

# ACNW Expansion & Replication Start-up Calendar

This document is intended to provide guidance on completing the tasks necessary to fulfill ACNW’s requirements for replication or expansion. It is not an exhaustive list and the timeline is recommended – some tasks may be added or removed and the timing of some items changed depending on the specific needs of your school. Please reference the Expansion and Replication Ready-to-Open Guide to see the indicator areas under which these tasks fall. Ultimately it is the school’s responsibility to ensure it is ready to open and ACNW will work with the school to determine whether it meets the Ready-to-Open requirements.

Pre-Sept.	Task	Category	Indicator
	Establish a building company (as needed)	School Environment	3.1
Identify options for proposed school facilities	School Environment	3.1	
Develop a job description for or identify a start-up coordinator and post position.	Personnel Practices	5.3	
Review codes/ordinances/regulations related to school facilities	School Environment	3.1	
Consider seeking services of a Real Estate firm for facilities search	School Environment	3.1	
September	Task	Category	Indicator
	Ensure the school and board has appropriate insurance in place.	Compliance & Reporting	6.1
	Enlist facility design help if needed	Facilities	3.1
	Schedule regular, monthly phone calls between the school leader (and / or board chair) and ACNW that provides updates on the expansion progress (including tasks on this calendar), enrollment, and other specific requirements as they are identified. ACNW will also review the school’s board meeting minutes for relevant information and other written updates as they are provided by the school.	Compliance & Reporting	6.3
	Site and back-up site have been identified	Facilities	3.1
October	Task	Category	Indicator
	If renting, continue facility search, considering options and how facility meets program needs and meets requirements such as A.D.A.	School Environment	3.1
	Marketing and student recruitment plan is in place, including strategies to recruit a diverse student body and appropriate communications materials.	Student Rights	4.1
	Hire start-up coordinator (and recruitment coordinator, if applicable) (if external hire or not already identified)	Educational Program	1.2

<b>November</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Understand the scope of required school policies and develop a plan to have these and other policies in place in a timely fashion.	Governance	2.2
	Identify potential partners in the community, including city officials and political connections, and develop plan to build relationships	Mission	1.1
	Work with bank to secure a line of credit	Financial	7.1
	Develop plan for hiring staff that reflect the racial/ethnic/cultural character of the school's community	Personnel Practices	5.3
	Develop job description for persons in administrative, supervisory or instructional leadership roles consistent with MN Stat. 124E.12 Subd. 2.	Personnel Practices	5.3
<b>January</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Begin recruiting for staff through ads placed in multiple media outlets, referrals from charter/education sources, etc.	Personnel Practices	5.3
	Develop viable alternative facility plans.	School Environment	3.1
	Set date for Ready to Open meeting	Compliance & Reporting	6.2
	The school applies for the Federal CSP Grant (if available and per deadlines)	Financial	7.3
<b>February</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Multiple candidates screened, identified and interviewed for leadership position per hiring process	Personnel Practices	5.3
	Facility is identified. Lease negotiations begin. Ensure school legal counsel reviews lease and any addendums, etc.	School Environment	3.1
	50% of projected enrollment achieved	Student Rights	4.1
	District in which charter school is located is notified of school's transportation plan including intention to use district busing services by March 1	School Environment	3.1
<b>March</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Ensure contract with ACNW is signed and submitted to MDE	Compliance & Reporting	6.3
	Develop and implement plan for parent and family engagement for both initial school development and ongoing engagement.	Educational Program	1.6
	Approve revised or new policies	Governance	2.2

