

Transformation assessment tool overview and objectives

- Transformation assessment tool designed to **outline characteristics of a complete and successful transformation** from top-down perspective of involved Home Office departments
- “Definition of ‘done’ ” **supports two objectives:**
 - Aligns expectations among Operations Team, Education Team and school-site staff
 - Facilitates gap analysis and work planning to prepare for start of school once on-site
- **Recommend using this tool in several iterations** once admitted to transformation site
 - As checklist to assess space during first site visit
 - After initial transformation space assessment, to reach agreement with all parties on Operations deliverables
 - After space assessment and review with all parties, to identify gaps to existing campus as input to each department’s work plan
 - Throughout transformation process, to re-align expectations if conditions change

Starting version aims to be comprehensive; all deliverables should be evaluated on a school-by-school basis

Transformation deliverables: Facilities

First 30 days (before student occupancy)	<ol style="list-style-type: none"> 1. All graffiti cleaned and removed, including all bathroom surfaces 2. All small-scale safety hazards eliminated <ol style="list-style-type: none"> 1. E.g., exposed re-bar, broken outlet covers 3. Functional wall outlets accessible to all office desks and the front and back of every classroom <ol style="list-style-type: none"> 1. All non-functioning outlets repaired or covered 4. Security radios and frequency assignments for all administrators, office staff and third-party vendors as necessary 5. Toilet and sink plumbing tested in every bathroom 	
15 days before start of school	<ol style="list-style-type: none"> 6. Every classroom and office deep-cleaned 7. 33 seats in every classroom <ul style="list-style-type: none"> • Comprised of two-seat tables and chairs in science classrooms, combination of wraparound desks and tables and chairs in other rooms 8. 1 teacher desk, 1 teacher chair, 1 filing cabinet, 1 bookcase, 1 trash can in every classroom 9. 1 office desk, 1 office chair, 1 filing cabinet, 1 bookshelf, 1 trash can for every administrator and office staff member 10. Keys to all gates, offices, classrooms, restrooms and storage spaces to be used <ol style="list-style-type: none"> 1. Rooms housing significant number of assets re-keyed 2. Copies of 1 room key, 1 main office key, 1 key to each gate and 1 faculty restroom key for every teacher 3. Copies of 1 IT asset storage key and 1 MDF room key for VP of IT and Desktop Administrator 4. Copies of every room key, gate key, main office and inner office keys and storage keys for administrators and custodial staff 5. School key plan completed 11. All required signage in place <ol style="list-style-type: none"> 1. Including Green Dot and legally required signage 12. Campus exterior power-washed 13. Outlet power installed at new copier locations as needed 	Summer Bridge classrooms, offices outfitted before start of summer classes
Before start of school	<ol style="list-style-type: none"> 14. All FFE identified as unwanted by administrators removed 15. Fire alarm system control instructions delivered to administrators 16. Regular campus maintenance scheduled <ol style="list-style-type: none"> 1. Including custodial, landscaping, trash removal, pest control, HVAC 17. Air conditioning in every classroom and office tested 18. Sinks and plumbing in every science classroom tested 19. Sinks and plumbing in every kitchen tested 20. Appropriate lunch area with sufficient seating and canopy coverage for projected student body 21. 1 bike rack and 1 skateboard rack 22. Fire extinguishers installed where necessary 	
Within 30 days of start of school	<ol style="list-style-type: none"> 23. All supply closets cleaned out <ol style="list-style-type: none"> 1. Assets identified for retention by administrators moved to storage; debris disposed of, including biohazards 24. Refrigerator for teachers' lounge 	

Dependent on authorizer engagement

May require school's purchase of additional equipment if sufficient inventory not inherited

Transformation deliverables: Information Technology

First 30 days (before student occupancy)	<ol style="list-style-type: none"> 1. Laptop for every administrator, teacher, classified staff as necessary <ul style="list-style-type: none"> • Contingent on receipt of list of all teachers' names and subjects 2. Wired (patch-cabled) Internet access available and tested in every room on campus 3. Firewall exception to access to READ 180, Agile Minds, NWEA testing, Data Director, PowerSchool attendance and GradeBook from every room on campus if Green Dot network not accessible 4. Every landline phone jack tested, landline phone installed for every administrator and all classified staff 5. Emergency landline phone in every classroom (capable of reaching main office, not necessarily capable of dialing out) 6. Phone directory of all classrooms and offices 7. Mobile phone for every administrator, classified staff as necessary 8. SIS server installed 9. Fax capability (dedicated line or Efax) in main office 10. All inherited IT assets inventoried, tested and secured 11. Access to voicemail system (if authorizer phone system retained) 12. Catalogue of all authorizer passwords (PC and Mac computers and laptops, wireless network, security alarms, surveillance cameras)
15 days before start of school	<ol style="list-style-type: none"> 13. Green Dot network access in every room on campus 14. Wireless Internet access available and tested in every room on campus 15. Printers delivered by School Services and up to 2 printers in other locations networked 16. IP addresses for all printers and scanners on campus 17. Dedicated analog phone line (no splitter) or data line for postage machine 18. Dedicated analog phone line (splitter acceptable) for MTA bus pass machine
Before start of school	<ol style="list-style-type: none"> 19. 10 READ 180 computers in every READ 180 classroom <ul style="list-style-type: none"> • Including passwords, sufficient power, data and RAM to operate, READ 180 link installed and tested • Number of classrooms dependent on specific school needs; specific classrooms dependent on administrator identification 20. 1 33-computer technology lab <ul style="list-style-type: none"> • Including passwords, sufficient power, data and RAM to operate 21. 2 full laptop carts <ol style="list-style-type: none"> 1. Sufficient computer locks to secure both carts or all individual machines • Designation of 24-, 28-, or 32-laptop cart dependent on administrator preference and budget 22. Programmed bell system 23. Public address system 24. LCD projector for every teacher 25. School website 26. Document camera for every teacher 27. SMART Boards installed for every teacher
W/in 30 days of start of school	<ol style="list-style-type: none"> 28. School SharePoint site

