

Category	Main Task	Deadline	Owner	Deliverable	Status	Notes
Admin	Submit insurance info to DCSD	8/11/2011	Sanders			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	Sanders			Submit your school's compliance plan for Health Services if you purchased Health Services Oversight from DCSD.
Admin	Submit ESL info to DCSD	8/11/2011	Sanders			Submit your school's compliance plan for ESL students if you did not purchase ESL services from DCSD.
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.
Admin	District paperwork	8/13/2011	Sanders			Email Jan Martinez the name of your CBLA Coordinator.
Admin	District paperwork	8/13/2011	Sanders			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 Rtl contact to Robin Carey.
Admin	Create letter head and stationary	5/1/2011	Sanders			
Admin	Doc harmonization	3/1/2011	Sanders			Combine charter application, with grant application, and comments on charter document
Admin Training	School Leadership Mentoring Program	3/1/2012		Attendance		To build leadership capacity among leadership admin
Admin Training	National Conference on Differentiated Instruction	7/1/2012		Attendance		Curriculum Training - DI Strategies; Academic Director
Admin Training	Annual CDE Finance Seminar	9/1/2012		Attendance		Keep up to date with finance legislation, changes, trends, specific to charter schools; 1 Board Member, Business Manager
Admin Training	Business Manager Network Meetings	9/12/2012		Attendance		Support for administrators and financial management in Standard 11 specific to charter schools; 2 people, various Board Members, Administrators and Business Manager
Admin Training	Business Manager Network Meetings	1/1/2013		Attendance		
Admin Training	Business Manager Network Meetings	3/1/2013		Attendance		
Admin Training	CO Association of School Executives (CASE); Conference	9/1/2012		Attendance		Student Discipline; Principal and Academic Director
Admin Training	CDE Annual Finance Seminar	9/1/2012		Attendance		Networking, Informational; Business Manager
Admin Training	District business manager training	8/1/2011				Charter School Business Managers to attend the first semester District's Business Managers' Meeting at the September 6th Charter Administrators meeting.
BASE	BASE program presented to the board	5/3/2011				
Board governance	Organize finance committee		Sanders			
Board governance	Organize volunteer committees	8/1/2011	Sanders			
Board Governance	Create finance committee	4/1/2011	Sanders			
Board Governance	Non-profit status/reporting requirements	4/1/2011	Sanders			
Board Governance	Recruit new board member	5/1/2011	Sanders			Preferably someone with finances or how staff skills
Board Training	Conflict of interest forms	3/1/2011	Sunahara	Attendance		All board members must complete conflict of interest forms.
Board Training	Attend CLCS conference	2/17/2011	Sunahara	Attendance	DONE	Required by CDE grant
Board Training	Complete board training modules	6/1/2011	Sunahara	Attendance		Required by CDE grant
Board Training	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	Business Manager Network Meetings	3/1/2011	Sunahara	Attendance		Required by CDE grant
Board Training	Business Management Training for Boards	3/1/2011	Sunahara	Attendance		Required by CDE grant
Board Training	Regional Board Training	3/1/2011	Sunahara	Attendance		Required by CDE grant
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	Annual Finance Seminar	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
Board Training	DCSC Governance Training	9/1/2011	Sunahara	Attendance		School Governance Training, 2 Board Members
Board Training	Business Manager Network Meetings	3/1/2012	Sunahara	Attendance		Support for administrators and financial management in Standard 11 specific to charter schools
Board Training	Business Manager Network Meetings	9/1/2011	Sunahara	Attendance		Support for administrators and financial management in Standard 11 specific to charter schools
Board Training	Business Manager Network Meetings	11/2012	Sunahara	Attendance		Support for administrators and financial management in Standard 11 specific to charter schools
Board Training	CLCS Annual Conference	3/1/2012	Sunahara	Attendance		Networking, Informational
Board Training	Board President's Council	3/1/2012	Sunahara	Attendance		To provide resources to governing board leadership
Board Training	CLCS Governance and Accountability	Jul-12	Sunahara	Attendance		Informational, Training; Board Members (5)
Board Training	Board President's Council	9/1/2012	Sunahara	Attendance		To provide resources to governing board leadership; Board President and Principal
