

**Start-Up Plan
September 2016 to June 2017**

Targeted Time	Activity	Individuals Responsible
September 30, 2016	Commissioner Grants Initial Approval of the Application	DOE Commissioner
October 13, 2016	Form the Board of Trustees, Elect Officers, Initiate application for the 501(c)3, Start By-laws for Board, Meet with Facilities Owner to discuss future Plans & Lease, Discuss School Leader, Develop Job Descriptions, Begin Website and Facebook, Set Up Post Office Box for mailing purposes & set up Phone number for school, Put out Press Release as to the New School in Town	Founding Board Members
November 3, 2016	Board of Trustees Meeting Make Decision on Potential School Leader, Plan on Legal Counsel, Form Board Committees, Approve Board By-Laws, Approve of Organizational Chart, Set-up BOT calendar thru July 1, 2017, Start Policy Development, Start Plans for Student Recruitment (on-going campaign), Guidelines established for Lottery within the frameworks of the DOE Guidelines (Access & Equity in Charters), Approve of Job Descriptions Ads posted for Teacher Recruitment and the School Business Administrator - NJHire.com, Indeed, and various job boards – also outreach to local universities	Board of Trustees

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<p>December 8, 2016</p>	<p>Board of Trustees Meeting Develop School’s fiscal policies & procedures, Set Up bank accounts at Grand Bank, Approves & Confirms School Leader contract to Start January 1, 2017, Development starts of Student/Parent Handbook, Complete Student application forms for upcoming school year & distribute, Plans for Community Meetings for Student Recruitment & Outreach, Entrance Lottery Announced for March 2, 2017</p>	<p>Board of Trustees</p>
<p>January 12, 2017</p>	<p>Board of Trustees Meeting Interviewing for SBA (SBA will act also as Board Secretary,) Outreach for a fully qualified and licensed public school accountant audit firm/person. Open Administrative Offices at school’s facility site Begin to accept student applications - grades K, 1, & 2 Continued Proactive Outreach for teachers, school nurse, paraprofessionals, etc.</p>	<p>Board of Trustees School Leader</p>
<p>January 26, 2017</p>	<p>Board of Trustees Meeting Hire SBA on limited part-time bases Teacher & staff recruitment outreach, on-going Establish bank accounts for electronic funds transfer Lottery Policies Established</p>	<p>Board of Trustees School Leader</p>
<p>By January 31, 2017</p>	<p>Parent Outreach Campaigns/Meetings Partnerships with Local Churches for meeting Outreach – All Saints Episcopal & St. Anthony’s Catholic Church & Christ United Methodist already on-board.</p>	<p>Board of Trustees & School Leader</p>

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By January 31, 2017	Take inventory of furniture, equipment, etc at school facility: factor needs	School Leader
February 16, 2017	Board of Trustees Meeting Continuation of regular business of the board School Leader presents Facility needs/wants	Board of Trustees School Leader School Business Administrator
By February 28, 2017	Potential interviewing of candidates for positions with Ocean Academy – ongoing efforts	School Leader
By February 28, 2017 Reoccurring Monthly Activity – After each Board Meeting	A part of the regulatory business – SBA submits Board of Trustee meeting minutes to the County Superintendent	School Business Administrator
By February 28, 2017	Proof of Insurance, Secure Federal Employer Identification Number, Sales Tax exception Paperwork	School Business Administrator
February 28, 2017	Application Period Closes for First Lottery	School Leader
March 2, 2017	First Lottery Held – Open Public Meeting – If all seats are not filled, a second application period is established & advertised for May 4, 2017	Board of Trustees School Leader
March 3, 2017	If needed, Second Application period starts & Parents/Students gaining acceptance from First Lottery are formally advised of their status through registered letter	School Leader
March 16, 2017	Board Meeting	Board of Trustees School Leader School Business Administrator
By March 16, 2017	Initial transportation information submitted to Lakewood Public Schools	School Leader School Business Administrator
By March 28, 2017	Racial demographic enrollment data (from first lottery pick) due to DOE	School Business Administrator

