

DT: Design team (includes Board and advisors)
B: Board
P: Principal
BM: Business manager

A: All academic staff
ST: Student counselor
OM: Office manager
FM: Facilities manager

CT: Core teacher
ST: Specials teacher
SST: Student services team

The start-up plan assumes volunteer hours from all staff in the month of June; when volunteer hours are not met, DT will support the Principal and Business Manager

Task	Start date	Deadline	Owners	Notes
Finance & Budget				
Finalize YR0 budget and 4-year plan	02/17	09/17	DT	
Finalize YR1 budget	11/17	12/17	BM	
Revisit assumptions and ensure they are still valid	05/18	06/18	BM/P	
Develop 5-yr contingency budgets	01/18	03/18	BM	Include moderate and conservative enrollment, fundraising scenarios; include HS extension
Establish line of credit	12/18		BM	Upon approval
Open bank accounts and order checks	01/18		BM	Upon approval
Identify check writers and signatories	01/18		BM	Upon approval
Purchase and implement accounting software	12/18	01/18	BM	
Select & hire accounting firm	11/17	01/18	DT/BM	Final decision with BM
Develop standard forms (POs, contracts)	12/18	01/18	BM	
Develop formats for monthly financial reports for the board	12/18	01/18	BM/DT	
Build detailed procurement list by item	12/18	03/18	BM/DT	
Build list of vendors and obtain quotes	12/18	03/18	BM/DT	
Obtain insurance policy	12/18		BM/DT	Upon approval – advised by Drew Sandler (CAMM)
Confirm auditing process	09/17	01/18	DT	Engage upon approval, begin discussion in the fall of 2017

Define process for student billing	03/18	04/18	BM	
Set up credit cards for school leadership	02/18	03/18	DT	
Arrange payroll system	12/17	01/18	DT	Paylocity is the recommended provider by OneDigital (insurance broker)
Finalize process for financial controls: reimbursements, approvals, accounting, monitoring, expenditures, reporting	12/17	01/18	BM/DT	
Finalize all fiscal policies	01/18	04/18	BM/DT	

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Facilities				
Facility feasibility analysis	12/16	02/17	IFF	Report in Appendix 4.3
Identify potential school sites	02/16	09/17	DT	Contracted Marc Realty and will continue to engage IFF for site assessment
Identify renovations most conducive of learning with an approved architect	09/17	12/17	DT	Including space usage plan
Draft lease and MOU	09/17	12/17	DT	
Identify project manager for facility	09/17	12/17	DT	
Create a timeline for improvements/code compliance	12/17	01/18	DT	
Necessary facility inspections initiated including ADA review	06/18	07/18	DT	
Complete ADA accountability report	06/18	07/18	DT	
Solicit bids for renovations and improvements	11/17	01/18	DT	
Begin zoning process				Focusing on facilities that are already zoned appropriately, but will move quickly to get a zoning permit if needed
Obtain zoning approval				

File construction permit	12/17	01/17	DT	We have been advised to allow 8 weeks for permit approval
Conduct renovations	02/18	06/18	DT	DT would oversee contractors
Schedule building permit & certificate of occupancy inspections	06/18	07/18	DT	
Ensure facility plans comply with City of Chicago building code for schools	12/17	01/18	DT	
Establish property insurance	02/17	01/18	DT	Working with Drew Sandler/KAMM Insurance group for projected needs and expenses
Address building security issues	05/18	06/18	BM/OM	
Secure and install utility services	05/18	06/18	OM	
Secure cleaning & maintenance services	05/18	06/18	FM	
Order and set up furniture and equipment	05/18	07/18	BM/OM	
Order & post school signage	06/18	07/18	OM	
Liaise with local police for crosswalk	06/18	06/18	FM	
Outline student/visitor traffic flows	06/18	07/18	P/FM	
Develop comprehensive emergency response plan	06/18	07/18	P/OM	
Establish evacuation plan for all rooms	06/18	07/18	P/OM	
Train personnel in emergency preparedness	06/18	07/18	P/OM	
Schedule and test fire drills	06/18	07/18	P/OM	
Update school contact information into Facility and Information Mgmt System	06/18	07/18	OM	
Update stakeholders on facility status and timeline	09/17	06/18	DT	Continuous feedback loop
Seek and find space co-share community partner	09/17	03/18	DT	For YR1-3

