```
Main Task
                                                                                  Deadline
                                                                                                  Owner
                                                                                                            Deliverable
                                                                                                                                                                                               Notes
      Category
                                                                                      2/1/2011 Becky
 Preschool
                      Enrollment begins
                                                                                                                         Done
 Recruiting
                      Select principal
                                                                                      2/15/2011 Sanders
                                                                                                                         Done
                                                                                                                                     District deadline is 4/1/2011
Board Training
                      Attend CLCS conference
                                                                                      2/17/2011 Sunahara
                                                                                                           Attendance Done
                                                                                                                                     Required by CDE grant
 Board Training
                      Conflict of interest forms
                                                                                      3/1/2011 Sunahara
                                                                                                            Attendance Done
                                                                                                                                     All board members must complete conflict of interst forms.
 Board Training
                      Business Manager Network Meetings
                                                                                       3/1/2011 Sunahara
                                                                                                            Attendance
                                                                                                                                     Required by CDE grant
                                                                                      3/1/2011 Sunahara
                      Performance Management Training for Boards
                                                                                                                                     Required by CDE grant
 Board Training
                                                                                                            Attendance
                      Regional Board Training
                                                                                       3/1/2011 Sunahara
                                                                                                                                     Required by CDE grant
 Board Training
                                                                                                            Attendance Done
 Board Training
                      Board President's Council
                                                                                       3/1/2011 Sunahara
                                                                                                            Attendance Done
                                                                                                                                     Required by CDE grant
 Board Training
                      School Leadership Mentoring Program
                                                                                       3/1/2011 Sunahara
                                                                                                           Attendance
                                                                                                                                     Required by CDE grant
 Board Training
                      Establish board training calendar
                                                                                      3/1/2011 Sunahara
                      Define pupil performance standards
                                                                                      3/1/2011 Paige
                                                                                                                                     District requirement. This is the date they are due at the district
Curriculum
                      Signed lease to the district
                                                                                      3/1/2011 Sanders
                                                                                                                                     District requirement. District gets 10 day review (not approval)
Facility
                                                                                                                                     District requirement. This is the date they are due at the district
                      Present budget to district
                                                                                       3/1/2011 Sanders
                                                                                                                         Done
 Finances
                                                                                                                         Done
 Website
                      New web live
                                                                                      3/1/2011 Becky
 Fixtures
                      Confirm all classroom additions
                                                                                      3/15/2011 Matherly
                                                                                                                                     Ensure we know what each room includes. Work desks, bookshelves, cubbies, sinks, etc.
                                                                                      3/15/2011 Paige
Grants
                      Apply for The Braitmayer Foundation Grant
                                                                                                                                     May be limited to professional training dollars – confirming.
                      Create finance committee
 Board Governance
                                                                                       4/1/2011 Cerny
                                                                                      4/1/2011 Sanders
                      Non-profit status/reporting requirements
 Board Governance
                      Finalize all enrollment documentation
                                                                                      4/1/2011 Staci
 Enrollment
                      Infinte Campus training
 Enrollment
                                                                                       4/1/2011 Staci
                      Fields with metro district
                                                                                       4/1/2011 Matherly
                                                                                                                                    Coordinate with HR Metro District on field development
 Facility
                                                                                                                         In progress McGraw hill will not let us order our large order without a credit app, purchase of $100 on credit and payoff; Juliette is checking if other vendors have similar requirements
 Finances
                      Establish credit rating with vendors
                                                                                       4/1/2011 Sunahara
                      Establish Bank
                                                                                       4/1/2011 Sunahara
 Finances
                                                                                                                         In progress
Grants
                      Apply for the Daniel's Fund Grant
                                                                                       4/1/2011 Paige
                                                                                                                         Done
                                                                                                                                    Awards within 3 months of submission; goals will likely relate to character programming, technology and professional development to align with goals of Daniels' Fund). Per above, my responsibilities remain high on this grant, with the intention of transitioning to more advisory role at least temporarily.
