**Intrinsic Schools Start-up Plan for Intrinsic 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Task/Activity | Owner | Timeline |
| Facility | Identify site Intrinsic 2 | CEO & CFO | 3/2018 – 6/2018 |
| Facility | Negotiate facility lease | CFO | 3/2018 – 12/2018 |
| Facility | Complete architectural plans for new facility | CEO and Team | 6/2018 –9/2018 |
| Facility | Zoning and permitting | CFO | 9/2018 – 12/2018 |
| Facility | Construction | CFO | 1/2019 – 6/2019 |
| Staff Hiring | Cultivate teacher relationships | CEO | 10/2018 -12/2018 |
| Staff Hiring | Launch full hiring process | Principal & CEO | 1/2019 |
| Staff Hiring | Conduct full hiring process | Principal & CEO | 2/2019-5/2019 |
| Staff Hiring | Target for all hiring to be completed | Principal & CEO | 5/2019 |
| Student Recruitment | Launch student recruitment campaign | Network Staff | 9/2018 |
| Student Recruitment | Attend high school fairs and student recruitment events | Principal and Network Staff | 9/2018-3/2019 |
| Student Recruitment | Make presentations to elementary school students and counselors | Principal and Network Staff | 9/2018-3/2019 |
| Student Recruitment | Hold information sessions for 8th grade counselors | Principal and Network Staff | 9/2018-3/2019 |
| Student Recruitment | Hold open houses | Principal and Network Staff | 9/2018-3/2019 |
| Student Recruitment | Hold student lottery | Principal and Network Staff | 3/2018 |
| Student Recruitment | Mange Waitlist | Principal and Network Staff | 3/2018 |
| Student Recruitment | Enroll students | Principal and Network Staff | 4/2018-8/2018 |
| Student Recruitment | Welcome BBQ (date TBD) | Principal and Staff | 6/2019-8/2019 |
| Student Recruitment | Orientation Days (dates TBD) | Principal and Staff | 6/2019-8/2019 |
| Student Recruitment | Hold Mustang Week (dates TBD) | Principal Staff | 6/2019-8/2019 |