

New School Checklist

Maui Academy of Arts and Sciences

Status Stoplight Key	
0 = Not Started	
1 = Process Stopped	
2 = In Progress	
3 = Complete	

Department	Stage	Task	Deadline	Status	Owner
Administration	Pre-Petition	Collaboratively establish school vision, mission, values, beliefs, and goals	Jan-19		R. Boone & D. Boone
Human Resources	Pre-Petition	Develop job descriptions including Principal/Executive Director	Jun-19		R. Boone & D. Boone
Administration	Pre-Petition	Establish an Anti-Bullying and Harassment Policy	Sep-19		R. Boone & D. Boone
Administration	Pre-Petition	Establish a Non-Discrimination Policy	Sep-19		R. Boone, D. Boone, G. Magallanes
Administration	Pre-Petition	Develop English Language Learner Policy	Sep-19		R. Boone & D. Boone
Administration	Pre-Petition	Establish Student Discipline Policy aligned to restorative justice practices	Nov-19		R. Boone & D. Boone
Administration	Pre-Petition	Hold Community Meetings for Community Needs Assessment (ongoing)	Nov-19		R. Boone & D. Boone
Administration	Pre-Petition	Adopt a Response to Instruction and Intervention Plan	Dec-22		R. Boone & D. Boone
Administration	Pre-Petition	Develop Title I Compact compliant with federal requirements	Jan-23		R. Boone & D. Boone
Board	Pre-Petition	Establish Board meeting calendar for Year 0 (*minimum six times per year)	Aug-22		R. Boone & D. Boone
Board	Pre-Petition	Design and Execute Founding Board Retreat (school mission, vision, roles,	Jan-20		Board Members
Finance	Pre-Petition	Apply for grants such as NewSchools Venture Fund Invent Application	Feb-22		R. Boone
Finance	Pre-Petition	Develop Fiscal Policies and Procedures	Jan-20		Board Members
Finance	Pre-Petition	Finalize Year 0-Year 5 school budget	Jan-22		Board Members
Operations	Pre-Petition	Apply for 501(c)(3) status	Oct-22		R. Boone, Non-Profit Board Members
Operations	Pre-Petition	File Articles of Incorporation	Oct-22		R. Boone, D. Boone, G. Magallanes
Administration	Pre-Petition	Submit Intent To Apply Packet	Mar-20		R. Boone & G. Magallanes
Board	Pre-Petition	Establish Conflict of Interest Policy	Jan-20		R. Boone & D. Boone
Instruction	Pre-Petition	Develop Professional Development calendar for the academic year	Feb-24		R. Boone & D. Boone
Marketing/Recruitment	Pre-Petition	Develop student application forms & a system for organizing student	Feb-24		R. Boone & D. Boone
Board	Pre-Petition	Establish Corporate Bylaws	Oct-22		R. Boone & D. Boone
Administration	Pre-Petition	Submit finalized RFP/Charter Application	Feb-22		Board Members

Human Resources	Pre-Petition	Create a founding Staff organizational chart	Jun-20		Board Members
Marketing/Recruitment	Post-Approval	Develop website and social media presence (ongoing)	Dec-19		R. Boone, Designer/Contractor
Marketing/Recruitment	Post-Approval	Develop a marketing plan (school logo, message, brochure, visual identity, etc.)	Dec-19		R. Boone & D. Boone, Designer/Contractor
Board	Post-Approval	Establish Governing Body including contact information and positions held	Apr-20		R. Boone & D. Boone
Board	Post-Approval	Complete initial training for Governing board members (roles, legal,	Aug-22		R. Boone & D. Boone
Instruction	Post-Approval	Select curricula to be utilized across content areas	Sep-22		R. Boone & D. Boone
Administration	Post-Approval	Establish relationship with authorizer entity who will conduct annual	Jul-22		R. Boone & D. Boone
Board	Post-Approval	Regular Governing Board Meeting #1	Jul-22		R. Boone & D. Boone
Board	Post-Approval	Develop evaluation and employment agreement for Executive	Jul-20		Board Members
Board	Post-Approval	Post all Board-approved policies on website (*For all subsequent Board meetings, this process must be followed)	Jul-22		R. Boone & D. Boone
Finance	Post-Approval	Select outside vendor for Fiscal Management	Jul-24		Board Members
Operations	Post-Approval	Apply for E-rate & engage/hire E-rate consultant if necessary	Jul-22		R. Boone & D. Boone
Marketing/Recruitment	Post-Approval	Establish recruitment calendar/activities using community agencies (i.e. churches, libraries, health clinics)	Aug-23		R. Boone & D. Boone
Marketing/Recruitment	Post-Approval	Conduct student recruitment meetings (in coordination with local churches,	Aug-23		R. Boone & D. Boone
Human Resources	Post-Approval	Recruit and hire Office Manager	Oct-23		R. Boone & D. Boone, Board Members
Facilities	Post-Approval	Secure a facility (& contingency) for the school and complete necessary	Jan-24		R. Boone
Human Resources	Post-Approval	Develop Interview process for open positions	Jan-24		R. Boone & D. Boone
Human Resources	Post-Approval	Develop employee job descriptions (general, specialized) and specify	Jul-23		R. Boone & D. Boone
Administration	Post-Approval	Create a "docket" system to manage deadlines and contract requirements	Jan-23		Board Members
Human Resources	Post-Approval	Establish employee benefits	Jan-24		R. Boone & D. Boone
Human Resources	Post-Approval	Establish hiring process(applications, timeline, interviews, sample teach,	Jan-24		R. Boone & D. Boone
Human Resources	Post-Approval	Advertise open certificated and classified positions	Feb-24		R. Boone & D. Boone
Human Resources	Post-Approval	Develop Employee Handbook	Feb-24		R. Boone & D. Boone
Human Resources	Post-Approval	Develop employment agreements	Feb-24		R. Boone & D. Boone
Human Resources	Post-Approval	Implement a Human Resources system	Feb-24		R. Boone & D. Boone
Data	Post-Approval	Submit copy of FERPA procedures for storage/handling of student files in	Mar-24		Business Manager
Facilities	Post-Approval	Establish utility services & select vendors for plumbing, locksmith,	Mar-24		Business Manager
Marketing/Recruitment	Post-Approval	Develop student enrollment package to ensure all student demographic	Jan-24		Business Manager
Administration	Post-Approval	Establish Family Engagement Plan	Jan-24		Business Manager
Recruitment	Post-Approval	Hold initial Wellness Curriculum interactive community meeting(s)	Mar-24		Business Manager
Marketing/Recruitment	Post-Approval	Conduct lottery (per state requirements and only if applicants exceed seats	Apr-24		R. Boone & D. Boone
Administration	Post-Approval	Articulate school vision, mission, values, beliefs, and goals to all	Apr-24		R. Boone & D. Boone
Facilities	Post-Approval	Contract for custodian/landscaper/gardener services/pest control	Apr-24		R. Boone & D. Boone
Facilities	Post-Approval	Design school map for emergency evacuations	Apr-24		R. Boone & D. Boone

