

**Appendix E**  
**Rise Workplan Calendar**

## Rise Charter School

Work Plan: Planning Year, Start-up, First Year Operation

Element	Timeline		Position/ Person Responsible	Evidence
	Start	End		
<b>Educational Program (EP)</b>				
<b>Actions/Activities:</b>				
Comprehensive curriculum design, aligned to CCSS and State standards, electronic & hardcopy based	1/5/15	6/01/16	Director, CEO, founding team members, other curriculum experts	Curriculum for TK; K; First Grade; Second Grade
Design curriculum & fitness assessment program; align with LCAP	1/5/15	6/01/16	Director, CEO	assessments
Consultation with UX Director, Educational Technology Specialist, Tech support team, regarding curriculum design	3/02/15	4/24/15	Director	educational software design, scope and sequence
Conduct technology needs assessment	4/01/15	5/15/15	Director	tech needs assessment document
Consult/collaborate with technology partners to create infrastructure for curriculum & assessment	5/18/15	6/12/15	Director	curriculum infrastructure
Define, determine student assessment management tool	6/15/15	6/30/15	Director	report on assessment management
Produce/purchase books & related materials	1/5/15	6/01/16	Director	books & materials
Research food service options & providers	3/16/15	4/17/15	Director, CEO	food service provider list
Develop food service plan	4/20/15	4/24/15	Director, CEO	food service plan
Secure food service providers	4/27/15	5/8/15	Director, CEO	food service contract/

						agreement
Design & develop individualized academic and fitness program protocol	10/5/15	10/30/15	Director, CEO	IAFP protocol		
Design summer professional development for teachers	5/1/15	6/1/15	Director, CEO	PD summer 2016 plan		
Design monthly, intensive PDs for teachers	9/1/15	10/31/15	Director, CEO	quarterly, monthly, intensive PD plans		
Define student recruitment strategies & develop plan	9/01/15	9/11/15	Director, CEO	student recruitment plan		
Purchase front office systems computers, other tech equipment – install SIS, assessment system	2/2/16	2/27/16	Director	system reports		
Conduct student recruitment activities	7/14/15	8/12/16	Director, CEO	outreach documents, enrollment docs		
Design teacher evaluation plan & documents	5/2/16	5/20/16	Director	teacher eval		
Teachers participate in 2 week summer intensive PD: Rise instruction model; school culture; restorative justice; curriculum scope sequence & assess; accessing & using data; safety; EL, SPED; CDE CCSS Professional Learning Modules	7/5/16	7/30/16	Director, CEO	PD evals		
Create school launch evaluation plan	7/1/16	7/16/16	Director, CEO	evaluation plan		
Research 3 <sup>rd</sup> party auditor, select potential auditor, present to Board for final determination	4/6/15	5/1/15	Director, CEO	auditor's reports		
Design quarterly PDs for teachers	7/1/15	9/24/16	Director	PD plans 2016-17		
Teachers participate in intensive quarterly PD – October, January, April, July	10/4/16	7/30/17	Director, CEO, teachers	PD evals		
<b>Charter Management Plan (CMP)</b>						
Actions/Activities:						
Formalize Board governance structure	1/5/15	1/9/15	Director, CEO	Bylaws		
Board meetings (meetings are quarterly & Board will determine dates at first meeting)	1/5/15	6/01/17	Director, CEO, Board	meeting minutes		
Develop Regulatory report schedule	3/01/15	3/13/15	Director	regulatory report		

					schedule
Define legal support needs	1/5/15	2/06/15	Director	legal support outline	
Define legal and regulatory plan	2/09/15	2/13/15	Director, CEO	legal & regulatory plan	
Determine Year one technology and operations needs	1/19/15	2/06/15	Director, CEO	outline of operations & tech needs	
Research business accounting programs; data management programs; select, install	2/09/15	2/27/15	Director, IT support team	record of accounting system, report	
Contract with Gibson & Co for accounting, budgeting, reporting	4/1/15	5/1/15	Director	accounting reports	
Establish operations design, develop operations protocols	2/2/15	2/27/15	Director, CEO	operations protocols	
Define SIS requirements; research vendors; select SIS mgmt system; contract; install	3/14/16	4/29/16	Director, CEO, front office staff	SIS system	
MOU developed with authorizer	3/4/15	5/06/15	Director	MOU	
Develop agreement with El Dorado County Charter School SELPA for services	8/17/15	9/25/15	Director	SELPA agreement	
Research & determine health & safety insurance requirements	3/2/15	4/3/15	Director	health & safety research documents	
Develop health and safety insurance plan	4/6/15	4/17/15	Director	health & safety plan	
Implement health and safety insurance plan	4/20/15	4/22/15	Director	health & safety plan implementation calendar	
Develop comprehensive safety and disaster plan appropriate to our school site and submit to authorizer sixty (60) days prior to opening	4/4/16	8/5/16	Director	safety & disaster plan	
Develop LCAP with input from stakeholders – submit to Rise Board in April quarterly meeting	1/2/16	4/1/16	Director, stakeholders	LCAP	
Submit approved LCAP (must be approved by July 1) to authorizer	7/1/16	7/30/16	Director	LCAP	
Define facilities requirements, research, determine school site & facilities	1/5/15	2/1/16	Director, CEO	documentation of research activities	
Complete contract negotiations & perform	2/2/16	5/30/16	Director, CEO	certificate of	

