WELCOME

Opportunity180 Nevada Community of Practice

Session 5: Summer Planning

May 29, 2024

Housekeeping!

Battle Born Academy

- Thank you to Fabiola & Team!
- Thank you to Opportunity 180 for breakfast!
- Restrooms / Water
- Summer School happening

(Re)Introductions

Hi - I'm Anders!

- My favorites:
  Angela *my partner*
  Casper *my dog*

- **Philadelphia** -> **Amherst College** -> **Baltimore** -> **Providence** -> **Seattle**

Hi - I'm Molly

MY WHY:
Actively building & contributing to my community.

Indiana -> **Denver**
-> DSST Public Schools

Preview of the Day

If you haven't already...

- Signed in at the entrance
- Name tag
- Name tent
  - First Name
  - School
  - Role

Agenda
For Today

Time	Description of Learning
7:45 - 8:00	Doors Open, Breakfast
8:00 - 8:45	Welcome, Introductions - Framing for the Day
8:45 - 8:50	Break
8:50 - 10:00	Session 1: Our Context in the "Upside Down"
10:00 - 10:10	Break
10:10 - 12:15	Session 2: The Summer Road Trip
12:15 - 1:00	Lunch
1:00 - 1:15	Tour of Battle Born Academy with Fabiola Harvey
1:15 - 1:25	Gallery Walk
1:25 - 2:00	Session 3: How it Started Vs How it's Going - Building Self-Awareness
2:00 - 2:05	Break
2:05 - 2:35	Session 4: Intentional Leadership Decisions
2:35 - 2:45	Closing
2:45 - 3:00	Clean Up, Departure

And now let's look at...

- Assign a Notetaker if helpful
- Slides will be shared after today
- Resources at your disposal
  - Sticky notes
  - Pens and markers
  - Stickers (for later)
- Anders will be joining us later this morning!
- LET'S GOOOOOOOOOOO!!!!!!!!!!

Community Norms

Commit to our own and each others' learning

Be Present

Exposure, not Mastery

Center the needs of our school community

Airtime Equity

Community Norms

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HOT SEAT!

HOT SEAT!

WHEN I SAY GO:

→ Groups of 3

→ Birthday month that comes first = first in hot seat

→ Determine topic of their choosing that's an interest

→ Other two will alternate asking questions to the person in the hot seat about their topic until the timer is up and I notify the group - about 90s

→ This is about active LISTENING. While it may be hard, it's not necessarily about making connections, but about seeking to understand.
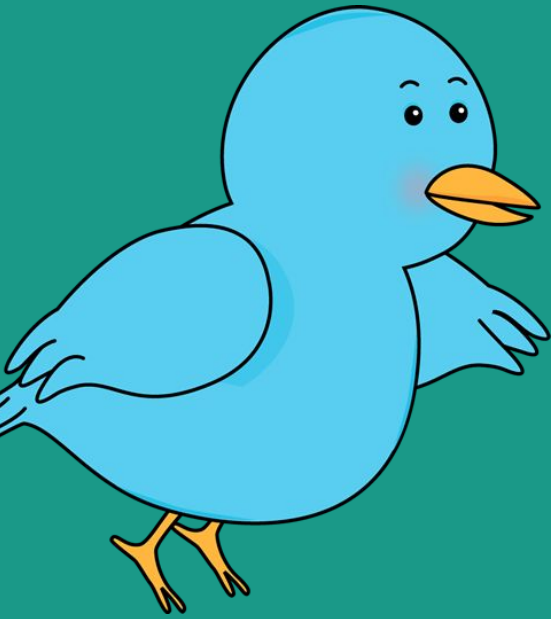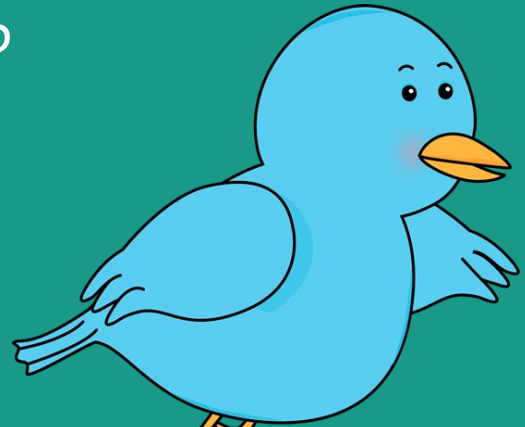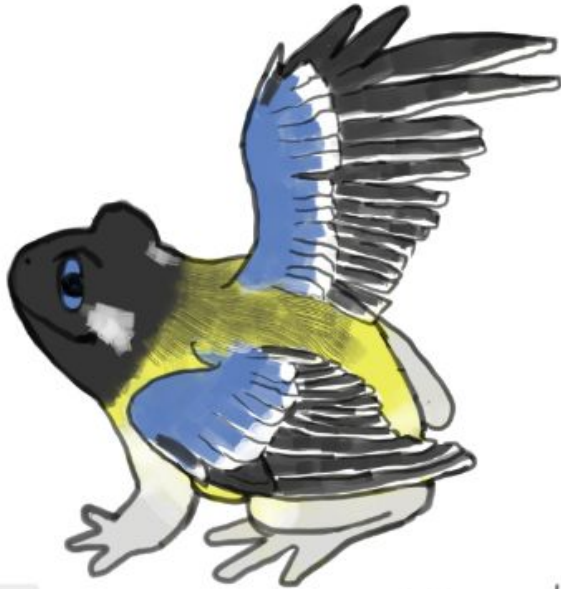
triskelion-soda asked:

Could you maybe draw a frog with bird wings? I love birds and I love frogs, so I think it'd be very cute combination.
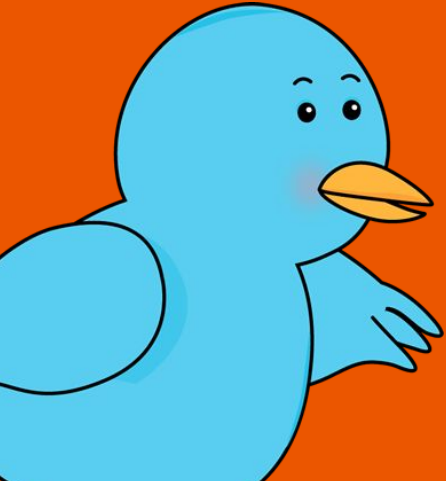
amphibianaday answered:

left handed amphibian #42

ALT

Operations Leaders need to be able to do both, and know when to **toggle** between the two OR lean on team to leverage their strengths as a <u>frog</u> or <u>bird</u> thinker.

The "Upside Down" Time

- Whirlwind of end of year is over; fatigue sets in
- No students or teachers in the building, no "set schedule"
- Planning vs doing
- Admin staff are on various vacation schedules

The "Upside Down" Time

- Summer can feel like an opportunity, but also can feel overwhelming

- We need different (or more) structure for the lack of structure that the school day provides

- ***Is this resonating with anyone?***

The UPSIDE of Summer Time!

- There are things we can *pilot* or try out that could work for summer because of a fresh start and its pacing is different.

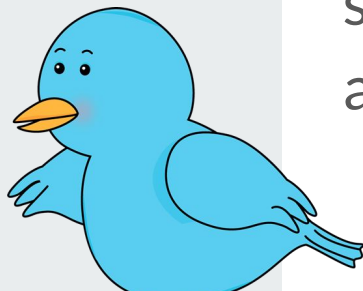- These things can also end up working in the school year once strong habits are built.

Open Mode! *(Brain Dump)*

- Sometimes it's helpful to just get it all transferred from the BRAIN to the PAGE.
- You may already have something started for summer deliverables - DO NOT START OVER FROM SCRATCH!
  - *You can pull that up for this exercise!*

Before we get started...

Yes, there is a long list of "must dos" for the start of the school year.

But within that, or even outside of that, are there specific things that are unique to the context of your 24-25 summer that should stay front and center?

In your Note Catcher!

Write some notes for yourself and/or your team considering...

