



Start-up Plan

HNS/KGJS will implement a multi-prong start-up plan to guide activities from authorization through school launch. Partnerships with organizations like D2F will provide a strong system of academic, civic, community and social emotional support to successfully open and operate a school. The table below provides an overview of the start-up plan:

Category	Task	Owner	Timeline	
Initialization	Host Think Tanks & Focus Groups to identify educational needs of current and past students and educators	Executive Director	6/2015 – 12/2016	
Initialization	Identify School Leadership and Incubation Team	Executive Director	2/2017 – 4/2017	
Initialization	Develop 501(c)(3) for Hope Network of Schools	Executive Director	3/2017 – 4/2017	
Community Engagement and Recruitment	Develop documentation and news briefing for public relations community awareness	Executive Director & Board Chair	3/2017 - opening	
Community Engagement and Recruitment	Hold parent and community engagement meetings	Executive Director & Board Chair	9/2017 – ongoing	
Community Engagement and Recruitment	Launch student recruitment campaign	Executive Director & Principal	9/2017 – opening	
Community Engagement and Recruitment	Accept and acknowledge student applications	Principal	2/2019 – ongoing	
Community Engagement and Recruitment	Notify parents of admission status	Principal	4/2019 – ongoing	
Community Engagement and Recruitment	Register students	Principal	6/2019 – ongoing	
Governance	Develop board orientation handbook	Executive Director & Board of Directors	3/2017	
Governance	Orient new board members	Executive Director & Board of Directors	3/2017	

Governance	Hold monthly board meetings	Executive Director & Board of Directors	3/2017 - ongoing	
Human Resources	Create school specific personnel policies and procedures	Executive Director & Board of Directors	1/2018 – 6/2019	
Human Resources	Create employee handbook	Executive Director & Board of Directors	12/2018	
Human Resources	Retain benefits insurance broker	Executive Director & Board of Directors	2/2019	
Human Resources	Secure bids for employee benefits	Executive Director & Board of Directors	2/2019	
Human Resources	Finalize benefits contracts	Executive Director & Board of Directors	3/2019 – 4/2019	
Human Resources	Launch teacher hiring process	Executive Director & Principal	12/2018	
Human Resources	Conduct teacher interviews and observations	Executive Director & Principal	12/2018 - 5/2019	
Human Resources	Target completion date for teacher hiring	Executive Director & Principal	5/2019	
Human Resources	Launch hiring process for Business Manager	Executive Director	5/2018	
Human Resources	Interview and select Business Manager	Executive Director & Board Treasurer	6/2018	
Human Resources	Hire Business Manager	Executive Director & Board Treasurer	7/2018	
Financial Management	Develop and implement interim fiscal management policies and procedures	Executive Director	2/2018 – 4/2018	
Financial Management	Develop and implement formal fiscal management policies and procedures	Business Manager & Board Treasurer	6/2018 – 7/2018	
Financial Management	Purchase and set up accounting software	Business Manager	7/2018	
Financial Management	Secure payroll services provider	Business Manager	12/2018	
Financial Management	Hire auditor	Board of Directors	5/2019	
Financial Management	Create a standard financial reporting package for the board and leadership	Business Manager	8/2018-10/2018	
Financial Management	Retain insurance broker for non-	Executive Director	5/2019	

	employee insurance			
Financial Management	Secure non- employee insurance	Executive Director	6/2019	
Financial Management	School Funding Events	Executive Director & Business Manager	7/2017 - ongoing	
Operations and Administration	Develop a safety manual and emergency procedures handbook	Business Manager	4/2019 - 6/2019	
Operations and Administration	Develop a student and parent handbook	Principal	4/2019 - 6/2019	
Operations and Administration	Develop school wide policies and procedures to ensure full compliance with contract	Business Manager	1/2019 – 5/2019	
Operations and Administration	Create an internal compliance calendar	Business Manager	6/2019	
Operations and Administration	Arrange for food service	Business Manager	3/2019	
Operations and Administration	Research and identify vendors for supplies, furniture, equipment, etc.	Business Manager	1/2019 – 3/2019	
Operations and Administration	Negotiate and execute contracts with service providers	Business Manager	4/2019 - 6/2019	
Operations and Administration	Procure school start-up equipment, furniture, materials and supplies	Business Manager	3/2019 - 7/2019	
Facility	Identify school location/building	Executive Director & Board of Directors	3/2018 – 6/2018	
Facility	Secure school building	Executive Director & Business Manager & Board of Directors	6/2018 – 7/2018	
Facility	Determine and initiate school building repairs, updates and designs	Executive Director & Business Manager & Board of Directors	7/2018 – 5/2019	