**Operations Readiness Top 30**

**\_\_\_ Your Readiness Plan**

* + *Speak with your Principal & RDO to make sure you are on the same page about Readiness expectations*
  + *Clarify the roles & responsibilities of your Ops Team members. Who will do what when it comes to Readiness?*
  + *Map backwards on all Ops Readiness Top 30 items and share your detailed plan with your RDO & a less detailed overview version with your Principal*

**\_\_\_Behavior System**

* + *What kind of behavior system is my school going to use this year? How is the Operations Team going to support this behavior system? How will the Operations Team ensure proper documentation in Infinite Campus? What kind of revisions to existing systems might you suggest to your Leadership Team to ensure that behavior tracking happens in a smooth & efficient manner? Will I need to hire any part-time or temporary staff to assist with the administration of this system and is this accounted for in my budget?*

**\_\_\_Budget & Audits**

* + *What changes to current systems & processes do I need to make to ensure that my school comes in on budget and has a clean audit? Do we need to propose changes to staff reimbursement policies or credit card documentation?*

**\_\_\_Compliance**

* + *What’s your plan and/or system for making sure that your academy is in compliance with all aspects of your charter agreement?*

**\_\_\_ Start of School Logistics**

* + *Start of School Logistics ---Make a plan for teachers, scholars and parents to start the school year successfully.  All classrooms ready for the first day of school - teacher materials distributed, student materials distributed, etc.  All parents notified of start of year requirements/protocol – first day of school, calendar for the year, etc.*

**\_\_\_Event Planning**

* + *Create and/or refresh existing plans for key school events such as Back to School Night, Family Chats, Report Card Night, Open Houses and any other events that require substantial logistical support from Team Ops*

**\_\_\_Facilities Readiness**

* *Create a project plan such that outlines how the following spaces will be aligned to the Readiness vision statement:* 
  + *Teacher classrooms, hallways, administrative offices, teacher workroom, other shared spaces*
* *Finalize next year’s floor plans with your Principals; make your plan for Classroom & Admin Office Moves, Examine State of Co-location Relations, Renew Shared Space Agreement, etc.*
* *Plan for End of Year classroom breakdown – do you have an end of year checklist for teachers?*

**\_\_\_Family Handbook**

* + *Make a plan to work with your Principal and/or Network Support to revise/create as necessary your Staff Handbook & Family Handbook. When will handbooks be distributed? How will they be produced?*
  + *What’s your plan for disseminating these handbooks and making sure that the content is understood?*

**\_\_\_Infinite Campus**

* + *Determine what information will need to be tracked in Infinite Campus for the 2010-2011 school year---either according to the Network Support Office and/or my Leadership Team? Be sure to consider revisions to the AF School Report Card that your Leadership Team may or may not be aware that have an IC impact.*
  + *What will my team do to ensure that this database is consistently up to date & accurate?*
  + *What additional training, either on a one-off or ongoing basis do I need from Network Support to ensure this?*

**\_\_\_Marketing & Signage**

* + *Do I need to obtain new exterior signage? Refresh my college banners? Order Core Value Signage? With whom do I need to work with at the Network Support Office? When do they need to know? What’s the production timeline?*

**\_\_\_New Staff Hire Logistics**

* + *What’s your* *plan for new staff around fingerprinting, required HR paperwork, dial by name directory updates, creating e-mail addresses, updating internal staff lists, laptop & key distribution, business cards, etc.?*
  + *Hire and train summer interns if positions have been approved by your Principal in the budget.*

**\_\_\_New Student & Parent Logistics**

* + *What’s your plan for collecting* ***ALL*** *relevant paperwork (i.e. medical, permission slips, contact information, etc.) from our families? Do you have a solid plan in place for testing new students? Family chats?* *Student-parent-teacher contracts? Distributing Family Handbook and any associated training?*

**\_\_\_Ops Team Coaching & Professional Development Plan**

* + *If you have new staff, when do they start & what’s your onboarding plan for AF’izing them?*
  + *Do you or your RDO need to arrange training from the Network Support Office?*
  + *What’s your daily/weekly/monthly plan for growing existing staff in the areas identified in their PGP?*

**\_\_\_Parent Communication & Satisfaction Plan**

* + *Outbound Communication---Propose revisions to current systems & processes for outbound communications with parents (ex. Voiceblaze, Newsletters, etc.)*
  + *Inbound Communication---Propose revisions to current systems & process for inbound communications from parents (ex. Parent calls and wants to speak to an administrator, a teacher, a student)*
  + *Parent Satisfaction--- What is the Ops Team going to do to contribute to the AF School Report Card goal of having at least 90% parents give the school an A or A+ on end of year feedback surveys and have at least 70% of parents submit parent feedback surveys?*