                      Apply for the RGK Foundation Grant
                                                                                       4/1/2011 Paige
                                                                                                                                     Rolling; Letter of Inquiry, due March (need to confirm), must be approved first
Grants
                                                                                                                        Done
Handbooks & policy
                     Board bylaws
                                                                                       4/1/2011 Sanders
Handbooks & policy
                                                                                                                         Done
                     Board election policy
                                                                                       4/1/2011 Sanders
                                                                                                                         Done
                                                                                       4/1/2011 Sanders
Handbooks & policy
                     Finalize vision & mission
                                                                                                                         Done
                      Principal hired/starts
                                                                                       4/1/2011 Sanders
 Recruiting
                      Hire AD
                                                                                       4/1/2011 Sanders
                                                                                                                         Done
 Recruiting
 Technology
                      Confirm complete technology plan
                                                                                       4/1/2011 Sunahara
                                                                                                                         Done
                                                                                                                                     This includes prices and ordering info for all computers for kids, staff, teachers; all printers, servers, white boards, speakers, wires, etc etc. This also include soordination with Highmark, qwest, and the grant teams
Technology
                      Establish Document management system & proceedures
                                                                                       4/1/2011 Sunahara
                      Fixture plan presented to the board
                                                                                       4/5/2011 Matherly
                                                                                                                         Done
                                                                                                                                     This includes everything not attached to the building
 Fixtures
                                                                                       4/5/2011 Staci
                                                                                                                         Done
 Lunch
                      Lunch program options presented to the board & finalized
                                                                                      4/15/2011 Sanders
                                                                                                                         Done
                      Monthly budget forecasts developed
                                                                                                                                     - Setup monthly budget/forecast for FY10/11 and FY11/12 years
 Finances
                                                                                      4/15/2011 Sanders
                      Set up monthly cash flow model
                                                                                                                         Done
                                                                                                                                     - Updating budget with changes for tech, curriculum, fixtures, pre-school, staff salaries, etc.
 Finances
                      Fixture warehousing plan
                                                                                      4/15/2011 Matherly
                                                                                                                         Done
 Fixtures
 Marketing
                                                                                      4/15/2011 Sunahara
                                                                                                                         In progress Working with Dave Moore
                      Communication plan
                                                                                      4/15/2011 Sanders
 Recruiting
                      AD starts
                                                                                                                                    c. Contact vendors to confirm pricing, ordering deadlines for materials and assessments and professional development opportunities (Juliette Shuler) (mostly completed). Also, to confirm per unit pricing on 7<sup>th</sup> and 8<sup>th</sup> grade math and literature materials for above grade level students.
                      Contact vendors re pricing and ording deadlines
                                                                                      4/30/2011 Paige
Curriculum
                                                                                       5/1/2011 Sanders
 Admin
                      Create letter head and stationary
                     Recruit new board member
                                                                                      5/1/2011 Sanders
                                                                                                                                     Preferably someone with finances or bow staff skills
Board Governance
Board Training
                      Fidiciary duty training
                                                                                      5/1/2011 Sunahara
Community building Plan Registration day
                                                                                                                                     Fill out remainder of forms, maybe have pictures
                                                                                      5/1/2011 Sanders
                                                                                      5/1/2011 Sanders
Community building Plan June parent meeting
                                                                                                                                     Uniforms, discipline, parent hndbk, etc
Community building Plan open house
                                                                                      5/1/2011 Sanders
                                                                                      5/1/2011 Sanders
Community building Meet the principal night
                      Purchase Services contract
                                                                                      5/1/2011 Sanders
                                                                                                                         Done
Finances
                      Research additional grant oppurtunities and have proposal
                                                                                      5/1/2011 Paige
                                                                                                                         Done
Grants
                      ready
Handbooks & policy Review all DCSD policies
                                                                                      5/1/2011 Sanders
BASE
                      BASE program presented to the board
                                                                                      5/3/2011 Becky
                                                                                                                         Done
                                                                                      5/15/2011 Sanders
 Recruiting
                      Business manager listing posted
Handbooks & policy Employment handbook
                                                                                                                         In progress Colleen Bobbin is working on this along with Ann
                                                                                      5/20/2011 Sanders
Handbooks & policy Board handbook
                                                                                      5/20/2011 Sanders
                                                                                                                         In progress
