GALS Las Vegas Action Plan						rs.															ed
P= Primary; S= Secondary; C= Consultant			s			ntee	•.	19	61	61	19	19	20	20	-20	20	-20	20	0	20	olet
Task/ Planning Area/ Timeline	Q	SOF	GALS	Staff	30D	Volunteers	Prior	Aug-19	Sep-19	0ct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20 Sep-20	<mark>Completed</mark>
Student Recruitment & Admissions (Marketing)		<u> </u>			<u> </u>			1			~		-	_		ł				4 02	
Board Strategic Planning																					
Create Enrollment Plan and Policy	Р	S				Τ		1	1											T	Х
Execute Enrollment plan	Р	S		S	s																
Check-ins on Enrollment Process	s				Р																
Informational Flyer	_	1		1	<u> </u>		1			_	1										
Prepare marekting materials (English and Spanish)	S		Р		Р	Τ		Τ									Т				Х
1500 flyers ready for distribution	Р																			-	Х
Develop marketing message (value propostiion)	Р			S	S	S														-	х
Preliminary website	S		Р																	-	х
School website	Р		S																	-	х
Create & Order 5,000 postcards for mailer and distribution	Р																			-	х
Conduct door to door canvasing	Р				S	S														-	х
Distibute materials in public spaces	Р																			-	
Engage community organizatinos (BGC, Rec Center)	Р																				
Initiate broader recruiting and marketing campaign via advertisements, etc (additional marketing to		~																			
community)	Р	С	s	S	S																
Enrollment Form																					
Design student enrollment form	Р																				Х
Translate form into Spanish	Р																				Х
Make enrollment form available	Р																				Х
Post enrollment form on website	Р																				х
Information Sessions																					
Secure locations for information sessions	Р																				Х
Create sign up sheets for information sessions.	Р																			_	
Host information sessions	Р	S																			
Publicity Campaign	_	-	1	1	1	_	T	-		-	1	1 1									
Research all community and LV based publications, radio stations, tv - contact	Р																				Х
Write English press release	Р																				Х
Translate release into Spanish	Р																			_	X
Distributte press relaase	Р																				Х
GALS Las Vegas Action Plan						SIC															eq
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Task/ Planning Area/ Timeline	ED	SOH	GALS	Staff	BOD	Volunteers	Prior	Aug-19	Sep-19	0ct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20 Sep-20	<mark>Completed</mark>
Admissions Lottery and Enrollment			0	<u>S</u>	8		<u> </u>	A	Ś	0	Z	Α	ĥ	Ξ.	2	A	2	ſ	5 <		
Develop Enrollment policy and forms	s	Р	I	S	С	T		T	I								T				Х
Collect forms	Р	S		S		+		+	1	-											
Administer lottery if needed	Р	S		S		+		+				$\left \right $									Х
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Confirm acceptances	P P	S		S		_		_		_					_							4
Request student records	-	S		S			_	_		_					_							+
Receive student records	Р	S		S																		<u> </u>
Facilities				-							-			-								
Develop list of Facility wants, needs, renovatoins and general budgeting	Р				С																	Х
Determine Brokering Agency	Р				С																	х
Develop list of top three sites	Р	С	С	С	С	С																Х
Get real estate expert to view and evaluate sites	Р				С																	Х
Negotiate lease	Р				С																	х
Sign lease	Р				С																	
Secure financing	Р				С																	Х
Perform renovations if necessary	Р				С																	
Pass final inspection and receive occupancy certificate	Р				С																	
Governance																						
Board Structure																						
Recruit and nominate new Board members	Р				Р																	Х
Train board Members	Р			1		1				1						1						Х
Implement Open meeting law	Р	S	С		С																	Х
Develop and ratify by-laws (Set by May 12)	С	С	С		Р																	Х
Develop Conflict of Interest Policy (Set by May 12)	С	С	С		Р																	Х
Develop Ethics policy (Set by May 12)	С	С	С		Р																	Х
Develop Governance Policy (board expectations - TFG Expectations) (Set by May 12)	С	С			Р																	Х
Develop governance strategy				1																		
Arrange Board liability	Р	S			1		1									1			1			x
Offboard and onboard upon charter approval	C				Р																	-
Charter	S				P																	x
CMO Agreement	S				Р																	X
Develop Master Board Calendar and TFG Calendars (by April 15)	P	S				-										-						x
Board Meetings	-	~		-										!					1			
GALS Las Vegas Action Plan						0															_	
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Task/ Planning Area/ Timeline	ED	SOH	GALS	Staff	BOD	Volunteers	Prior	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	<mark>Completed</mark>
Pick set day and time to consistently hold meetings. Print schedule. Follow postings for Open Meeting Law.				S	B	/	Ч	4	\mathcal{S}	0	~	Π	J	Ŧ		A.	N	ſ	J	Ā	\mathcal{O}	-
rick set day and time to considering note meetings. This selecture. To now postings for open meeting law.	С	С			Р																	x
Develop agenda format	Р	S			-											-						x
Develop consistent format for board meeting packets (that go out 2 wks. prior to board meetings).	-																					-
	Р	s																				x
	1			1		1	1															x
Start making meetings more "formal." Get in practice prior to having members from the public in attendance.	С	С			Р																	
