

Distinctive College Prep- Harper Woods










Task Name	Start Date	End Date	Team Lead	Key Collaborator
1 Watch how-to video on this template (4:16)				
2 Click to learn how to use this template				
3 Fundraising			Robert Turpin	Monique Langston
4 Potential Funder Meetings				
5 Rock Ventures - Chris Uhl, VP Community Investments	12/22/16			
6 Connections from Dr. Cotton				
7 Connections from Todd Helfrich				
8 JW contacts				
9 Possible Skillman Meeting (Punita and Kumar)				
10 Meeting w/ Mario Morrow				
11 On-going research of potential funders (weekly)				
12 Contacts from Andrew Renner @ BOUMA				
13 Bi-Weekly Update on Fundraising				
14 Campus Name				
15 Naming of Campus based on funder	03/23/17			
16 Can we secure a sports figure or other person to memorialize for funding?				
17 Pricing menu for campus naming rights- (classroom, school, etc.)				
18 Fundraising Materials/Presentations				
19 3-4 page slide deck to funders- "why us", "why detroit", "your advice"				
20 "Why Us" connects to CMU, Family Recruit, Teacher Interviews & needs of the community				
21 Marketing Packet - what we leave with potential funder				
22 After the "ask" process/procedures - letter, call, email, etc?				
23 Secure Donor				
24 Press Release - announcement of gift				
25 Who manages relationship with donor? On-going				
26 Neighborhood & Location Search			Amanda Rychel	Adrienne Leonard

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27	Search and Context of Detroit Proper & Harper Woods	01/11/17	03/20/17	Amanda Rychel	Brian Malkin
28	Review of Local Schools		04/17/17	Amanda Rychel	
29	Mario Marrow Call and Connection	01/11/17	05/01/17	Adrienne Leonard	Scott Frauenheim
30	Routine Facility Selection Updates		04/17/17	Amanda Rychel	
31	Virtual tour of Secured Facility		04/17/17	Amanda Rychel	
32	Neighborhood Visit Plan		04/17/17	Amanda Rychel	
33	Adrienne Initial Visit			Adrienne Leonard	
34	Clearly Articulated Family Engagement Pan	01/04/17		Adrienne Leonard	
35	Operations			Kathleen Coverick	Mark Sundstrom
36	Transportation			Kathleen Coverick	
37	Quote from Trinity	04/18/17	05/05/17	Kathleen Coverick	
38	Sign Contract		05/30/17	Kathleen Coverick	DCO
39	Establish Bus Procedures	06/19/17	07/21/17		
40	Staffing				
41	Staff Training/Professional Development			School Director	
42	Employee time off request	07/01/17	08/31/17	Whitney Marinoff	Leslie Horn
43	Policies, Process, and Procedures			Whitney Marinoff	David Sunstrom
44	Calendar			Jennifer Ferrari	Amy Vracar
45	Review and Finalize Calendar				
46	Handbooks				
47	Review School Handbooks			School Director	
48	Student Handbook Finalized			School Director	
49	Staff handbook distributed and reviewed with staff			Whitney Marinoff	David Sunstrom
50	School guidelines ready for distribution in written form - i.e. school calendar, student handbook, etc.			School Director	
51	Safety & Emergency Preparedness			Kathleen Coverick	
52	Obtain Emergency Procedures from Starr		05/05/17	Mark Sundstrom	
53	Emergency Procedures		07/14/17	CDO	
54	Crisis Plan		07/14/17	CDO	

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55	Evacuation		07/14/17	CDO	
56	Emergency Response Charts completed and posted in all classrooms and offices		07/21/17	CDO	
57	Fire Drill Plan		07/14/17	CDO	
58	Lockdown		07/14/17	CDO	
59	All teachers have classroom keys.		07/14/17	CDO	
60	Keycard fob's for building		07/14/17	CDO	
61	Classroom school behavior and safety rules posted		07/14/17	CDO	
62	Registration & Enrollment				
63	Ensure school has an efficient enrollment/transfer/withdrawal/lottery process	03/27/17	04/12/17		Oz Ak
64	Begin registration process	04/17/17			Oz Ak
65	Registration procedures and staff in place to execute	03/27/17	04/12/17		Oz Ak
66	Determine information necessary for registration (state specific consent forms)	03/27/17	04/12/17		Oz Ak
67	Compliance				
68	Legal posting to Detroit Free Press per CMU requirement	04/07/17	04/17/17	Scott Frauenheim	Michael McCarthy
69	Ensure school has an efficient enrollment/transfer/withdrawal/lottery process	03/27/17	04/12/17		
70	Registration procedures and staff in place to execute	03/27/17	04/12/17		
71	Begin registration process	04/17/17			
72	Registration procedures and staff in place to execute	03/27/17	04/12/17		
73	Entrance/dismissal procedures disseminated to staff and students				
74	Staff AM and PM posts				
75	Epicenter Logins from CMU and Scheduled Calendar invites for tracking	03/20/17	03/24/17	Kathleen Coverick	Sofia Chapa
76	Food Services			Kathleen Coverick	
77	Decide whether to be an SFA or identify an SFA to join		04/21/17	Kathleen Coverick	
78	Assemble materials for SFA Approval			Kathleen Coverick	
79	Finalize food service contract			Kathleen Coverick	
80	Look into Community Eligibility				
81	File necessary paperwork for Free and Reduced lunch			CDO	

