***Start-up Plan:*** *Provide a timeline and schedule for the activities your team will undertake in the planning year(s) to ensure a successful school opening. The plan should address the wide range of activities required to successfully open a new school, clearly cite which staff member is responsible for overseeing completion of the task, and identify deadlines for the completion of each task.*

The proposed school Evelyn Ann Charter Institute is our first school that targeted to open in the fall of 2019. As such, EACI is diligently working to put many of the systems in place that one would advance our school opening in essence of a successful school year. Therefore, the following start-up plan is an abbreviated version of a typical plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Task/Activity | Owner | Timeline | Cost |
| Facility | Identify site for school | EACI Board | 10/2018 – 3/2019 | N/A |
| Facility | Negotiate facility purchase | EACI Board | 3/2018 –9/2018 | N/A |
| Facility | Secure facility financing | EACI Board | 7/2018 – 12/2018 | N/A |
| Facility | Complete architectural plans for new facility | EACI Board | 10/2018 –1/2019 | Included in total construction budget |
| Facility | Zoning and permitting | EACI Board | 1/2019 – 5/2019 | Included in total construction budget |
| Facility | Construction | EACI Board | 6/2018 – 6/2019 | Included in total construction budget |
| Staff Hiring | Host “21ST Century Job Fair” | Principal & CEO | 10/2018 –11/2018 | N/A |
| Staff Hiring | Cultivate teacher relationships | Principal & CEO | 10/2018 -12/2018 | N/A |
| Staff Hiring | Launch full hiring process | Principal & CEO | 1/2019 |  |
| Staff Hiring | Conduct full hiring process | Principal & CEO | 1/2019-5/2019 | N/A |
| Staff Hiring | Target for all hiring to be completed | Principal & CEO | 5/2019 | NA |
| Student Recruitment | Launch student recruitment campaign (see section 3.1.c) | Principal and CEO | 09/2018 | NA |
| Student Recruitment | Attend high school fairs and student recruitment events | Principal and CEO | 9/2018-6/2019 | Negligible |
| Student Recruitment | Make presentations to elementary school students and counselors | Principal and CEO | 9/2018-3/2019 | NA |
| Student Recruitment | Hold information sessions for 8th grade counselors | Principal and CEO | 9/2018-3/2019 | NA |
| Student Recruitment | Hold open houses | Principal and CEO | 9/2018-3/2019 | NA |
| Student Recruitment | Hold student lottery | Principal and  CEO | 3/2019 | NA |
| Student Recruitment | Notify parents of admission status | Principal and CEO | 3/2019 | NA |
| Student Recruitment | Register students | Principal and CEO | 4/2018-8/2019 | NA |
| Secure Non-educational Services | All necessary non-educational services are already in place including food service, payroll, accounting, procurement, insurance, personnel policies, school policies and procedures, etc. | | | |
| Board Development | The existing board will remain in place as described in response to section 3.2. As such no board development activities are planned for the launch of our second school. | | | |