GALS Las Vegas Action Plan
P= Primary; S= Secondary; C= Consultant
Task/ Planning Area/ Timeline

Student Recruitment & Admissions (Marketing)

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Board Strategic Planning																						
Create Enrollment Plan and Policy	P	S										█	█									X
Execute Enrollment plan	P	S		S	S										█	█	█	█	█	█	█	
Check-ins on Enrollment Process	S				P											█		█	█			
Informational Flyer																						
Prepare marekting materials (English and Spanish)	S		P		P								█									X
1500 flyers ready for distribution	P														█							X
Develop marketing message (value propostiion)	P			S	S	S							█									x
Preliminary website	S		P								█											x
School website	P		S													█						x
Create & Order 5,000 postcards for mailer and distribution	P														█							x
Conduct door to door canvasing	P			S	S										█	█						x
Distibute materials in public spaces	P														█	█	█	█				
Engage community organizatinos (BGC, Rec Center)	P										█	█	█	█	█	█	█	█	█			
Initiate broader recruiting and marketing campaign via advertisements, etc.- (additional marketing to community)	P	C	S	S	S										█	█	█	█	█			
Enrollment Form																						
Design student enrollment form	P											█	█									X
Translate form into Spanish	P											█	█									X
Make enrollment form available	P														█							X
Post enrollment form on website	P															█						x
Information Sessions																						
Secure locations for information sessions	P														█	█	█	█				X
Create sign up sheets for information sessions.	P														█	█	█	█				
Host information sessions	P	S													█	█	█	█				
Publicity Campaign																						
Research all community and LV based publications, radio stations, tv - contact	P													█								X
Write English press release	P													█								X
Translate release into Spanish	P													█								X
Distributte press relaase	P													█								X

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Admissions Lottery and Enrollment																						
Develop Enrollment policy and forms	S	P		S	C								█									X
Collect forms	P	S		S											█	█	█	█	█			
Administer lottery if needed	P	S		S												█						X

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Confirm acceptances	P	S		S																		
Request student records	P	S		S																		
Receive student records	P	S		S																		

Facilities

Task	ED	HOS	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	Completed
Develop list of Facility wants, needs, renovatoins and general budgeting	P			C																		X
Determine Brokering Agency	P			C																		x
Develop list of top three sites	P	C	C	C	C	C																X
Get real estate expert to view and evaluate sites	P			C																		X
Negotiate lease	P			C																		x
Sign lease	P			C																		
Secure financing	P			C																		X
Perform renovations if necessary	P			C																		
Pass final inspection and receive occupancy certificate	P			C																		

Governance

Board Structure

Task	ED	HOS	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	Completed
Recruit and nominate new Board members	P				P																	X
Train board Members	P																					X
Implement Open meeting law	P	S	C		C																	X
Develop and ratify by-laws (Set by May 12)	C	C	C		P																	X
Develop Conflict of Interest Policy (Set by May 12)	C	C	C		P																	X
Develop Ethics policy (Set by May 12)	C	C	C		P																	X
Develop Governance Policy (board expectations - TFG Expectations) (Set by May 12)	C	C			P																	X

Develop governance strategy

Task	ED	HOS	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	Completed
Arrange Board liability	P	S																				x
Offboard and onboard upon charter approval	C				P																	
Charter	S				P																	x
CMO Agreement	S				P																	x
Develop Master Board Calendar and TFG Calendars (by April 15)	P	S																				x

Board Meetings

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Pick set day and time to consistently hold meetings. Print schedule. Follow postings for Open Meeting Law.	C	C			P																	x
Develop agenda format	P	S																				x
Develop consistent format for board meeting packets (that go out 2 wks. prior to board meetings).	P	S																				x
Start making meetings more "formal." Get in practice prior to having members from the public in attendance.	C	C			P																	x
Have observers attend meetings to give feedback about process, facilitation, etc.	C				P																	x
Start creating formal meeting minutes. Minutes are legally binding - get outside party to review to make sure we are doing it properly.	P	S																				x
Create mechanisms to keep track of attendance at all committee meetings and board meetings.	P	S																				x
Develop board calendar and start to list critical tasks that need to happen at each board meeting,	P	S																				x