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82	Free and reduced lunch applications reach school			CDO	
83	Free and reduced lunch applications distributed to parents/students			CDO	Os Ak
84	Free and reduced lunch applications received			CDO	
85	Draft RFP			Kathleen Coverick	
86	Pre-Bid Meeting				
87	Award Contract				
88	Install POS			CDO	
89	Information on breakfast serving times to parents			CDO	
90	Health & Nursing			Danielle Moran	
91	School Health Office				
92	Materials Ordered				
93	ALL mandated health forms are collected and filed and in compliance				
94	Health office furniture ordered				
95	Medications and Food Allergy Lists				
96	504 Support				
97	Mandated Trainings-Plan Dates				
98	Furniture & Resources				
99	Inventory current furniture at facility		05/12/17	Mark Sundstrom	
100	Classroom prepared - facilities (lights, shades, furniture, etc.)				
101	All classrooms with new teachers have adequate and appropriate materials, supplies and equipment				
102	Classroom Preparations				
103	Supplies received and placed in rooms (chalk, pencils, paper)				
104	Computer/science labs operational				
105	Teacher classroom assignments completed		07/28/17		
106	After School Programming				
107	Identify head of afterschool programming				
108	Identify after school model				
109	Establish start date & set calendar for year			Amy Vracar	

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
110	Facilities			Mark Sundstrom	Kathleen Coverick
111	Facilities Search				
112	Create Facility Search plan based on charter school tools	01/11/17	01/11/17	Amanda Rychel	Mark Sundstrom
113	Facilities Financing Webinar	01/11/17	01/11/17	Brian Malkin	Scott Frauenheim
114	Contact broker	01/25/17	03/10/17	Brian Malkin	Mark Sundstrom
115	Tour Facilities	01/22/17	03/01/17	Mark Sundstrom	Scott Frauenheim
116	Lease for Building				
117	Finalize top 2 properties and get lease information	02/23/17	04/07/17	Mark Sundstrom	Scott Frauenheim
118	Get letter of Intent for building for CMU contract	02/23/17	03/23/17	Mark Sundstrom	Scott Frauenheim
119	Finalize/Execute Final Lease	04/17/17	04/28/17	Scott Frauenheim	Amy Vracar
120	Facility Requirements				
121	DS Technology Checklist	02/23/17	04/28/17	Mark Sundstrom	David Sima
122	Implement Tech List				
123	Verify Tech equip that will be staying with building (phones & projectors)	04/26/17	05/31/17	Mark sundstrom	Karen O'Donoghue
124	Tech Equip for sale or lease.	04/26/17	05/31/17		Karen O'Donoghue
125	Identify vendor for building inspection prior to signing lease	02/23/17	03/17/17	Mark Sundstrom	Scott Frauenheim
126	Contact CMU (Jennifer Cook) for identification of Commercial Bldg Inspectors	02/27/17	02/28/17	Mark Sundstrom	
127	Contact TakTix and Bouma	02/28/17	02/28/17	Mark Sundstrom	
128	Bouma meeting w/ Bob Johnson of Buoma - Bldg Inspection report for Triumph	03/08/17	03/24/17	Mark Sundstrom	
129	Schedule fire safety inspection with (LARA)	03/28/17	05/15/17	Mark Sundstrom	Kathleen Coverick
130	Schedule environmental Health Inspection			Mark Sundstrom	Kathleen Coverick
131	financial evaluation of lease payments	03/10/17	04/06/17	Kathleen Coverick	Scott Frauenheim
132	assure accuracy of student projections & that authorizer will approve "ready to open"	03/01/17	04/10/17	Mark Sundstrom	Scott Frauenheim
133	have lease reviewed by board legal counsel	03/01/17	04/07/17	Scott Frauenheim	David Sunstrom
134	secure lease which includes termination & renewal language	03/01/17	04/04/17	David Sunstrom	Scott Frauenheim
135	Detailed facility meeting	02/23/17		Mark Sundstrom	Scott Frauenheim
136	purchase insurance (including the DCP Board)	03/01/17	04/28/17	Mark Sundstrom	Scott Frauenheim