Dependent on authorizer engagement

May require school's purchase of additional equipment if sufficient inventory not inherited

Transformation deliverables: Real Estate

First 30 days
(before
student
occupancy)

1. Campus map and space plan
2. Building interiors and exteriors with graffiti not addressable by cleaning painted

15 days
before start
of school

3. All large-scale safety hazards addressed and eliminated
 - E.g., non-compliant fume hoods, gas lines
4. All necessary wheelchair ramps built according to code
5. 2 standard-size whiteboards in every classroom
6. 1 corkboard in every classroom
7. Projector screen installed for every teacher

Before start
of school

8. Building interiors and exteriors with significant damage or chips painted
9. Fences, partitions and / or tarping to divide campuses or offices installed

*May require school's purchase of additional
equipment if sufficient inventory not inherited*

Transformation deliverables: School Services

First 30 days
(before
student
occupancy)

1. Confirmation of comprehensive insurance
2. Pricing and references to select breakfast / lunch provider (*if optional*)
3. Inventory of all inherited FFE assets
4. Based on inventory of inherited FFE, list of furniture to be purchased or moved to meet classroom and office specifications (*see Facilities deliverables*)
5. Office staff training on free and reduced lunch form distribution and collection
6. Office staff training on meal service oversight

15 days
before start
of school

7. 2 large-volume copiers and 1 small-volume copier installed
8. Conventional morning and afternoon bus routes and schedule (*if applicable*)
9. Special-needs morning and afternoon bus routes and schedule
10. Introduction to food services contacts
11. Introduction to transportation vendor contacts
12. Postage machine for main office
13. Office staff training to use postage machine
14. Bus pass distribution machine and office staff training (*delivered by MTA*)

Before start
of school

15. Fresh drinking water at or immediately adjacent to meal service area
 - I.e., drinking fountain or alternative if plumbing not possible
16. Breakfast and lunch line set-ups
17. Scantron for main office (*if applicable*)
18. Access to Green Dot-negotiated Office Depot pricing (*via Expensewatch*)

Transformation deliverables: Security

First 30 days
(before
student
occupancy)

1. Pricing and references to select third-party security vendor
2. Contract with third-party security vendor
3. Sufficient CSA's to meet safety plan guidelines, hired with Security input

15 days
before start
of school

4. Emergency preparedness plan
 5. School safety plan
- } *Contingent on confirmed space plan*

Before start
of school

6. Security cameras to observe all areas included in authorizer plans
 - Including DVR recording
7. Emergency supply kits for every office and classroom

Within 30
days of start
of school

8. Contacts in local law enforcement and community activism groups
9. Access to community emergency resources housed on campus
 - E.g., Red Cross emergency evacuation containers

Transformation deliverables: Knowledge Management

First 30 days
(before
student
occupancy)

1. Google doc form for enrollment packet data
2. Office staff training on use of SIS
3. CDS and authorizer location codes delivered to administrators

15 days
before start
of school

4. Mass-upload of all new student data to PowerSchool
5. Data from SIS / feeder disk uploaded into PowerSchool
6. PowerSchool and DataDirector accounts for all staff necessary
7. PowerSchool and DataDirector training for new staff

Within 30
days of start
of school

8. Benchmark test scanner for main office
 - Installed when destination computer and location identified by administrators

Transformation deliverables: Purchasing

First 30 days
*(before
student
occupancy)*

1. Inventory of all inherited textbooks and novels
 2. ExpenseWatch training for all administrators and office staff as necessary
 3. Follett training for all school staff necessary
 4. Credit card policy training
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15 days
before start
of school

5. Follett license (if applicable)
 6. All textbook shipments received and delivered to school site
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Before start
of school

7. All textbook and student data entered into Follett (year 1 only)

Transformation deliverables: Marketing and Development

First 30 days
*(before
student
occupancy)*

1. Application to all relevant major grant opportunities
 - E.g., Walton, Broad, SIG, PCSGP
 1. Invitation to necessary evaluative interviews
 2. Business cards for all administrators
 3. Recruitment materials *(year 1 only)*
 4. School logo
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15 days
before start
of school

5. Banners according to administrator specification
 - E.g., school name and phone number, first day of school
6. Green Dot branding package

Transformation deliverables: Human Resources

First 30 days
(before
student
occupancy)

1. Ceridian training for all administrators and office staff as necessary
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15 days
before start
of school

2. Processing of all new hires on school site
3. PAFs / new offer letters created and issued for all transferring staff

Using the transformation assessment tool