➔ Your specific school's enrollment context

➔ Your year in build out

➔ Staffing changes

➔ Facilities projects or priorities

➔ Other?

Open Mode! *(Brain Dump)*

- Pen!
- Sticky Notes!
- Previous Summer Planning Doc *(if you have one)*
- Be as granular as you want / can! *This is a first "draft."*
- Group in Bucket stacks

Some of these may not be in your area of ownership*

Resource Highlight

Operations Responsibilities Bank

Facilities

Recruitment, Enrollment, & Registration

Finance & Budget
___

Staff Recruitment & Onboarding

Food Services

Procurement & Inventory

Student Information

Technology

Arrival / Dismissal

___

Attendance

Events

Scheduling

Transportation

Family Communication

Compliance

Substitutes & Coverage
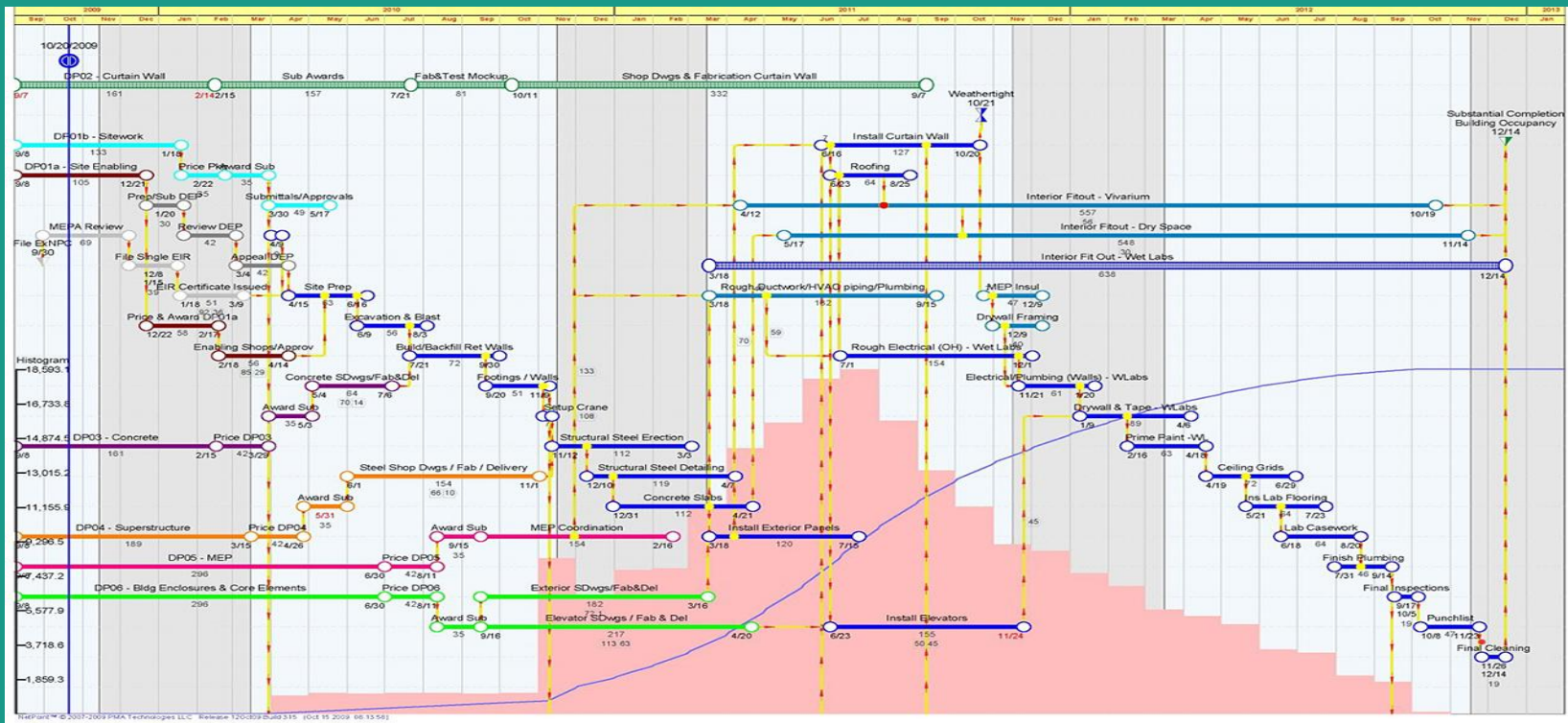
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Assessment

Nursing Services

Fundraising / Grants
___

The Myth: The Perfect Project Plan

The Reality:

Prioritizing inherently means not everything is equally as important. *Not all of these post it notes will happen.*

A set of **simple, flexible tools** and **templates** to help you think through, plan, and assign major priorities and buckets of work *across your team.*

REALITY CHECK

On your chart paper, create this version of the SchoolOps "Stoplight" Resource

Take your heftiest stack.

Start sorting your post it notes into these columns for the Summer.

MUST DO	NICE TO DO	DON'T DO

REALITY CHECK - Share Out

→ Was it difficult to move items to the Don't Do column?

→ What was **relieving** when you were able to move things to the Don't Do column?

→ Any other general notices about this process?

REALITY CHECK - PRIORITIES

→ What are you noticing are your Top 2 - 3 "Buckets" based on the sticky notes in the Must Do column?

→ Expected? Surprising? Different compared to previous years?

→ If you **had** to name only ONE Priority for the Summer, what would it be? Why?

PRIORITIES

On your second piece of chart paper, create this *Summer Priorities Table*.

You MAY leave 2 & 3 blank, and there can't be more than three!

	School Name
#1	
#2	
#3	

In your
Note Catcher!

Now that you are clear...

➔ How well do you think your key or even fringe stakeholders know these priorities?

➔ Who might these people be?

➔ Does it matter that they know? Why or why not?

In your
Note Catcher!

Stakeholder Communication

How might you want to share Summer Priorities with key stakeholders and *solicit feedback* on those priorities?

Session 1
Closing Thoughts

Bio Break! Back for Session 2

How is it feeling now versus when we started?

Why is it important to have that clarity–a "rallying cry"- for the summer as the Ops Leader?

Other thoughts?

Session 2

Summer Planning
The Road Trip

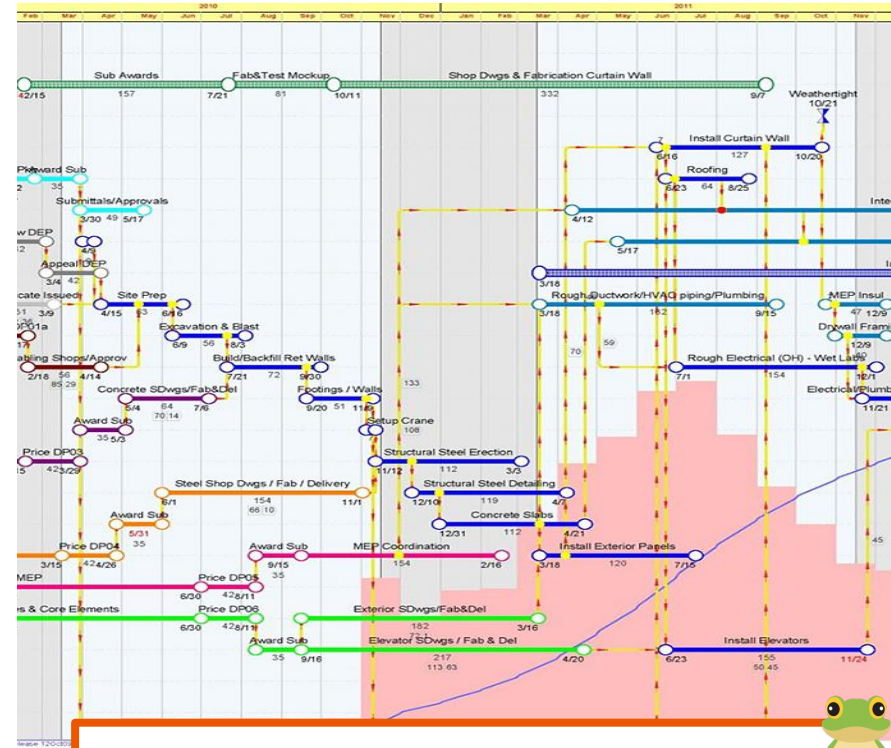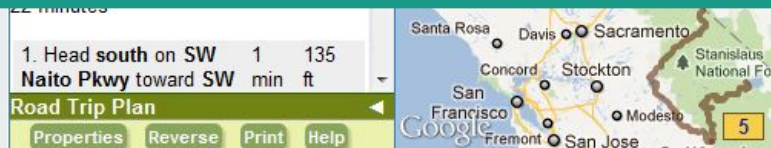# *The Summer* *Road Trip*

- Departure Date
- Return Date
- There will be detours along the way, but it doesn't detract from the **KEY DESTINATIONS**.
- When those little changes happen, come back to the **MAP**.