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137	Find/Determine Facility Needs Assessment to use	02/24/17	04/14/17	Mark Sundstrom	Scott Frauenheim
138	Establish utility accounts - Electric, Fuel, Telephone	03/01/17	04/14/17	Mark Sundstrom	
139	Procure Temporary Office Space thru June 30th	03/30/17	04/24/17	Scott Frauenheim	Mark sundstrom
140	Determine & Procure needs for Temporary Space (e.g. Hotspot)	04/15/17	04/21/17	Mark sundstrom	
141	Obtain Banners & Signage for Temporary location	04/24/17	05/05/17	Mark sundstrom	
142	Custodial (Groundskeeping, Trash removal, etc.)- determine approach	04/24/17	05/05/17	Mark sundstrom	Karen O'Donoghue
143	Facility Maintenance (Pest Control, HVAC, etc.)	04/24/17	07/01/17	Mark sundstrom	Karen O'Donoghue
144	Security and Cameras	04/22/17	07/01/17	Mark sundstrom	David Sima
145	Evaluate existing alarm system (Transfer codes and system)			Kathleen Coverick	
146	Connect with Curriculum Team for Master Schedule of the school Bell system				CDO
147	Bells, alarms working; clocks set			CDO	
148	Prep Facility Requirements for former Rectory (any furniture avail for offices located in Chgo)	03/31/17	05/03/17	Mark sundstrom	Scott Frauenheim
149	Maintenance				
150	Create monthly calendar to address maintenance	03/01/17	04/21/17		
151	Evaluate Staffing	03/15/17		Mark sundstrom	Karen O'Donoghue
152	Inventory Materials	03/15/17	05/05/17	Mark sundstrom	Karen O'Donoghue
153	Train Staff on DS expectations	02/23/17	07/01/17	Mark Sundstrom	Whitney Marinoff
154	Initial maintenance materials and supplies order created	04/26/17	07/01/17	Mark sundstrom	Karen O'Donoghue
155	Initial maintenance materials and supplies order placed				
156	Initial maintenance materials and supplies order received including bathroom materials				
157	Dumpsters located in appropriate location for waste disposal and pickup				
158	Keys distributed, inventoried				
159	Grounds needs addressed: lawns, bushes, trash,dumpsters located in safe area away from children				
160	Purchasing of major maintenance equipment				
161	Recruitment & Family Engagement			Mike McCarthy	Adrienne Leonard
162	Info and Interest Form (electronic and paper)	03/03/17	03/09/17	Oz Ak	Molly Quinn
163	Applications- Tracking	04/17/17		Oz Ak	Michael McCarthy




















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164	Flyer and Info Pass out Locations	03/01/17		Adrienne Leonard	Amy Vracar
165	recruitment flyers	02/27/17		Adrienne Leonard	Amy Vracar
166	Talking Points about school	04/17/17		Adrienne Leonard	
167	Create DS Family + Student video or outreach	04/12/17			
168	Translation meeting and materials			Adrienne Leonard	tbd
169	Maps/tracking			Adrienne Leonard	
170	Focused on 8-10 miles: tag cars malls, admin, library, parks and rec	03/01/17	05/20/17	Adrienne Leonard	Street Team
171	Event dates and details	04/01/17	06/16/17	Adrienne Leonard	Amy Vracar
172	Starr Academy Fair April 29	04/29/17	04/29/17	Adrienne Leonard	Amy Vracar
173	DCP School Fair May 20 9am - 2pm	04/25/17	05/21/17	Adrienne Leonard	Amy Vracar
174	Community Center visits	03/01/17		Adrienne Leonard	
175	Community Events	03/01/17		Adrienne Leonard	
176	Library visits	03/01/17		Adrienne Leonard	
177	Church visits	03/01/17		Adrienne Leonard	
178	Easter related events - youth services, presentation	03/20/17	04/16/17	Adrienne Leonard	Board Members
179	Create educational workshop and info session for families	04/12/17		Adrienne Leonard	
180	Attend MDE Meetings			Campus Leaders	Adrienne Leonard
181	Attend local PTO meetings			Adrienne Leonard	Campus Leaders
182	Meeting w/ local education advocates	04/01/17	09/01/17	Adrienne Leonard	Mike McCarthy
183	Attend local school board meetings			Adrienne Leonard	Campus Leaders
184	Local political and religious leaders	02/01/17	05/01/17	Adrienne Leonard	Campus Leaders
185	Team Calendar	04/01/17	05/01/17	Adrienne Leonard	
186	Local Media				
187	Chalkbeat				
188	Recruitment Budgeting and Supplies	04/05/17		Mike McCarthy	Amy Vracar
189	Budget	04/07/17		Adrienne Leonard	Amy Vracar
190	Flyers / Palm Cards	04/17/17		Adrienne Leonard	Amy Vracar
191	Enrollment #s	04/17/17		Adrienne Leonard	Mike McCarthy

