**Osprey Wilds Ready to Open Calendar**

This document is intended to provide guidance on completing the tasks necessary to fulfill Osprey Wilds’ requirements for opening. 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 New Charter School 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 Osprey Wilds will work with the school to determine whether it meets the Ready-to-Open requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pre-September** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Ensure contract with Osprey Wilds is signed and submitted to within MDE 45 days of MDE application approval | Compliance & Reporting | 6.3 |   |   |
| Consider participating in available training (e.g. MDE new school stuff) | Compliance & Reporting | 6.3 |  |  |
| Ensure Initial board membership meets statutory requirements and includes individuals with specific expertise (law, finance, real estate, education, etc.) | Governance | 2.1 |   |   |
| The board adopts, and each individual signs, a conflict-of-interest policy | Governance | 2.1 |   |   |
| Review MN Statute 124E and other relevant statutes for board members and staff | Governance | 2.1 |   |   |
| Establish and publish a board meeting calendar | Governance | 2.2 |  |   |
| Establish a website for the school | Compliance & Reporting | 6.3 |  |  |
| Criminal background checks conducted for each board member, and done so ongoing as new members are brought on. | Governance | 2.1 |  |  |
| Identify legal status, tax-exempt status and file for 501c3 status | Financial | 7.3 |  |   |
| Articles of Incorporation have been submitted to Minnesota Secretary of State’s Office to earn a Certificate of Incorporation | Governance | 2.2 |  |  |
| Apply to the Minnesota Department of Revenue for a Minnesota State Tax Identification Number and a state sales tax exemption number | Financial | 7.3 |  |  |
| Finalize Bylaws. Adopted by the charter school’s board of directors. To be included in the charter contract. | Governance | 2.2 |  |  |
|  |  |  |  |  |  |
| **September** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Identify options and assess accessibility of proposed school facilities | School Environment | 3.1 |   |   |
| Ensure the school and board has appropriate insurance in place. | Compliance & Reporting | 6.1 |  |   |
| Ensure bank accounts and system for making payments are established prior to receipt of any funds.  | Financial | 7.2 |   |   |
| Ensure financial manager (either staff person or through external contractor) is in place prior to receipt of any funds. | Financial | 7.2 |   |   |
| Identify and take board action to authorize check writers and signers  | Financial | 7.2 |   |   |
| Develop at least two contingency budgets (one with lowest possible operating enrollment and one other enrollment scenario) | Financial | 7.1 |  |   |
| Direct deposit (EFT Authorization) has been established with the Minnesota Department of Finance after registering with SWIFT using Federal Employer Identification Number from IRS and Minnesota Tax ID Number from the Minnesota Department of Revenue. | Financial | 7.3 |  |  |
| The school applies for the Federal CSP Grant (if available and per deadlines) | Financial | 7.3 |  |  |
| Register for a DUNS number. | Financial | 7.3 |  |  |
| Register for Central Contractor Registration (CCR) at System for Award Management (SAM), the payment processing system the Federal Government uses to approve and disperse Federal Funds. | Financial | 7.3 |  |  |
| Plan in place for bi-monthly reports from the board to authorizer that provides updates on school opening progress and responds to specific requirements.  | Compliance & Reporting | 6.3 |  |  |
| The school board has designated and submitted information to MDE regarding the Identified Official with Authority (IOwA) for the organization | Compliance & Reporting | 6.3 |  |  |
| Ensure that the board’s decision-making process related to facilities, food, schoolyard and outdoor areas, transportation, purchasing, and teacher training reflects a commitment to environmental sustainability. | Environmental Education | 8.2 |  |  |
| Develop a job description for start-up coordinator and post position. | Personnel Practices | 5.3 |  |  |
| Develop cash flow plan and monitor monthly | Financial | 7.1 |  |  |
| Apply to the IRS for a Federal Employer Identification Number (FEIN) | Financial | 7.3 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **October** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Identify legal counsel for the school | Governance | 2.2 |   |   |
| Develop job description and onboarding documentation for Board of Directors and officers | Governance | 2.1 |   |   |
| Define board committees and write descriptions | Governance | 2.2 |   |   |
| 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 |   |   |
| Marketing and student recruitment plan is in place, including strategies to recruit a diverse student body and appropriate communications materials. | Student Rights | 4.1 |   |   |
| Develop internal controls and fiscal policies and financial procedures including necessary forms. | Financial | 7.2 |   |   |
| Identify and purchase financial management software (UFARS compatible) | Compliance & Reporting | 6.3 |  |  |