Operations	Post-Approval	Develop inventory management system	Apr-24		Business Manager
Operations	Post-Approval	Contract for transportation provider	Apr-24		Business Manager
Operations	Post-Approval	Close RFP, contract with a vendor and establish lunch and nutrition	Apr-24		R. Boone & D. Boone
Finance	Post-Approval	Finalize projected enrollment	May-24		R. Boone & D. Boone
Administration	Post-Approval	Develop Parent-Student Handbook aligned to authorizer & state/federal	May-24		Business Manager
Operations	Post-Approval	Purchase research-based intervention programs and materials	May-24		Business Manager
Human Resources	Post-Approval	Ensure all positions have been filled or alternates identified	May-24		Business Manager
Operations	Post-Approval	Order classroom, office, and outdoor furniture & supplies	May-24		
Instruction	Post-Approval	Develop Master Schedule (iterative process, but basic schedule should be	May-24		Business Manager
Facilities	Post-Approval	Secure all building permits (including Certificate of Occupancy) and	May-24		R. Boone & D. Boone
Administration	Post-Approval	Develop evaluation and coaching/support system	Jun-24		R. Boone & D. Boone
Board	Post-Approval	Schedule Year 1 Board meetings and submit to authorizer (if required)	Jun-24		R. Boone & D. Boone
Data	Post-Approval	Create master schedule in SIS	Jun-24		R. Boone & D. Boone
Data	Post-Approval	Create report cards & teacher completion dates, mailing dates	Jun-24		R. Boone & D. Boone
Operations	Post-Approval	Develop Day One Student Welcome & instructional plans, teachers practice in PD	Jun-24		R. Boone & D. Boone
Operations	Post-Approval	Develop Day One logistics & operational procedures	Jun-24		R. Boone & D. Boone
Data	Post-Approval	Select a Student Information System (SIS) and integrated assessment	Jun-24		R. Boone & D. Boone
Administration	Post-Approval	Adopt system & calendar for interim assessments in core subjects	Jul-24		Business Manager
Administration	Post-Approval	Hold Staff Retreat: Vision & Mission/team-building, school & community orientation	Jul-24		Business Manager
Data	Post-Approval	Create assessment calendar (benchmarks, SBA, etc.)	Jul-24		Business Manager
Data	Post-Approval	Create attendance reporting calendar aligned to authorizer requirements	Jul-24		R. Boone & D. Boone
Human Resources	Post-Approval	Complete mandated pre-employment trainings for all staff (Post Employee Rights Poster, Bloodborne Pathogens, Suicide Prevention, Sexual	Jul-24		R. Boone & D. Boone
Data	Post-Approval	Provide gradebook, attendance, SIS system training	Jul-24		R. Boone & D. Boone
Facilities	Post-Approval	Ensure each room has emergency exit plans and maps	Jul-24		R. Boone & D. Boone
Facilities	Post-Approval	Ensure that there is adequate signage for emergency response purposes	Jul-24		R. Boone & D. Boone
Human Resources	Post-Approval	Ensure all employees complete HR benefits orientation	Jul-24		R. Boone & D. Boone
Marketing/Recruitment	Post-Approval	Plan & Hold school launch orientation to meet with incoming students and parents	Jul-24		R. Boone & D. Boone
Marketing/Recruitment	Post-Approval	Meet with local police, fire department, local businesses re: opening of school	Jul-24		R. Boone & D. Boone