Summer Project Plan

FLEXIBLE, PRIORITIZED

RISK LOSING SIGHT OF BIG PICTURE

PART ONE:

PROJECT PLANS

Summer Project Plan / First Day of School

1. Success requires planning with the end in mind.
2. "If it isn't written down, it never happened."
3. Where should it be written down? Anywhere you will LIKE looking multiple times a week!
   a. Huge white board grid
   b. Google Sheets
   c. AirTable
   d. Asana
   e. Others?

TIP:
Collaborative
Document
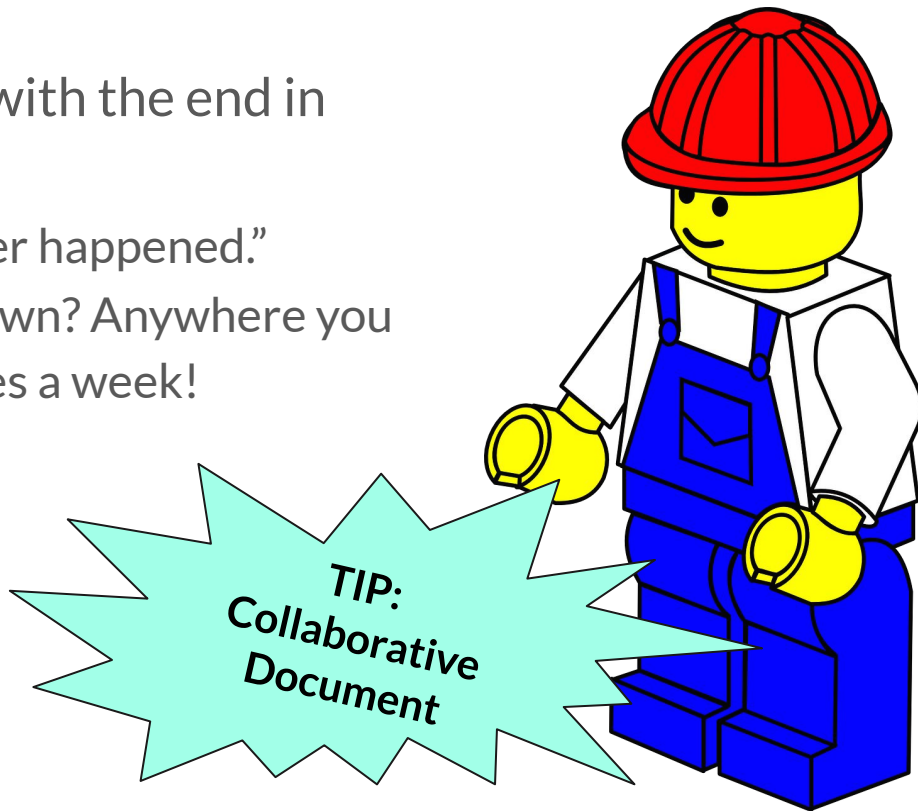
Summer Project Plan / First Day of School

1. If you have a template you used last year that worked, **START THERE**!
2. If you have a format for a project plan for a *different project* and that worked well, **START THERE**!
3. If you've not used something before that's worked well, check out the template in the **NOTE CATCHER**!

ACTION: Decide on your "LOCATION" for your Summer Project Plan

KEYS TO STRONG PROJECT MANAGEMENT

AKA The Checklist Manifesto

➔ Goals and project objectives

◆ *Check! Session 1!*

➔ Milestones, deliverables, and project dependencies

➔ Stakeholders and roles

➔ Timeline and schedule

➔ Communication plan

➔ Scope and budget

KEYS TO STRONG PROJECT MANAGEMENT

AKA The Checklist Manifesto

➔ Goals and project objectives

➔ **Milestones, deliverables, and project dependencies**

➔ **Stakeholders and roles**

➔ **Timeline and schedule**

➔ Communication plan

➔ Scope and budget***

The "What"

Milestones, Deliverables, & Project Dependencies!

# Milestones, Deliverables, & Project Dependencies!

1. We're going to take the Ops Buckets from before and the sticky notes and start to transfer them into your Project Plan Location
2. Focused Frog Work
3. Keep the Stoplight in mind
4. Top Priority Buckets & Must Dos go in first
   a. **Is there a way to tag these priorities** in your Project Plan (*ex: 1,2, 3*)
   b. Don't add more unless they are overlooked Must Dos!

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Work Time!

Fill in your Buckets with specific Actions / Deliverables in your Summer Project Plan!

___

20 minutes
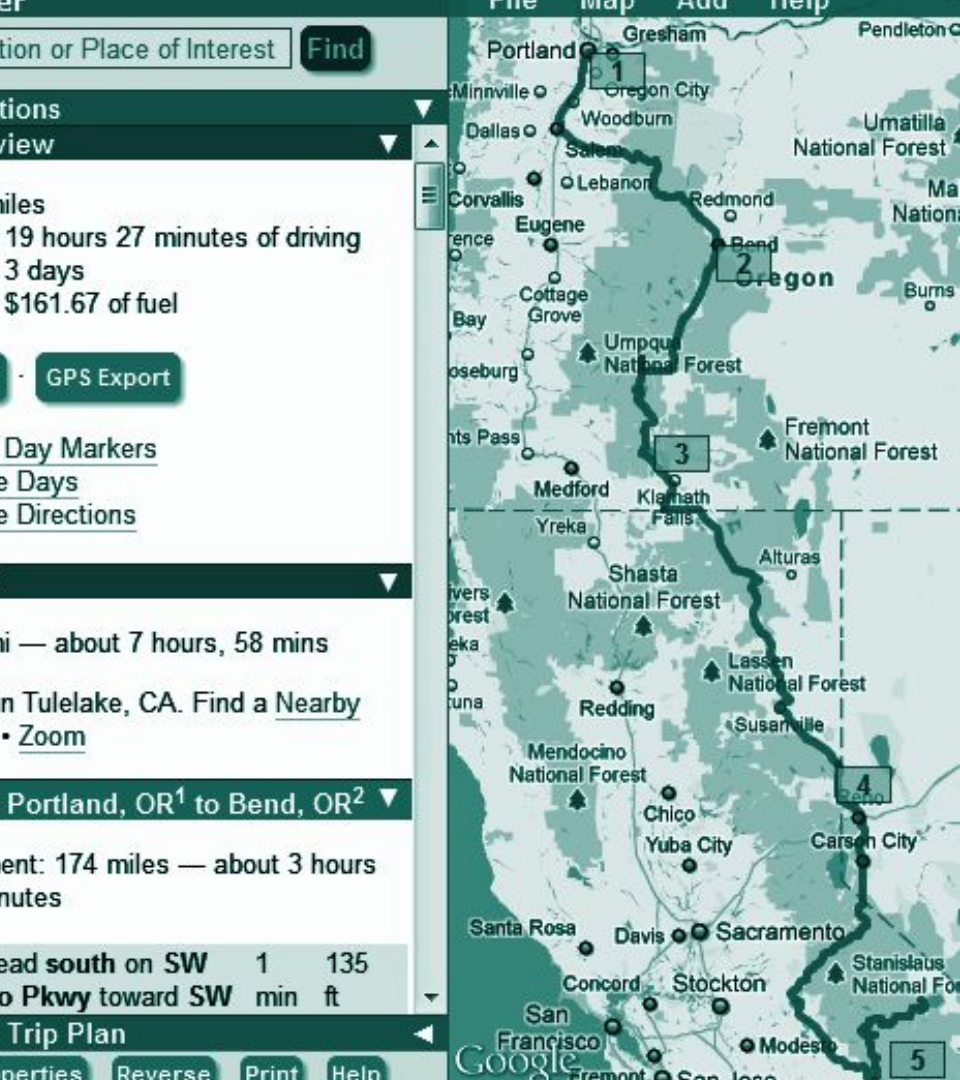
Share Out!