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192	recruitment banner	tbd		Adrienne Leonard	Amy Vracar
193	Swag (pens	04/20/17		Adrienne Leonard	Sofia Chapa
194	Updates on enrollment targets -> impact and finance and scaling back schools resources	04/14/17		Scott Frauenheim	
195	Communications			Amy Vracar	Molly Quinn
196	Relations with Starr Academy Team				
197	WEBSITE				
198	Site needs discussion: what should already be present now?			Amy Vracar	Molly Quinn
199	Create initial site	03/03/17	03/15/17	Molly Quinn	
200	Digital intent to attend form created	03/03/17	03/15/17	Molly Quinn	
201	Intent to attend for posted to site	03/15/17	03/15/17	Molly Quinn	
202	Board meeting Agenda Posted for 3/21 mtg.	03/15/17	03/15/17	Molly Quinn	
203	Technology for Adrienne to gather information at events -ipad?			Amy Vracar	David Sima
204	Story for the WHY on starting DCP	03/15/17		Amy Vracar	Amanda Rychel
205	Bios for staff (Director, Director of Ops, Network team)	03/15/17		Amy Vracar	Whitney Marinoff
206	FAQ section			Molly Quinn	
207	SOCIAL MEDIA				
208	Create list of specific points to highlight for marketing	06/03/17	07/01/17	Amy Vracar	
209	TOP 3 points we most often share on social media	06/03/17	07/01/17	Amy Vracar	
210	Update LinkedIn with School information	06/03/17	06/10/17	Molly Quinn	
211	Twitter: Create or use DS twitter?	04/02/17	06/10/17	Molly Quinn	
212	Create Facebook	02/24/17	02/24/17	Molly Quinn	
213	Communicating: Student Recruitment				
214	Update student performance data info/chart	02/27/17	03/03/17	Anthony Claypool	koconnor@distinctiveschools.or
215	Explore options for presenting performance data	02/27/17	03/03/17	Anthony Claypool	Scott Frauenheim
216	Identify student population in PL cohort	02/27/17	03/03/17	Anthony Claypool	Oz Ak
217	Identify metrics	02/27/17	03/03/17	Anthony Claypool	koconnor@distinctiveschools.or
218	Calculate and visualize	02/27/17	03/24/17	Anthony Claypool	Molly Quinn
219	To Molly for marketing branding	03/20/17	04/07/17	Amy Vracar	Amanda Rychel

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220	Identify and share their Process and Research	04/07/17	04/21/17	Molly Quinn	
221	Print Collateral				
222	Promo flyers for networking	02/17/17	03/03/17	Amanda Rychel	Adrienne Leonard
223	Intent to attend form	02/15/17	03/09/17	Adrienne Leonard	Oz Ak
224	folders (FAQ/APP/Flyer)	05/07/17	05/27/17	Amy Vracar	
225	Event Branding	03/26/17	06/03/17	Amy Vracar	
226	Approved Pictures	03/02/17	04/07/17	Molly Quinn	
227	Business Cards	05/07/17	09/02/17	Amy Vracar	
228	Policies and Procedures	05/07/17	06/14/17	Amy Vracar	
229	Parent Communications				
230	Parent Portal?	05/07/17	07/01/17	Amy Vracar	Molly Quinn
231	Reaching parents in preferred methods (text, email, web?)	05/07/17	07/01/17	Amy Vracar	Oz Ak
232	Ability to quickly and securely notify parents about urgent and everyday school matters	05/14/17	07/01/17	Amy Vracar	Oz Ak
233	Office can easily manage and maintain family and staff roster	05/14/17	08/05/17	Amy Vracar	
234	Families have clear and consistent ways of finding information about their child and school	05/14/17	07/01/17	Amy Vracar	
235	Offer two-way communication between school & families, creating a collaborative dynamic	05/14/17	07/01/17	Amy Vracar	
236	CALENDAR				
237	Create a shared calendar for families	05/21/17	07/29/17	Amy Vracar	Jennifer Ferrari
238	Create a shared calendar for events	05/21/17	07/29/17	Amy Vracar	Jennifer Ferrari
239	Create a social media and family communication timeline calendar	05/21/17	07/29/17	Amy Vracar	Molly Quinn
240	Community Engagement and Partnerships			Mike McCarthy	Adrienne Leonard
241	Local Hospital contact	04/03/17		Campus Leaders	Adrienne Leonard
242	Police	04/03/17		Campus Leaders	Adrienne Leonard
243	Mental Health Agencies	04/03/17		Campus Leaders	Adrienne Leonard
244	Dept of Health & Human Services	04/03/17		Campus Leaders	Adrienne Leonard
245	Big Brother Big Sister & YMCA, YWCA, United Way, etc	04/03/17		Campus Leaders	Adrienne Leonard
246	Related Service Providers	04/03/17		Campus Leaders	Danielle Moran