**\_\_\_Procurement**

* + *Create a plan for purchasing, storing, & distributing all relevant instructional materials, furniture, supplies, etc. such that all items are on campus and in-place*
  + *When do returning teachers who may have specific requests need to notify you in order for goods to be ready to go when they return in August? When will you communicate these deadlines to your teachers?*

**\_\_\_Progress Reports & Report Cards**

* + *What is my Operations Team going to do to make the production & delivery of Progress Reports & Report Cards as efficient & painless as possible? What support do I need from my Principal and/or Deans to make this happen?*

**\_\_\_Roles & Responsibilities**

* + *Create a simple chart in MS Excel, PPT or Word that clarifies roles & responsibilities of Ops Team members for the 2010-2011 school year so that Ops Team members, Leadership Team Members (i.e. Principals, Deans, DSO) and staff members are all clear on who does what on Team Ops and who to go to for what when/if needs arise? (ex. Go-To-List for staff)*

**\_\_\_Scheduling**

* + *Daily Student Schedule---Make a plan for getting all of the information you’ll need from the Leadership Team to assign students to classes and create a daily student schedule in Infinite Campus in a timely & efficient manner.*
  + *Master Calendar---Review and finalize master school schedule. How & when will you share this schedule with your schools, families and staff.*
  + *What’s your weekly meeting schedule going to be with your Ops Team, RDO, your Principal, your Leadership Team?*

**\_\_\_Scholar & Staff Attendance**

* + *What’s your plan for ensuring that scholar & staff attendance data is available on a daily/weekly/monthly basis for consumption by the Leadership Team and other staff members needed?*
  + *FYI: AF Report Card Standard = “Scholars: At least 97% for the year” + “Staff: At least 98% or higher”*

**\_\_\_School Safety & Emergency Plan**

* + *What do I need to do ensure that my school is both safe on a daily basis and in the case of an emergency?*
  + *Security Personnel? Emergency Response Team? Staff Training? Annual Drill Schedule? Exit Routes Maps? Communication w/Parents? Alarm Systems?*

**\_\_\_School Services**

* + *Transportation---What’s your plan for transporting new students? Plan for returning students who may have moved? Field Lessons? What information do I need from families? By when? What info do I need from the District?*
  + *Food Services---Consider whether you need to revise your current plan for daily meal coverage & obtaining accurate meal counts. Ensure that you have an EXCELLENT plan for collecting Free & Reduced lunch paperwork.*
  + *Health Services---What’s your plan for sending students to the school nurse? What documents does the school nurse need (immunization forms, ATS reports, etc.?*
  + *Janitorial--- Evaluate satisfaction w/current providers, Clarify daily/weekly/monthly expectations, Strengthen relationships*

**\_\_\_Student Enrollment & Disenrollment Logistics**

* *Enrollment---Do you have all the information you need on new students from Team X? Do you have a solid plan in place for keeping track of your wait list?*
* *Disenrollment---Do you have a strong system in place to properly disenroll students & collect proper data as specified in the revised AF School Report Card?*

**\_\_\_Student Testing Plans**

* + *What is the Ops Team going to do this year to ensure that the school meets the AF School Report Card goal of having 98% of Interim Assessment data scanned and ready for Data Days?*
  + *What is the Ops Team going to do differently to successfully administer and/or support the administration of other internal/external testing requirements (DRP, F&P, etc.)*

**\_\_\_Substitute Teachers**

* + *Create and/or refresh plans for what to do when staff members are unable to attend school and make sure that you have a plan for ensuring that this is communicated and understood by all staff members.*

**\_\_\_Teacher Certification**

* + *What is the path to certification for my new staff members? Returning staff members? Is my Principal aware of all of these issues? Are my teachers clear on what next steps they need to take and by when? How am I going to track this information vs. how I may have tracked it in the past?*

**\_\_\_Technology & Office Equipment**

* + *Do I need to acquire additional student & staff computers?* *Upgrade my copy equipment? Fax machine? Pitney Bowes? Laminator? Phones? VoiceBlaze? Do I need to implement new systems & processes around staff usage?*
  + *Coordinate with Team IT around the above; make sure that they are aware your school’s floorplan as well as your preferred location for any new equipment.*

**\_\_\_Uniforms**

* + *How will you ensure that your new & returning students have access to high quality/low cost uniforms?*
  + *When do I need to communicate with my families? Will I do it by phone? Email? Voiceblaze?*

**\_\_\_Celebration!**

* + *What’s your plan for celebrating a job well done with your Operations Team when you have absolutely knocked School Readiness out of the park?*