Task	Start date	Deadline	Owners	Notes
Student recruitment & enrollment (post approval; please see Community Outreach plan for pre-approval)				
Finalize recruitment plan/campaign	11/17	12/17	DT	Recruitment plan builds on community engagement plan (04/17-12/17), which is available upon request
Develop advertising	09/17	01/18	DT	Launch advertising upon approval
Finalize/update student recruitment materials	11/17	12/17	DT	For post-approval recruitment
Develop mass mailing	09/17	11/17	DT	Mail upon approval
Develop plan and/or maps for door-to-door canvassing	09/17	11/17	DT	Launch upon approval
Launch and monitor student recruitment plan/campaign (advertise, distribute materials, send mailings, canvass, specialized students)	11-12/17	04/18	DT/P	Launch upon approval
Finalize application process	09/17	11/17	DT	
Create student enrollment kit (info on school, family handbook, calendars, dress code, etc.)	04/18	06/18	DT/P	Material available online and in-print (in English and Spanish); will provide copies during family orientation
Finalize plan to ensure adequate recruitment of specialized students	09/17	11/17	DT	including those with special needs and/or are STLS/homeless
Prepare and hold lottery	03/18	04/18	DT/P	
Notify families of lottery results	04/18	04/18	P	Lottery results will be mailed week
Schedule & hold information sessions for parents	04/18	07/18	P/DT	and incorporate into marketing materials
Obtain release of student records for transfer students	04/18	08/18	P/SC	Upon enrollment
Plan family and student orientation	06/18	08/18	P/A	
Register all accepted students and enroll in CPS system (determine enrollment cut-off date)	04/18	08/18	P/SC	
Align data in IMPACT and SIS	06/18	08/18	P/SC	

Notify students on waitlist, register as appropriate	04/18	08/18		
Review IEP transportation needs	06/18	08/18	STT	
Procure public transportation cards	06/18	07/18	OM	
Develop car pool network & address transportation needs and questions	06/18	07/18	OM/SC	
Hold family and student orientation	08/18	08/18	P/A	First Friday of school

Task	Start date	Deadline	Owners	Notes
Academics & curriculum development				
Complete full alignment with ILSSS	11/17	05/18	P/DT	Full alignment will be completed prior to hiring teaching staff
Finalize alignment with ILS-Science	02/18	06/18	P/DT/CT	Principal in conjunction with the Design Team and select advisors will complete the alignment internally if the Core Knowledge Foundation is unable to complete by 09/18
Finalize Spanish curriculum	1/18	07/18	DT/ST	Board will provide Spanish teacher with its recommendation; final decision will remain with the teacher
Develop PE curriculum	04/18	06/18	DT/P/ST	PE curriculum will be based on the core philosophy of classical liberal-arts education; finalize with Physical Education teacher
Create and establish Child Find system in compliance with IDEA	06/18	12/18	P/STT	Coordinating with the District's Child Find responsibilities

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Governance				
Grow Board membership	04/17	12/17	DT	Specifically: Academics, Development & Community Liaison
Form Family Advisory Board	12/17	03/18	DT	Will begin building possible membership 04/17; will start forming board upon approval; note: this board carries no governing authority
Finalize Board calendar for YR0	04/17	12/17	DT	
Finalize Board calendar for YR1	04/18	06/18	DT	
Finalize Board forms and procedures	04/18	06/18	DT	
Plan and execute Board training	03/18	06/18	DT	

Task	Start date	Deadline	Owners	Notes
Staff recruitment & selection				
Finalize duties for YR0	09/17	12/17	DT	
Develop recruitment plan/hiring calendar	11/17	01/18	P/DT	
Create staff recruitment marketing materials	11/17	01/18	DT	
Hire Principal	09/17	01/18	DT	
Train Principal & assign duties for Year 0	01/18	02/18	DT	Including BCSI Principal training
Draft employee contracts with counsel	01/18	02/18	DT /P	
Post job descriptions, advertise and recruit teachers and staff	01/18	04/18	P	
Teacher interviews and site visits/referrals	04/18	05/18	P	
Conduct background checks	04/18	05/18	P	
Hire teachers & staff	04/18	05/18	P	See staffing model
Hire related service providers	06/18	08/18	P/BM	OM/FM will act in supporting role
Ensure all staff meet certification requirements	04/18	05/18	P	