| Hire start-up coordinator (and recruitment coordinator, if applicable) | Educational Program | 1.2 |   |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **November** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| 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, develop plan to build relationships | Mission | 1.1 |  |  |
| Develop a board manual | Governance | 2.1 |  |  |
| Board and school leadership have developed list of required readings and have a plan in place to read and understand these documents: MN Stat. 124E; MN Stat. 317A; MN Stat 13D; MN Pupil Fair Dismissal Act; Charter Contract; others TBD | Governance | 2.1 |  |  |
| Work with bank to secure a line of credit | Financial | 7.1 |  |  |
| Develop hiring policies and procedures for Director and staff, including plan for hiring staff that reflect the racial/ethnic/cultural character of the school's community | Personnel Practices | 5.3 |  |  |
| Design benefit packages, vacation policies, pension policies, worker’s compensation, unemployment, etc.  | 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 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **December** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Multiple potential facilities have been identified | Facilities | 3.1 |  |  |
| Enlist facility design help if needed | Facilities | 3.1 |  |  |
| The school has set up an unemployment compensation option with the State. | Compliance & Reporting | 6.3 |  |  |
| Solicit bids for financial auditor | Financial | 7.4 |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **January** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Begin recruiting for school director and staff through ads placed in multiple media outlets, referrals from charter/education sources, etc. | Personnel Practices | 5.3 |  |  |
| Establish terms of employment, including performance-based, at-will contracts for all employees | Personnel Practices | 5.3 |  |  |
| Develop personnel policies and develop a staff handbook. | Personnel Practices | 5.3 |  |  |
| Continue facility search, considering options and how facility meets program needs and meets requirements such as A.D.A. | School Environment | 3.1 |  |  |
| Set date for Ready to Open meeting | Compliance & Reporting | 6.2 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **February** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Multiple candidates screened, identified and interviewed for director position per hiring process | Personnel Practices | 5.3 |  |  |
| Identify insurance providers for staff benefits | Personnel Practices | 5.3 |  |  |
| The school board adopts an evaluation policy/process for the Executive Director/Principal | Governance | 2.3 |  |  |
| Facility is identified. Lease negotiations begin. Ensure school legal counsel reviews lease and any addendums, etc. | School Environment | 3.1 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **March** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| School director hired by 150 days prior to school opening date | Educational Program | 1.2 |  |  |
| Develop and implement plan for parent and family engagement for both initial school development and ongoing engagement. | Educational Program | 1.6 |  |  |
| PERA is set up with State | Compliance & Reporting | 6.3 |  |  |
| TRA is set up with State | Compliance & Reporting | 6.3 |  |  |
| Develop a school calendar and submit to MDE (must be approved by Board) and school day schedule to align to school mission and state requirements. | Educational Program | 1.3 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **April** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| 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 |  |  |
| Develop plan for first year board training, ongoing recruitment of new board members and board elections consistent with statute. | Governance | 2.1 |  |  |
| 50% of projected enrollment achieved | Student Rights | 4.1 |  |  |
| Ensure Director and other relevant staff are signed up for appropriate MDE trainings: New Charter Schools, Food and Nutrition, Title, Lease Aid, etc.  | Compliance & Reporting | 6.3 |  |  |
| 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 |  |  |
| Identify and contracts with Special Education Director | Educational Program | 1.4 |  |  |
| Contract with financial auditor is in place | Financial | 7.4 |   |   |
| Facility lease is signed | School Environment | 3.1 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **May** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Fill out required MDE/FNS School Nutrition Programs application  | School Environment | 3.2 |  |  |
| Establish food services policies | School Environment | 3.2 |  |  |
| Develop a crisis management policy and plan | School Environment | 3.2 |  |  |
| 75% of budgeted enrollment achieved | Student Rights | 4.1 |  |  |
| Food service plan developed 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 |  |  |
| 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 |  |  |
| District in which charter school is located is notified of school’s transportation plan including intention to use district busing services. | School Environment | 3.1 |  |  |
| Designate District Assessment Coordinator to be main point of contact with MDE regarding statewide testing | Compliance & Reporting | 6.2 |  |  |
| Submit lease aid application to MDE | Financial | 7.3 |  |  |
| TSES Manual developed. | Educational Program | 1.4 |  |  |
| Address building security issues | School Environment | 3.1 |  |  |
