

Phase 1 Actions	Due Date	Status	Owner(s)	Notes (next steps, follow up, what's entailed)
Create PPT for state of schools	1.6.21	done	Mr. M	At the first board meeting of the year (Jan 11th- conduct a state of the schools address)
Recruit parents, students, and staff for focus groups	1.11.21	done	Ray	At first board meeting (and in email or social media outreach) lead an effort to get at least 20-25 parents, 20 staff, and 10 students to sign up to participate for Feb focus groups
Send Board communication to school community RE: process	1.11.21	done	board (SDW +M)	monthly board newsletter updating community about our renewal progress
Create draft letters for community partners to sign	11.11.21	done	Troy	
Facilitate brainstorming meeting	1.5.21	done	SDW3	To create our initial draft of vision, mission, priorities (and revisit our current ones) - to take place at the Jan 12th governance mtg
Complete a SWOT analysis	1.19.21	done	SDW	Take our ideas from the group and create a written draft to share by Jan 19th
Organize parents to speak for public comment at FCS school board meeting	1.21.21	done	Ashley/Michelle	Will need to find and prepare 3 parents who can speak to their experiences at Chatt Hills and why it's so important that there are options of choice for parents available w/in the district
Lead parent focus group	2.19.21	done	Ray/Allen/Kaneth	Create written report of feedback to share w/the group; responsible for reaching out to your group- confirming attendance + setting up zoom call, etc
Lead staff focus group	2.19.21	done	Ray/Waymon	Create written report of feedback to share w/the group; responsible for reaching out to your group- confirming attendance + setting up zoom call, etc
Lead student focus group	2.19.21	done	Ray/Allen	Create written report of feedback to share w/the group; responsible for reaching out to your group- confirming attendance + setting up zoom call, etc
Organize parents to speak for public comment at FCS school board meeting				Will need to find and prepare 3 parents who can speak to their experiences at Chatt Hills and why it's so important that there are options of choice for parents available w/in the district
Getting community support (letters)				
Phase 2 Actions	End Date	Status	Owner(s)	Notes (next steps, follow up, what's entailed)
Draft priorities	3.3.21	done	SDW	Take our ideas from the group and create a written draft to share
Draft goals for FY2022-2025	3.17.21	done		
Begin drafting succession planning	3.31.21	in progress		
Create PPT for April board meeting	4.16.21			Presenting our draft vision, mission, priorities + community stakeholder feedback to provide board members an opportunity to see progress