Train all teachers & staff	07/18	08/18	P/BCSI	See professional development calendar
Create & execute onboarding procedures for all staff	04/18	07/18	P/DT	
Finalize professional development plan & curriculum	04/18	06/18	P/DT	
Finalize office staff roles and responsibilities	06/18	07/18	P/DT	
Hire insurance broker	01/18	01/18	DT	Being advised by Craig Stubler/OneDigital
Finalize benefits package design	01/18	01/18	DT	
Obtain quotes for health benefits	01/18	01/18	DT	
Secure health benefits package	01/18	02/18	DT	
Prepare welcome materials to send upon hire	04/18	05/18	P/DT	
Finalize school counselor roles and responsibilities	04/18	06/18	P	
Post Business Manager job description and seek referrals	08/17	12/17	DT	
Hire Business Manager	09/17	01/18	DT/P	Principal and Business Manager will be the first two hires
Post Special Education teacher job description and seek referrals	12/17	05/18	DT	
Hire Special Education teacher	01/18	06/18		

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School policies & procedures				
Develop office operating procedures	04/18	07/18	P/BM/OM	
Define visitor policy	06/18	07/18	OM	
Phone answering	06/18	07/18	OM	Who is responsible and when
Define medical procedures/system	06/18	07/18	P/OM	

Implement SIS and populate with data	03/18	07/18	P/OM	
Finalize school calendar	01/18	05/18	P	
Finalize master and bell schedule	04/18	07/18	P/SC	Begin finalizing after lottery
Adapt existing student & family handbook	03/18	07/18	P/OM	
Finalize school manual for policies and procedures	03/18	07/18	P/OM	
Design volunteer program	03/18	06/18	DT/P	
Finalize Operational Plan	03/18	07/18	DT/P/BM	
Finalize Safety Plan	06/18	07/18	DT/P/FM	Advised by Sgt. Dombrowski
Finalize Emergency Plan	06/18	07/18	DT/P/FM	Advised by Sgt. Dombrowski
Solicit vendor and negotiate contract (supplies, furniture, curriculum, playground, equipment, uniforms)	03/18	06/18	BM/DT	
Coordinate with local law enforcement for fire drills and evacuation procedures	05/18	06/18	BM/DT	
Coordinate/ensure pick up and drop off safety	06/18	07/18	FM	
First aid training for relevant staff	08/18	08/18	OM	
Revisit and ensure process to meet CPS requirements	04/18	08/18	P/DT	Continuing process as material/procedures are finalized and students are enrolled
Determine transportation needs based on enrollment	04/18	08/18	P/STT	Continue evaluation throughout the enrollment process to ensure all needs are addressed (including any IEP requirements)

Task	Start date	Deadline	Owners	Notes
Fundraising & grant writing				
Apply for electronic Charter Schools Program - QSO Program Design and Initial Implementation	03/17	07/17	DT	

Design and launch fundraising plan for start-up	03/17	10/17	DT	
Research available grants and apply	01/17	Ongoing	DT	Deadlines based on grant specific deadlines
Confirm donor commitments	10/17	11/17	DT	
Develop Associate Board	05/17	09/17		Associate board's sole function is fundraising

Task	Start date	Deadline	Owners	Notes
Technology				
Identify hardware and network requirements	09/17	03/18	DT	Initial requirements identified, will be reviewed once facility is secured; MXO Tech has provided detailed overview of hardware needs
Create technology plan	09/17	11/17	DT/P	Technology plan will incorporate initial requirements and facility needs
Research vendors & obtain SIS quotes	02/17	02/18	P	Process initiated pre-Tier I application
Schedule and execute SIS training sessions	06/18	07/18	P	
Obtain quotes for website	03/17	09/17	DT	
Website development & launch	02/17	02/18	DT	Include parent, teacher and student portals
Purchase hardware and software	06/18	07/18	BM	
Purchase and test internet services	06/18	06/18	BM	
Ensure student data security systems are in place	03/18	04/18	P/BM	
Apply for e-rate	09/17	03/18	BM	e-rate consultant: Jane Kratochvil/Infinite Connections, Inc.
Install technology and equipment	06/18	07/18	BM/OM	Such as computers, projectors, phones, PA system (if adopted)
Lease copiers	05/18	06/18	BM	

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Food program				
Identify food service requirements	01/18	04/18	P/DT	
Obtain vendor quotes and select vendor through a bid process	09/16	04/18	DT/P	Began research in 2016; reviewed proposals from Gourmet Gorilla, Sodexo
Distribute, collect and submit forms to determine USDA free/reduced price meals program eligibility	04/18	08/18	P/SC	
Review food service plan with vendor	04/18	06/18	P/OM	
Set menu and meal schedules	06/18	06/18	P/OM	
Develop dining hall procedure, rules and expectations	06/18	06/18	FM	