terms.	Bingham/King April	2014
Formalize curriculum, lesson plans, instructional materials selection.	Curriculum Tea April	2014
Order curriculum materials.	Curriculum Tea April	2014
Develop annual school budget.	Bingham/Tutwi May	2014
Meet with RPS to finalize flow of funds details.	Bingham/King/ May	2014
Finalize School Calendar	Bingham/King May	2014
Purchase school furnniture, fixtures, and equipment.	Site Team May	2014
Acquire other school supplies and materials sufficient for Summer program.	Curriculum Tea May	2014
Complete contracts and Memorandums of Understanding with vendors.	Bingham/King May	2014

Start-Up Timeline

Metropolitan

Review finance and accounting policies and practices.	Tutwiler	June	2014
Register students.	Enrollment Tea	June	2014
Establish administrative support services i.e., student and employee record-keeping, insurance, banking, payroll, telecommunications, emergency plans	Bingham	June	2014
Host school grand opening/parent-student orientation event.	BOD	June	2014
Administrator/Faculty Training and Development	BOD/Principal	June	2014
Governing Board Training and Development	Bingham/Shane	June	2014
Create and distribute pre-opening press release.	Bingham/King	July	2014
Operate Summer Scholars program.	BOD	July - August	2014
Grand Opening	BOD	August	2014