

XXX Charter School - Move In Plan: High Level and Training Schedule

Date (Hours)	Key Tasks	Training
Aug 17 - 20: Faculty Orientation (Hellenic) 9am - 3pm	<ul style="list-style-type: none"> . (see Faculty Orientation schedule) . Deliveries confirmed . Bulletin Board prep . Internet confirmation 	
Aug 21: Faculty Orientation (NYCCC) 9am - 3pm	<ul style="list-style-type: none"> . Student Records Review - incl: create files as required, separate Medical forms, document family preferred communication method . Pack up 111 Broadway . 5pm - Admin review BulletinBoard design . PAC Binder to Board for review 	Ops/ Finance procedures
Monday Aug 24 8am - 6pm	<ul style="list-style-type: none"> . Move In Day 1 <ul style="list-style-type: none"> - 7am Craig, Danny meet Dan for truck - 8:00 am LaNolia, Anita start at Center - Rest of staff start at School 8:30am . Teacher school tour . Initiate Plan B if no Internet access . Lunch and dinner served at school 	
Tuesday Aug 25 8:30 - 5:pm	<ul style="list-style-type: none"> . Move In Day 2 . Breakfast and Lunch served at school 8:30am 	Copier Machine: 12:30 - 2:00pm
Wednesday Aug 26 8:30 am - 4:30 pm	<ul style="list-style-type: none"> . Schoolwide Breakfast - SSPHS, BP, LR (8:30 - 10:30) . Move in Day 3 	Mimio: 12:30 - 2:30pm
Thursday Aug 27 8:30 am - 4:30 pm	<ul style="list-style-type: none"> . Move in Day 4 - Goal: All rooms set up complete . Ready for Advisory Interviews, . 2pm Student Orientation practice 	Apple Labs: 12:00 - 2:00pm Phone System: 2:00 - 2:15 pm
Friday August 28	<ul style="list-style-type: none"> . Advisory Interviews . Student Orientation Prep . Move in 	School Technology Infrastructure: 12:00 - 2:00pm (TBC)
Monday, August 31	<ul style="list-style-type: none"> . Student Orientation (9-3) . Advisory Interviews 	
Tuesday, Sept 1	<ul style="list-style-type: none"> . Student Orientation (9-3) . SUNY Prep Walk Through . Advisory Interviews 	
Wednesday, Sept 2	<ul style="list-style-type: none"> . SUNY PAC Visit (time tbc) . Student Orientation Post Mortem . Advisory Interviews 	
Thursday, Sept 3	<ul style="list-style-type: none"> . Move in . Day 1 Practice . Advisory Interviews 	
Friday Sept 4	<ul style="list-style-type: none"> . Move in . Advisory Interviews . Advisory Interivew Post Mortem 	
Tuesday, Sept 8	<ul style="list-style-type: none"> . Day 1 of School . Nurse review med records . All School meeting at 2:40 	
Wednesday, Sept 9	<ul style="list-style-type: none"> . Day 2 of School . All School meeting at 2:40 	
Thursday, Sept 10	<ul style="list-style-type: none"> . Day 3 of School . All School meeting at 2:40 	Smart board training: 4:00-6:00pm
Friday, Sept 11	<ul style="list-style-type: none"> . Day 4 of School . All School meeting at 2:40 (Recognize 9/11) 	
Monday, Sept 14	<ul style="list-style-type: none"> . Day 6 of School . All School meeting at 2:40 	

NOTE: Main office (MM) selling PE uniforms and taking meal payments during Advisory Interviews, Student Orientation, First days of school. Faculty not to receive money.