Board Training	Online Board Training Modules	10/1/2012	Sunahara	Attendance		Train the board on governance, policies and Open meetings; Board of Directors
Board Training	Online Board Training Modules	3/1/2012	Sunahara	Attendance		Train the board on governance, policies and Open meetings; Board of Directors
Board Training	CLCS Annual Charter Schools Board Retreat	9/1/2012	Sunahara	Attendance		Board Training, Networking; Board Members (5), Principal
Board Training	Board President's Council	3/1/2013	Sunahara	Attendance		To provide resources to governing board leadership; Board President and Principal
Board Training	Establish board books	2/18/2011	Sunahara			
Board Training	Read the Administrator's Guide for Leading a Colorado Charter School.	6/1/2011	Sunahara			
Board Training	Fiduciary duty training	5/1/2011	Sunahara			
Board Training	Organize SAC	9/1/2011	Sunahara			
Board Training	Organize finance subcommittee	9/1/2011	Sunahara			
Board Training	Establish board training calendar	3/1/2011	Sunahara			
Board Training	Start organizing carpools	8/1/2011	Sunahara			
Board Training	Organize Parent Advisory Board	8/1/2011	Sunahara			
Board Training	Organize School Accountability Committee	8/1/2011	Sunahara			
Board Training	Organize Parent Teacher Organization	8/1/2011	Sunahara			
Community building	Plan Registration day	5/1/2011	Sanders			Fill out remainder of forms, maybe have pictures
Community building	Plan June parent meeting	5/1/2011	Sanders			Uniforms, discipline, parent handbk, etc
Community building	Plan open house	5/1/2011	Sanders			
Community building	Meet the principal night	5/1/2011	Sanders			
Curriculum	Define pupil performance standards	3/1/2011	Paige		Done	District requirement. This is the date they are due at the district
Curriculum	Establish Educational Improvement Plan		Paige			
Curriculum	Establish science curriculum	8/1/2010	Paige			
Curriculum	Align CK to state Standards		Paige			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)
Curriculum	Determine history and geography programming for 7-8		Paige			b. Determine History and Geography programming for 7-8 grades.
Curriculum	Contact vendors re pricing and ordering deadlines	3/30/2011	Paige			c. Contact vendors to confirm pricing, ordering deadlines for materials and assessments and professional development opportunities (<i>Juliette Staler</i>) (mostly completed). Also, to confirm per unit pricing on 7 th and 8 th grade math and literature materials for above grade level students.
Curriculum	Refine Technology program		Paige			
Curriculum	Refine Technology program		Paige			Develop Tech Scope & Sequence
Curriculum	Refine Technology program		Paige			Develop Technology Integration into Classroom
Curriculum	Establish Core Values and 13 Virtues		Paige			
Curriculum	Develop science program		Paige			
Curriculum	Develop science program		Paige			Align curriculum materials with our program. 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			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			
Curriculum	Establish parent training guidelines	6/1/2011	Paige			
Curriculum	Establish listing of volunteer opportunities	6/1/2011	Paige			
Enrollment	Fill 4 fourth grade classes		Staci			
Enrollment	Fill 2 5th grade classes		Staci			
Enrollment	Fill 2 6th grade classes		Staci		Done	
Enrollment	Fill 1st-3rd grade classes		Staci			
Enrollment	Finalize all enrollment documentation	4/1/2011	Staci			
Enrollment	Infinite Campus training	4/1/2011	Staci			Two volunteers
Enrollment	Fill classes	8/1/2011	Staci			Do this with admin transfers after April 15
Enrollment	Enter info into IC	8/13/2011	Staci			All students must be entered into Infinite Campus for verification of student count for funding
Facility	Signed lease to the district	3/1/2011	Sanders		Done	adjustment purposes; including free and reduced lunch population.
Facility	Facility complete	8/1/2011	Matherly			District requirement. District gets 10 day review (not approval)
Facility	Temporary storage site set up	7/1/2011	Sanders			This is to store supplies and such prior to opening the doors.
Facility	Fields with metro district	4/1/2011	Matherly			Coordinate with HR Metro District on field development
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			
Finances	Present budget to district	3/1/2011	Sanders		Done	District requirement. This is the date they are due at the district
Finances	Establish credit rating with suppliers	4/1/2011	Sanders			
Finances	Monthly budget forecasts developed	4/15/2011	Sanders			- Setup monthly budget/forecast for FY10/11 and FY11/12 years
Finances	Set up monthly cash flow model	4/15/2011	Sanders			- Updating budget with changes for tech, curriculum, fixtures, pre-school, staff salaries, etc.