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247	Biggest employers	04/03/17		Campus Leaders	Adrienne Leonard
248	Local universities	04/03/17		Campus Leaders	Adrienne Leonard
249	Local high performing high schools	04/03/17		Campus Leaders	Adrienne Leonard
250	Advocacy				
251	Family Outreach				
252	Listening campaign: get to know the community	03/06/17		Campus Leaders	Adrienne Leonard
253	Organize meetings to introduce parents to teachers and teacher assignments	08/08/17		Campus Leaders	
254	Conduct meetings to introduce parents to teachers and teacher assignments	08/08/17		Campus Leaders	
255	Conduct welcoming/orientation events	08/08/17		Campus Leaders	
256	Plan opening day activities, including locations and dates	08/08/17		Campus Leaders	
257	Inform parents/students of orientation and welcoming events by mail	08/08/17		Campus Leaders	
258	Curriculum & Instruction			Jennifer Ferrari	Anthony Claypool
259	Onboarding - General				
260	Set up Visits to Chicago Schools for New Leaders			Andy Parker	
261	Systems Onboarding			Oz Ak	Anthony Claypool
262	Infosnap Training			Oz Ak	
263	PowerSchool Training			Oz Ak	
264	PowerTeacher Pro Training	08/21/17	09/08/17	Oz Ak	Anthony, Jane
265	New Teacher Institute			Jane Szot	Andy Parker
266	Communicate schedule, plan for professional development to staff			Andy Parker	School Director
267	Emergency Procedures			Andy Parker	School Director
268	Professional Responsibilities			Andy Parker	Jane Szot, School Director
269	School Procedures			Andy Parker	School Director
270	SEL in a PL environment				
271	Setting Up Learning Environment			mmcarthy@distinctiveschool	
272	Tech Use and Set Up: gmail and Google Suite			David Sima	
273	Establish Tech Procedures and Expectations for Staff and Students			David Sima	

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
274	PowerSchool Training			Oz Ak	
275	Establish and Communicate Clear Articulation of Expectations for Program Implementation including look-fors and Benchmarks of Implementation			Anthony Claypool	Jennifer Ferrari
276	Curriculum Orientation			koconnor@distinctiveschool	ckrier@distinctiveschools.org
277	Instructional Planning			Andy Parker	Jane Szot
278	Instructional Strategy: DS Framework and PL Framework			Andy Parker	Jane Szot, Scott Fraenheim
279	SEL			Mike McCarthy	
280	School Wide Behavior Program- i.e.-PRIDE			mmcarthy@distinctiveschool	sgaw@distinctiveschools.org
281	SEL Framework Implementation			mmcarthy@distinctiveschool	sgaw@distinctiveschools.org
282	Diverse Learners				
283	Centrally Locate/Streamline Registration Lists of Diverse Learners/EL for Scheduling Purposes			kflood@distinctiveschools.org	School Director of Ops
284	Identify students whose applications indicated IEPs and EL			kflood@distinctiveschools.org	School Director of Ops
285	Obtain copy of IEPs and EL plans from transferring schools			kflood@distinctiveschools.org	School Director of Ops
286	Gather and review IEPs and ACCESS SCORES on special education students			kflood@distinctiveschools.org	School Director of Ops
287	Devise plans for serving special education students and EL students			kflood@distinctiveschools.org	mspejh@distinctiveschools.org
288	Confer with principal regarding staffing, scheduling, and budgeting implications for special education and EL			kflood@distinctiveschools.org	School Director
289	Advise special education staff of special education plan			kflood@distinctiveschools.org	School Director
290	Train ELL staff of ELL plan			mspejh@distinctiveschools.	School Director
291	Work with parents to develop or revise IEPs as needed			kflood@distinctiveschools.org	
292	Student IEP's are made available to teachers with copy in appropriate file			School Director of Ops	
293	Determine the need for clinicians and the amount of services needed			kflood@distinctiveschools.org	dmoran@distinctiveschools.org
294	Review Needs of Diverse Learners in Creating Master Schedule			kflood@distinctiveschools.org	
295	MTSS			Danielle Moran	campus Leaders
296	Staff Training				
297	What database will house student information for compliance purposes?				
298	Related Service Provider Staffing				
299	Nurse				
300	OT / PT / SL				

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
301					
302	Scheduling				
303	Draft Master Schedule			Amy Vracar	School Director
304	Special Education Schedule			kflood@distinctiveschools.or	School Director
305	EL Schedule of Service			mspejh@distinctiveschools.	School Director
306	Produce final school schedule			School Director	
307	Add Leadership Team Training to school schedule			School Director	
308	Add Staff Training to school schedule			jszot@distinctiveschools.org	School Director
309	School schedule approval			Scott Frauenheim	
310	Rosters and school schedules prepared for distribution to students			CDO	
311	Assessment schedule disseminated to teachers			CDO	
312	Develop Master Calendar to determine dates for ongoing PD			jszot@distinctiveschools.org	School Director
313	Specials/Enrichment plan			Jennifer Ferrari	
314	Professional Learning				
315	Academic Model Orientation			jszot@distinctiveschools.org	School Director
316	Create PGP Rollout Plan			jszot@distinctiveschools.org	School Director
317	Create Personalized Professional Development Calendar			jszot@distinctiveschools.org	School Director
318	Determine topics to be covered, experts for start-up professional development and on-going relationships			Andy Parker	jszot@distinctiveschools.org
319	Develop schedule for pre-opening professional development			Andy Parker	School Director
320	Arrange for logistics of PD (materials, rooms, who attends, etc.)			Andy Parker	schapa@distinctiveschools.org
321	SPED and EL			kflood@distinctiveschools.or	mspejh@distinctiveschools.org
322	Curricular Resources				
323	Provide a first year cost list for curricular resources	03/06/17	03/20/17	Anthony Claypool	koconnor@distinctiveschools.or
324	Determine and Order core materials for Reading	07/01/17	08/15/17	Anthony Claypool	Kathleen Coverick
325	Determine and Order core materials for Math	05/22/17	08/15/17	Anthony Claypool	Kathleen Coverick
326	Determine and Order core materials for Science		08/15/17	Anthony Claypool	Kathleen Coverick
327	Determine and Order core materials for Social Studies		08/15/17	Anthony Claypool	Kathleen Coverick
328	Determine and Order core materials for Health		08/15/17	Anthony Claypool	Kathleen Coverick