Need to agree: Student Orientation Lunch time

XXXX Charter School Move In Through Week 1 Plan

PERSON/GROUP SPECIFIC PLAN - Other than generally moving self in/ conducting normal school operations

Date (Hours)	ED	DOF	DDC	Prin	Faculty	ADOF	Office Manager
Aug 17 - Aug 20: Faculty Orientation (9am - 3pm) Wed 19th: Audit Review (Noon - 2pm)	PAC Binder prep	Audit visit prep Agree where signage goes	Agree where signage goes	Run faculty orientation	Agree Bulletin Board design	Audit Visit Prep Petty Cash \$200	Change of Address Student file prep
Friday Aug 21: Faculty Orientation (9am - 3pm)					. Student file review		
Tues-Thurs Aug 18-20	Prior Action Checklist ready					Ensure deliveries on schedule	
Friday Aug 21	Pack up 111 Broadway	Pack up 111 Broadway		Pack up 111 Broadway	Pack up 111 Broadway	Pack up 111 Broadway	Pack up 111 Broadway
Monday Aug 24 8am - 6pm 2-5 Morgan Stanley Volunteers at school (est 9:30 - 2:30)	. 6:30am: Pick up moving van . 7:30: Pick up all BP materials at 111 Broadway . 9:30 deliver 111 mtls to school . 11:00: Pick up books, white boards at storage; desks at LaCima (800 Gates Ave btw Stuyv & Malcolm X Blvd. Contact XXXXXX) 12:30: deliver books, boards to school. 1:30: Return truck . 3 - check phone system Set up phone - messages	. 8am at School - get keys, receive deliveries, set up rooms . Id where we can affix posters	Cost Co run?	. 7:30am 111 Broadway move . 9:30 to school 10am: Set up own office and Faculty Room	. Danny, Craig with Dan all day . Carolyn, Anita help pack 111 . Other teachers to BP by 8:30	. 8am At School - receive deliveries, set up rooms . Asset tag everything	8:30 am: At School - receive deliveries, set up rooms
Tuesday Aug 25 8:30 - 5:pm 8:30 am - 4:30 pm	. Prepare for SUNY . Set up main office (with CB) . Review entire school set up	. Prepare for SUNY visit . Oversee all set ups . Receive deliveries . Set up main office	Arrange signage	Set up Faculty Room	Asset tag library books (Anita, LaNolia)	. Oversee all set ups . Receive deliveries	. Receive deliveries . Set up main office . Set up and test ATS systems in
Thursday Aug 27 8:30 am - 4:30 pm	. Student Orientation Prep . SmartBoard delivery			Student Orientation Prep	Student Orientation Prep	Set up PE inventory	
Friday August 28	Student Orientation Prep			Student Orientation Prep	Student Orientation Prep		
Monday, August 31	. Student Orientation (9-3) . Advisory Interviews						
Tuesday, Sept 1	. Student Orientation (9-3) . SUNY Prep Walk Through . Advisory Interviews						
Wednesday, Sept 2	. SUNY PAC Visit (time tbc) . Student Orientation Post Mortem . Advisory Interviews						
Thursday, Sept 3	. Move in . Day 1 Practice . Advisory Interviews						
Friday Sept 4	. Move in . Advisory Interviews . Advisory Interview Post Mortem						
Tuesday, Sept 8	. Day 1 of School . Nurse review med records . All School meeting at 2:40						
Wednesday, Sept 9	. Day 2 of School . All School meeting at 2:40						

NOTE: Main office (MM) selling PE uniforms and taking meal payments during Advisory Interviews, Student Orientation, First days of school

Move In - Set Up: Training Schedule

Target: Week of Aug 24 - Aug 28

Topic	Vendor	Name	Contact Number	Date	Time	Location	Comment
Copier	Atlantic	JOE ANYBODY	XXX-XXX-XXXX	Tues Aug 25	Tent 12:30 - 2:00	wherever copier is	Options - M Office, Fac Room
Mimio	Network Information Technologies	JOE ANYBODY	XXX-XXX-XXXX	Wed Aug 26	12:30 - 2:30	Classroom	1-2 hours
Apple Labs	Apple	JOE ANYBODY	XXX-XXX-XXXX	Thurs 27th	12:00 -2:00	Classroom	Jason Pace - Sales. 512.674.2218
Phone System	DOE	JOE ANYBODY		Thurs Aug 27	2:00 - 2:15pm	Faculty Room	can move any time
School Technology	Network Outsource	JOE ANYBODY	XXX-XXX-XXXX	Fri Aug 28 - TBC	1) 10:30 - 11:30 2) 12:30 - 2:30	Faculty Room	2 sessions - 1) All Admin, 2) Faculty and LU, DR, CB
SmartBoard	Tequipment	JOE ANYBODY	XXX-XXX-XXXX	Thurs Sept 10	4-6pm	Classroom	latest time slot available