                                                                                      5/20/2011 Sanders
                                                                                                                                     Michelle Bynum
Handbooks & policy
                     Parent handbook
Preschool
                      Preschool program presented to the board
                                                                                      5/20/2011 Becky
                      Establish board books
 Board Training
                                                                                      6/1/2011 Sunahara
                      Doc harmonization
                                                                                      6/1/2011 Sanders
                                                                                                                                     Combine charter application, with grant application, and comments on charter document
 Admin
                      Preschool director selected
                                                                                      6/1/2011 Becky
Preschool
                      Business manager selected
                                                                                      6/1/2011 Sanders
 Recruiting
                                                                                      6/1/2011 Sanders
                      Hire teachers
 Recruiting
 Website
                      Determine whether to grant students email addresses
                                                                                      6/1/2011 Becky
                      Read the Administrator's Guide for Leading a Colorado
 Board Training
                      Charter School.
                                                                                      6/1/2011 Sunahara
                      Establish parent training guidelines
                                                                                      6/1/2011 Paige
Curriculum
Curriculum
                      Establish listing of volunteer oppurtunities
                                                                                      6/1/2011 Paige
Handbooks & policy Grading policy
                                                                                      6/1/2011 Sanders
                                                                                                                                     Set grade scale
                                                                                      6/1/2011 Sanders
Handbooks & policy Curriculum policy
Handbooks & policy Late homework policy
                                                                                      6/1/2011 Sanders
                                                                                                                                     different k-3 and 4 up
Handbooks & policy Promotion & retention policy
                                                                                      6/1/2011 Sanders
Handbooks & policy Board goals and standards
                                                                                      6/1/2011 Sanders
                                                                                      6/1/2011 Sanders
Handbooks & policy Discipline policy
Handbooks & policy Volunteer policy
                                                                                      6/1/2011 Sanders
                                                                                                                                    Should this be part of the parent handbook?
Handbooks & policy Parent communication policy
                                                                                      6/1/2011 Sanders
Handbooks & policy Free reduced lunch policy
                                                                                      6/1/2011 Sanders
                                                                                      6/1/2011 Sanders
Handbooks & policy Technology policy
                                                                                      6/1/2011 Sanders
Handbooks & policy Compensation plan
                                                                                                                                     Pay for perfomance, salary ranges, etc
Technology
                                                                                      6/1/2011 Sunahara
                      Qwest internet ordered
Handbooks & policy Policy creation policy
                                                                                       6/2/2011 Sanders
                                                                                      7/1/2011 Sanders
                                                                                                                                     This is to store supplies and such prior to opening the doors.
Facility
                      Temporary storage site set up
                      Update Magna Carter at DCSD
                                                                                      7/1/2011 Sanders
                                                                                                                                     Continue updating Magna Carta for the 10-11 school year.
 Finances
 Preschool
                      Preschool curriculum complete
                                                                                      7/1/2011 Becky
                                                                                      7/1/2011 Sanders
 Recruiting
                      Business manager starts
                                                                                      7/1/2011 Becky
 Website
                      Figure out infinite campus
                      Establish science curriculum
                                                                                      8/1/2011 Paige/Diana
Curriculum
                                                                                       8/1/2011 Sunahara
                      District business manager traigning
                                                                                                                                     Charter School Business Managers to attend the first semester District's Business Managers' Meeting at the September 8th Charter Administrators meeting.
 Admin Training
                      Organize voulnteer committees
                                                                                      8/1/2011 Sanders
 Board governance
Board Training
                                                                                                                                     Required by CDE grant
                      Complete board training modules
                                                                                      8/1/2011 Sunahara
                      Read Autobiography of Ben Franklin
                                                                                      8/1/2011 Sunahara
                                                                                                           Attendance
                                                                                                                                     Required by bylaws
 Board Training
                      Read board's that work book
                                                                                      8/1/2011 Sunahara Attendance
                                                                                                                                     Required by bylaws
 Board Training
                      Read Core Knowledge book
                                                                                      8/1/2011 Sunahara
                                                                                                           Attendance
                                                                                                                                     Required by bylaws
 Board Training
                                                                                      8/1/2011 Sunahara
 Board Training
                      Start organizing carpools
                      Organize Parent Advisory Board
 Board Training
                                                                                      8/1/2011 Sunahara
                      Organize School Accountability Committee
                                                                                      8/1/2011 Sunahara
 Board Training
                      Organize Parent Teacher Organization
 Board Training
                                                                                      8/1/2011 Sunahara
 Enrollment
                      Fill classes
                                                                                      8/1/2011 Staci