<b>April</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Plan for the development of scope and sequence of learning outcomes at each grade level	Educational Program	1.2
	Plan for a matrix of curriculum resource options to make informed decisions	Educational Program	1.2
	Facility lease is signed	School Environment	3.1
<b>May</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Develop or update a crisis management policy and plan	School Environment	3.2
	Develop an annual budget that reflects current enrollment projections.	Financial	7.1
	Food service plan developed or updated and approved. Consider contracting with local district or food service provider. Necessary contracts signed.	School Environment	3.2
	Develop draft Environmental Literacy Plan (ELP)	Environmental Education	8.1
	Designate School Assessment Coordinator to be main point of contact for the site with DAC.	Compliance & Reporting	6.2
	Submit lease aid application to MDE	Financial	7.3
	Address building security issues	School Environment	3.1
<b>June</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	All new teachers have been hired by 60 days prior to school opening	Educational Program	1.2
	Identify and plan for any curricular staff development needs	Educational Program	1.2
	Develop curriculum-based measures to track progress toward academic goals	Educational Program	1.2
	Identify staff member responsible for Special Education record keeping procedures	Educational Program	1.4
	Develop students and parent satisfaction surveys and a plan for implementation.	Educational Program	1.6
	A plan is developed for training teachers on the Environmental Literacy Plan (ELP) implementation	Environmental Education	8.1
	Transportation contract approved	School Environment	3.1

June (cont'd)	Task	Category	Indicator
	Identify contractors for supplemental services (speech, psychologist, etc.)	School Environment	3.2
	Approve annual budget that reflects current enrollment projections.	Financial	7.1
	First Enrollment Projections Report submitted to MDE with student roster by date required per MDE (usually no later than June 10).	Student Rights	4.1
	Charter School Grade Level Verification Report completed and returned to MDE	Compliance & Reporting	6.2
	Develop a student/parent handbook including all necessary policies including but not limited to those related to health/distribution of medications, attendance, and student discipline consistent with MN Pupil Fair Dismissal Act.	Student Rights	4.2
	Develop policies around graduation/grade progression consistent with state requirements. Include in student/parent handbook.	Educational Program	1.3
July	Task	Category	Indicator
	The Environmental Education Coordinator has been identified and ACNW has been informed	Environmental Education	8.1
	Finalize Environmental Literacy Plan (ELP)	Environmental Education	8.1
	Arrange for custodian/maintenance services if not already done	School Environment	3.1
	At least one food service staff member has obtained a Food Manager Certification through the Minnesota Department of Health	School Environment	3.2
	School nutrition application has been updated and the new site approved for meal service	School Environment	3.2
	Budget reflects current enrollment projections.	Financial	7.1
	Necessary applications and approval for tiered licensure acquired	Personnel Practices	5.1
	Staff Development Program designed, approved and communicated to teachers/staff	Personnel Practices	5.2
	Conduct criminal background/reference checks on all staff	Personnel Practices	5.3
	Majority of teachers have begun employment in time to complete appropriate planning and professional development	Personnel Practices	5.3
	TSES Manual revised to include new grades.	Educational Program	1.4
	The school has a waste reduction and recycling program in place.	Environmental Education	8.2
Curriculum materials purchased	Educational Program	1.2	

<b>August</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Staff created mapping documents of the entire curriculum and embeds all appropriate MN Academic Standards, including the ELP.	Educational Program	1.2
	Staff trained on implementation of the educational plan and related goals and gathering data related to the contractual goals.	Educational Program	1.2
	The school has systems in place to track its progress toward increasing student, faculty, and school leader environmental literacy.	Environmental Education	8.2
	The school has identified how it will adapt environmental education to the needs and unique aspects of the school's educational program or school community.	Environmental Education	8.1
	Staff trained on implementation of the Environmental Literacy Plan (ELP) and gathering data related to the ELP.	Environmental Education	8.1
	Staff are trained in all aspects of school operation including discipline policies and student conduct and procedures	Student Rights	4.2
	100% of staff is hired, and are appropriately licensed or with other proper permissions as required by statute	Personnel Practices	5.3
	The school's World's Best Workforce Plan has been revised to include new sites and grades.	Educational Program	1.2
<b>October</b>	<b>Task</b>	<b>Category</b>	<b>Indicator</b>
	Revise budget, as needed, to reflect current enrollment.	Financial	7.1