Deliverable	Action	Start Date	End Date	Status	Owner(s)	Notes	
Task force / Kick-off meeting	Establish renewal task force and hold kick-off meeting	12/15/2020	12/15/2020	Completed	E. Falco	Will this be the gov committee?	
Project Plan	Develop and disseminate project plan	12/31/2020	12/31/2020	Completed	E. Falco	This spreadsheet is the project plan. Details will be added as the project evolves, such edits will not impact set timeline.	
A	Draft sections of the application - 1) Executive Summary, 2) Federally mandated services, SPED/ESOL, 3) Governance	1/29/2021	2/12/2021	In Progress	E. Falco	task force will have two weeks from due date to review and provide feedback	
	Survey to task force to collect info for Narrative Pt. I.	1/19/2021	1/25/2021	Completed	E. Falco	Google form to collect info for questions in narrative pt. I.	
	https://forms.gle/8Vw3mgBQwTuVYRrel8	to be completed by Task Force Members	1/19/2021	1/25/2021	Completed	E. Falco	executive summary survey
	https://forms.gle/GdPk3h96qbtQuFCf9	to be completed by the board. This does NOT have to go out to the full board, as it's general info about governance at CHCS	1/19/2021	1/25/2021	Completed	E. Falco	governance survey
	https://forms.gle/E7oVpxe68FfLQnzT6	to be completed by school leader / SPED coordinator (or whomever has the most knowledge about how the SPED program works)	1/19/2021	1/25/2021	Completed	E. Falco	SPED program survey
SWOT Analysis	Complete SWOT Analysis (from strategic planning project plan)	1/19/2021		In Progress		-Lakissa Jackson submitted survey 1.20.21	
Info gathering for Narrative Part II	Surveys to task force to collect info for Narrative Pt. II	3/15/2021	3/20/2021	Completed	E. Falco		
	Charter Renewal-Narrative Part II - Q3 - Current Financial Situation / This survey should be completed by the CFO, Dir. of Finance or individual with knowledge of financial metrics and performance.	https://forms.gle/1A5H47CnsPCnqaF8	3/2/2021	3/8/2021	Completed	E. Falco	Need to review this section with Chaz
	Charter Renewal-Narrative Part II - Q7 - Student Discipline / This survey should be completed by the administrator who is most familiar with student discipline data.	https://forms.gle/nbLF1b5oHjw8CAxz6	3/2/2021	3/8/2021	Completed	E. Falco	Have discipline data & comparative analysis with CHCS and FCS via OCR data
	Charter Renewal-Narrative Part II - Q8 - Socio-economic Diversity - This survey requires collaboration. It should be responded to at least three times, for the following stakeholder groups: 1) student demographics, 2) staff demographics, 3) board demographics	https://forms.gle/UbWN2upuoBRZDcZ6	3/2/2021	3/8/2021	Completed	E. Falco	Still need MS student demographics - including gender info). Need faculty gender data
	Charter Renewal-Narrative Part II - Q9 - Difficulties During Current Charter Term - This should be responded to by board & admin. I will let the group self-select who is best positioned to respond.	https://forms.gle/5G7FCwdEtrUe9Dh59	3/2/2021	3/8/2021	Completed	E. Falco	Need some additional data points regarding pandemic learning loss, etc. difficulties related to the pandemic.
Narrative Part II	Draft sections of the application, 1) financial performance, 2) stakeholder demographics, 3) other challenges, 4) student discipline	Narrative PT - to be populated	3/15/2021	4/11/2021	Completed	E. Falco	shared with S. Wakefield on 4/13, task force has until 4/26 to provide feedback.
Review & Revise Pt. I & II, Exec Summary & Q3,4,5,6,7,8,9	These sections are drafted. Need to incorporate staff commentary and finalize these sections.		5/3/2021	5/30/2021	Initiated		
Exhibit 5 (Accountability Report)	Elisa will complete the report based on contractual metrics and available data, will confer with the charter division to ensure that there is alignment between the report template and the new accountability metrics in the contract.		5/3/2021	5/3/2021	Initiated		
Board member resumes	will need a board member resume for every member who will be on the board at the time the application is submitted		5/3/2021	5/30/2021	Initiated	E. Falco	email resumes to E. Falco
Narrative Part III	Draft sections of the application, 1) academic performance (lengthiest section), 2) accountability report, 3) proposed changes, 4) looking to the future		4/19/2021	5/17/2021	Initiated	E. Falco	working on a survey for the "proposed changes section of the charter"
Locally Approved Roles & Responsibilities Chart	This chart indicates what decisions are made by the governing board versus the local board of education. Will duplicate the inputs from the last renewal and forward to the board for revisions		5/5/2021	5/7/2021	Initiated	E. Falco	
Determine proposed changes for next charter term	Task for to complete survey using this link. This survey will be used to collect information for the proposed changes section.	https://forms.gle/E9cfzg1mnbtdKJpmXA	5/3/2021	5/17/2021	Planned	Task force	
Budget Template	Budget template development/review		5/1/2021	6/1/2021	Planned	C. Patterson	5/3/21-in the process of scheduling a meeting with Chaz for the week of 5/10 to launch budget template development
Exhibits	Complete preparation of exhibits	Exhibit Tracker	5/15/2021	6/30/2021	Planned	E. Falco	will need support from school team
Narrative Review	Application review and revision period		6/30/2021	7/30/2021		E. Falco	final rounds of review, feedback, revision
Completed Application Package	Provide CHCS with completed renewal package		8/31/2021	8/31/2021		E. Falco	
Interview & Sample Questions for the Board	Capacity interview prep		Sept 2021 - TBD (3rd Friday- usually)			E. Falco	E. Falco to train board on interview procedures
Write or assist with written response	FCS requested revisions		Oct/Nov 2021			E. Falco	complete FCS requested revisions

Exhibit #	Description	Person Responsible	Exhibit Uploaded	Notes
1	Certificate of incorporation			
2	Bylaws	S. Wakefield		
3	Governing board conflict of interest policy	S. Wakefield		
4	Governing board conflict of interest form	S. Wakefield		
5	Accountability report	E. Falco		
6	Governing board training plan	E. Falco / S. Wakefield		
7	Locally-approved charter school partners roles & responsibilities chart	E. Falco / S. Wakefield		
8	Admissions Application			
9	Enrollment / lottery policy			
10	Annual calendar & daily schedule			
11	Sample scope and sequence			
12	Student Code of Conduct			
13	Student Discipline Policy			
14	Grievance policy & procedures			
15	Employee policies & procedures			
16	Proof of insurance coverage			
17	Education service provider contract	n/a		
18	Agreements with local district for services			
19	Letters of intent or MOUs to substantiate partnerships			
20	MOU/ Lease - proof of ownership for facility			
21	Certificate of occupancy			
22	Emergency safety plan			
23	Budget template	C. Patterson		
24	CFO resume	C. Patterson		
25	Signed Assurances form			must be signed in blue ink
26	Signed and Notarized affidavit			must be signed in blue ink
27	Signed Local board of ed resolution (approval of charter)	n/a		this has to be provided by FCS
28	Signed governing board resolution approving the charter			need to determine which month the board will vote on the petition and prepare the resolution in advance
29	for conversion schools - proof of voting	n/a		