Asset Number	Asset Category	Asset Detail	Vendor	Original Cost	Invoice/Contract/Order #	Check #	Owner/ Principal User	Purchase Date	Life Expectancy	Use Location
BP-1	Desktop Computer	DELL: Vostro 220 Slim Tower, Core 2 Duo E7300/2.66GHz 3M 1066FSB	Dell	\$ -	XD35JFPX5	1033	Name	1/7/09		School Office
BP-2	Staff Laptop	DELL: 1510 T5670 (1.8GHz) Core 2 Duo	Dell	\$ -	6879450204014303972	1039	Name	1/15/09		School Office
BP-3	Faculty Laptop	APPLE: MacBook Pro 13.3/2.26/2x1GB/160/SD	Apple, Inc. Education	\$ -	Visa In-Store Purchase	1099	Name	6/25/09		Classroom, Home
BP-4	Faculty Laptop	APPLE: MacBook Pro 13.3/2.26/2x1GB/160/SD	Apple, Inc. Education	\$ -	Visa In-Store Purchase	1099	Name	6/25/09		Classroom, Home
BP-5	Faculty Laptop	APPLE: MacBook Pro 13.3/2.26/2x1GB/160/SD	Apple, Inc. Education	\$ -	Visa In-Store Purchase	1099	Name	6/25/09		Classroom, Home
BP-6	Faculty Laptop	APPLE: MacBook Pro 13.3/2.26/2x1GB/160/SD	Apple, Inc. Education	\$ -	Visa In-Store Purchase	1099	Name	6/25/09		Classroom, Home
BP-7	Faculty Laptop	APPLE: MacBook Pro 15.4/2.8/2x2GB/500/SD	Apple, Inc. Education	\$ -	Visa In-Store Purchase	1099	Name	6/25/09		School Office, Home
BP-8	Camera	Canon XYZ	B&H	\$ -		1101	Faculty/Staff	7/15/09		
BP-9	Lab Cart	BRETFORD: Cart for 32 Notebooks	Apple, Inc. Education	\$ -	7116041414	1115	Faculty	7/29/09		Classrooms
BP-10	Lab Cart	BRETFORD: Cart for 32 Notebooks	Apple, Inc. Education	\$ -	7116041414	1115	Faculty	7/29/09		Classrooms
BP-11	Lab Cart 'Airport'	AirPort Extreme Base Station w/Gigabit Ethernet	Apple, Inc. Education	\$ -	7116041414	1115	Faculty	7/29/09		Classrooms
BP-12	Lab Cart 'Airport'	AirPort Extreme Base Station w/Gigabit Ethernet	Apple, Inc. Education	\$-	7116041414	1115	Faculty	7/29/09		Classrooms
BP-13	Student Laptop	APPLE: MacBook 13-in., 2.13 GHz Intel Core 2 Duo, White	Apple, Inc. Education	\$-	7116041414	1115	Students	7/29/09		Classrooms
BP-14	Student Laptop	APPLE: MacBook 13-in., 2.13 GHz Intel Core 2 Duo, White	Apple, Inc. Education	\$-	7116041414	1115	Students	7/29/09		Classrooms
BP-15	Faculty Laptop	APPLE: MacBook Pro 13.3/2.26/2x1GB/160/SD	Apple, Inc. Education	\$-	7116041414	1115	Faculty	7/29/09		Classroom, Home
BP-16	Mimio	Mimio Interactive + Capture	Network Information Technologies, LLC	\$-	9570745	1118	Faculty	7/29/09		Classrooms
BP-18	Mimio Pad	Mimio Pad	Network Information Technologies, LLC	\$-	9570745	1118	Faculty	7/29/09		Classrooms
BP-19	Projector	VIEWSONIC: PJD6220 Portable DLP Projector	Network Information Technologies, LLC	\$-	9570745	1118	Faculty	7/29/09		Classrooms
BP-20	Postage System	DYMO: Desktop Mailing Solution w/Label-Writer Twin Turbo and 5lb USB Scale	Buy.com	\$-	48323409		Administrative Staff	8/4/09		School Office
BP-21	Refrigerator	FRIGIDAIRE: 18.2 cu.ft. Top-Mount Refrigerator, White	Best Buy	\$-	2957512		Faculty/Staff	Not Paid Yet		Faculty Room
BP-22	File Cabinet	HON: 600 Series File w/Receding Doors, 6-Shelf, Light Gray, Legal Size	Staples	\$-			Administrative Staff	Not Paid Yet		School Office
BP-23	SMART Board	Generation 3 Integrated SMART Board w/Wall Mounted Projector	Tequipment	\$-	10641		Faculty	Not Paid Yet		Classrooms
BP-24	Copier		Atlantic Tomorrows Office				Faculty/Staff			School Office
BP-25										
BP-26										
BP-27										