- **What are your notices about your Project Plan?**

- **Are you ensuring your busiest buckets align to your Top Priorities?**

- **What information do you still need?**

The "Who"

Stakeholders and Roles!

Stakeholders & Roles

1. Variety of frameworks for determining ownership & roles
    a. RAPID, RACI
2. If you have a format that works well, **START THERE**!
3. However, what we like at SchoolOps, is the MOCHA Chart which you will find in your **NOTE CATCHER**!

What's the MOCHA Chart?

MOCHA: A Management Framework

- **M**anage: *Responsible for outcomes, oversee*
- **O**wn: *Directly execute, primary performer of responsibilities*
- **C**onsult: *Provide input*
- **H**elp: *On the team that supports; team-adjacent*
- **A**pprove: *Programmatic oversight, budgetary*

Stakeholders & Roles

1. MOCHA Chart helps you tease apart those roles and responsibilities.

2. "If multiple people own something, no one does."

3. Because of the Summer Upside Down, there is different capacity – *consider your assets!*

ACTION: Decide on your STAKEHOLDER framework for your Summer Project Plan

Stakeholders & Roles

1. We're going to fill out our MOCHA Chart (or structure of your choosing) for our Top Priorities only.
2. Make a copy of the Template in the Note Catcher.
3. Fill out your specific Summer Priorities - MAX 3!
4. Enter some quick descriptions/details.
5. Aaaaaannnnndddd MOCHA!

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Work Time!

Complete your MOCHA Chart* for your TOP THREE Summer Priorities!

———

7 minutes

Share Out!

*Not only clarity of action, but clarity of how decisions are made.*

- **What is helpful about this process?**

- **How might this level of clarity prevent "people conflict" later on in the summer?**

- **Other notices?**

MOCHA: A Management Framework

Responsibility	Notes	Dahir	Scully	Cypress	Scholarship	Mariposa	[ ]
Online Application	Design, review, ensure functioning	A	C		O		
Website	Updates, including events, announcements, etc.		CA		O		
Registration	Move applied families through registration packet, and ensure continued engagement		C	H	O		
Returning Students	Finalize survey numbers, address concerns	HC	O	H	HC		
Community Events	Identify, plan, execute, pass on information	C	M	H	O		
Open House Events	Identify, plan, execute, coordinate with school team	HC	M	H	O		C
Shadow Days	Communicate with families, plan, coordinate with school team	H	C	H	O		
Social Media Marketing (Organic)	Newsletter, Social Media content creation and distribution	H	H		O	O	
Social Media Marketing (Paid)	Identify target demos, place buys, monitor spend and efficacy		H			O	
Other media marketing	Radio, TV, billboards, print, etc.		H		H		
Manage Ambassadors and Volunteers	Manage current students, families, and community members. Media kits for ambassadors		HC		O		H
Neighborhood Canvassing	Coordinate door-knocking, other hyper-local efforts		H	H	O		H
Tours	Schedule and lead families through tours	H	H	H	O		
Communication with Prospective Families	Continuous call and text updates for prospective families				O		
Text Banking	Set up text banks to drive prospective families		C			HC	O
Coordination with Local Schools	Work with local schools to identify students who could be a good fit for WIHS	H			O		

This framework is a helpful tool that can be:
- Expanded for more priorities in Ops
- Across your school team responsibilities
- Zoomed in for more detail for complex areas of ownership ("Sub-MOCHA")
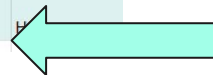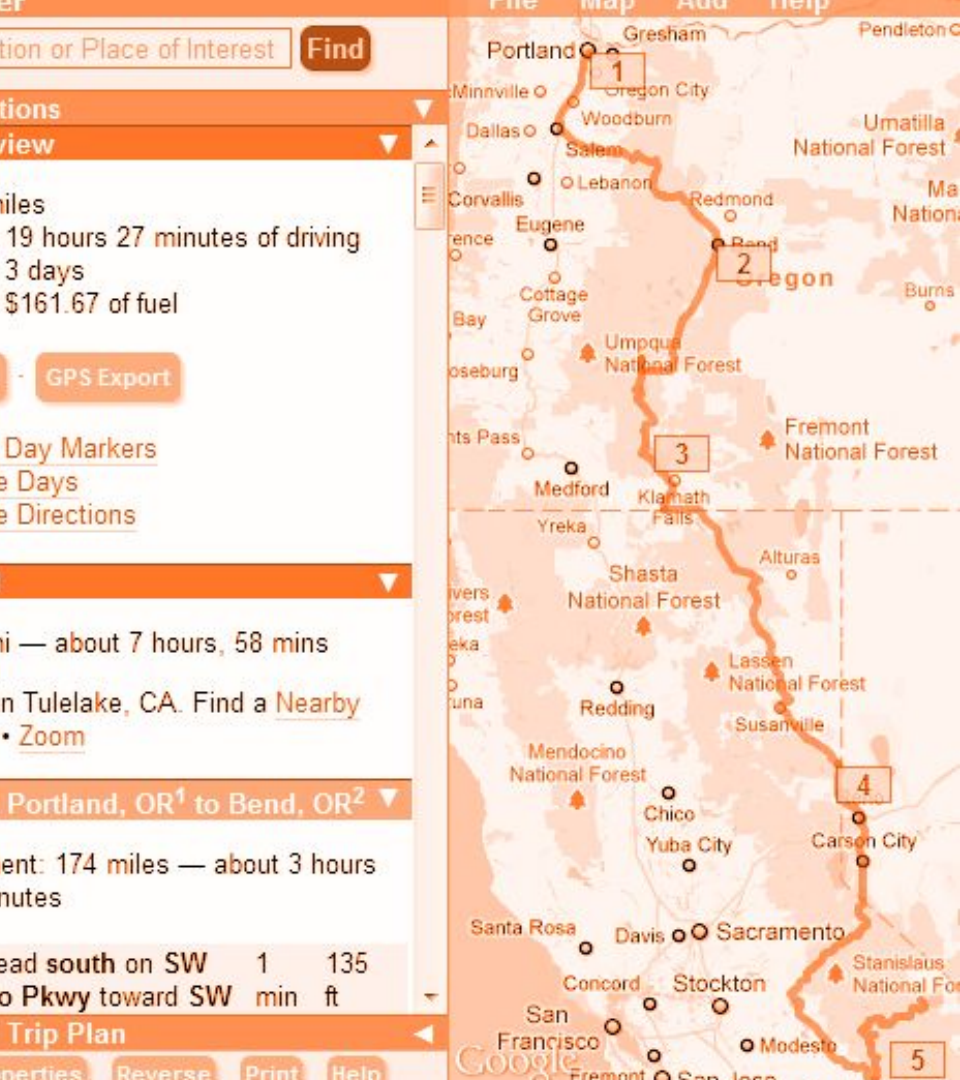
Enrollment Example

Work Time!

*Keep going on our Project Plan!
Enter Owners for your Deliverables
based on the MOCHA definition of
Owner (primary performer).*

10 minutes

Share Out!