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April 20, 2017	Board of Trustees Meeting Hiring Staff – on-going process Finalize Staff Handbook & Calendar to be presented to the Board Complete Purchase Order forms for all text books, etc	Board of Trustees School Leader School Business Administrator
April 27, 2017	Obtain access to all relevant NJDOE systems	School Leader
April 28, 2017	Parents/Students gaining acceptance from Second Lottery are formally advised of their status through registered letter Second Application period for second Lottery drawing closed.	School Leader
May 3, 2017	Second Application period for second Lottery drawing closed.	School Leader
May 4, 2017	Second Lottery Drawing Held at an Open Public Meeting If necessary a third Application Period Begins & is advertised for July 7, 2017	School Leader School Business Administrator Board of Trustees
May 5, 2017	Third Application Period begins (if Necessary) for third Lottery – July 7, 2017	School Leader
By May 18, 2017	Begin to obtain all student records – Student Data Basing Home Language surveys to all Students/Parents	School Leader
May 18, 2017	Board of Trustees Meeting	Board of Trustees School Leader School Business Administrator
By end of May	Plan & set procedures to control access to all of the school’s facilities	School Leader
By end of May	Submit evidence of a uniform of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles (GAAP) to the NJDOE Charter Office	School Business Administrator
June 1, 2017	Obtain Certificate of Insurance & prepare purchase orders for Curriculum Supplies, & prepare purchase orders for all non “test book” supplies and materials.	School Business Administrator

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June 2, 2017	Goal of 80% or more of teachers (staff) have signed offers of employment. On-going recruitment if necessary.	Board of Trustees School Leader
By June 15, 2017	Hire School Nurse / Contract with Educational Services Commission	School Leader
By June 15, 2017	Health Services Plan Developed	School Business Administrator
By June 15, 2017	Submit purchase orders for computers, printers, copiers, etc.	School Business Administrator
By June 15, 2017	Have full year schedule of training and professional development for staff (calendar of events) Finished employee manual. Distribute to staff for summer reading.	School Leader
June 22, 2017	Board of Trustees Meeting School Leader will submit to Board approvals for School Nurse, Affirmative Action Officer, Section 504 Coordinator, Title IX Coordinator, & Anti-Bullying Coordinator – Contract with Educational Services Commission	Board of Trustees School Leader School Business Administrator
June 29, 2017	Third Lottery Drawing, Parents/Students gaining acceptance from Third Lottery are formally advised of their status through registered letter	School Leader
By end of June, 2017	Present a directory of the current Board of Trustee Members and present the bylaws of the Board of Trustees	School Leader School Business Administrator
By end of June, 2017 (June 30 th)	Sign off of the Executive County Superintendent approval of facility	School Business Administrator School Leader
By end of June 2017 (June 30 th)	Evidence of enrollment of at least 90% of approved maximum enrollment, as verified by student registrations signed by parent/guardian and proof of residency in Lakewood	School Business Administrator School Leader

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By end of June 2017 (June 30 th)	Submit all facility documentation: CO with E use, Fire with “AE” use and Satisfactory Sanitary Report	School Business Administrator School Leader
By end of June 2017 (June 30 th)	Hire and ensure all staff has been properly fingerprinted (along with all necessary forms, such as TB test documentation), criminal history background, and appropriately certified	School Leader
By end of June 2017 (June 30 th)	Present evidence of the Certificate of Incorporation	School Business Administrator
By end of June 2017 (June 30 th)	All bank accounts are officially opened	School Business Administrator
By end of June 2017 (June 30 th)	Present the credit Authorization Agreement for Automatic Deposits	School Business Administrator
June 30, 2017	School Preparedness Process Completed	Board of Trustees School Leader School Business Administrator
July 7, 2017	Open Public Meeting For Third Lottery Drawing If necessary	Board of Trustees School Leader School Business Administrator
July 14, 2017	NJDOE Commissioner provides final charter approval	
July 14, 2017	Enroll all Employees in Pension System	School Business Administrator
July 22, 2017	Board of Trustees Meeting	Board of Trustees School Leader School Business Administrator
By end of June	Completed Plans for Summer Pre- Opening In-Service	School Leader
By end of July	Notice to Parents/Students of August 31 st Orientation Date Parents receive official school calendar	School Leader
July 31, 2017	Quarterly Financial Statements due to the County Superintendent	School Business Administrator
August 2, 2017	Parent/Student Meeting & School Tour (2 Dates available)	School Leader Board of Trustees
August 9, 2017	2 nd – Parent/Student Meeting & School Tour	School Leader Board of Trustees

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August 10, 2017	Update all student immunizations records	School Leader
By August 24, 2017	Staff to be enrolled in healthcare plan	School Business Administrator
August 24, 2017	Board of Trustees Meeting	Board of Trustees School Leader School Business Administrator
August 21 – 25 (5 Days) August 28 – 31 (4 Days)	Teacher In-Service Days	School Leader Full Staff
August 31, 2017	Student/Parent Orientation Evening Hours	School Leader Full Staff Board of Trustees
September 5, 2017	First Day of School	School Leader Full Staff