                                                                                                                                     Do this with admin transfers after April 15
Facility
                      Facility complete
                                                                                      8/1/2011 Matherly
                                                                                                                                     District requirement.
                                                                                       8/1/2011 Matherly
 Fixtures
                      Fixtures delivered
 Preschool
                      Preschool director starts
                                                                                      8/1/2011 Becky
 Preschool
                      Preschool fixtures purchased
                                                                                      8/1/2011 Becky
                                                                                       8/1/2011 Becky
 Preschool
                      Preschool teachers hired
Staff Training
                      Core Knowledge Onsite Training
                                                                                      8/1/2011 Barber
Staff Training
                      Inclusion Workshop
                                                                                      8/1/2011 Barber
                                                                                                                                     DCSD training, included in SPED services. Paid through purchased services
Staff Training
                      Pearson Scott Foresman Training
                                                                                      8/1/2011 Barber
                                                                                                                                     Science Teachers K-5 (6)
                      Prentice Hall Science Explorer Training
                                                                                      8/1/2011 Barber
                                                                                                                                     6<sup>th</sup> Grade Science Teacher
 Staff Training
 Staff Training
                      Saxon Onsite Training
                                                                                      8/1/2011 Barber
                                                                                      8/1/2011 Barber
                      Prentice Hall History and Geography
 Staff Training
 Staff Training
                      Technology In-Service Training
                                                                                      8/1/2011 Barber
Staff Training
                      McGraw Hill Treasures Training
                                                                                      8/1/2011 Barber
                      Step Up to Writing Training
 Staff Training
                                                                                      8/1/2011 Barber
                      Flexible Ability Grouping/
                                                                                                                                     Curriculum Training provided onsite by Academic Director
 Staff Training
                                                                                      8/1/2011 Barber
                      Differentiated Instruction
 Staff Training
                                                                                      8/1/2011 Barber
                                                                                                                                     Curriculum Training provided onsite by Academic Director
                                                                                      8/1/2011 Barber
                                                                                                                                     Training from NWEA representative
 Staff Training
                      North Western Evaluation Assessment
 Staff Training
                      Core Knowledge Offsite Training (for new teachers)
                                                                                       8/1/2011 Barber
                                                                                                                                     Curriculum Training - new teachers; All New Teachers (5)
                                                                                                                                     Academic Director; All Science Teachers K-5 (6)
 Staff Training
                      Pearson Scott Foresman Training
                                                                                       8/1/2011 Barber
                                                                                                                                     Curriculum Training; 6th and 7th Grade Science Teachers
 Staff Training
                      Prentice Hall Science Explorer Training
                                                                                       8/1/2011 Barber
                                                                                                                                     NWEA Representative; All Staff
                      North Western Evaluation Assessment
                                                                                       8/1/2011 Barber
 Staff Training
                      Qwest internet installed
                                                                                       8/1/2011 Sunahara
 Technology
                                                                                      8/1/2011 Sunahara
 Technology
                      Staff and admin computers ordered
 Technology
                      Office technology for office delivered
                                                                                       8/1/2011 Sunahara
 Website
                      Provid parents access to secure web docs
                                                                                      8/1/2011 Becky
 Website
                                                                                      8/1/2011 Becky
                      Infinite Campus training
                      Update Magna Carter at DCSD
                                                                                      8/2/2011 Sanders
 Finances
                                                                                                                                     Continue updating Magna Carta for the 10-11 school year.
Technology
                      Computers from year 1 grant funds delivered for school
                                                                                      8/10/2011 Sunahara
                      Submit insurance info to DCSD
                                                                                      8/11/2011 Sunahara
 Admin
                                                                                                                                     Submit your school's insurance documents for Risk Management purposes if you did not purchase Risk Management from DCSD.
 Admin
                      Submit Health Services info to DCSD
                                                                                      8/11/2011 Sunahara
                                                                                                                                     Submit your school's compliance plan for Health Services if you purchased Health Services Oversite from DCSD.
                      Submit ESL info to DCSD
                                                                                                                                     Submit your school's compliance plan for ESL students if you did not purchase ESL services from DCSD.
 Admin
                                                                                      8/11/2011 Sanders
 Admin
                      Submit board info to DCSD
                                                                                      8/13/2011 Sanders
                                                                                                                                     List of all governing board members, titles, addresses, phone numbers, fax numbers and/or e-mail addresses due.
 Admin
                      District paperwork
                                                                                      8/13/2011 Sanders
                                                                                                                                     Update the communication sheet sent to you via email by Jennifer.
                                                                                                                                     Email Jan Martinez the name of your CBLA Coordinator.
 Admin
                      District paperwork
                                                                                      8/13/2011 Sanders