Finances	Establish credit rating with vendors	4/1/2011				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	Purchase Services contract	5/1/2011				
Finances	Establish Bank	4/1/2011				
Finances	Update Magna Carter at DCSD	7/1/2011	Sanders			Continue updating Magna Carta for the 10-11 school year.
Finances	Update Magna Carter at DCSD	8/22/2011	Sanders			Continue updating Magna Carta for the 10-11 school year.
Finances	Submit draft financials	8/31/2011	Sanders			Charter School DRAFT financial statements completed and submitted to Kandra.
Fixtures	Confirm all classroom additions	3/15/2011	Matherly			Ensure we know what each room includes. Work desks, bookshelves, cubbies, sinks, etc.
Fixtures	Fixture plan presented to the board	4/5/2011	Matherly			This includes everything not attached to the building
Fixtures	Fixtures delivered	8/1/2011	Matherly			
Fixtures	Fixture warehousing plan	4/15/2011	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 procedures for reporting to CDE
Grants	CDE Grant		Paige			Establish procedures for reimbursements
Grants	Apply for the Daniel's Fund Grant	4/1/2011	Paige			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 tempora
Grants	Apply for The Brantmeyer Foundation Grant	3/15/2011	Paige			May be limited to professional training dollars - confirming.
Grants	Apply for the RGS Foundation Grant	4/1/2011	Paige			Rolling; Letter of inquiry, due March (need to confirm), must be approved first
Grants	Apply for the Dollar General's Back-to-School Grant		Paige			\$5,000; library funds; requirements being confirmed
Grants	Apply for the Lowe's Toolbox for Education Grant	9/1/2011	Paige			cannot apply without building
Grants	Research additional grant opportunities and have proposal ready	5/1/2011	Paige			
Grants	Apply for the Douglas County Consolidated Grant Application		Paige			
Grants	CDE Implementation Grant		Paige			
Handbooks & policy	Employment handbook	4/1/2011	Sanders			In progress Colleen Bobbin is working on this
Handbooks & policy	Board handbook	4/1/2011	Sanders			In progress
Handbooks & policy	Parent handbook	4/1/2011	Sanders			Michelle Bynum
Handbooks & policy	Board bylaws	4/1/2011	Sanders			
Handbooks & policy	Grading policy	6/1/2011	Sanders			Set grade scale
Handbooks & policy	Curriculum policy	6/1/2011	Sanders			
Handbooks & policy	Board election policy	4/1/2011	Sanders		Done	different k-3 and 4 up
Handbooks & policy	Late homework policy	6/1/2011	Sanders			
Handbooks & policy	Policy creation policy	6/2/2011	Sanders			
Handbooks & policy	Promotion & retention policy	6/1/2011	Sanders			
Handbooks & policy	Board goals and standards	6/1/2011	Sanders			
Handbooks & policy	Discipline policy	6/1/2011	Sanders			
Handbooks & policy	Volunteer policy	6/1/2011	Sanders			In progress 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			
Handbooks & policy	Technology policy	6/1/2011	Sanders			
Handbooks & policy	Compensation plan	6/1/2011	Sanders			Pay for performance, salary ranges, etc
Handbooks & policy	Finalize vision & mission	4/1/2011	Sanders		Done	
Handbooks & policy	Review all DCSD policies	5/1/2011	Sanders			
Insurance	Present proof of insurance to district	7/1/2011	Sunahara			District requirement. This is the date they are due at the district
Lunch	Lunch program options presented to the board & finalized	4/5/2011	Staci			
Marketing	Communication plan	4/15/2011	Becky			
Policies	Security policy		Sanders			
Preschool	Enrollment begins	2/1/2011	Becky		Done	
Preschool	Preschool director selected	4/1/2011	Becky			
Preschool	Preschool director starts	8/1/2011	Becky			
Preschool	Preschool curriculum complete	7/1/2011	Becky			
Preschool	Preschool fixtures purchased	8/1/2011	Becky			
Preschool	Preschool teachers hired	8/1/2011	Becky			
Preschool	Preschool program presented to the board	4/19/2011	Becky			
Recruiting	Select principal	2/15/2011	Sanders			District deadline is 4/1/2011
Recruiting	Principal hired/starts	4/1/2011	Sanders		Done	
Recruiting	Hire AD	4/1/2011	Sanders			
Recruiting	AD starts	4/15/2011	Sanders			

Recruiting	Business manager starts	7/1/2011	Sanders	