Start making meetings more "formal." Get in practice prior to having members from the public in attendance. Have observers attend meetings to give feedback about process, facilitation, etc.	с с	С			P P																	x
Have observers attend meetings to give feedback about process, facilitation, etc. Start creating formal meeting minutes. Minutes are legally binding - get outside party to review to make sure																						x x
Have observers attend meetings to give feedback about process, facilitation, etc.	C P	s																				x
Have observers attend meetings to give feedback about process, facilitation, etc. Start creating formal meeting minutes. Minutes are legally binding - get outside party to review to make sure we are doing it properly.	С																					-

Create mechanism (binder) for keeping track of all official policies.	Р	S																			х
Create comprehensive list of all policies that need to be created before school opening.	s	Р																			x
School Leader					<u>,</u>							· ·							<u>.</u>		
Create a job description for the school leader			С		Р																Х
Determine performance benchmarks/measures for school leader					Р																х
Create a clear process for evaluating the school leader					Р																x
Set a salary range based on industry standards					Р																х
Hire school leader			С		Р																х
Board Development																					
Create a board development plan to include orientation of new members, retreats, workshops, etc.	Р																				x
Host Board Retreat	Р																				х
Fund Development/ Fund Raising																					
Develop materials and messaging	S				Р																х
Identify potential individual donors	S	1		1	Р	1	1														
Solicit donations.	S		L		Р	Ĺ															
Secure public/private grant money																					
Identify sources	Р	S																			
Develop proposals	Р	S																			
GALS Las Vegas Action Plan						s															q
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Apply	ED S	SOH	GALS	Staff	P BOD	Volunteers	Prior	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20 ձոց-20	Sep-20	C ⁰
Apply Administrative			GA	Sta		Vol	Pri	Ν	Sel	0c	N0	De	Jai	Fel	M²	Ap	M ₈	Ju	Jul nA	Sej	<mark>.</mark>
Administrative			GA	Sta			Pri	Au	Sel	0c	No	De	Jai	Fel	M_{2}	Ap	Ma	Ju	Jul	Sej	
Administrative Data Management		\$ 	GA	Sta			Pri	Au	Sel	06	No	De	Jai	Fel	M	Ap	Ma	Ju	Jul	Se	
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Administrative Data Management Create filing system Develop database for student reporting (e.g. bi-weekly progress reports Develop student attendance reporting system		s		P	P		Pri	Au	Sel	0	°Z	De	Jar	Fe	M ⁸	Ap	M	Ju		Se	
Administrative Data Management Create filing system Develop database for student reporting (e.g. bi-weekly progress reports Develop student attendance reporting system Procurement		S P		P S	P		Pri	Au	Sel	0	No	De	Jar	Fe	M ²	Ap	M	Ju			
Administrative Data Management Create filing system Develop database for student reporting (e.g. bi-weekly progress reports Develop student attendance reporting system Procurement Purchase supplies and materials for program		S P P		P S	P		- Dri	Au	Sel	0 0	No	De	Jar	Fe	M ^E	Ap	M ²	Ju			
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Administrative Data Management Create filing system Develop database for student reporting (e.g. bi-weekly progress reports Develop student attendance reporting system Procurement Purchase supplies and materials for program Secure janitorial services Family Outreach	P	S P P		P S	P		Pri	Au	Sel		No	De		Fel		Ap	M8	Ju			
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Create scope and sequence for each department		Р		S																		
Procurement		1	ļ		1	-		-							-							
	c	Р	-	1	1	-	T	-	1	<u> </u>					-							—
Purchase materials and textbooks Purchase standardized testing materials	S	-				_		-														
5	3	r																				
Assessment			1	1	1	-		-	r	<u>г т</u>										_		
Define assessment strategy and timeline		Р		S	5																	
Create baseline assessments and excel for data analysis		Р		S		_																
Conduct baseline testing of all students		P		S																		
Enter data from baseline tests		Р		S	,		I															
Instructional Program																						
Develop curriculum		Р																				
Scope and sequence for math and reading		Р																				
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Standards/mission for subjects	_	Р						7	•1		Γ					7	-	-		7		
Scope and sequence for all subjects		Р																				
Preliminary in-house benchmarks - all subjects		Р																				-
Deadlines for in-house benchmark production		Р						1														
Purchase materials, etc.		Р																				
Create semester Tests - Math and Reading		Р						1														
Create semester Tests - Social Studies, Science, and Writing		Р																				
Create student handbook, code of conduct		Р																				
Finalize school calendar		Р																				
Develop class configuration - classroom model		Р																				
Organize tutoring workshops and after school tutoring sched.		Р																				
Special Education			-																			
Recruit SPED/ELL coordinator/teacher/services		Р		S	5																	х
Identify and secure specific texts and materials		Р		S	5																	
Identify SPED student population		Р		s																		
