**Destiny STREAM Academy Charter School for Girls**

**Start Up Plan**

**School Name: Destiny STREAM Academy Charter School for Girls**

**Team Leader: Dr. Katina Tolbert-Cavitt**

|  |  |
| --- | --- |
| **Outreach Committee**   * Student recruitment * Community support * Political support | **Members:**  **Volunteer Team**  **Outreach Coordinator**  **Local Alderman** |
| **Academic Design Committee**   * Philosophy * Curriculum and instruction * Assessments * Performance management – data-driven culture, goals | **Members:**  **Team Leader**  **Education Consutant** |
| **Finance and Operations Committee**   * Budget development * Facility search * Staffing & enrollment plan | **Members:**  **Team Leader**  **Education Coordinator**  **Finance Volunteer** |
| **Governance Committee**   * Board recruitment * Board policies * Committees * Organization chart and job descriptions | **Members:**  **Team Leader**  **Outreach Coordinator**  **Nonprofit Resource Center** |
| **Fundraising Committee**   * Grant development * Other fundraisers | **Members:**  **Nonprofit Resource Center**  **Team Leader**  **Outreach Coordinator** |

**Application Sections**

|  |  |
| --- | --- |
| **Section** | **Person Responsible** |
| Cover Letter and Executive Summary | Governance Committee |
| Vision and Mission | Governance Committee/Team Leader |
| Goals, Objectives and Pupil Performance Standards | Academic Committee/Team Leader |
| Evidence of Support | Outreach Committee |
| Educational Program: Educational Philosophy | Academic Committee |
| Educational Program: Curriculum | Academic Committee |
| Educational Program: Instruction | Academic Committee |
| Educational Program: Supplemental Programs | Academic Committee |
| Educational Program: Professional Development | Academic Committee |
| Educational Program: Annual Calendar and Daily Schedule | Academic Committee |
| Plan for Evaluating Pupil Performance | Academic Committee |
| Budget and Finance | Finance and Operations Committee/Finance Volunteer |
| Governance | Governance Committee |
| Employees Staffing, Policies and Job Descriptions | Governance and Finance Committees |
| Liability and Insurance | Finance and Operations Committee |
| Parent and Community Involvement | Outreach Committee |
| Enrollment Policies and Procedures | Outreach Committee |
| Transportation | Finance and Operations Committee |
| Food Service | Finance and Operations Committee |
| Facility | Finance and Operations Committee |
| Waivers | Governance Committee |
| Student Discipline, Expulsion, or Suspension culture and policies | Governance and Academic Committees |
| Serving Students with Special Needs and At-Risk | Academic Committee |
| Dispute Resolution | Governance Committee |
| Ongoing Financial Support | Fundraising Committee |

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Topics for Discussion** | **Topics for Review/Approval** |
| March 2019  March 2019  April 2019  March 2019  July 2019 | *Outreach Committee:*   * Targeted areas for school recruitment * Draft enrollment policy   *Academic Committee:*   * Assessment schedule   *Finance & Operations Committee:*   * Review of facility options * Discussion of key budget assumptions (e.g. class sizes, teacher salaries, administrative structure)   *Governance Committee:*   * Board recruitment * Board election/appointment policy   *Fundraising Committee:*   * Upcoming fundraiser plans * Grant opportunities | *Outreach Committee:*   * Enrollment update   *Academic Committee:*   * Review of curriculum overview   *Finance & Operations Committee:*   * None   *Governance Committee: (January 2019)*   * Review of draft articles of incorporation   *Fundraising Committee: (on-going)*   * Update on revenue raised to date |
| July 2019 | All sections due to Team Leader |  |
| August 2019 | Draft Completed – circulate for internal review |  |
| May 2019 | League Deadline for Application Review  Should have 50% of Intent to Enroll forms |  |
| December 2019 | Application Deadline |  |

**Timeline**