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
329	Determine and Order core materials for Enrichment		08/15/17	Anthony Claypool	Kathleen Coverick
330	Determine special education curriculum/Progress Monitoring		08/15/17	Anthony Claypool	Kathleen Coverick
331	Determine, Order, Roster Instructional Programs		08/15/17	Anthony Claypool	Kathleen Coverick
332	Place Order for materials		08/15/17	Kathleen Coverick	School Director of Ops
333	Order Delivery	08/01/17	08/31/17	School Director of Ops	
334	Strategic Plan for Academics				
335	Determine and Communicate Assessment Windows	05/15/17	06/30/17	Anthony Claypool	School Director of Ops
336	Determine special education curriculum/Progress Monitoring			kflood@distinctiveschools.or	dmoran@distinctiveschools.org
337	Place Order for materials	06/01/17	08/15/17	Kathleen Coverick	School Director of Ops
338	Order Delivery	08/01/17	08/31/17	School Director of Ops	
339	Technology & Digital Programs			Mike McCarthy	David Sima
340	Create projected budget based on 1 to 1 or 1 to 2 for SIS, devices & management			David Sima	Mark Sundstrom
341	Infrastructure				
342	Erate Mark and Dave are meeting with Jane Kratochvil; Jane has submitted documentation for DCP	03/08/17	03/31/17	Mark sundstrom	dsima@distinctiveschools.org
343	Technology Proposals to be obtained	04/03/17	04/28/17	Mark sundstrom	dsima@distinctiveschools.org
344	Seek technology donations			dsima@distinctiveschools.or	
345	assessment of needs	04/20/17	04/22/17	David Sima	Mark sundstrom
346	Device Preparations	07/01/17	08/01/17	David Sima	Technicians
347	Provide a distribution list indicating where equipment should be stored and installed			campus leaders	David Sima
348	Ensure Internet Service to building	04/04/17	07/01/17	Mark Sundstrom	David Sima
349	Configure Networking equipment			David Sima	GGNet
350	Connect MI to current DS Domain(VPN)			David Sima	GGNet
351	Install and configure servers			David Sima	
352	Web Content Filtering Services			David Sima	
353	PA/ Phone System: check for operation maintain list of contacts for assistance			David Sima	
354	Technology Order created			David Sima	Kathleen Coverick
355	Technology Order placed			David Sima	Kathleen Coverick

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
356	Moving Technology			David Sima	
357	Technology delivered			David Sima	
358	Service Provider			David Sima	Mark Sundstrom
359	Device ordering for staff/students			David Sima	
360	Deciding device assignment per grade			David Sima	
361	Set up email for Cassie William (New school Director)	04/17/17	04/19/17	David Sima	
362	Copiers				
363	Purchase or Lease? Chicago campuses use Proven and COTG both of these companies subcontract to MOS Michigan Office Solutions	04/01/17	06/30/17	David Sima	Kathleen Coverick
364	Apply for eRate/retain eRate consultant	03/15/17	04/04/17	David Sima	Mark sundstrom
365	purchase of new wireless infrastructure	04/01/17	08/01/17	David Sima	
366	Morning Announcements/Intercom			David Sima	
367	Installation of technology		08/01/17	David Sima	
368	Instructional Technology decided			David Sima	
369	walkthrough of facility	04/21/17	04/22/17	David Sima	
370	Remote Conference Room Purchase and Set up			David Sima	
371	NWEA Plugin			David Sima	
372	Determine AV and phone system in conjunction with facility assessment			David Sima	
373	Hardware				
374	Student Devices			David Sima	
375	What type of devices? (Chromebooks, iPads) Will they be 1 - 1.				
376	If iPads they will be enrolled into the JAMF Casper suite for management. cost is \$5 per seat per year. If they are Chromebooks they will be enrolled into the Google management console. One time fee of \$30				
377	Staff Devices Apple computers or PC's?			David Sima	
378	All technology asset tagged			David Sima	
379	technology inventoried			David Sima	
380	SIS/Data				
381	Set up student information system			Oz Ak	
382	Set up Years and Terms			Oz Ak	
