- **Are you able to consider dispersed ownership for summer deliverables?**

- **Where there certain items that you struggled to assign? What are your next steps?**

The "When"
Timeline & Schedule

Timeline and Schedule *Pre Work* 3 minutes

- **Office Closed/Holidays**
- **Facilities closures**
- **Admin - First Day Back**
- **Teachers - First Day Back**
- **Family Events (Back to School Socials, Registration Day)**
- **First Day of School**
- *PTO / Vacation Days of individual admin staff*

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Memorial Day	28	29	30	31	1
2	3		5	6		8
9	10					
16 Father's Day	17					
23	24	25	26	27	28	9

If you have any of these dates ready, add them now to your Project Plan as an FYI (no owner).

Timeline and Schedule *First Day of School*

- **How many weeks until the first day with staff?**

- **How many weeks until the first day of school?**

- **How many of those are work weeks?**

August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8 First Day of School	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Timeline and Schedule

1. Starting with your Top Priorities for Summer, sta[rt]
    backwards mapping your deliverables.
2. *NOW HERE'S THE CHALLENGE:*
    a. Instead of use precise dates, try:
        i.   **Week 1 or**
        ii.   **June A / June B or**
        iii. **The Friday of the end of the week**
3. By the end of today, it's better to have a more
    complete BIG PICTURE of your "Road Trip" than
    the exact dates of only a few things–because
    there could be detours, anyway!

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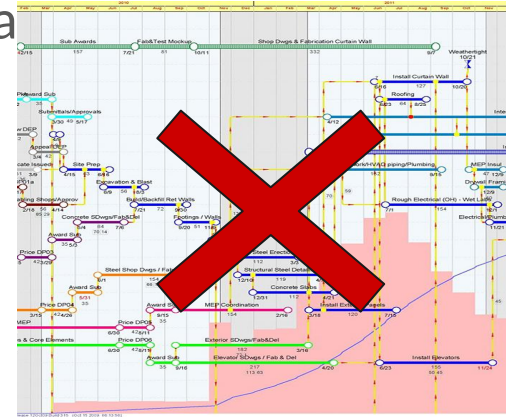
Work Time!

Begin to backwards map by entering date RANGE TARGETS for your deliverables.

15 minutes

Halfway Mark

Check in -
- → *How are things going?*
- → *Clarifying questions?*

___

7 minutes
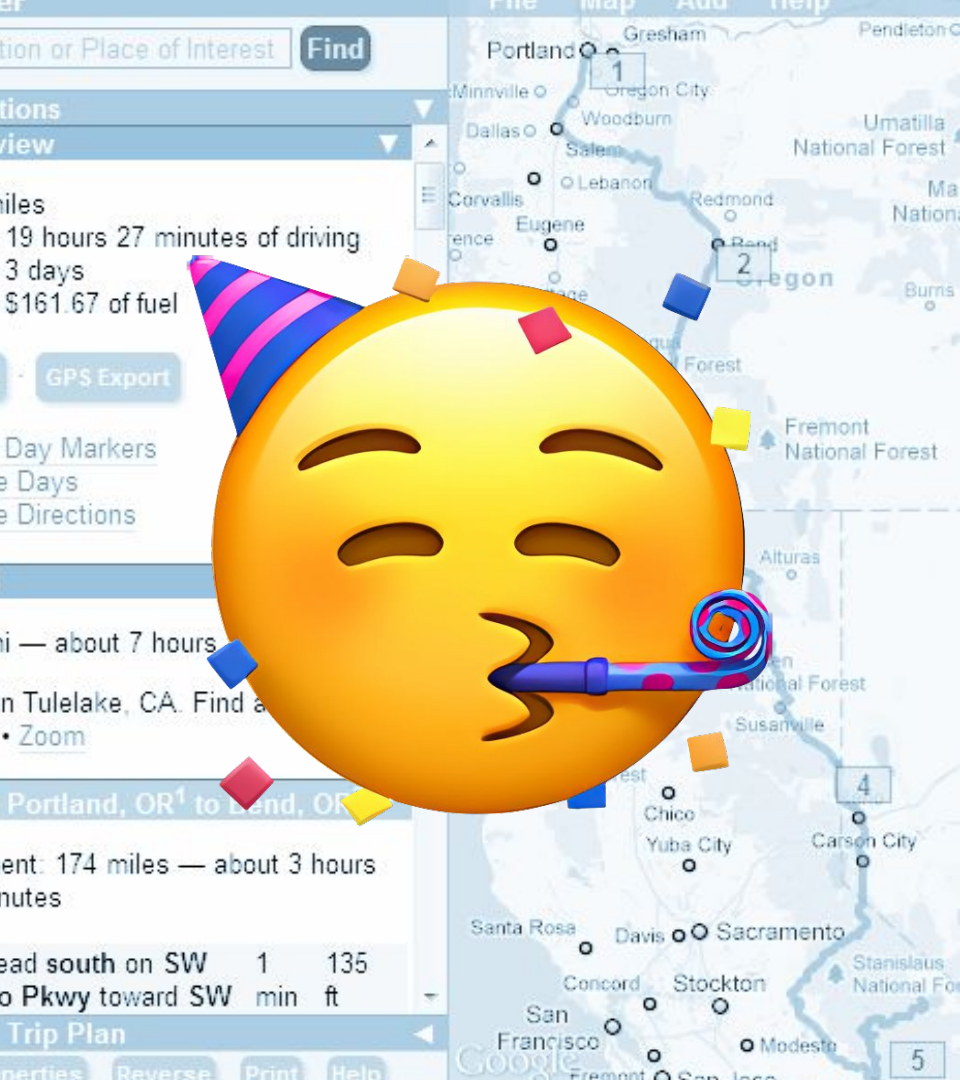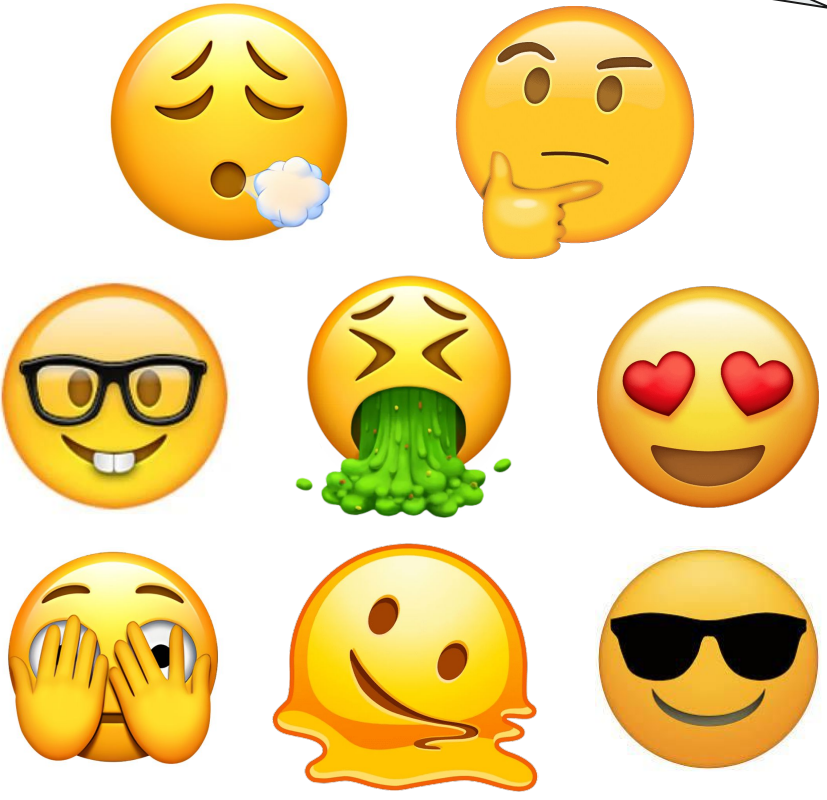
Structures to Support

PROJECT MANAGEMENT

Project Plan - The "Map"