XXXXX Charter School: Move In Contact List

Contact Numbers

Vendor/ Name	Product	Person	Contact #s
Time Warner	Internet, TV	Name	Number
Network Outsource	Technology	Name	
SCA	Building	Name	
SCA	Building	Name	
SCA	Building	Name	
Custodian	Building	Name	
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Admin	917.XXX.XXXX
Brooklyn Prospect		Ops	917.XXX.XXXX
Brooklyn Prospect		Admin	917.XXX.XXXX
Brooklyn Prospect		Ops	917.XXX.XXXX
Brooklyn Prospect		Ops	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Admin	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Admin	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX
Brooklyn Prospect		Admin	917.XXX.XXXX
Brooklyn Prospect		Faculty	917.XXX.XXXX

XXXXXXXXX CHARTER SCHOOL - MASTER PHONE LIST

XXXXX School Contacts							
First Name	Last Name	Role (All Faculty - 6th Grade)	External Number 718. 965.XXXX	Internal Number	Cell Phone Number	Room Number	Email
Name	Name	Faculty - Humanities	1234	1234	Number	502	Email address
Name	Name	Faculty - Learning Specialist	1234	1234	Number	523F	Email address
Name	Name	Admin - Asst Director of Operations/ Finance	1234	1234	Number	523A	Email address
Name	Name	Admin - Director of Operations/ Finance	1234	1234	Number	523D	Email address
Name	Name	Admin - Dean of Students	N/A	1234	Number	425	Email address
Name	Name	Faculty - ELA/ Dean of Curriculum	1234	1234	Number	504	Email address
Name	Name	Faculty - Dance	N/A	N/A	Number	Dance Studio	Email address
Name	Name	Admin - Office Manager	1234	1234	Number	523G	Email address
Name	Name	Admin - Director Development and Communications	1234	1234	Number	523D	Email address
Name	Name	Faculty - Math	1234	1234	Number	527	Email address
Name	Name	Admin - Executive Director	1234	1234	Number	523C	Email address
Name	Name	Faculty - Learning Specialist	1234	1234	Number	523F	Email address
Name	Name	Admin - Principal	1234	1234	Number	523B	Email address
Name	Name	Faculty - Science	1234	1234	Number	529	Email address
Name	Name	Faculty - Artist in Residence	1234	1234	Number	222	Email address
Name	Name	Faculty - Spanish	1234	1234	Number	525	Email address
Faculty Room		Faculty Room		1234	N/A	506	
Contracted Services							
Name	Name	RSA, Counseling	N/A	N/A	Number	N/A	Email address
Name	Name	RSA - Speech and Language Therapy	N/A	N/A	Number	N.A	Email address

Main Phone Number	718-965-7950
Main Fax Number	718-965-7975

* Virtual Mailbox: Dial *# (mailbox #) to retrieve messages
 Note: Classroom phones are Internal Dial only
 Faculty Room is Local calls and Internal Dial
 Admin Offices are Continental US and Internal Dial

