Attachment 16: Start- Plan

A=Accounting Department (Goodwill)
B= Board of Directors
F= Facilities Management
SEI= Special Education Instructor
M=Marketing Department (Goodwill)
OM= Office Manager
P= School Director
VP=Vice President of The Excel Centers

PHASE 1: GETTING STARTED	RESPONSIBLE PARTIES	TIMELINE
Select School Director Candidates	VP	March 1, 2021
Hire School Director	VP & B	March 22, 2021
Develop recruitment, marketing and outreach plan for new students	M, VP, P	Mar – July, 2021
Identify community liaisons	M & VP	Jan 2021
Write and design initial information materials (brochures, general info sheet, Q&A Sheets, etc.	M & VP	Sept 2019 (continual)
Print and distribute information/brochures	M & VP	Sept 2019 (continual)
Design and print other marketing materials	M & VP	Sept 2019 (continual)
Organize community presentations	M, P, and VP	Apr 7
Organize recruitment campaign, make phone calls	P & VP	Apr-Jul 29
Answer parent phone calls, run open houses	P & OM	Apr-Jun 29
Register students	OM	Jul 1-14
INSTRUCTION & ASSESSMENT		
Plan for classroom/learning environment configuration	P& F	May 12
Complete plan for Excel Center curriculum	P	May-June 2021
FINANCIAL PLANNING		
Accommodate Excel Center in existing accounting, purchasing, payroll and state reporting systems	A, VP	Feb 2021
Modify five-year planning budget and business plan based on any new information from the State	A, VP	Feb 2021
Phase II: PREPARATION FOR OPENING		
ORGANIZATIONAL		
Revise and expand comprehensive school accountability plan, if necessary	P	May 10
Develop Emergency Plan	P	May 10
Develop Weather Notification Plan	P	Jun 30
INSTRUCTION AND ASSESMENT		
Review and amend instructional program plan	P	May 10
Review and amend curriculum/projects/units	P	Jun 29
Review and amend assessment plan	P	May 10

PLANNING FOR SPECIAL EDUCATION NEEDS		
Identify students whose applications indicated IEP's	P, SEI	May-July 2021
Review and assess need for IEP's	P, SEI	May-July 2021
Confer with parents/students regarding special education needs during registration period.	P, SEI	May-July 2021
Devise plans for serving special education students	P, SEI	May-July 2021
Coordinate schedule for special education students	P, SEI	May-July 2021
Work with students/parents to develop or revise IEP's as needed.	P, SEI	May-July 2021
FACILITIES		
Select facility	VP	Feb 2021
Meet with landlord and architect to plan renovations (if needed)	VP	Feb 2021
Begin renovations (if needed)	Construction	Feb-Jun 30
Arrange classrooms/instructional & work environments	P & VP	Apr-Jul7
Secure all inspections for fire, safety and other codes (if needed)	P	Apr-Jun 30
STAFFING		
Plan recruitment strategy	P & VP	March 2021
Develop new staff selection process	P & VP	April 2021
Provide orientation for new faculty and staff	P & VP	Jul 2021
Advise staff on legal and regulatory compliance	P & VP	Jul 2021
Establish Year 1 staff development plan including Paraprofessionals (if needed)	P & VP	April-Jun 2021
Implement immediate staff development ideas	P & VP	Jul-Jul 2021
STUDENTS		
Accept and review applications	OM	Apr-Jul 2021
Monitor diversity and outreach	P	Jul 2021
Conduct enrollment lottery if applications exceed	P, OM	Jun 2021
Conduct registration and assessment	P and staff	Jul 2021
Publish public notice of special education services	P	Jul 2021
Send updates to prospective students on a monthly basis	P	Apr-Jul 2021
Conduct Student Orientation	P and staff	Jul 2021 (additional dates added, as needed)

FINANCE AND OPERATIONS		
Review current budget development and oversight policies	A, P, VP	June 2021
Full implementation of accounting system	A, VP	Mar 2021
Oversight and decision-making of accounting system	A, VP	Mar

		2021
Review internal controls and fiscal policies	A, P	Mar31
Research and recommend auditing options	A, VP	Mar31
Establish and maintain fiscal linkages with state	A, VP	Mar31
Develop long-term fiscal plans	A, VP	Mar31

SCHOOL OPENING		
Date of School Opening	All staff	**Jul 17**

Phase III: SCHOOL OPENING IN ELKHART		
Community outreach	M, VP	Jan
Hold local hearing	P, VP	April
Request approval from ICSB	VP	Feb
Identify facility	VP	Feb