Completion Date	Begun?	Finalized?	Responsible Party	Action Step
8/1/2011	Yes	Yes	Co-founders	Use experience in education, business, and marketing to found the school
1/1/2012	Yes	Yes	Co-founders	Contract with attorney to represent RSI and TRS
1/1/2012	Yes	Yes	Co-founders	Start Facebook page for school
1/1/2012	Yes	Yes	Co-founder (and CEO/Principal)	Start Blog focusing on education
1/1/2012	Yes	Yes	Co-founders	Join Arizona Charter Schools Association
1/17/2012	Yes	Yes	Co-founders with contracted attorney	Incorporate Rising Schools Inc. with AZ Corporation Commission
1/17/2012	Yes	Yes	Co-founders with contracted attorney	Register trade names "Rising Schools, Inc." and "The Rising School" with AZ Secretary of State
1/26/2012	Yes	Yes	Co-founders	Complete mission statement
2/1/2012	Yes	Yes	Co-founders	Obtain bank account for RSI/TRS
2/8/2012	Yes	Yes	Co-founders	Obtain Employer Identification Number
2/22/2012	Yes	Yes	Co-founders with contracted marketer	Complete template for newsletter
3/1/2012	Yes	Yes	Co-founders with contracted advertisers	Complete marketing materials
4/7/2012	Yes	Yes	Co-founders and volunteers	Put on a community event to publicize school to neighborhood
5/1/2012	Yes	Yes	Co-founders	Complete ACSA Charter Starter training program, January-May 2012
5/14/2012	Yes	Yes	Co-founders	Recruit strong Governing Board with backgrounds in education and law
5/14/2012	Yes	Yes	Governing Board with contracted attorney	Complete Governing Board Policy
5/14/2012	Yes	Yes	Governing Board with contracted attorney	Complete RSI corporate Bylaws
5/14/2012	Yes	Yes	Board President with contracted attorney	Complete a Board primer on AZ open meeting law
5/14/2012	Yes	Yes	Board President with contracted attorney	Ensure all board policies are complete
5/14/2012	Yes	Yes	Board President	Complete one pager on all legal requirements re: fingerprinting
5/14/2012	Yes	Yes	Governing Board with CEO/Principal	Create communication mechanisms for between board(s) and leadership
5/14/2012	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
5/15/2012	Yes	Yes	CEO/Principal	Familiarize with AZ Charter School law
6/30/2012	Yes	Yes	Governing Board with CEO/Principal	Complete academic, financial, organizational, and management goals for ASBCS charter application
6/30/2012	Yes	Yes	CEO/Principal	Identify SPED contracted vendors and get price quotes
6/30/2012	Yes	Yes	CEO/Principal	Research and determine staff benefits plan; incorporate into budget and personnel section of charter application
6/30/2012	Yes	Yes	CEO/Principal	Solicit price quotes from vendors for ASBCS charter application
6/30/2012	Yes	Yes	CEO/Principal with Governing Board	Complete draft startup and three-year operational budgets for ASBCS charter application
6/30/2012	Yes	Yes	CEO/Principal	Understand all revenue streams – Per Pupil Funds, Special Education funds, PCSP, IDEA, Titles I-V and all other streams
6/30/2012	Yes	Yes	CEO/Principal	Develop and complete background check procedure (identify how to track fingerprint clearance cards)
6/30/2012	Yes	Yes	Governing Board with CEO/Principal	Set/refine academic, schoolwide goals, accountability plan
6/30/2012	Yes	Yes	Governing Board with CEO/Principal	Refine student application process timeline (application due date, lottery date)
6/30/2012	Yes	Yes	Governing Board with CEO/Principal	Finalize daily schedule
1/1/2013	Yes	Yes	CEO/Principal with contracted attorney	Identify what is included in ACC annual report--identify due dates and identify where information is found
1/14/2013	Yes	Yes	Board President	Attend Arizona State Board for Charter Schools Meeting to hear approval of charter
1/28/2013	Yes	Yes	CEO/Principal with Governing Board	Complete AZCSP grant
1/29/2013	Yes	Yes	CEO/Principal with Governing Board	Submit AZ CSP grant application
2/21/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
2/28/2013	Yes	Yes	CEO/Principal with Governing Board	Obtain DUNS number for federal grants
4/1/2013	Yes	Yes	Governing Board	Hire an experienced school leader with strong credentials (including SEI) to serve as CEO of RSI and principal of TRS
4/1/2013	Yes	Yes	CEO/Principal	Begin searching for facility for school consistent with specifications in application
4/1/2013	Yes	Yes	CEO/Principal	Finalize instructional and non-instructional staff recruiting strategy and timeline (ensure process complies with ADA and section 504)
4/1/2013	Yes	Yes	CEO/Principal with Governing Board	Refine timeline for facility acquisition and improvements
4/1/2013	Yes	Yes	CEO/Principal with Governing Board	Begin identifying community events that Board Members should attend
4/1/2013	Yes	Yes	CEO/Principal	Finalize system to ensure school has all current parent phone numbers
4/1/2013	Yes	Yes	CEO/Principal	Complete volunteer pack for volunteer canvassing (hand out materials, talking points, what to do if something goes wrong)
4/1/2013	Yes	Yes	CEO/Principal	Finalize all documents needed for teacher hiring (e.g. application, offer letter, etc.)