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Create mechanism (binder) for keeping track of all official policies.	P	S							█													x
Create comprehensive list of all policies that need to be created before school opening.	S	P								█												x
School Leader																						
Create a job description for the school leader			C		P		█															X
Determine performance benchmarks/measures for school leader					P		█															**x**
Create a clear process for evaluating the school leader					P									█								**x**
Set a salary range based on industry standards					P									█								**x**
Hire school leader			C		P									█								x
Board Development																						
Create a board development plan to include orientation of new members, retreats, workshops, etc.	P						█															x
Host Board Retreat	P						█						█									x
Fund Development/ Fund Raising																						
Develop materials and messaging	S				P						█	█										x
Identify potential individual donors	S				P			█	█					█	█							
Solicit donations.	S				P								█	█	█	█	█	█	█	█	█	
Secure public/private grant money																						
Identify sources	P	S					█															
Develop proposals	P	S												█								
Apply	S				P						█			█								
Administrative																						
Data Management																						
Create filing system		S		P			█											█				
Develop database for student reporting (e.g. bi-weekly progress reports)		P		S																		
Develop student attendance reporting system		P		S													█					
Procurement																						
Purchase supplies and materials for program	P																	█				
Secure janitorial services	P																					
Family Outreach																						
Write family letter re: Parent Orientation		P																█	█			
Mail family letter re: Parent Orientation		P																	█			
Call all families re: Parent Orientation		P																	█			
Prepare pre-opening Parent Orientation protocol and materials		P																	█			
Hold pre-opening Parent Orientation		P																	█			
Curriculum, Teaching, and Learning																						
Curriculum Development																						
Identify preliminary models for core subjects		P		S												█						
Site visits to GALS schools		P		S			█									█						
Attend national and local educational conferences		P		S													█	█				
Create and finalize curriculum plans and timelines		P		S														█	█			
Create benchmarks aligned with state standards and curriculum frameworks		P		S															█			

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Create scope and sequence for each department		P		S															█	█		
Procurement																						
Purchase materials and textbooks	S	P																	█	█		
Purchase standardized testing materials	S	P																	█	█		
Assessment																						
Define assessment strategy and timeline		P		S														█	█			
Create baseline assessments and excel for data analysis		P		S														█	█			
Conduct baseline testing of all students		P		S														█	█			
Enter data from baseline tests		P		S														█	█			
Instructional Program																						
Develop curriculum		P														█	█	█	█	█		
--Scope and sequence for math and reading		P														█	█	█	█	█		
--Standards/mission for subjects		P														█	█	█	█	█		
--Scope and sequence for all subjects		P														█	█	█	█	█		
--Preliminary in-house benchmarks - all subjects		P														█	█	█	█	█		
--Deadlines for in-house benchmark production		P														█	█	█	█	█		
--Purchase materials, etc.		P														█	█	█	█	█		
Create semester Tests - Math and Reading		P														█	█	█	█	█		
Create semester Tests - Social Studies, Science, and Writing		P														█	█	█	█	█		
Create student handbook, code of conduct		P												█						█		
Finalize school calendar		P												█						█		
Develop class configuration - classroom model		P												█						█		
Organize tutoring workshops and after school tutoring sched.		P														█	█	█	█	█		
Special Education																						
Recruit SPED/ELL coordinator/teacher/services		P		S												█						x
Identify and secure specific texts and materials		P		S															█	█		
Identify SPED student population		P		s															█	█		
Acquire student records - sped records		P		S															█	█		
Activate Student Success teams		P		S															█	█		
Secure parent approval		P		S															█	█		
Develop IEPs - if needed (update and review)		P		S															█	█		
Define service requirements for all SPED students		P		S															█	█		
School Culture and Climate																						
Finalize daily schedule		P		S																█	█	x
Finalize school calendar	S	P																		█	█	x
Finalize discipline policy	S	P																		█	█	x
Develop special rituals/routines		P		S																█	█	x
Establish PD pre-student enrollment	S	P																		█	█	
Financial Management																						
Develop preliminary Budget	**P**		**S**								█	█										X
Finalize Budget	**P**		**S**														█					x
Deliver Preliminary Budget to Board	**P**		**S**												█							x