tenant upgrades, obtain certificate of occupancy				occupancy, rental agreement
Review janitorial services, determine janitorial service plan, contract for services	2/2/16	5/30/16	Director, CEO	janitorial contract
<b>Community and Parent Involvement (CPI)</b>	4/06/15	4/20/15	Director, CEO	parent, community involvement plan
Actions/Activities: Solidify parent/community involvement plan				
Student academic & fitness goals plan (IAFP) staff & parent feedback, adjustments to plan	7/18/16	8/12/16	Director, CEO	IAFP
Parent service on Rise executive teams: school protection team; the literacy enhancement team; the cultural competence team; the educational explorations team; the athletics and fitness team, the library team, the parent advisory team	8/16/16	6/30/17	Director, CEO	Rise Executive Teams service records
Parent participation in Community service	8/16/16	6/30/17	Director	survey, community service plan
Charter School educational staff communications with parents re student progress on learning, behavioral, and skills growth goals	8/16/16	6/30/17	Director, CEO	parent contact logs
Parent Education Program: The Restorative Justice model; Rise Executive Teams; AVID and Parent Support; Fitness Program for the Family; Healthy Eating; Community Service; Supporting your Child's Career Aspirations; Negotiating the Terrain of Higher Education. Survey will inform additional topics development.	8/1/16	6/30/17	Director, CEO	parent education program overview, sign-in sheets, parent-interest generated programs, parent authored reports
Ensure ongoing parent participation by encouraging parents to take the lead in our	8/1/16	6/30/17	Director, CEO	reports of parent leadership progress

Rise programs including Executive Teams leadership; athletic events; community service projects; Parent Education Program (PEP) design and presentation team.				
Rise community partnerships	1/5/15	6/30/17	Director, CEO	partnership agreements
Mentoring program with Solano College; CSU Sonoma	2/7/16	12/30/16	Director	mentoring agreements, MOUs
<b>Sustainability and Alignment of Resources (SAR)</b>				
Actions/Activities:				
Develop Marketing strategies, plan	1/5/15	2/28/15	CEO, Director	marketing plan
Develop stakeholder engagement plan	2/2/15	3/30/15	CEO, Director	stakeholder plan doc
Contact marketing consultant- develop website, social media plan to increase website activity	2/05/15	2/13/15	Director	website upgrade
Grant proposals research; applications	1/5/15	6/30/17	Director	grants documentation
Outreach, marketing sports organizations, teams, players	1/5/15	6/30/17	CEO	fiscal reports to the Board
Seek sponsorships for sports equipment	1/5/15	6/30/17	CEO, Director	fiscal reports to the Board
Outreach to arrange musical benefits concerts	1/5/15	6/30/17	Director	fiscal reports to the Board
Seek musical instrument donations; monetary donations for music program	1/5/15	6/30/17	Director	fiscal reports to the Board, school inventory
Outreach to area philanthropists & philanthropic organizations	1/5/15	6/30/17	CEO, Director	fiscal reports to the Board
Seek sponsorship, donations from technology companies for hardware, software, internet services	1/5/15	7/15/16	Director, CEO	fiscal reports to the Board, school inventory
Utilize VCAT to publicize fundraisers, etc.	1/5/15	6/30/17	Director, CEO	multimedia presentations

<b>Targeted Capacity Building Activities (TCB) (if applicable)</b> <ul style="list-style-type: none"> <li>• Governance Training (required)</li> <li>• Fiscal Management Training (required)</li> </ul>				
<b>Actions/Activities:</b> Governance Training: CDE Consultant, Charter Schools Division; California Charter Schools Association	4/4/15	6/1/15	Director, CEO	Governance planning documents
Fiscal Management Training: California Charter Schools Association	4/4/15	12/01/15	Director, CEO	Fiscal planning documents
Consult with technology experts (Symantec, Jenzabar, GoDaddy) to design a data system and Learning Content Management System that will suit current needs and have expansion capabilities for growth	3/2/15	3/27/15	Director	data system description
Instructional improvement systems for technology-based tools and other strategies to manage continuous instructional improvement: design of app for parents to have immediate updates on children's achievements, etc.	1/11/16	3/11/16	Director, CEO	technology report
Providing governance and fiscal management training in the first year of operation: Founders will seek council and advice from founding team members concerning capacity building	2/2/15	2/27/15	Director, CEO	capacity building plan
Advertise & hire Administrative Services Manager with work experience at a school or district	1/4/16	4/1/16	Director, CEO	job ads, contracts
Create long-term evaluation plan	7/11/16	8/12/16	Director	long-term evaluation plan
<b>Autonomy (AUT)</b>				
<b>Actions/Activities:</b> Create hiring protocols	11/2/15	11/13/15	Director, CEO	hiring protocols
Write job descriptions, develop employment	11/16/15	11/20/15	Director, CEO	job descriptions,

contracts				contracts
Develop staff handbook	11/30/15	12/11/15	Director	handbook
Recruit & hire faculty & staff	2/29/16	6/10/16	Director, CEO	job ads, contracts
<b>Notifications and Admissions (NAA)</b>				
Actions/Activities:				
Outreach to families of diverse racial, ethnic, cultural, and linguistic backgrounds, socioeconomically disadvantaged families, and with a specific interest in recruiting historically underserved populations.	1/11/16	8/12/16	Director, CEO	parent contact logs, enrollment forms
Community mailers, flyers, public announcements, website announcements	1/11/16	8/12/16	Director, CEO	parent contact logs, enrollment forms
Outreach will be extended to group home directors, homeless shelters, low-income housing projects, and social service agencies that serve the needs of disenfranchised populations	1/11/16	8/12/16	Director, CEO	community outreach logs, enrollment forms
Families attend an orientation interview with the founding directors	8/1/16	8/19/16	Director, CEO	orientation sign in sheets
Use demographics data and actively recruit students who are statistically at-risk for low academic achievement; academically low-achieving students, economically disadvantaged students, and students with disabilities including physical challenges that require adaptive PE	1/11/16	8/12/16	Director, CEO	community outreach logs, enrollment forms