XXXXXXXXX CHARTER SCHOOL - MASTER PHONE LIST

Important Building Numbers							
Department	Contact Name	Role	Office Number	Extension	Cell Phone Number	Room Number	Email
School Safety	Lobby Security Desk	Security Officer On Duty		1001/1002			
School Safety		Security Supervisor - Borough Command	Number		Number		
School Safety		Security Level 3		1001/1002			
Library		Library Media Specialist	Number	2161	Number	216	
Health		Nurse	Number	1058		105	
Health		Nurse Supervisor			Number		
Cafeteria		Cafeteria Staff	Number	6372	Number		
Cafeteria		Cafeteria Supervisor	Number	6372			
Parks & Recreation							
Phys Ed		PE Teacher			Number		
Phys Ed		PE Teacher			Number		
Custodial		Building Manager	Number	6131	Number		
Custodial		Custodian			Number		
Facilities		Borough Space Planner	Number				
SCA		School Construction Authority	Number				
Center for Family Life							
Shared School Contacts							
First Name	Last Name	Role	External Number	Internal Number	Cell Number	Room Number	Email
Name	Name	Principal	Number			422	
Name	Name	Asst. Principal Organization	Number		Number	522	
Name	Name	Secretary	Number	4221		422	

XXXXXXXXX CHARTER SCHOOL - MASTER PHONE LIST

Tech Support/Vendor Contacts							
Vendor	Contact Name	Role	Office Number	Extension	Fax Number	Cell Number	Email
Apple	Name	Representative	Number	42822			
Apple	Apple Care	Help Desk	Number				
ATS	Help Desk	Help Desk	Number				
Atlantic Tomorrow	Name	Representative	Number				
Atlantic Tomorrow	Help Desk	Help Desk	Number				
Atlantic Tomorrow	Help Desk	Supply Ordering	Number				
Network Outsource	Name	Sales Rep	Number				
Network Outsource	Name	Tech Support	Number				
Network Outsource	Help Desk	Help Desk	Number				
Teltronics	Help Desk	Help Desk	Number				
Verizon	Help Desk	DSL Support	Number				

XXXXXXXXX CHARTER SCHOOL - MASTER PHONE LIST

DOE Contacts							
Office	Contact Name	Role	Office Number	Extension	Fax Number	Cell Number	Email
Charter School Office	Anyeli Matos	Associate Director of Ops, Charter School Office					
Charter School Office	Rana Khan	Director of Ops, Charter School Office					
Office of School Food	Marie Figueroa	Borough Director					
Office of School Food	Shawanda Charles	Director Special Programs, School Food					
Office of School Food	Elisa DaVilla	School Food Monitoring & Compliance					
Office of School Food	Help Desk	Help Desk					
OPT (Transportation)	Kwanza Wagner	Account Manager					
OPT (Transportation)	Help Desk	Help Desk					
Facilities	Richard Bocchicchio	Borough Space Planner					
Brooklyn ISC	Mariano Guzman	Executive Director					
Brooklyn ISC	Magda Dekki	Business Services					
Brooklyn ISC	Kevin Moran	Operations Support					
Brooklyn ISC	Louise Kanian	Special Education					
CSE (SpEd)	Deborah Cuffey-Jackson	Brooklyn Chairperson					
CSE (SpEd)	Ivy Linder	Brooklyn Chairperson					
DIIT (Tech)	Neil Nicastro	Borough Manager					
DIIT (Tech)	Francisco Baez	Application Support Liaison					
DIIT (Tech)	Yolanda Danforth	Application Support Liaison					
DIIT (Tech)	Theodore Gordon	Application Support Liaison					
DIIT (Tech)	Luis Lopez	Application Support Liaison					
DIIT (Tech)	Help Desk	Help Desk					
DIIT (Tech)	Help Desk	FAMIS Portal Help Desk					
DIIT (Tech)	Help Desk	FAMIS User ID Security					
Health	Sonia Miller, RN	Borough Nursing Director					
Health	Carole Marchese	Immunization Specialist					
Assessment	David Raphael	Assessment Implementation Director					
OSEPO		Student Enrollment, Placement and Operations					