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Codify the fiscal controls and financial policies the school will employ to track daily operational finances	P	S												■								x
Identify check signers	P	S											■									x
Identify check writers	P	S											■									x
GALS Las Vegas Action Plan **P= Primary; S= Secondary; C= Consultant** **Task/ Planning Area/ Timeline**	ED	HOS	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	Completed
Define signature policies	P	S											■									x
Develop financial reporting templates (budget vs. actual) and policy	P	S													■							x
Design process forms (purchase orders, expense forms) & policy	P	S												■		■						x
Establish payroll	P	S														■						x
Develop schedule of Board financial reviews	P	S														■						x
implement school accounting system	P	S														■						x
Set up a bank accounts	P	S														■						X
Define investment/savings strategy (where will excess funds be placed)	P	S													■							
Develop cash flow plan	P	S														■						x
Personnel																						
Develop org chart and job descriptions	P											■	■									x
Advertise/spread job descriptions	P														■	■						x
Put together a literature packet on the school with information on: 1. Teaching calendar; 2. Professional development opportunities; 3. School mission		P													■							x
Create job descriptions, flyers, and ads.	P																■					x
Design the interview process (look at models)	P																■					x
Design compensation and benefits packages	P																■					x
Design a filing/documentation process.	P																■					
Identify potential recruitment opportunities	P																■					x
Advertise to web sources and job fairs	P																■					x
Block out days for interviews on a calendar	P																■					x
Design benefit packages, including retirement		P															■					x
Recruit and hire Office Manager	P																■					x
Recruit and hire teachers (place ads, etc.)	P																■					x
Negotiate and sign agreements for contracted services	P																■					x
Develop professional development plans		P															■					x
Define policies and procedures for evaluation of staff	P																■					
Develop staff handbook	P																■					x
Perform background checks on employees	P																■					x
Fill out forms to enroll teachers in 403(B) .Retirement	P																■					
Have new staff fill out Employee Information forms (ie.emergency contact)			P														■					
Plan and hold staff orientation /professional development		P															■	■	■	■		
Transportation																						

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
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implement Biking program	P	S		S																		
Implementing Walking bus program		P																				
Food Service																						
Issue RFP	P															■						x
Define requirement (# of students- any religious/indiv req)	P																■					x
Identify free/reduced lunch students - contact DOE	P																	■				x
Determine food service arrangement	P																		■			x
Select vendor and draft contract	P																	■				
Sign contract	P																		■			
Develop food service policies - (menu, delivery time, logistics, etc.)	P														■							x
Health and Safety																						
Complete all state reporting requirements																						
Identify doctor/nurse resources		P														■	■					x
Identify first aid resources		P														■	■					
Develop a system for record-keeping			P													■	■					
Develop policy for non-compliance by parents	P															■	■					
Acquire medical forms - from parents (included in application)	P															■	■					
Check for completeness	P															■	■					
Report to the State of Nevada	P															■	■					
Staff first aid training	P															■	■					
Create and distribute health and safety handbook																						
Purchase first aid resources																■	■					
Contact police and fire departments	P															■	■					
Undergo fire inspection	P															■	■					
Undergo building inspection	P															■	■					
Contact Board of Health	P															■	■					
Develop fire drill policy, schedule, route	P															■	■					
Community Partnerships																						
Identify community partnership opportunities (continuous)	P								■					■								x
Meet with potential partner organizations - access to fields	P								■					■	■	■	■	■				X
Negotiate and sign agreement - (if applicable year one)	P																					
Devise performance measures for each strategic alliance	S																					
Parents and Community			S																			
Parent/Student Handook(s)																						

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Get and study models of schools doing it well	P						■															x
Draft content	P						■															x
Edit handbook(s)	P													■								x
Distribute final copies to parents/students.	P																			■		
Communication				P																		

Task/ Planning Area/ Timeline	ED	HOS	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	Completed
Design school logo										▓												x
Set up nonprofit mailing status with Post Office		P															▓					x
Develop filing system to store student academic, disciplinary & health records	P																		▓			x
contacted about discipline infractions)	S		P																			
Define procedure for visitors entering building		P															▓					x
Develop forms necessary to track and monitor visitors (	P																▓					x
Select provider for Internet access (DSL, cable)	P																▓					x
Set up Intranet (so all computers are linked)	P																▓					
Define how staff will communicate (email, walkie talkie, phones)	P																▓					x
Set up phone systems and answering services	P															▓		▓				x
Purchasing			P																			
Create a comprehensive list of all items that need to be purchased through Dec. of your 1st year (incase you have $ from your startup grant that will be lost if not spent right away)																▓	▓	▓				
Purchase classroom equipment and furniture	P																					
Purchase office equipment and furniture	P																					
Purchase postage meter	P																					
Purchase restroom supplies	P																					
Purchase cleaning products	P																					
Purchase library materials	P																					
Purchase science lab materials	P																					
Purchase art materials	P																					
Purchase movement equipment	P																					
Purchase medical supplies & furniture (ie. couch)	P																					
Purchase P.A. system	P																					
Purchase office supplies	P															▓	▓	▓				
Contract Personnel																						
SPED contractor		P														▓	▓					
Professional Development personnel		P														▓	▓					
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Line up pschylogist		P														▓	▓					x
Technology																						
Write tech plan	P															▓	▓					
Computers for teachers	P															▓	▓					
Cell phones for admin	P															▓	▓					
Cell phones for teachers	P															▓	▓					
Cojmputers for classroom.	P															▓	▓			▓	▓	▓
Uniforms																						
Purchase GALS t-shirts	P																		▓	▓		x