

Appendix 4.1 Kemet Leadership Academy Start-Up Plan

May 2018	CPS Design Team	Submit Tier I Application Finalize Site with CPS approval Implement financing/fundraising plan
June 2018	Architect Design Team	Review and develop site usage plan Implement Community Outreach Plan
July 2018 FY 2019 start	KLA Design Team Legal Team	Secure Parent Commitment Letters Finalize Site Commitment and Usage Plan Finalize legal structure/operations documents
August 2018	Design Team	Submit Tier II Application
Sept. 2018	Design Team	Finalize KLA 5 year Budget, KLA Board Composition
Oct. 2018	Design Team CPS	Submit Tier III Application Staff Capacity Interview
Nov. 2018	CPS	Structure access to GoCPS/finalize intake procedures
Dec 2018	CPS Board	Board Approval
Jan. 2019	KLA School Leader	Secure state funding, initial grants Hire administrative support staff Convene KLA Board and leadership meeting (monthly)
Feb 2019	KLA School Leader Administrative Staff Design Team	Secure school teaching staff /commitments Advertise and recruit students
March 2019	Design Team	Finalize school procedures - code of conduct, operations, parent - student handbooks Conduct lottery/admission screening
April 2019	KLA School Team	Continue staffing plan/student recruitment/fundraising
May 2019	KLA School Team	Finalize vendors - transportation, food services, technology Acquire school supplies, technology, office
June 2019	School Team	Load and test software/record keeping Communicate with parents Acquire school supplies - technology, books, furniture, etc. Finalize faculty selections/initiate pedagogy training
July 2019 FY 20 start	School Team	Teachers hired, Faculty Retreat
August 2019	School Team	Full time start for teachers, student orientation
Sept. 2019	School Team	Open School