Recruiting	Business manager selected	5/1/2011	Sanders	
Recruiting	Business manager listing posted	4/1/2011	Sanders	
Recruiting	Look into summer intern	3/15/2011	Sanders	
Recruiting	Hire office staff		Sanders	
Recruiting	Hire teachers	5/1/2011	Sanders	
Staff Training	Core Knowledge Onsite Training	8/1/2011		
Staff Training	Inclusion Workshop	8/1/2011		DCSD training, included in SPED services. Paid through purchased services
Staff Training	Pearson Scott Foresman Training	8/1/2011		Science Teachers K-5 (6)
Staff Training	Prentice Hall Science Explorer Training	8/1/2011		6 th Grade Science Teacher
Staff Training	Saxon Onsite Training	8/1/2011		
Staff Training	Prentice Hall History and Geography	8/1/2011		
Staff Training	Technology In-Service Training	8/1/2011		
Staff Training	McGraw Hill Treasures Training	8/1/2011		
Staff Training	Step Up to Writing Training	8/1/2011		
Staff Training	Flexible Ability Grouping/	8/1/2011		Curriculum Training provided onsite by Academic Director
Staff Training	Differentiated Instruction	8/1/2011		Curriculum Training provided onsite by Academic Director
Staff Training	North Western Evaluation Assessment	8/1/2011		Training from NWEA representative
Staff Training	CBLA Assessment Training	9/1/2011		All teachers to attend - Assessment Training provided by DCSD; all teachers\
Staff Training	Core Knowledge Offsite Training (for new teachers)	8/1/2011		Curriculum Training - new teachers; All New Teachers (5)
Staff Training	Pearson Scott Foresman Training	8/1/2011		Academic Director; All Science Teachers K-5 (6)
Staff Training	Prentice Hall Science Explorer Training	8/1/2011		Curriculum Training; 6th and 7th Grade Science Teachers
Staff Training	North Western Evaluation Assessment	8/1/2011		NWEA Representative; All Staff
Staff Training	New Teacher Training - Differentiated Instruction	9/1/2012		Curriculum Training provided onsite by Academic Director; All New Teachers (5)
Staff Training	New Teacher Training - Character Education	9/1/2012		Curriculum Training provided onsite by Administrator; All New Teachers (5)
Staff Training	Colorado Core Knowledge Conference	9/1/2012		Networking, Informational; All Lead Teachers (7), Principal, Academic Director, Board Members (2)
Staff Training	CBLA Assessment Training	9/1/2012		Curriculum/assessment Training provided by DCSD; All New Teachers (5)
Staff Training	Treasures Reading	9/1/2012		McGraw Hill Representative; All Teachers
Staff Training	Accelerated Reader Training	9/1/2012		Academic Director; All Teachers
Staff Training	BFA Policies and Procedures	9/1/2012		Administrator; All Staff
Staff Training	Building Relationships PLC	9/1/2012		Administrator; All Staff
Staff Training	Colorado Charter School Support Initiative Site Visit	3/1/2013		Evaluation and improvement plan; All school
Technology	Qwest internet ordered	6/1/2011	Sunahara	
Technology	Qwest internet installed	8/1/2011	Sunahara	
Technology	Computers from year 1 grant funds delivered for school	8/10/2011	Sunahara	
Technology	Computers from year 2 grant funds delivered for school	9/1/2011	Sunahara	
Technology	Staff and admin computers ordered	8/1/2011	Sunahara	
Technology	Office technology for office delivered	8/1/2011	Sunahara	
Technology	Confirm complete technology plan	4/1/2011	Sunahara	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 coordination with Highmark, qwest, and the grant teams
Technology	Establish Document management system & procedures	4/1/2011	Sunahara	
Website	New web live	3/1/2011	Becky	Done
Website	Determine whether to grant students email addresses	5/1/2011	Becky	
Website	Provd parents access to secure web docs	8/1/2011	Becky	
Website	Figure out infinite campus	7/1/2011	Becky	
Website	Infinite Campus training	8/1/2011	Becky	
Website	Keep online passwords and access up to date	Monthly	Becky	
Website	Crete portals for parents		Becky	
Website	Crete portals for students		Becky	
Website	Crete portals for teachers		Becky	
Website	Crete portals for Admins		Becky	

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	