

## Start up Simplified



<b>FACILITY</b>	Search for Facility and Negotiate Terms of the Deal	Ensure Improvements and Repairs are made	Purchase Furniture Ensure Delivery of / Adequate Space for Furniture Ensure Assembly of Furniture	Ensure Technology Network is Installed and Tested	Ensure Internet Connectivity is Installed and Tested	Ensure Phone Lines, Phone System and Fax Machine/eFax are Installed and Tested	Ensure Copy Machines are Delivered and Training is completed	Finalize Facility Preparation ( <i>Prepare rooms and bulletin boards in Hallways, Post Room Signs and Emergency Exit Procedures, Ensure Staff Mailboxes are in place</i> )
<b>HUMAN RESOURCES</b>	Finalize Organizational Structure	Hire all Staff	Draft, Send and Collect Signed Hire Letters for all Staff with support of Pro Bono Attorney	Design Staff Pre-Service including time to build staff culture, discuss curriculum plans, work on long-term plans, and design Individual Professional Growth Plans	Train staff on how to use the school database to track interim assessments and create report cards	Train staff on all financial, operational, HR and safety procedures	Enroll staff for all benefits selected by your school	
<b>BUSINESS/ FINANCE</b>	Hire Business Leader/ Financial Services Provider	Obtain Employer Identification Number (EIN)  Apply for State Unemployment Number (if applicable)	Apply for 501(c)3 Status	Select/administer all/some of staff benefits – insurance (health, dental, vision, long-term disability, short-term disability, life) and retirement plan (401k, 403b)	Select and administer school wide insurance policies (umbrella, liability, D&O, student accident)	Select Accounting System, get trained on its use and finalize enter chart of accounts	Edit Budget to reflection current reality and enter it into Accounting System to automate production of Budget to Actual with Financial Projections Reports	Understand all revenue streams – Per Pupil Funds, Special Education/ELL funds, PCSP, IDEA, Titles I-V and all other streams that apply to your state
	Select IT Consultant, complete 5 year tech plan, and select Server and Computers to be purchased	Select Phone Service and decide whether to buy or lease phone system	Select Internet Connectivity Service	Select and Purchase Curricular Materials, Office Supplies, Computers and Equipment	Negotiate Copy Machine Lease, purchase fax machine	Complete Financial Policies and Procedures Manual  Determine HR Policies and complete HR Manual	Ensure all staff members are fingerprinted, academic staff certifications are in hand and hard copies are filed	Select/install Database Software to manage attendance, enrollment / withdrawal, waiting list, transportation, behavior and meals and create report cards
<b>OPERATIONS</b>	Hire Operations Leader	Recruit Students in any and every way possible	Hold Lottery if more applicants than available spots	Collect all enrollment forms from parents, review them as received instead of following up afterwards	File all enrollment forms as required by law	Communicate enrollment numbers with School Leader and Business Leader to ensure it is in line with budget	Get trained on how to use school chosen student database	
	Learn how to use State Level Student Information System, if applicable	Administer Student Meals with School Food/Nutrition office in your State or alternate vendor and comply with laws	Administer Student Transportation with Pupil Transportation office in your State and comply with laws	Decide whether to contract with a Security Guard and/or Alarm System vendor and follow through accordingly	Contract with F/T or P/T Nurse to both provide services and handle student health records and decide who serves as Nurse when s/he is not on-site	Complete School Safety Manual & Operations Manual	Be ready to act quickly to draw students from the waiting list as soon as the end of the first day of school	Be prepared to hold fire drills in accordance with regulations
<b>CHARTER AUTHORIZER AND BOARD OF TRUSTEES</b>	Ensure Board meeting and Committee meeting minutes are documented and documents of school status and statistics presented at Board meetings are collected in binders and electronic copies as well (important for renewal)	Vote on finalized budget and have it passed	Finalize facility with authorizer and Board	Have Board attend sessions held by support organizations that show board members proper governance and how to maximize the use of committees to make board meetings efficient	Vote on Financial Policies and Procedures Manual  Vote on HR Manual  Vote on Operations Manual  Vote on School Safety Manual	Vote on conditional emergency staff appointments if not yet approved for fingerprinting (if applicable)	Work with Authorizer to ensure readiness for first day of school and approval of financial policies and procedures	Prepare Board to be less "hands-on" than they may have been during the planning phase