                                                                                      8/13/2011 Sanders
 Admin
                      District paperwork
                                                                                                                                     Fill out C-Snap template for any staff member that needs a C-Snap account.
 Admin
                      District paperwork
                                                                                      8/13/2011 Sanders
                                                                                                                                     Email the name of your RtI contact to Robin Carey.
                                                                                      8/13/2011 Staci
 Enrollment
                      Enter info into IC
                                                                                                                                     All students must be entered into Infinite Campus for verification of student count for funding adjustment purposes; including free and reduced lunch population.
                                                                                      8/31/2011 Sanders
                      Submit draft financials
                                                                                                                                     Charter School DRAFT financial statements completed and submitted to Kindra.
 Finances
                      Annual Finance Seminar
 Board Training
                                                                                       9/1/2011 Sunahara
                                                                                                           Attendance
                                                                                                                                     1 Board Member, Business Manager
 Board Training
                      CLCS Annual Charter Schools Board Retreat
                                                                                       9/1/2011 Sunahara
                                                                                                            Attendance
                                                                                                                                     Board Training, Networking. Board of Directors (7), Principal
 Board Training
                      Board President's Council
                                                                                       9/1/2011 Sunahara
                                                                                                            Attendance
                                                                                                                                     To provide resources to governing board leadership. Board president & principal
 Board Training
                      CLCS Governance and Accountability
                                                                                       9/1/2011 Sunahara
                                                                                                            Attendance
                                                                                                                                     Informational, Training. SAC President and Board Member
                      DCSC Governance Training
 Board Training
                                                                                       9/1/2011 Sunahara
                                                                                                            Attendance
                                                                                                                                     School Governance Training. 2 Board Members
 Board Training
                      Business Manager Network Meetings
                                                                                       9/1/2011 Sunahara
                                                                                                           Attendance
                                                                                                                                     Support for administrators and financial management in Standard 11 specific to charter schools
                                                                                      9/1/2011 Sunahara
 Board Training
                      Organize SAC
                      Organize finance subcommittee
                                                                                      9/1/2011 Sunahara
 Board Training
                      Apply for the Lowe's Toolbox for Education Grant
                                                                                      9/1/2011 Paige
Grants
                                                                                                                                     cannot apply without building
 Staff Training
                      CBLA Assessment Training
                                                                                       9/1/2011 Barber
                                                                                                                                     All teachers to attend. Assessment Training provided by DCSD; all teachers\
 Technology
                      Computers from year 2 grant funds delivered for school
                                                                                       9/1/2011 Sunahara
                      Business Manager Network Meetings
 Board Training
                                                                                       1/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     Support for administrators and financial management in Standard 11 specific to charter schools
                      School Leadership Mentoring Program
                                                                                       3/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     To build leadership capacity among leadership admin
 Admin Training
                      Business Manager Network Meetings
                                                                                       3/1/2012 Sunahara
                                                                                                                                     Support for administrators and financial management in Standard 11 specific to charter schools
 Board Training
                                                                                                           Attendance
                      CLCS Annual Conference
                                                                                                                                     Networking, Informational
 Board Training
                                                                                       3/1/2012 Sunahara
                                                                                                           Attendance
 Board Training
                      Board President's Council
                                                                                       3/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     To provide resources to governing board leadership
                      Online Board Training Modules
                                                                                                                                     Train the board on governance, policies and Open meetings; Board of Directors
 Board Training
                                                                                       3/1/2012 Sunahara
                                                                                                            Attendance
                      National Conference on Differentiated Instruction
                                                                                       7/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     Curriculum Training - DI Strategies; Academic Director
 Admin Training
                      CLCS Governance and Accountability
 Board Training
                                                                                        Jul-12 Sunahara Attendance
                                                                                                                                     Informational, Training; Board Members (3)
                      Annual CDE Finance Seminar
 Admin Training
                                                                                      9/1/2012 Sunahara Attendance
                                                                                                                                     Keep up to date with finance legislation, changes, trends, specific to charter schools; 1 Board Member, Business Manager
                                                                                      9/1/2012 Sunahara
                      CO Association of School Executives (CASE): Conference
