## Attachment 17: Incubation Year Planning Table

### Directions

Using the table on the next page, outline a detailed start-up plan aligned to specific organizational goals for the planning year to ensure that the school is ready for a successful launch. *Add rows as needed.*

* The “Planning Year Milestones (SMART Goals) by Work Stream” column should include SMART Goals (Specific, Measurable, Achievable, Relevant, and Time-Bound) under the appropriate work stream.
* The activity column should include detailed information regarding action items necessary to accomplish each SMART Goal during the incubation year. For example, under the Talent Work Stream you may have one Milestone/SMART Goal related to teacher hiring (see sample below). This likely includes multiple activities such as finalized job descriptions, multiple recruitment methods, finalized salary ranges, hiring and onboarding. Each of these activities should be listed separately. For each activity, list the responsible personnel and the date(s) for the activity.
* Your completed table should include all workstreams. It is likely that many of the workstreams will have multiple Milestones/SMART Goals, each of which will have multiple activities. **To be granular enough and meet rubric criteria, the incubation year plan should be several pages in length.**

### Sample

*The following sample provides one example of a single Milestone/SMART Goal and it’s aligned activities within the TALENT work stream. Note that a completed incubation year plan will have at least one, and likely multiple Milestones/SMART Goals within each work stream.*

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| **Planning Year Milestones (SMART Goals) by Work Stream** | **Activity** | **Responsible Personnel** | **Activity Date(s)** |
| ***TALENT*** |  |  |  |
| Hire 15 Teaching staff in order to fill all teaching positions by July 1, 2024. | Finalize job descriptions including salary ranges | Principal | November 1, 2023 |
|  | Recruitment: Post Job Descriptions | Principal  | November 7, 2023 |
|  | Recruitment: Attend hiring events | Principal and board members | December 2023-January 2024 |
|  | Recruitment: Colleges with K-12 teaching programs | Principal and board members | November 2023-January 2024 |
|  | Recruitment: Teach for America | Principal | November 2024 |
|  | Receive and vet resumes | Principal | Beginning January 2024  |
|  | Interview: Phone Screens | Principal | Beginning January 2024  |
|  | Interview: In-Person Interviews | Principal and board members | February-May 2024 |
|  | Interview: Video or direct observation of teaching | Principal | February-June 2024 |
|  | Hiring: Offer Letters | Principal | April-June 2024 |
|  | Hiring: Fingerprinting and background checks | Principal | April 15-June 30 2024 |

### Template

*Please add rows under each work stream, as needed to provide complete details regarding your incubation year plan.*

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| **Planning Year Milestones (SMART Goals) by Work Stream** | **Activity** | **Responsible Personnel** | **Activity Date(s)** |
| ***INSTRUCTION*** |  |  |  |
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| ***PARENT & COMMUNITY ENGAGEMENT*** |  |  |  |
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| ***SCHOOL SYSTEMS & CULTURE*** |  |  |  |
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| ***GOVERNANCE*** |  |  |  |
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