➜ Communication Norms: Clear is Kind

➜ Team meetings

- ◆ Consistent cadence
- ◆ Meeting agendas/templates

➜ Weekly Email Updates

➜ Calendaring to update your project plan or do specific summer work

Structures to Support

➔ Communication Norms
  ◆ Setting Clarity
➔ Team meetings
  ◆ Stoplight Sample Agenda
➔ Weekly Email Updates
  ◆ Example Email
➔ Calendaring
  ◆ Example Schedule
    ● Office Assistant

Structures to Support
IN THE NOTE CATCHER

➔ Communication Matrix

Email	Text	G Chat / Slack	Team Meetings	1-on-1s
- 24 hour response - Use subject tags if action required - Default for comms	- Only for emergencies and onsite events. - Immediate response expected during work hours	- Quick questions - Expect response as soon as finished meetings	- Discussion items requiring all team members - Quick barrier questions - Priorities - Strategic Planning	- Individual feedback - Discussion items - Coaching

Structures to Support
IN THE NOTE CATCHER

➔ Sample Agenda: Stoplight

Weekly Stoplight Meeting Template

Key Questions:
1. **What barriers are we facing for our "Must Do" list, and can the folks in this meeting help us overcome them?**
2. Was I able to accomplish all of my "Must Do" list from last week? Why or why not?
3. Are everybody's "Must Dos" aligned with our top priorities as a team, and their top responsibilities in their role?
   a. If not, why?
4. Does anybody have a number of deadlines or "Must Dos" this week that is unrealistic? If so:
   a. Can some of them be moved to the "Could Do" category?
   b. If not, and they are truly all critical deadlines, what support does this person need to get through the week
5. How much buffer does each person have for unexpected popups? Is it enough?
6. Is everybody's Calendar aligned with their "Must Do" list?
   a. If not, can some of those meetings be canceled or postponed? Are they critical?
7. **What 1-on-1 or small group meetings do we need to have after our team meeting to get this week's work done?**

	[Person 1]	[Person 2]	[Person 3]
"Must Do" What has to happen this week in order to keep us on track to meet our goals?	1.	1.	1.
"Could Do" If I accomplish my "Must Do" list, what else	1.	1.	1.

Structures to Support
IN THE NOTE CATCHER

→ Weekly Email Update Example

Hey all -

I wanted to send an email that summarizes the benchmarks for this week and next Tuesday. Please make sure we're moving on Action Items! Also, feel free to update status of items by either emailing me or by updating yourself in the Attendance Data Dashboard.

Date	Event	Details	Owner	Status
Monday, February 12	Peacock gives final Approval on Language for Attendance Policy Reminder	School Attendance Policy Reminder - Whole School	Mustard	Complete
Tuesday, February 13	Attendance Kick Off Meeting	See Google Calendar Invite	Peacock	Complete
Tuesday, February 13	Create Parent LogIn Instructions fo. Infinite Campus	See if there are templates already on drive	Scarlet	Not Started
Tuesday, February 13	Attendance Policy Reminder goes out to Whole School *Include Raffle incentive for families who read the letter and submitted survey for raffle*	School Attendance Policy Reminder - Whole School ; via IC AND Class Dojo	Scarlet	Complete

Structures to Support
IN THE NOTE CATCHER

➔ Office Assistant Weekly Schedule Example

8am	Emails / Voicemails 8am - 9am
9am	Follow Up with Leads 9am - 10am
10am	Registration/Student Records Worktime 10am - 11:45am
11am	
12pm	Lunch Break 11:45am - 12:15pm
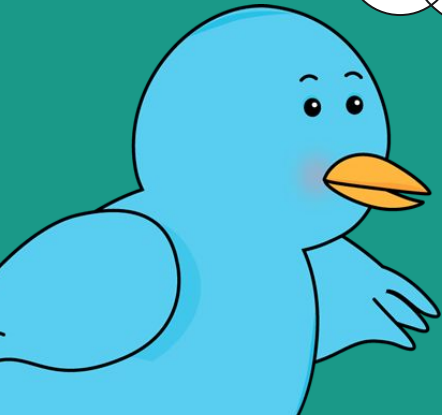
REVIEWING: PROJECT MANAGEMENT

The Checklist Manifesto

➜ **Goals and project objectives**

➜ **Milestones, deliverables, & project dependencies**

➜ **Stakeholders and roles**

➜ **Timeline and schedule**

➜ **Communication plan**

➜ **Scope and budget**

STRONG PROJECT MANAGEMENT

Quick Note

➔ Goals and project objectives

➔ Milestones, deliverables, & project dependencies

➔ Stakeholders and roles

➔ Timeline and schedule

➔ Communication plan

➔ **Scope and budget**

◆ **Know your budgets: Staff supplies, food, etc.**

◆ **FY roll for spending on 23/24 vs 24/25 materials**

In project management...

Where do you think you will shine?
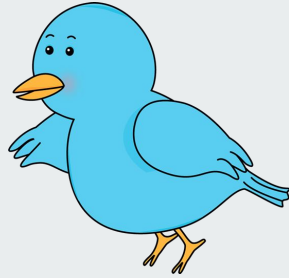
What is going to be a challenge?

- → **Goals and project objectives**
- → **Milestones, deliverables, & project dependencies**
- → **Stakeholders and roles**
- → **Timeline and schedule**
- → **Communication plan**
- → **Scope and budget**
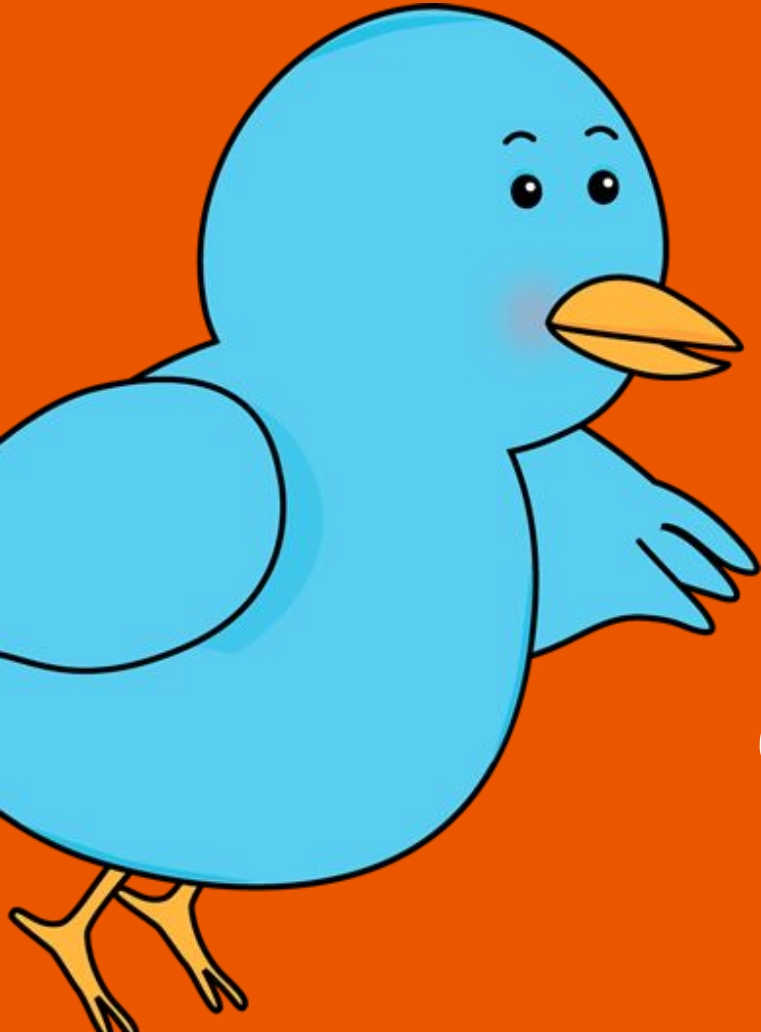
LUNCH
from Le Thai 2!

Come back together at 1:00 for the tour with Fabiola!

— Gallery Walk!

Sharing Perspective & Priorities

LOVE IT!

NEW IDEA!

