

## Appendix 4.1 Start-up Plan

The Illinois Prep Board of Directors will engage the Design Team to provide start-up and planning services. The Board will employ the Principal full-time and contract with the Head of School to ensure the following start-up plan is implemented:

### Pre-Operations/Incubation: Getting Ready to Open (8–12 months)

- Finalize charter agreement with the authorizer, including, for local districts, identification of services the district will provide and the terms under which they will be provided
- Recruit and hire staff
- Recruit any necessary additional board members
- Recruit and admit students
- Orient staff and bring them into the planning process
- Provide board governance training
- Formalize the instructional program
  - Refine detailed curriculum, instruction and assessment plans
  - Finalize choice of and purchase instructional materials
  - Finalize detailed school calendar and daily schedule
  - Create detailed professional development schedule based on overall plans
- Arrange for facility and support services (contract with blended learning support sites)
- Fiscal support (accounting, budget, payroll, banking, auditing, purchasing)
- Transportation (N/A) - review student IEP requirements and individual student needs for transportation to blended learning support sites.

Illinois Prep has prepared the following Planning Year Checklist for the Head of School, Principal and Design Team to follow:

### Planning Year Checklist

1. Enrollment is sufficient to allow for financial viability and programmatic integrity.
2. Required Documentation on file.
3. Governing Board is competent and compliant with law.
  - a. Evidence of regular board meetings and minutes indicating the understanding of key laws (e.g., Open Meeting Law) and use of best practices.
  - b. Mandated preliminary planning training (webinar series) has been completed including assigned governance strengthening exercises.
  - c. Board policies (including grievance and criminal background checks) and bylaws have been formally approved by the local board and the authorizer has a new clean electronic copy of the document.
4. Facility has been acquired and the contract signed. (Agreements with two (2) blended learning support sites are in place.)

5. Funding is prepared to flow from the state to the school.
  - a. Establish accounting services – Prepare for approved accounting software.
  - b. Establish a bank account.\*
  - c. Complete Projected Enrollment Form from Allotments (Due in June)\*
  - d. Obtain Liability Insurance.
  - e. Develop and approve amended budget
  - f. Criminal background checks policies formally adopted
  - g. Contract with approved CPA firm to perform annual audit.
  - h. Finance policies adopted and formally approved
6. Student Accountability Plans are approved and ready to be carried out by assigned staff.
  - a. Testing/accountability coordinator job description developed.
  - b. Develop draft of testing plan including calendar developed and sent to appropriate authorities.
  - c. Policies in place regarding student enrollment and accountability.
  - d. School has a policy and proposed location regarding the mandatory locking up of ALL testing materials.
7. Key staff and majority of teachers have been hired.
  - a. Employee and Hiring policies are developed and adopted.
  - b. Employee handbook is drafted.
  - c. Official employee contract is formally approved by the Board.
  - d. The school leader and at least 75% of staff members have been identified for hire.
  - e. The school has recruited and hired a highly qualified and licensed special education director.
  - f. A strategic plan is in place to hire any remaining staff before the start of the year.
  - g. Beginning Teacher Support Plan (if applicable) and Licensure Renewal Plan are drafted.
8. Federal Programming (i.e. Exceptional Children, Title I, ESL) policies have been developed and formally approved and ready to be carried out.
  - a. Board approved policies and contingency plans are in place regarding day one of instruction and meeting the needs of all present children (i.e. Homebound, Separate Setting).
  - b. Investigate process for Exceptional Children special funding
9. Instructional program components are in place for meeting the mission of the school.
  - a. Professional development plan is outlined and scheduled to occur prior to the first day of school.
  - b. The curriculum scope and sequence for ALL grades to be served in the school's first year are completed.
  - c. The board formally adopts a school calendar representing the academic year.
  - d. All necessary materials (e.g. books, programs, technology, etc.) as identified in the approved charter application have been purchased and will be on-site prior to opening.

- e. Learning environments are suitable for the mission-specific learning program.
- 10. Transportation plan is in place (if required).
- 11. Lunch service policies are adopted (not applicable)
- 12. School Safety policies are adopted and meet the requirements under Illinois Safe Schools Act.
- 13. Policy Manuals have been developed and formally adopted to include:
  - 1. Instructional Programming
    - a. Calendar and length of school day
    - b. Classroom policies (e.g., grading scales, report cards)
    - c. Promotion and Retention
    - d. Accountability
    - e. Student Behavior
  - 2. Operations
    - a. Hiring and Termination
    - b. Criminal Background (staff and volunteers)
    - c. Teacher Evaluations
    - d. Student Health and Safety
    - e. Admissions and Enrollment
    - f. Student Records
    - g. Insurance
    - h. After-school programs (if applicable)
    - i. Family and School Communication
  - 3. Governance
    - a. Board policies
    - b. Committees
    - c. Third party agreements (including parent organizations)
    - d. Grievance
    - e. Employee Contracts
  - 4. Finances
    - a. Budget Approval
    - b. Third-party contracts
    - c. Access to funding
    - d. Audits
    - e. Purchasing
- 14. Handbooks (Drafts or Final)
  - a. Student Parent Handbook (including academic calendar)
  - b. Employee Handbook

Category	Task	Responsible Part(ies)	Date	Cost
Staff Hiring	Launch full hiring process	Principal & A3	1/2019	
Staff Hiring	Conduct full hiring process	Principal, Head of School	1/2019-5/2019	\$10,000
Staff Hiring	Target for all hiring to be completed	Principal, Head of School	5/2019	NA
Student Recruitment	Launch student recruitment campaign	Principal, Head of School & A3	09/2019	NA
Student Recruitment	Attend high school fairs and student recruitment events	Principal, Head of School & A3	9/2018-6/2019	Negligible
Student Recruitment	Make presentations to elementary school students and counselors	Principal, Head of School & A3	9/2018-3/2019	NA
Student Recruitment	Hold information sessions for 8 <sup>th</sup> grade counselors	Principal, Head of School & A3	9/2018-3/2019	NA
Student Recruitment	Hold open houses	Principal, Head of School & A3	9/2018-3/2019	NA

Student Recruitment	Hold student lottery	Principal, Head of School & A3	3/2019	NA
Student Recruitment	Notify parents of admission status	Principal and CMO Staff	3/2019	NA
Student Recruitment	Register students	Principal and CMO Staff	4/2019-8/2019	NA
Secure Non-educational Services	All necessary non-educational services will be provided by A3 to include, payroll, accounting, procurement, insurance, personnel policies, school policies and procedures, etc.			
Board Development	The existing board will remain in place as described in response to section 3.2. As such no board development activities are planned for the launch of our second school.			