Acquire student records - sped records		Р		S	5																	
Activate Student Success teams		Р		S	5																	
Secure parent approval		Р		S	5																	
Develop IEPs - if needed (update and review)		Р		S	5																	
Define service requirements for all SPED students		Р		S																		
School Culture and Climate																						
Finalize daily schedule		Р		S	;																	х
Finalize school calendar	S	Р																				х
Finalize discipline policy	S	Р																				х
Develop special rituals/routines		Р		S	5																	Х
Establish PD pre-student enrollment	S	Р																				
Financial Management																						[
Develop preliminary Budget	Р		S																			Х
Finalize Budget	Р		S			+																x
Deliver Preliminary Budget to Board	Р		s	1	1		1	+				\vdash								\neg		
	-		~		1		I	1														Х

pindly dack signers pindly S i </th <th>Codify the fiscal controls and financial policies the school will employ to track daily operational finances</th> <th>P</th> <th></th> <th>S</th> <th></th> <th>Τ</th> <th>x</th>	Codify the fiscal controls and financial policies the school will employ to track daily operational finances	P		S																	Τ	x
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is process forms (purchase orders, expense forms) & policy P S I	Define signature policies																1					
sign Processions (purchase orders, expense forms) & policy P S </td <td>Develop financial reporting templates (budget vs. actual) and policy</td> <td>Р</td> <td></td> <td>S</td> <td></td> <td>x</td>	Develop financial reporting templates (budget vs. actual) and policy	Р		S																		x
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pilement school accounting system p X X X X X X X X X X tip a bank accounts P X X X X X X X X X fine investment/savings strategy (where will excess funds be placed) P X X X X X X X evelop cash flow plan P X X X X X X X X X evelop cash flow plan P X X X X X X X X X X togettar all relation on: 1. Teaching calendar; 2. Professional P X X X X X X X X X X togettar all relation process, and ads. P X X X X X X X X X sign a filing//countentation process, and ads. P X X X X X X X X sign a filing//countentation process, and ads. P X X X X X X X sign a filing//countentation process, and ads. P X X<	Establish payroll	Р		S																		x
tup a bank accounts P S I	Develop schedule of Board financial reviews	P		S	1		1		1	1											+	x
P P <td>implement school accounting system</td> <td>Р</td> <td></td> <td>S</td> <td></td> <td>x</td>	implement school accounting system	Р		S																		x
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errornel P<	Define investment/savings strategy (where will excess funds be placed)	Р		S																		
version of the schedule of the	Develop cash flow plan	Р		S						1												x
Interstey spread job descriptions P I	Personnel	-			1		-		-		1			- 1								_
Interstey spread job descriptions P I	Develop org chart and job descriptions	Р																				x
welopment opportunities; 3. School mission P<	Advertise/spread job descriptions	Р																				x
sign the interview process (look at models) P	Put together a literature packet on the school with information on: 1. Teaching calendar; 2. Professional development opportunities; 3. School mission		Р																			x
sign compensation and benefits packages P I <td>Create job descriptions, flyers, and ads.</td> <td>Р</td> <td></td> <td>х</td>	Create job descriptions, flyers, and ads.	Р																				х
P P	Design the interview process (look at models)	Р																				x
PPP	Design compensation and benefits packages	Р																				х
PPP	Design a filing/documentation process.	Р																				
and the control of the control on the control of the control on t	Identify potential recruitment opportunities	Р																				х
sign benefit packages, including retirement $P V V V V V V V V V $	Advertise to web sources and job fairs	Р																				x
PPP	Block out days for interviews on a calendar	Р																				х
PPP	Design benefit packages, including retirement		Р																			х
PPP	Recruit and hire Office Manager	Р																				х
vevelop professional development plans P P I	Recruit and hire teachers (place ads, etc.)	Р																				х
efine policies and procedures for evaluation of staff P A P A P A A A A A A A A A A A A A A	Negotiate and sign agreements for contracted services	Р																				х
velop staff handbook P rform background checks on employees I out forms to enroll teachers in 403(B).Retirement P Ave new staff fill out Employee Information forms (ie.emergency contact) P P	Develop professional development plans		Р																			x
velop staff handbook P rform background checks on employees I out forms to enroll teachers in 403(B).Retirement P Ave new staff fill out Employee Information forms (ie.emergency contact) P P	Define policies and procedures for evaluation of staff	Р			1		1			1												
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an and hold staff orientation / professional development P P P P P P P P P P P P P P P P P P P					Р					1												
	Plan and hold staff orientation / professional development		Р		1					1												
ransportation	Transportation																					

