

# SCHOOL PROPEL PROGRAM

## **Concordis has partnered with the Association of Classical Christian Schools to offer the School Propel Program**

The School Propel Program provides a comprehensive school development program over a span of seven years. This initiative is designed to establish a fully accredited school, complete with a trained faculty, a qualified head of school, and infrastructure that meets or exceeds accreditation standards. Most importantly, this program is intended to equip schools to disciple the next generation.

During the seventh year (Year of Jubilee), schools have the option to either:

1. Continue services with Concordis at a reduced rate
2. Continue as Fellowship members

Or Offboard, with that year dedicated to training on-site personnel in all processes to ensure smooth transitions.

The School Propel Program requires an initial investment of \$50,000 to launch the school through its initial phases. Following this, the remainder of the seven-year contract is prorated based on terms that align with the school's specific needs and growth potential. Each school will have a team of specialists at the ready alongside a dedicated consultant to walk with the school through this journey.

## **YEAR 1: LAUNCH INITIATIVE**

### **SETTING THE FOUNDATIONS**

- Mission
- Deep Hope
- Philosophies of education
- Doctrinal positions
- BFOQ protection
- Discipline Philosophies
- Handbook development
- Full Consulting in all areas

## **YEAR 1: LAUNCH INITIATIVE CONTINUED**

### **ORGANIZATIONAL DEVELOPMENT**

- 501c3 Formation
- Bylaws
- Board training and responsibilities
- Education Council
- Head of School training & support
- Lease templates
- Insurance advising
- Enrollment processes
- Tuition processes

### **HUMAN RESOURCES**

- Faculty hiring process
- Application, interview & auditioning
- Background Checks
- Child Safety Training
- Contracting
- Payroll onboard
- Evaluation
- Training and onboarding process

### **ACCS MEMBERSHIP**

#### **TRAINING**

- Faculty Co-evaluations with Consultant & Head of School / leadership
- Annual 3-Day Boot Camp faculty intensive
- Online library of recorded faculty trainings
- Evaluation structure development
- Family interview process training
- Board processes training
- Assistance in discipline needs at start of school
- Admin training upon request

### **FINANCIAL**

- Proforma & budget development
- Payroll set up
- Bookkeeping
- Purchase order system
- Board Dashboards
- Reporting

## **MARKETING & ADVANCEMENT**

- Policy document publications
- Logo development
- Website design & maintenance
- Graphic designs for social media
- Email marketing - quarterly newsletters & more
- Fundraising Development

## **INCLUDED SOFTWARE (with IT implementation)**

- Student Management Software
- Quickbooks Online
- Website hosting
- Zoom
- Email Platform
- Contract software

## **YEAR 2: NOVITIATE SCHOOL**

### **SERVICES CONTINUE**

- Human Resources
- Marketing & Advancement
- Financial
- Training
- Software
- Consulting (up to 100 hours)
- Literature Refinement
- Curriculum Development
- Registrar services
- Communication strategies
- Board Development
- Head of School Development
- Education Council Development
- Purchase order systems and accountability
- ACCS Membership & top tier access

## YEAR 3: APPRENTICE SCHOOL

### SERVICES CONTINUE

- Human Resources
- Marketing & Advancement
- Financial
- Training
- Software
- Consulting (up to 100 hours)
- Curriculum Refinement
- Registrar services
- Board Development
- Head of School Development
- Scheduling for growth
- Communication strategies
- Academic Dean Development
- Organizational Chart Refining
- Teacher onboarding processes
- **Begin CLT testing**
- **ACCS Membership**
- **Begin Doctorum Program**

## YEAR 4: JOURNEYMAN SCHOOL

### SERVICES CONTINUE

- Human Resources
- Marketing & Advancement
- Financial
- Training
- Software
- Consulting (up to 100 hours)
- Curriculum Refinement
- Registrar services
- Board Development
- Head of School Development
- Communication strategies
- Academic Dean Support
- Organizational Chart Refining

#### YEAR 4: JOURNEYMAN SCHOOL CONTINUED

- Process refinement
- Literature Review
- **Begin accreditation Process**
- **ACCS Membership**
- **Continue Doctorum Program**

## YEAR 5: MASTERY SCHOOL

#### SERVICES CONTINUE

- Human Resources
- Marketing & Advancement
- Financial
- Training
- Software
- Consulting (up to 100 hours)
- Curriculum Refinement
- Registrar services
- Board Development
- Head of School Development
- Communication strategies
- Academic Dean Support
- Organizational Chart Refining
- Literature Review
- Process Final Documentation
- **Accreditation finalization**
- **ACCS Membership**

## YEAR 6: FELLOWSHIP SCHOOL

#### SERVICES CONTINUE

- Human Resources
- Marketing & Advancement
- Financial
- Training
- Software
- Consulting (up to 100 hours)
- Curriculum Refinement

## YEAR 6: FELLOWSHIP SCHOOL CONTINUED

- Registrar services
- Board Development
- Head of School Development
- Communication strategies
- Academic Dean Support
- Organizational Chart Refining
- Literature Review
- **ACCS Membership**
- Becomes mentor school

## YEAR 7: JUBILEE YEAR

- All services continue and training is either implemented or permanent processes are put in place.
- Organizational Chart Refining
- May offboard and use own personnel OR receive a discount in this year by signing either:
  - 2-year Fellowship Services Contract (continued services)OR
  - Fellowship Membership Agreement (continued benefits without services)