

Start-Up Timeline

Church Hill Preparatory Academy

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

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Acquire other school supplies and materials sufficient for Summer program.	May	2014
Complete contracts and Memorandums of Understanding with vendors.	May	2014
Review finance and accounting policies and practices.	June	2014
Register students.	June	2014
Establish administrative support services i.e., student and employee record-keeping, insurance, banking, payroll, telecommunications, emergency plans	June	2014
Host school grand opening/parent-student orientation event.	June	2014
Administrator/Faculty Training and Development	June	2014
Governing Board Training and Development	June	2014
Create and distribute pre-opening press release.	July	2014
Operate Summer Scholars program.	July - August	2014
Grand Opening	August	2014