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P= Primary; S= Secondary; C= Consultant						Volunteers					_				(_	0					<mark>Completed</mark>
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Task/ Planning Area/ Timeline	ED	SOH	GALS	Staff	BOD	olu	Prior	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	A pr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	E
			C				à	V	Ň	0	Ζ	D	J	H	N	A	Ν	ſ	ſ	V	Ň	Ŭ
implement Biking program	Р	S P		S				_							_				+	\vdash		<u> </u>
Implementing Walking bus program		P																	┶┷┙	<u>ш</u>		<u> </u>
Food Service			-				-							•								
Issue RFP	Р																					х
Define requirement (# of students- any religious/indiv req)	Р									_										\square	µ	х
Identify free/reduced lunch students - contact DOE	Р					_																х
Determine food service arrangement	Р					_																х
Select vendor and draft contract	P					_																_
Sign contract	P				_		_	_		_										\vdash		—
Develop food service policies - (menu, delivery time, logistics, etc.)	Р																		Ш	<u>ш</u>		X
Health and Safety																						
Complete all state reporting requirements																						
Identify doctor/nurse resources		Р																			1	х
Identify first aid resources		Р																				Τ
Develop a system for record-keeping			Р																			
Develop policy for non-compliance by parents	Р																					
Acquire medical forms - from parents (included in application)	Р																					
Check for completeness	Р																				<u> </u>	
Report to the State of Nevada	Р																				<u> </u>	
Staff first aid training	Р																				µ	
Create and distribute health and safety handbook																						
Purchase first aid resources																					1	
Contact police and fire departments	Р																					
Undergo fire inspection	Р																					
Undergo building inspection	Р																					
Contact Board of Health	Р												-								<u> </u>	
Develop fire drill policy, schedule, route	Р																				ı	
Community Partnerships																						
Identify community partnership opportunities (continuous)	Р																					х
Meet with potential partner organizations - access to fields	Р																					Х
Negotiate and sign agreement - (if applicable year one)	Р																					
Devise performance measures for each strategic alliance	S																					
Parents and Community																						
Parent/Student Handook(s)																						
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Get and study models of schools doing it well	P		0	S	B		4	V	\sim	\mathbf{O}			ſ	Ť		A	2	ſ	ſ	\triangleleft	∞	x
Draft content	P	+		+	1	+				1									╉┯┥	┢──┤		X
Edit handbook(s)	P	+		+	1	+				1									╉┯┥	┢──┤		х
Distribute final copies to parents/students.	P	-		\vdash	1	+		+		1									+ +			+
		-	-	-		-	1	-	-						-							1
Communication																						<u> </u>

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Develop fining system to store student academic displanty & health records P I <td>0 0</td> <td>_</td> <td></td> <td>Р</td> <td></td>	0 0	_		Р																		
control about discipline intractions) S I P I		D					-		-													X
Drine procedure for visitors extering building P <t< td=""><td></td><td></td><td></td><td></td><td>р</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></t<>					р																	X
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Strup Intranet (so all computes are linked) P	Develop forms necessary to track and monitor visitors (Р																				х
Define how staff will communicate (rmail, wills italikis, phones) P I	Select provider for Internet access (DSL, cable)	Р																				х
Set up phone systems and answering services P I	Set up Intranet (so all computers are linked)	Р																				
Purchasing P Create a comprehensive list of all items that need to be purchased through Dec. of your 1st year (incase you have 5 from your startup grant that will be lost if not spent right away) P I <td>Define how staff will communicate (email, walkie talkie, phones)</td> <td>Р</td> <td></td> <td>Х</td>	Define how staff will communicate (email, walkie talkie, phones)	Р																				Х
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Parchase cleaning products P I	Purchase postage meter	Р																				
Purchase library materials P I	Purchase restroom supplies	Р																				
Purchase science lab materials P I <	Purchase cleaning products	Р																				
Purchase art materials P I <td>Purchase library materials</td> <td>Р</td> <td></td>	Purchase library materials	Р																				
Parchase movement equipment P I <thi< td=""><td>Purchase science lab materials</td><td>Р</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></thi<>	Purchase science lab materials	Р																				
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Purchase P.A. system P I	Purchase movement equipment	Р																				
P P	Purchase medical supplies & furniture (ie. couch)	Р																				
Contract Personnel P	Purchase P.A. system	Р																				
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Uniforms	1	Р	1		1		1	1	1		1											
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Purchase GALS t-shirts P X	Uniforms																					
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