

Free Horizon Montessori Charter School

Work Plan

Draft: January 11, 2002

Task	Start Date	End Date	Lead Person	Notes/ Budget
Legal/Organizational/Board				
✓ File Articles of Incorporation & Bylaws		Done		
✓ File for tax exemption (state & federal)		IP		
✓ Develop board calendar	Jan.	Feb 15		
✓ Research & secure insurance	Apr	June 15		
✓ Develop SIP		Sept 15		
✓ Establish School Advisory Council	May	Sept		
✓ Finalize enrollment for Jeffco	Now	Feb 28		
✓ Conduct lottery		Jan 18		
✓ Recruit 2 more directors	Jan 28	May 13		
✓ Conduct director election		May 13		
✓ Finalize charter contract		Mar 13		
✓ Establish board committees	Ongoing	Aug 1		
✓ Develop board training		?		
Parent/Student				
✓ Publicize openings	IP	Ongoing		
✓ Develop P/S Handbook		Aug 1		
✓ Plan parent/student orientation		Apr 1		
✓ Implement communication tool (monthly newsletter)	Jan 20	Feb 15		
✓ Develop information packets for pre-school program		?		
✓ Develop information packets for elementary program		?		
✓ Facilitate PTO creation		Apr		
✓ Designate parent volunteer coordinator		Mar 1		

Finance & Operations				
✓ Develop financial cash flow plan (Jan-July 1)	Jan 12	Feb 15		
✓ Submit yearly budget to Jeffco		Feb 28		
✓ Negotiate Jeffco loan	Feb 12			
✓ Develop fundraising plan		March		
✓ Submit CDE grant application	Now	Feb ?		
✓ Establish budget development & oversight system		July 1		
✓ Establish accounting system		July 1		
✓ Develop internal controls & fiscal policies		July 1		
✓ Establish fiscal linkages with Jeffco		July 1		
✓ Pursue entitlement program monies		May 30		
✓ Establish food services		Aug 1		
✓ Establish payroll system		June 1		
✓ Establish staff benefits & policies		Feb 28		
✓ Finalize personnel contracts		Feb 28		
✓ Designate grant manager		July 30		
Facilities				
✓ Arrange Dept of Labor inspection for C.O.	IP	Aug 1		
✓ Negotiate final terms of lease	IP	Feb 1		
✓ Plan & conduct necessary renovations	IP	Aug 1		
✓ Plan technology lab and install		Aug 15		
✓ Purchase furnishings	March	July 30		
✓ Make custodial arrangements		Aug 1		
✓ Designate facility coordinator				
✓ Arrange & prepare classrooms		Aug 1		
✓ Secure property insurance				
Staffing				
✓ Establish Principal hiring plan		Feb 1		
✓ Develop job description for Principal	IP	Feb 1		
✓ Post Principal job opening		Feb 10		

✓ Develop Principal evaluation instrument		Feb 15		
✓ Conduct interviews for Prin.		Mar 1		
✓ Develop job descriptions for all open positions		Mar		
✓ Attend teacher job fairs	Feb	Mar		
✓ Identify plan for teacher recruitment & selection		Mar 1		
✓ Develop staff contracts	IP	Feb 28		
Instruction & Assessment				
✓ Identify & secure instructional materials		July 30		
✓ Develop tech plan	IP	Feb 10		
✓ Adopt school calendar & schedule	Feb	May 1		
✓ Develop Special Ed plan		Apr 1		