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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
383	Set up year calendar			Oz Ak	
384	Define attendance codes			Oz Ak	
385	Define membership values			Oz Ak	
386	Create reports (report cards/progress reports/student validation)			Oz Ak	
387	Define courses			Oz Ak	
388	Create custom fields for ELL, IEP students			Oz Ak	
389	Create sections for year/quarter classes			Oz Ak	
390	Create parent accounts/access keys			Oz Ak	
391	Draft/implement data validation rules			Oz Ak	
392	Create conversion/grade scales			Oz Ak	
393	Ensure correct student data for MDE state reporting (will need documentation)			Oz Ak	
394	Establish contact with MDE state reporting liason			Oz Ak	
395	Create autosend connections for 3rd party apps			Oz Ak	
396	Develop plan for SIS				
397	Determine financial costs of implementing new Michigan powerschool instance			Oz Ak	
398	Rostering for SIS				
399	Work with campus staff to provide initial student/staff roster			Oz Ak	
400	Online Registration				
401	Work with campus staff to create initial enrollment roster			Oz Ak	
402	Define field list for student info			Oz Ak	
403	determine database connection to field list			Oz Ak	
404	determine fees for registration			Oz Ak	
405	determine fee logic			Oz Ak	
406	Import into SIS			Oz Ak	
407	determine enrollment timeline			Oz Ak	
408	School Messenger				
409	Determine whether we have extra licenses for new campus			Oz Ak	

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
410	Create automated message/text			Oz Ak	
411	Create accounts for staff			Oz Ak	
412	Digital Programs				
413	Develop on-boarding process for digital programs	07/31/17	08/07/17	Anthony Claypool	koconnor@distinctiveschools.or
414	Determine plan for Clever & Program rostering				
415	Create Clever Portal for MI PS Instance	05/01/17	05/31/17	Anthony Claypool	David Sima
416	Establish an account for core programs for DCPHW	06/01/17	06/30/17	Anthony Claypool	Oz Ak
417	Establish SSO & automated rostering between Clever & PowerSchool	07/01/17	07/31/17	Anthony Claypool	Oz Ak
418	Rostering for Instructional Programs	08/01/17	09/15/17	Oz Ak	Anthony Claypool
419	Student logins for programs - by enrolling in PS	08/15/17	09/15/17	Oz Ak	Anthony Claypool
420	Staff logins for programs - some through Clever some manual	08/01/17	08/21/17	Oz Ak	Anthony Claypool
421	library software				
422	repurpose old equipment for 1st year startup				
423	Data				
424	Data Dashboard metrics & systems	08/01/17	09/29/17	Anthony Claypool	koconnor@distinctiveschools.or
425	NWEA Data and Goal Setting				
426	Review MI contractual obligations	08/01/17	08/21/17	Anthony Claypool	koconnor@distinctiveschools.or
427	Fall Testing			Anthony Claypool	koconnor@distinctiveschools.or
428	Purchase NWEA test	08/01/17	09/01/17	Anthony Claypool	koconnor@distinctiveschools.or
429	Roster NWEA Students & Staff	08/21/17	09/01/17	Anthony Claypool	koconnor@distinctiveschools.or
430	Project variety of target models (quintile, quartile, DS proficiency, etc.)	09/01/17	09/30/17	Anthony Claypool	koconnor@distinctiveschools.org
431	Select NWEA target model	09/22/17	09/29/17	Anthony Claypool	koconnor@distinctiveschools.or
432	Set Fall to Spring Targets	10/02/17	10/13/17	Anthony Claypool	koconnor@distinctiveschools.or
433	Develop Data Day expectations and plans for student goal-setting	09/18/17	10/16/17	Anthony Claypool	koconnor@distinctiveschools.or
434	populate website with appropriate information for start of school year			Molly Quinn	David Sima
435	Human Resources			Whitney Marinoff	Kristin Baldino
436	New Hires Start work	TBD	TBD	Whitney	Andy Parker
437	New Teacher Orientation - scheduled and new teachers notified	TBD	08/01/17	Whitney	Andy Parker

