

APPENDIX 4.1: START UP PLAN_____

The Chicago Prep Start Up Plan is included in the pages that follow.

Categories and Tasks		4.1: Start	Up Plan	2020-2021	-														·
	Head of School	Board	BES	Operations Associate	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-2:
Student Recruitment and Enrollment	School	1	1	Associate	1														
raft recruitment plan and targets	Own	Support	Advise																
lost information sessions	Own																		
ost fliers around Bronzeville and surrounding	Own																		
rengthen relationships with community	Own																		
ganizations to broaden awareness	Own	Support																	
esign enrollment form	Own	Support	Advise										_	_					
reate registration packet	Own		Advise																
ommunicate with families who have completed	0		Auvise											_					
tent-to-enroll	Own																		
ommunicate with families who have applied	Own			Support															
onduct lottery and establish waitlist	Own		Advise	Support															
otify families of status and collect																			
cceptances/declines of admission				Own															
egin contacting families on waitlist				Own		1													
ost intent-to-enroll/enrollment form on																			
ebsite	Own																		
able at community events and businesses	Own	Support		Support															
reate flier advertising opportunity to apply	Own																		
raft, translate, and distribute press release																			
nouncing authorization	Own		Advise																
end waitlist to CPS				Own															
evelop protocol for canvassing	Own	Support		Support															
alendar canvassing events and mobilize								l T				_	1	1		1 1	T		
lunteers	Own	Support		Support	L						L								L
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in print and radio advertisements	Own																		L
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ost on social media minimum of twice per week	Own			Support															
end Chicago Prep newsletter minimum of once	0		6 al. 1		1	1													
er quarter	Own		Advise														<u> </u>		
reate calendar of events to host during lanning year	Own			Support	1	1										1			
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ost family/community engagement events acility	OWIT			Support								I							L
gn LOI	Own				-	1		- I		-	1	1					<u> </u>		
re architect	Own	Support																	
re contractor	Own	Support																	
egotiate lease	Own																		
ease reviewed by legal counsel	Own	Support																	
ease reviewed by Board of Directors	Own	Support Own																	
ease signed	Own	Own																	
rrange for any necessary renovations/ADA	Own				-														
ompliance	Own	Support																	
rrange purchase of furniture for classrooms,	0	Support																	
ffices	Own																		
spection and certificate of occupancy	Own	Support																	
btain property insurance	Own																		
hysical Space												-							
	Own		Advise																
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Create plan for Board Development (finding and															
scheduling workshops and other professional															
development resources on an ongoing basis	Support	Own	Advise												
Financial Management								1							
Codify the fiscal controls and financial policies															
the school will employ for tracking of daily operational finances	Own	Support													
Identify check signers	Support	Own													
Identify check writers	Support	Own													
Define signature, approval, filing policies for															
purchasing orders, checks, receipts	Own	Support													
Develop financial reporting templates (budget vs															
actual) and policy	Own	Support													
Design all processing forms (purchasing orders,	0	6													
expenses) Establish segregation of funds policy	Own	Support													
(public/private)	Support	Own													
Establish payroll provider and process	Own	Support													
Develop board financial reporting structures,	-														
processes, and schedules	Own	Support													
Develop chart of accounts for tracking of income	_														
expenses, assets, Iliabilities, cash flows	Own	Support					 		 						
Set up bank accounts Apply for line of credit with bank	Own Own	Support Support					 								
Define investment/savings strategy	Support	Own													
Conduct search for independent auditor	Support	Own													
Develop cash flow plan	Own	Support													
School Operations															
Transportation	1					_	 			_	_				_
Determine transportation needs of ctudents (families	Current i			0	l l										
students/families Communicate with ODLSS regarding	Support			Own		⊢ −	 		 			 			
transportation needs of students with IEPs	Support			Own	l l										
Create system for purchasing Ventra cards for					-										
STLS and at-risk students	Support			Own											
Information Management															
Create a filing system (paper and digital) for all															
school-related information Consider and choose a Student Information	Support			Own								 			
System for warehousing of student data and															
production of weekly reports	Support			Own											
Develop student attendance reporting system	Support			Own											
Purchase supplies and materials for the program	Support			Own											
Health and Safety Collect medical forms from families (part of	1				i					-				 	
registration packet)	Support			Own											
Complete all state reporting requirements													 		
				Own											
	Support Support			Own Own			 								
Identify first aid resources and plan Purchase first aid resources	Support Support Support			Own Own Own											
Identify first aid resources and plan Purchase first aid resources Develop system for student health record-	Support			Own					 				 		
Identify first aid resources and plan Purchase first aid resources Develop system for student health record- keeping	Support Support Support			Own Own Own											
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Consider and select electronic programs (e.g.,	1														
IXL, KhanAcademy)	Own		Advise												
Assessments	1										_		L		
Contract with NWEA	Own														
Consider and select diagnostic testing in math	0														
and reading	Own		Advise												
Administer diagnostic testing in math and															
reading	Own														
Analyze results of diagnostic testing and use to inform instructional program	Own														
morm instructional program	Own								 						
Special Education and English Learners	1														
Identify special education population	Own														
Request IEPs	Own														
Review existing IEPs	Own					 			 	 		 			
Adjust student and staff schedules as needed to accommodate IEPs	Own														
Define and plan for all supports for students with	0.001														
IEPs	Own	Advise													
Consult with ODLSS	Own														
Hire Student Supports Coordinator	Own														
Identify and secure supplemental texts and materials	0														
Review home language surveys (part of	Own								 						
registration packet) and identify students for															
WIDA-ACCESS testing				Own											
Administer WIDA-ACCESS	1			Own								 			
Identify and plan for EL supports based on															
student population School Culture	Own				L								L	L	
Finalize discipline policy	Own		Advise				1								
Approve discipline policy	1	Own													
Finalize school calendar and post to website	Own		Advise			 						 			
Finalize daily schedule	Own		Advise			 									
Create detailed plan for Advisory Create plans for implementing core value of the	Own									 					
month	Own														
Create vision and minute-by-minute for school-	1														
wide systems and routines	Own		Advise												
Create vision and minute-by-minute for	0		Advise												
classroom systems and routines Reach out to colleges and universities for	Own		Advise												
scheduling field trips	Support			Own											
Contract student uniforms	Support			Own											
Provident															
Personnel Develop staff handbook	Own		Advise												
Approve staff handbook	0	Own	/ arise					_							
Finalize staff evaluation rubrics and process	Own		Advise												
Approve staff evaluation rubric and process		Own	Advise												
Develop staff recruitment materials Develop benefits and compensation packages	Own	Current	Advice												
Create plan for recruitment and hiring	Own Own	Support	Advise												
Formalize steps of and materials for hiring	0							_							
process	Own		Advise												
Create form letters for application steps (app															
	1														
receipt, decline letter, congratulations email,	Own														
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receipt, decline letter, congratulations email, contracts) Hire Operations Associate	Own					 									
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