| Appropriate staff members trained in use of Epicenter for reporting to Osprey Wilds | Compliance & Reporting | 6.2 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **June** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| All teachers have been hired by 60 days prior to school opening | Educational Program | 1.2 |  |  |
| Curriculum materials purchased | 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 |  |  |
| An English Learner plan of service is in place and, if needed, appropriate staff are hired or contracted. | Educational Program | 1.2 |  |  |
| A plan is developed for training teachers on the Environmental Literacy Plan (ELP) implementation | Environmental Education | 8.1 |  |  |
| Plan for transition to the permanent board is developed consistent with statute | Governance | 2.1 |  |  |
| Transportation plan developed and approved (necessary contracts signed)  | School Environment | 3.1 |  |  |
| Ensure medical forms in place (student and staff) | School Environment | 3.2 |   |  |
| Identify contractors for supplemental services (speech, psychologist, etc.) | School Environment | 3.2 |  |  |
| 100% of budget enrollment achieved | Student Rights | 4.1 |  |  |
| First Enrollment Projections Report submitted to MDE with student roster by June 10th (or required date per MDE). | Student Rights | 4.1 |  |  |
| Establish Site Verification Coordinator to register school site in MDE database by no later than July 1st  | Compliance & Reporting | 6.2 |  |  |
| Identify staff member to be trained in ADMWE (ADM WEB ESTIMATES) to ensure flow of special education funding (or ensure financial service provider has access) | Compliance & Reporting | 6.2 |  |  |
| Charter School Grade Level Verification Report completed and returned to MDE | Compliance & Reporting | 6.2 |  |  |
| SERVS account has been set up and one person has been designated to approve and enter contracts on behalf of the school  | Compliance & Reporting | 6.2 |  |  |
| Approve annual budget and communicate approval to MDE by June 30 | Financial | 7.1 |  |  |
| The board has adopted a budget that allocates appropriate funding to implement the school’s EE program as described in the ELP and the school’s charter contract. | Environmental Education | 8.2 |  |  |
| Title I (Title II/III) application submitted to MDE, if applicable | Financial | 7.3 |  |  |
|  |  |  |  |  |
| Charter School Transportation Survey Form submitted to MDE by July 1 | School Environment | 3.1 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **July** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| The Environmental Education Coordinator has been identified and Osprey Wilds has been informed | Environmental Education | 8.1 |  |  |
| Finalize Environmental Literacy Plan (ELP) | Environmental Education | 8.1 |  |  |
| Submit Site Verification Form to MDE | School Environment | 3.1 |  |  |
| 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 |  |  |
| 1xx% of projected enrollment achieved | Student Rights | 4.1 |  |  |
| Necessary applications and approval for variances and community expert status acquired | Personnel Practices | 5.1  |  |  |
| Staff Development Program designed, approved and communicated to teachers/staff | Personnel Practices | 5.2 |  |  |
| Design teacher evaluation system | 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 |  |  |
| Designate MARSS Coordinator and set up account through MDE’s system | Compliance & Reporting | 6.2 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **August** | **Task** | **Category** | **Indicator** | **Lead Contact** | **Date Complete/Progress** |
| Teachers create mapping documents of the entire curriculum and embed all appropriate MN Academic Standards | 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 board has established a process for monitoring the school’s progress toward meeting academic contractual goals, at a minimum quarterly. | Governance | 2.2 |  |  |
| The school has systems in place to track its progress toward increasing student, faculty, and school leader environmental literacy. | Environmental Education  | 8.2 |  |  |
| Staff trained on implementation of the Environmental Literacy Plan (ELP) and gathering data related to the ELP. | Environmental Education  | 8.1 |  |  |
| The board has established a process for monitoring the school’s progress toward its EE goals, at a minimum quarterly. | Governance | 2.2 |  |  |
| The school has established a method to provide appropriate training for faculty and staff (including custodial, food program, and other support staff) to implement the school’s EE and recycling programs. | Environmental Education  | 8.2 |  |  |
| The school has a waste reduction and recycling program in place. | Environmental Education  | 8.2 |  |  |
| Schedule MDE Food and Nutrition approval visit for prior to opening or within first month of operations | School Environment | 3.2 |  |  |
| 125% of projected enrollment achieved | Student Rights | 4.1 |  |  |
| Enrollment records requested for all students enrolled. | Student Rights | 4.1 |  |  |
| 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 |  |  |
| MARSS Coordinator has attended MDE MARSS 101 Workshop coordinator’s name is sent to mars@state.mn.us | Compliance & Reporting | 6.2 |  |  |
| The school has a World’s Best Workforce Plan in place. | Educational Program | 1.2 |  |  |