	Task Name	Start Date	End Date	Team Lead	Key Collaborator
438	Customized benefits Guide	03/02/17	05/10/17	Whitney Marinoff	
439	Access to MI Board of Ed to verify license- credentials	07/01/17	07/01/17	Whitney	Scott Frauenheim
440	MI State Teaching Requirements	03/01/17	04/21/17	Whitney	
441	Ensure compliance with key employment regulations based on employer's size. These may include FLSA, FMLA, COBRA, ADA, OSHA etc	03/15/17	05/15/17	Whitney	
442	Post required state and Federal posters	08/01/17	08/01/17	Whitney	
443	Prepare a complete and accurate list of key HR contacts at the client including benefits and payroll	03/01/17	05/01/17	Whitney	
444	Review and finalize Employee Manual	03/31/17	04/30/17	Whitney	David Sunstrom
445	Secure fingerprinting vendor in MI	02/01/17	05/01/17	Whitney	
446	maintenance staff expectations/job descriptions	04/01/17	04/30/17	Whitney	kristin Baldino
447	build talent pools	03/03/17	08/01/17	Whitney	kristin Baldino
448	DCFS and medication forms requirements	03/03/17	05/01/17	Whitney	
449	new hires/create benefits information folder	03/15/17	03/30/17	Whitney Marinoff	Benefits Partner Group
450	train director of operations on paylocity/ On boarding	04/01/17	07/31/17	Whitney Marinoff	kristin Baldino
451	set up paylocity/location code and geofencing	03/27/17	05/01/17	Whitney Marinoff	Leslie Horn
452	volunteer requirements	06/01/17	03/15/17	Whitney Marinoff	
453	On Board new employees-benefits overview and processing and school policy review	03/31/17	08/01/17	Whitney	
454	Create New Hire checklist	03/15/17	05/12/17	Whitney	
455	Verify all needed employee/payroll data is in Paylocity system	04/01/17	08/01/17	Whitney	
456					
457	Staffing			Whitney Marinoff	Kristin Baldino
458	Hiring Plan				
459	Create hiring timeline for all positions	03/01/17	03/06/17	Kristin	Scott Frauenheim
460	Create and Brand job descriptions	02/24/17	03/10/17	Kristin	Whitney
461	Post positions for re: School Director/Director of Ops	12/09/16	02/24/17	Breyon	kristin Baldino
462	Post positions re: Teachers	03/20/17	04/21/17	Kristin	Whitney
463	Create DS Model Folders for MI Director Candidates	03/03/17	03/03/17	Amanda Rychel	Sophia
464	Create Staff Org Chart	04/28/17	05/15/17	Kristin	Scott Frauenheim

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Task Name	Start Date	End Date	Team Lead	Key Collaborator
465 Prepare MI position specific interview questions				
466 Staffing Calls Updates				
467 Interview Schedule				
468 Hiring/Interview Process	02/17/17	05/31/17	Kristin	Whitney
469 Campus Director				
470 Screen Resumes/Schedule phone interviews	02/17/17	02/24/17	Kristin	Kristin
471 Round 1: Conduct 30 minute phone screens	02/17/17	03/03/17	Kristin	Kristin
472 Send no-thank you e-mails to phone screen candidates via clear company	02/17/17	03/03/17	Kristin	Kristin
473 Schedule round 2 interviews	02/17/17	03/03/17	Kristin	Scott Frauenheim
474 Send Invites to round 2 candidates	02/28/17	02/28/17	Kristin	Scott Frauenheim
475 Round 2: Conduct 45 minute in-person interviews (MI)	03/15/17	03/16/17	Kristin/Scott	Scott Frauenheim
476 Send no-thank you e-mails via clear company (input data in clear company)			Kristin	kristin Baldino
477 Schedule round 3 interview day in Chicago	03/17/17	03/21/17	Kristin	
478 Round 3: Final Stage: Chicago Visit/Network Interview	03/20/17	03/31/17	Scott/Network Leadership	Scott Frauenheim
479 Send no-thank you letters via clear company			Kristin	Whitney Marinoff
480 Send offer letter to selected candidate			Whitney	Whitney
481 Director of Operations				
482 Screen Resumes/Schedule phone interviews	02/22/17	03/06/17		
483 Round 1: Conduct 30 minute phone screens	02/24/17	03/09/17		
484 Send no-thank you e-mails	03/10/17	03/10/17		
485 Schedule Round Two Interviews				
486 Round 2: Conduct 45 minute in-person interviews				
487 Round 3: Final Stage: Chicago Visit/Network Interview				
488 K - 3 Teachers				
489 Create/brand job description	03/13/17	03/17/17		
490 Post job description on ClearCompany	03/20/17	03/24/17		
491 Screen Resumes				

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
492	Schedule 30 minute phone screens				
493	Hiring Complete				
494	Hiring Process				
495	staff training				
496	Chicago director input on job descriptions				
497	assemble committee for model lesson review				
498	marketing materials for teacher recruiting/website posts talking points				
499	list of interview questions specific to Michigan				
500	connect with design team folks for interview questions				
501	steps for non-hire follow-up				
502	org charts - 1 - 3; 4 - 6				
503	review jobs descriptions/organize google folder				
504	connect with C & I talking points				
505	recruit hire campus tech coordinator				
506	content scope and sequence for teacher orientation				
507	new teacher training institute				
508	training staff on DS expectations/social media training				
509	upbeat survey/culture and climate measurement				
510	maintenance staff expectations and job descriptions				
511	build talent pool				
512	hiring cross guards				
513	Finance & Budget			Kathleen Coverick	Mark Sundstrom
514	Create Prelim Budget	03/01/17	03/10/17		
515	Develop Detailed Budget for 2017-18				
516	Connect with Curriculum Instructional Team to communicate what the Budget is for Programming				
517	Board Development			Scott Frauenheim	Sofia Chapa
518	Board Bios			Sofia Chapa	Amy Vracar
519	Meeting Minutes			Sofia Chapa	Scott Frauenheim

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	Task Name	Start Date	End Date	Team Lead	Key Collaborator
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Status	Complete