

APPENDIX 4.1: START UP PLAN

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

Appendix 4.1: Start Up Plan 2020-2021

Categories and Tasks	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-21	Aug-20
Student Recruitment and Enrollment																				
Draft recruitment plan and targets	Own	Support	Advise																	
Host information sessions	Own																			
Post fliers around Bronzeville and surrounding communities	Own																			
Strengthen relationships with community organizations to broaden awareness	Own	Support																		
Design enrollment form	Own		Advise																	
Create registration packet	Own		Advise																	
Communicate with families who have completed intent-to-enroll	Own																			
Communicate with families who have applied	Own			Support																
Conduct lottery and establish waitlist	Own		Advise	Support																
Notify families of status and collect acceptances/declines of admission	Own			Own																
Begin contacting families on waitlist	Own			Own																
Post intent-to-enroll/enrollment form on website	Own																			
Table at community events and businesses	Own	Support		Support																
Create flier advertising opportunity to apply	Own																			
Draft, translate, and distribute press release announcing authorization	Own		Advise																	
Send waitlist to CPS	Own			Own																
Develop protocol for canvassing	Own	Support		Support																
Calendar canvassing events and mobilize volunteers	Own	Support		Support																
Advertise lottery date on website and social media	Own																			
Run print and radio advertisements	Own																			
Schedule home visits with all registered families				Own																
Conduct home visits with all registered families	Own																			
Request and file student records				Own																
Post on social media minimum of twice per week	Own			Support																
Send Chicago Prep newsletter minimum of once per quarter	Own		Advise																	
Create calendar of events to host during planning year	Own			Support																
Host family/community engagement events	Own			Support																
Facility																				
Sign LOI	Own																			
Hire architect	Own	Support																		
Hire contractor	Own	Support																		
Negotiate lease	Own	Support																		
Lease reviewed by legal counsel	Own	Support																		
Lease reviewed by Board of Directors	Own	Own																		
Lease signed	Own																			
Arrange for any necessary renovations/ADA compliance	Own	Support																		
Arrange purchase of furniture for classrooms, offices	Own																			
Inspection and certificate of occupancy	Own	Support																		
Obtain property insurance	Own																			
Physical Space																				
Create vision of excellence for physical space	Own		Advise																	
Plan to enact vision of excellence depending on facility layout	Own			Support																
Have walls, doors, etc. painted in school colors				Own																
Create vision of excellence for classroom layout	Own																			
Decorate hallways and common spaces with key elements (logo, mission, values, quotes, pictures)	Own			Support																
Governance																				
Formally establish committees: Governance, Finance, Academic, Development	Support	Own																		
Vote to approve bylaws, COI, fiscal, and personnel policies		Own																		
Elect Board Officers	Support	Own																		
Establish orientation protocol for new members	Support	Own	Advise																	
Create and post monthly meeting schedule in accordance with Open Meetings Act	Support	Own																		
Develop Board calendar	Support	Own																		
Create Board Members handbook	Support	Own	Advise																	
Develop consistent format for meeting materials packet (to go out prior to Board Meetings)	Support	Own	Advise																	
Create written document defining relationship between Board and Head of School	Own	Support	Advise																	
Purchase D&O insurance for the Board	Own		Advise																	
Develop post-meeting evaluation form for Board Members	Own		Advise																	
Establish format for meeting minutes	Support	Own	Advise																	
Establish protocol for keeping track of attendance at Board and Committee Meetings	Support	Own	Advise																	
List all policies to be created before school opening and create schedule for drafting/approval	Support	Own	Advise																	
Hold Board Retreat for Governing Board	Own		Advise																	
Hire Head of School		Own																		
Finalize evaluation protocol for Head of School	Support	Own	Advise																	
Establish performance benchmarks for Head of School	Support	Own	Advise																	

Create plan for Board Development (finding and scheduling workshops and other professional development resources on an ongoing basis)	Support	Own	Advise																
Financial Management																			
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, expenses)	Own	Support																	
Establish segregation of funds policy (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, liabilities, cash flows	Own	Support																	
Set up bank accounts	Own	Support																	
Apply for line of credit with bank	Own	Support																	
Define investment/savings strategy	Support	Own																	
Conduct search for independent auditor	Support	Own																	
Develop cash flow plan	Own	Support																	
School Operations																			
Transportation																			
Determine transportation needs of students/families	Support		Own																
Communicate with ODLS regarding transportation needs of students with IEPs	Support		Own																
Create system for purchasing Ventr cards for STLS and at-risk students	Support		Own																
Information Management																			
Create a filing system (paper and digital) for all school-related information	Support		Own																
Consider and choose a Student Information 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 registration packet)	Support		Own																
Complete all state reporting requirements	Support		Own																
Identify first aid resources and plan	Support		Own																
Purchase first aid resources	Support		Own																
Develop system for student health record-keeping	Support		Own																
Plan and schedule first aid training for staff	Support		Own																
Implement first aid training for staff	Support		Own																
Create and distribute health and safety handbook	Support		Own																
Establish relationship with local police and fire departments	Own																		
Undergo fire inspection	Support		Own																
Undergo building inspection	Support		Own																
Develop fire drill policy, schedule, and route	Support		Own																
Contact Board of Health	Own																		
Food Service																			
Reach out to vendors for information and quotes	Support		Own																
Define requirements (number of scholars, individual needs including religious/dietary)	Support		Own																
Identify FRL students	Support		Own																
Select vendor and draft contract	Own																		
Approve and sign contract	Own																		
Develop plans for food service systems (delivery, menu, logistics, disposal, etc.)	Support		Own																
Complete FRL forms and develop process for FRL reporting	Support		Own																
Technology																			
Consider and select technology vendors	Own		Support																
Consider and select Internet providers	Own		Support																
Consider and select phone providers	Own		Support																
Set up internet	Support		Own																
Set up phone systems and answering systems	Support		Own																
Lease copier	Own		Support																
Purchase classroom technology	Own		Support																
Purchase staff technology	Own		Support																
Purchase student technology	Own		Support																
Academics																			
Curriculum																			
Set up Google suite for Chicago Prep	Own		Support																
Work with Achievement First curriculum specialist	Own																		
Adjust AF scope & sequence to align with our calendar, schedule	Own																		
Develop social studies scope & sequence	Own	Advise																	
Purchase Dave Ramsey's Foundations in Personal Finance	Own																		
Sign contract with NFTE and calendar NFTE training for teachers/Head of School	Own																		
Consider and select art curriculum	Own																		
Consider and select PE/health curriculum	Own																		
Upload curriculum overview resources; first two units to Chicago Prep Google drive	Own		Support																