                                                                                                                                     Student Discipline; Principal and Academic Director
 Admin Training
                                                                                                           Attendance
 Admin Training
                      CDE Annual Finance Seminar
                                                                                       9/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     Networking, Informational; Business Manager
                      Board President's Council
                                                                                                                                     To provide resources to governing board leadership; Board President and Principal
 Board Training
                                                                                       9/1/2012 Sunahara
                                                                                                           Attendance
                      CLCS Annual Charter Schools Board Retreat
 Board Training
                                                                                       9/1/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     Board Training, Networking; Board Members (5), Principal
 Staff Training
                      New Teacher Training - Differentiated Instruction
                                                                                       9/1/2012 Barber
                                                                                                                                     Curriculum Training provided onsite by Academic Director; All New Teachers (5)
 Staff Training
                      New Teacher Training - Character Education
                                                                                       9/1/2012 Barber
                                                                                                                                     Curriculum Training provided onsite by Administrator; All New Teachers (5)
                      Colorado Core Knowledge Conference
                                                                                       9/1/2012 Barber
                                                                                                                                     Networking, Informational; All Lead Teachers (7), Principal, Academic Director, Board Members (2)
 Staff Training
                      CBLA Assessment Training
                                                                                        9/1/2012 Barber
                                                                                                                                     Curriculum/assessment Training provided by DCSD; All New Teachers (5)
 Staff Training
                                                                                                                                     McGraw Hill Representative; All Teachers
Staff Training
                                                                                       9/1/2012 Barber
                      Treasures Reading
                      Accelerated Reader Training
                                                                                       9/1/2012 Barber
                                                                                                                                     Academic Director; All Teachers
 Staff Training
                      BFA Policies and Procedures
                                                                                       9/1/2012 Barber
                                                                                                                                     Administrator; All Staff
Staff Training
                      Building Relationships PLC
                                                                                       9/1/2012 Barber
                                                                                                                                     Administrator; All Staff
 Staff Training
 Admin Training
                      Business Manager Network Meetings
                                                                                      9/12/2012 Sunahara
                                                                                                           Attendance
                                                                                                                                     Support for administrators and financial management in Standard 11 specific to charter schools; 2 people, various Board Members, Administrators and Business Manager
 Board Training
                      Online Board Training Modules
                                                                                      10/1/2012 Sunahara
                                                                                                            Attendance
                                                                                                                                     Train the board on governance, policies and Open meetings; Board of Directors
                      Business Manager Network Meetings
 Admin Training
                                                                                      1/1/2013 Sunahara
                                                                                                            Attendance
                      Business Manager Network Meetings
                                                                                       3/1/2013 Sunahara
                                                                                                            Attendance
 Admin Training
                      Board President's Council
                                                                                       3/1/2013 Sunahara
                                                                                                           Attendance
 Board Training
                                                                                                                                     To provide resources to governing board leadership; Board President and Principal
                      Colorado Charter School Support Initiative Site Visit
                                                                                       3/1/2013 Barber
                                                                                                                                     Evaluation and improvement plan; All school
Staff Training
                                                                             5/1/5/11
                      Look into summer intern
                                                                                              Sanders
 Recruiting
 Website
                      Keep online passwords and accesses up to date
                                                                             Monthly
                                                                                               Becky
 Board governance
                      Organize finance committee
                                                                                               Cerny
                      Establish Educational Improvement Plan
 Curriculum
                                                                                               Barber
                                                                                                                                     a. Alignment of curriculum to CK Sequence and new state standards, with priority given to grades K-6 – mostly completed; Need middle school science and history/geography (see below)
                      Align CK to state Standards
Curriculum
                                                                                               Paige
                      Determine history and geography programming for 7-8
                                                                                                                                    b. Determine History and Geography programming for 7-8 grades.
Curriculum
                                                                                               Paige
                      Refine Technology program
                                                                                               Paige
Curriculum
                      Refine Technology program
                                                                                               Paige
                                                                                                                                     Develop Tech Scope & Sequence
Curriculum
                      Refine Technology program
Curriculum
                                                                                               Paige
                                                                                                                                     Develop Technology Integration into Classroom
```

