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A blue rectangular slide with a white border. On the left side, there is a white circular logo containing the word "SUNY" in a bold, sans-serif font. To the right of the logo, the text "Charter Schools Institute" is written in a bold, white, sans-serif font, with "The State University of New York" in a smaller, white, sans-serif font below it. At the bottom of the slide, the text "PreOpening Webinar Series" is written in a white, italicized, sans-serif font, followed by "Module 1: PreOpening Process Overview and Supports" in a white, italicized, sans-serif font.

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PURPOSE

- New school operators will...
 - Learn more about the Institute's targeted support, guidance, and resources for PreOpening
 - Understand what to expect during the PreOpening period and how to have a successful school launch
 - Meet Institute staff members and teams to know who to go to for what

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AGENDA

- Introductions
- Planning Year Timeline
- PreOpening Resources
- Preview of Modules
- Q&A
- Immediate Next Steps

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INTRODUCTION OF INSTITUTE STAFF

- Andrew Kile, Director of School Evaluation
 - Primary contact for PreOpening
- Sinnjinn Bucknell, Managing Director of Accountability
- Keegan Prue, Managing Director of Strategy and Communications
- Lexie Monson, Assistant Counsel (absent)
- Dilek Ulukaya, Managing Director of Finance
- Sandy Malloy, Managing Director of Administration
- Matt Beditz, Finance and Operations Manager
- Chris Dutkiewicz, School Finance Analyst
- Ali Foglia, School Evaluator
- Bryan Stroud, School Evaluator
- Dory Fitzpatrick, Administrative Analyst
- Joslyn Yetto, Executive Assistant

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INTRODUCTION OF NEW SCHOOL LEADERS

- Please share:
 - Name
 - School name
 - Location
 - Grade span
 - Brief, one sentence overview of your program

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A NOTE ABOUT THIS MEETING

- Email following this meeting
 - PreOpening Guidance 2026
 - Who to Go To For What (At the Institute) Document
 - Timeline one pager
 - PDF of PowerPoint

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Planning Year Timeline

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FACILITIES REQUIREMENT

- This is important because of other requirements needed with a Temporary or Certificate of Occupancy
- Certificate of Occupancy
 - NOTE: For NYC schools, this is important to secure quickly and early as NYCDOE will need these to begin securing nurse and other services
 - NOTE: Non-NYC schools, you must also get a NYSED Certificate of Occupancy

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TIMELINE

- Ongoing: hiring, training, preparation
 - Facilities
- Dec 15: Kickoff
- Ongoing late winter/spring: Institute modules
 - Finance and Facilities
 - Legal and Compliance
 - Evaluation and Accountability
- May 1: First document deadline
- August 1: Second document deadline
- August: Institute site visit for PreOpening
- Spring 2027: First Year Site Visit

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PreOpening Resources

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RESOURCES TO SUPPORT

- Institute's website
 - Dedicated page for PreOpening Resources
 - We will notify when the website is up to date
- PreOpening Guidance
 - Comprehensive guide to all PreOpening aspects
- Governance Guide (on website)
 - Month by month guide to board actions
- Top Ten PreOpening Action Items
- NACSA's Ready to Open Resource

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Preview of Modules

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YEAR ZERO MODULES

- Institute will host a series of webinars over the next year
- Modules are open to all involved
 - Board members should plan to attend
 - Content geared to all stakeholders

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THE MODULES

- *Dates may change
- Module 2: Finance and Facility Planning
 - January
- Module 3: Board Governance and Legal Compliance
 - February
- Module 4: Evaluation and Accountability
 - May

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Q&A

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Immediate Next Steps

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REVIEW EVERYTHING!

- Follow up email will have:
 - Resource documents
 - Links to useful part of the Institute's website
- Good to familiarize the reporting requirements and start action planning for completion
- PreOpening website should be up to date by end of week
- Find your facility!
- Complete the survey in the email

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WHAT SHOULD OUR SCHOOL BE THINKING ABOUT NOW?

- **Student Recruitment and Marketing**
- Have you started to engage the community and sharing your student application out?
- The Institute recognizes that this is an important area to have at the front of mind – how will you ensure that you are reaching your enrollment goals?
- What contingency plans are in place for potential underenrollment?
- **Facilities and Operations:**
- Have you identified and secured a facility?
- Have you considered contingency plans A, B, C, and D?
- Are all necessary certificates, such as occupancy permits and insurance, in place?
- Have you completed summer maintenance or renovation projects?
- How will you address operational readiness for the start of the school year?
- **Academic Readiness:**
- Is there a clear plan for recruiting and hiring staff members in place?
- What are first year benchmarks and evaluation criteria in Year Zero and beyond for the school leader?

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Q&A

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