US TOO!
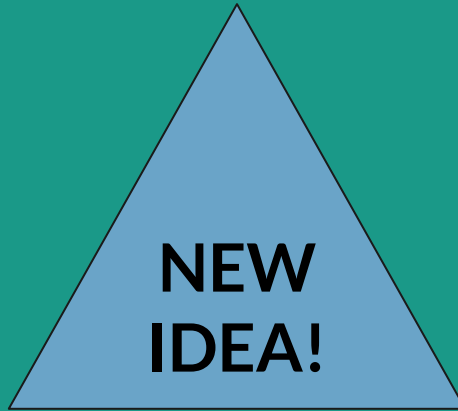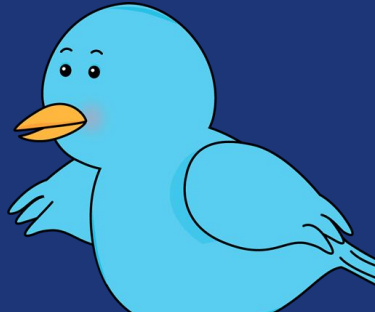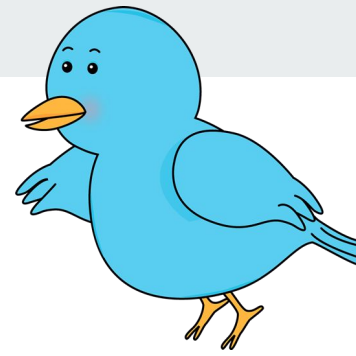
Planning Pause

- We've done a lot of lookahead planning
- Spent time as both big picture birds and focused frogs

But how are we doing RIGHT NOW?

How it started...

How it ended.

If you just finished a school year...

- Exhaustion
- Relief
- Determination
- Proud
- Other?

If you're just starting this summer...

- Excited
- Creative
- Nervous
- Determined
- Other?

Discussion:

Quick Self Reflection
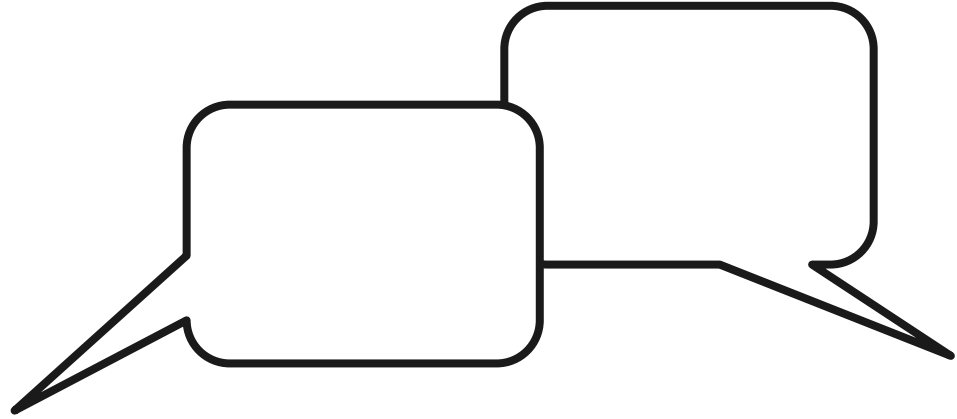
➔ How are you feeling now after the end of the school year?

(and / or)

➔ How are you feeling going into the summer?

Share Out:

➔ How are you feeling now after the end of the school year?

   (and / or)

➔ How are you feeling going into the summer?
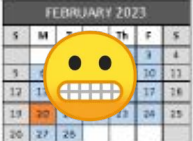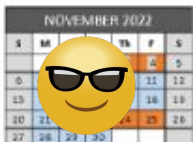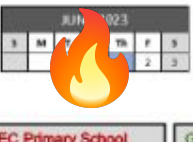
If we reflect a little...

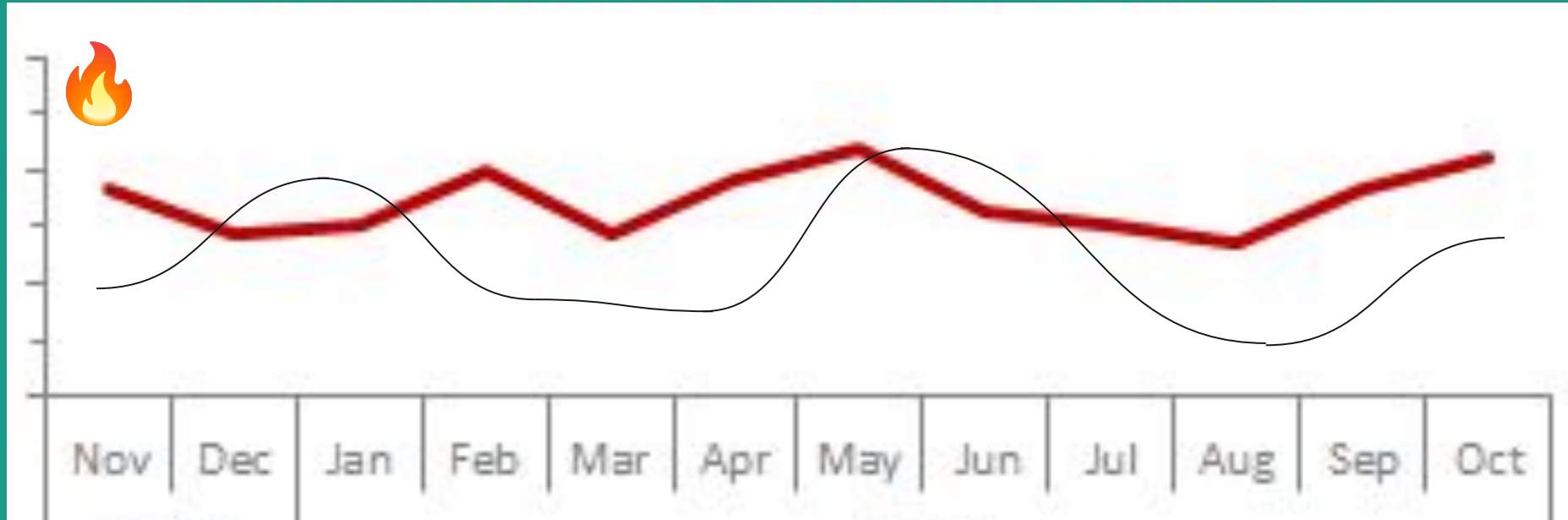The Operations Calendar is simply different than the one from Teachers.

For example:

- Enrollment for the next school year starts around March - parents only can go to the Front Office with questions, while in the school year, parents can go to their teachers with questions.

Teacher and Ops Leader "Hot" Times of Year don't always match up.

🔥

| Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |

This is especially true in the months of July & August.

By the First Day of School, I did NOT feel like a shiny new penny.

It took me a while to realize this was a reality I could anticipate & plan for.

From my personal experience...

Discussion:
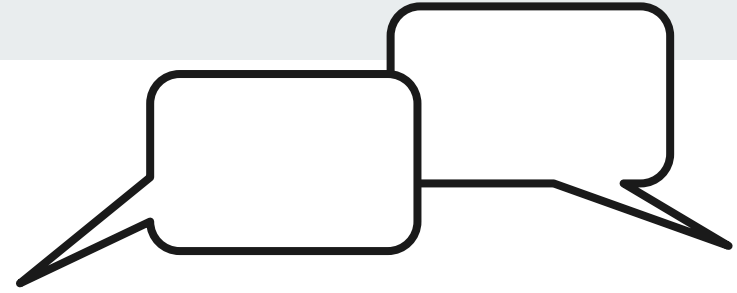
For the new school year,

1. What are NEW staff going to be wanting/needing from you?

2. What are RETURNING staff going to be wanting/needing from you?

3. What are students and families going to be needing from you?

Share Out!
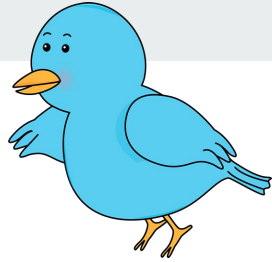
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Timeline and Schedule

Consider your Project Plan...

