

## **Starting a Public Montessori School** **A Planning Timeline**

### **PHASE I: PRE-PLANNING (18 – 24 MONTHS AHEAD OF OPENING)**

#### *Gathering Stakeholders & Assembling Resources*

- Assemble a design team
- Establish relationships with nearby Montessori schools, public and private
- Learn about local options for starting schools: district, magnet, charter
- Educate local leaders (school leaders, community leaders, parents)
  - Visit nearby public Montessori programs
- Prepare a fact sheet that addresses key questions related to launching a public program:
  - Proposed size of program
  - Potential locations of program
  - Start-up costs
  - Teacher recruitment and training
- If your state offers start-up support (available specifically for new charters), apply for financial or technical assistance
- Cultivate funders to support initial planning (typically 12-18 months ahead of school opening)

### **PHASE II: INITIAL PLANNING (12 MONTHS AHEAD OF OPENING)**

#### *Operationalizing the Vision*

- Finalize plans for size, scope and location of program
- Draft and submit application (for charter or magnet)
- Reconstitute initial design team to serve as official planning board, responsible for:
  - Negotiating agreements with state/district
  - Hiring architects, contractors and other professionals necessary to prepare physical plant
  - Recruiting and hiring school leader
  - Developing system of student recruitment and selection
  - Managing budget
- Launch School website
- Recruit students and families

### **PHASE III: FINAL PLANNING (FIVE MONTHS AHEAD OF OPENING)**

#### *Countdown to Opening*

- Complete operations plan
- Hire instructional staff
- Conduct lottery
- Orient new families
- Complete all needed construction/renovation