Curriculum	Establish Core Virtues and 13 Virtues	Paige		
Curriculum	Develop science program	Paige		
Curriculum	Develop science program	Paige		Align curriculum materials with our progra; Develop Hands-On Science Program/Labs (need preliminary plans by 3/1 for grants). Based on initial brainstorming session project includes:
Curriculum	Develop science program	Paige		Brainstorm/examine options for involving younger students in more traditional lab. For example, what pond scum looks like through a microscope, "at school field trips" for organ dissection, "hands-on" science days, etc. Investigate the materials/equipment need for the 6-8 science lab.
Curriculum	Develop science program	Paige		Review the curriculum for some "critical" points and see what sort of community connections/speakers we can bring in to illustrate science/math in real life. These will be tied to the subject matter at the time and experiments at the time (hopefully across grade levels if possible).
Curriculum	Foreign language options	Paige		Foreign Language Options (in school, technology options, fee-based before/after school) (Sasha Ferguson – this is not an area that I am focusing on).
Curriculum	Develop science program	Paige		Developing math/science traditions for the school; Science fairs, lego robotics, others.
Curriculum	Establish Library	Paige		
Curriculum	Establish Library	Paige		Recommendations for Character Circulation; Tying to 13 Virtues and grade levels for grant opportunities
Curriculum	Establish Library	Paige		Recommendations for Services and Vendors; Considering grade level distribution as well as areas of emphasis and Subscriptions
Curriculum	Establish Library	Paige		
Enrollment	Fill 4 fourth grade classes	Staci	Done	
Enrollment	Fill 2 5th grade classes	Staci	Done	
Enrollment	Fill 2 6th grade classes	Staci		
Enrollment	Fill 1st-3rd grade classes	Staci	Done	
Facility	Sign up Garbage	Matherly		
Facility	Sign up water	Matherly		
Facility	Sign up gas	Matherly		
Facility	Sign up electric	Matherly		
Facility	Snow removal	Matherly		
Facility	Sign up security	Matherly		
Grants	Apply for Daniles Fund Grant	Paige		
Grants	CDE Grant	Paige		Develop reporting timeline
Grants	CDE Grant	Paige		Submit revised budget
Grants	CDE Grant	Paige		Develop timeline of tasks
Grants	CDE Grant	Paige		Establish proceedures for reporting to CDE
Grants	CDE Grant	Paige		Establish proceedures for reimbursements
Grants	Apply for the Dollar General's Back-to-School Grant	Paige		\$5,000; library funds; requirements being confirmed
Grants	Apply for the Douglas County Consolidated Grant Application	Paige		
Grants	CDE Implementation Grant	Paige		
Policies	Security policy	Sanders		
Recruiting	Hire office staff	Sanders		
Website	Creat portals for parents	Becky		
Website	Creat portals for students	Becky		
Website	Creat portals for teachers	Becky		
Website	Creat portals for Admins	Becky		
Admin	Communication plan	Becky		Develop a school communication plan

## Curriculum Team

Paige Brock Board Liason

Jennifer Hughes Heather gray Juliette Shuler Genevieve Gibson

Sarah Lytle

Erin Fredericksen Kendra Peters Susan Hartline Jennifer Hicks

Lisa Lipe Science
Shawny Fordham Science
Nick Galatos Science
Abhi Sur Science

## Uniform Team

Staci Ferguson Board Liason

Kari Beers Lisa Delorenzo

## Grant Team

Paig Brock Board Liason

Jessica Theissen Jessica Theissen Stefanie Wight Andrea Day, Maren Elliot Sebrina Ivey Joel Sevinsky