How do you think you're going to feel around August 2nd?

Why is this important?
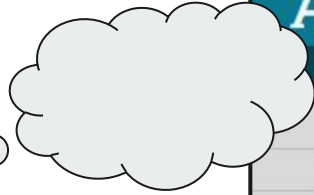
August 2024

Wednesday	Thursday	Friday	Sat
31	1	2	3
7	8 First Day of School	9	10
14	15	16	17

Discussion:

1. How do you show up when you're stressed?

2. How might that have an impact on staff? Families? In your personal life?

3. How might it impact your ability to make decisions regarding your summer priorities in the face of pressure?

The Myth

The Perfect Project Plan will eliminate the challenge of Back to School.
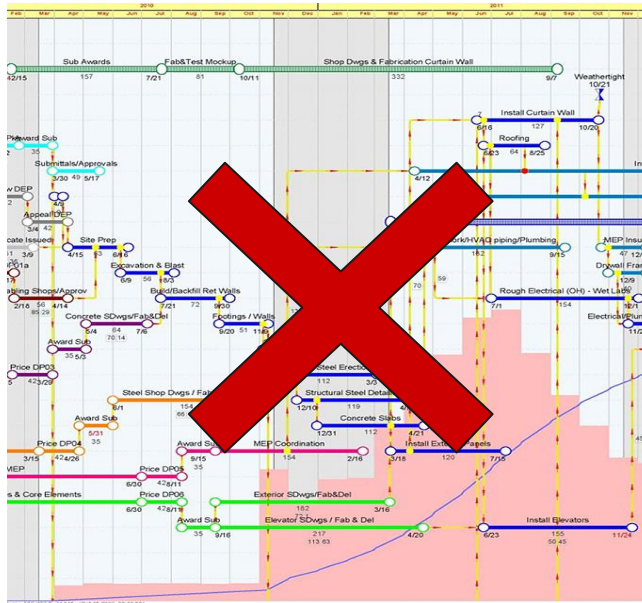
The Truth

Priorities help us focus on what's most important to keep perspective.

Self awareness is crucial for not only showing up how we want to for our community, but also for making good decisions within our locus of control.

Quick Bio Break!

5 min

Session 4

Summer Planning

Intentional Leadership Decisions

left handed amphibian #42

So now what?

What do you need to do to take care of yourself this summer so you can show up how you'd like to as Operational Leaders?

PRO TIP!

Over the years, I learned a few things that I could put in place that helped me show up a little less *"crispy"* by start of school and with the space I needed to be intentional.

PRO TIP!

Plan time off in September or October when systems are a little more up and running and the Ops time dips down - have it on the calendar by July, even if you don't know what you're "doing" yet.

PRO TIP!

If it's within your school's policies, consider some "Flex" / Planning days from home during the summer. Coordinate with other leaders so the building can still be open / operational.

PRO TIP!

Build in "Office Hours" for yourself and the Ops Team on the summer PD schedule so you still have sacred work time AND staff still have time for those "quick questions" :)

PRO TIP!

Invite friends or family to participate in a certain activity at the school with you - I have vivid memories of helping my mom during the summer redo her chalkboards in preparation for the new school year!

PRO TIP!

Even in the midst of the hurry, maintain one key practice you do normally, but <u>commit to it now</u>:

- Meal prep?
- Manicures?
- Date nights?
- Daily workouts?

PRO TIP!

Other Ideas?

PRO TIP!

What is helpful about considering doing ONE (or maybe TWO) of the ideas shared?

So now what?

Where do we need to:

- Add to calendars / planning documents?
- Communicate our intentions to
  - Coaches?
  - Teammates or direct reports?
  - Personal contacts?

Take 3-5 minutes to be grateful for "previous me"

Summer Project Plan

Finder

Location or Place of Interest   Find

File   Map   Add   Help

Directions ▼

Overview ▼

984 miles
about 19 hours 27 minutes of driving
about 3 days
about $161.67 of fuel

Print   GPS Export

Show Day Markers
Toggle Days
Toggle Directions

Day 1 ▼

398 mi — about 7 hours, 58 mins

Stop in Tulelake, CA. Find a Nearby
Hotel • Zoom

From Portland, OR[1] to Bend, OR[2] ▼

Segment: 174 miles — about 3 hours
22 minutes

| 1. Head **south** on SW | 1 | 135 |
| **Naito Pkwy** toward SW | min | ft |

Road Trip Plan ◄

Properties   Reverse   Print   Help

- **If we look at our Project Plan, what's happening OPERATIONALLY when our teachers come back to the building?**

- **Can we make space for them?**

REALITY CHECK

As we are sitting with our full context and a level of self awareness,

➔ Is there anything else that can move to the **"Nice to Do"** or **"Don't Do"**

➔ On my owner list, is there capacity so that **"I"** don't have to do?

MUST DO	NICE TO DO	DON'T DO

Work Time: Final Team Reflection & Edits

➜ *Do I have "space" for the team to return?*

➜ *Is there anything else that can move to the "Nice to Do" or "Don't Do"*

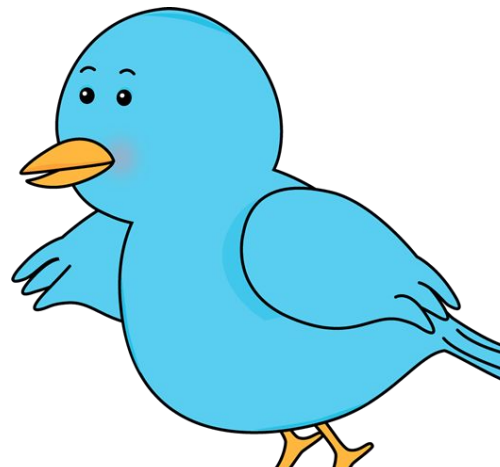➜ *On my owner list, is there capacity so that "I" don't have to do?*

—

7 minutes

Closing!

Do you have a shout out you'd like to share?

What is standing out to you most from today?

Wrapping Up Logistics

Office Hours

Office Hours are open time where Halma, Anders, or both of us will be available over Zoom to discuss all things ops and answer any questions that come up.

OH 1 Feb 28: 9:00 - 10:00 AM	*OH 2 March 19: 10:00 - 11:00 AM*	*OH 3 March 29: 10:00 - 11:00 AM*
OH 4 April 2: 4:00 - 5:00 PM	OH 5 May 14: 9:00 - 10:00 AM	OH 6 June 18: 9:00 - 10:00 AM
OH 7 July 9: 9:00 - 10:00 AM	OH 8 July 23: 10:00 - 11:00 AM	OH 9 Aug 7: 9:00 - 10:00 AM
OH 10 Sept 11: 4:00 - 5:00 PM	OH 11 Sept 12: 4:00 - 5:00 PM	OH 12 Oct 2: 4:00 - 5:00 PM

Our Syllabus

We aim to set out a course of learning that makes sense, but hold space to be responsive, and flexibly change our syllabus where new needs arise. After each session I'll send out a survey to do a temperature check about our upcoming sessions, and all members are always free to reach out to me!

Day 1 - January 10: Standard Operating Procedures (SOPs) and Checklists	Day 2 - February 13: Early Planning for SY 24-25 Braiding Schedules, Budgets and Hires	Day 3 - March 26: Best Practices for Improving Attendance
Day 4 - April 30: Running an Effective Student Recruitment and Enrollment Strategy	Day 5 - May 29: Team, Time, and Task Management for Summer Work Planning	Day 6 - June 25: Planning and Executing Excellent Events
Day 7 - August 27: Requested Content	Day 8 - September 24: Systematizing Compliance	Day 9 - October 29: Launching Staff Recruitment

Survey!

tinyurl.com/o180day5

Thank you to Battle Born Academy & Team!

- **Thank You to Opportunity 180 & Jacob Church for Food logistics!**
- **Team Clean Up**
- **Out of space by 3:00pm!**