4/1/2013	Yes	Yes	CEO/Principal	Finalize SPED identification process; Survey families to identify students with IEPs at family orientation
4/1/2013	Yes	Yes	CEO/Principal	Finalize student application form and parent/guardian authorization for transfer of student records
4/1/2013	Yes	Yes	CEO/Principal	Set up school email addresses
4/3/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
4/10/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
4/11/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
4/12/2013	Yes	Yes	CEO/Principal with contracted web designer	Launch website for TRS
4/12/2013	Yes		CEO/Principal with contracted inspector	Conduct preliminary architectural review and assessment of facility/property including ADA requirements
4/15/2013	Yes	Yes	CEO/Principal with contracted logo designer	Develop and finalize logo for TRS
4/15/2013	Yes		CEO/Principal with facility landlord	Identify correct City contacts to answer questions re: occupancy/permits/zoning
4/17/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
4/24/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
4/25/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
4/28/2013	Yes	Yes	CEO/Principal	Start Twitter account
5/1/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
5/1/2013	Yes		CEO/Principal with contracted advertisers and volunteers	Start student recruitment campaign
5/1/2013	Yes	Yes	CEO/Principal with contracted marketer	Develop press distribution list

5/1/2013	Yes	Yes	CEO/Principal	Set up credit card for school leader
5/1/2013	Yes	Yes	CEO/Principal	Contract with accounting/financial advising firm experienced in charter-school finance
5/1/2013	Yes		CEO/Principal with contracted marketer	Finalize community outreach strategy
5/8/2013	Yes	Yes	CEO/Principal with contracted marketer & mailer	Finalize direct mailer and mail it
5/13/2013	Yes	Yes	CEO/Principal with contracted marketer	Finalize press release template
5/16/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
5/24/2013	Yes	Yes	CEO/Principal with contracted accountant	Obtain CTDS number for RSI
5/24/2013	Yes	Yes	CEO/Principal with contracted accountant	Obtain Entity number for RSI
5/24/2013	Yes	Yes	CEO/Principal with contracted accountant	Obtain CTDS number for TRS
5/24/2013	Yes	Yes	CEO/Principal with contracted accountant	Obtain Entity number for TRS
6/1/2013	Yes	Yes	CEO/Principal with contracted accountant	Select accounting software
6/8/2013	Yes	Yes	Stakeholders with volunteers	Host community event to publicize school to neighborhood
6/12/2013	Yes	Yes	CEO with contracted business coach/consultant	Attend Strategic Planning meeting
6/12/2013	Yes	Yes	CEO/Principal with contracted marketer	Design and order t-shirts with school logo
6/13/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
6/30/2013	Yes		CEO/Principal	Identify and complete a demographic study of targeted area/feasibility analysis
7/12/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
7/28/2013	Yes	Yes	Co-founders and Governing Board	Complete recruitment of a strong 5-member Governing Board with backgrounds in education, law, business, and finance
8/1/2013	Yes	Yes	Board President with contracted attorney	Ensure all board members are listed on ACC page
8/29/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
9/26/2013	Yes	Yes	Governing Board with CEO/Principal	Attend Governing Board meeting
10/1/2013	Yes	Yes	CEO/Principal	Begin recruiting a skilled, experienced Office Manager by writing and posting ads for the position
10/1/2013	Yes	Yes	CEO/Principal	Begin searching for temporary administration office space, for November 2013 through June 2014
10/1/2013	Yes	Yes	CEO/Principal	Begin looking for new Real Estate Agent to search for suitable school facility
10/28/2013	Yes	Yes	CEO/Principal	Finalize system for grant management
10/28/2013	Yes	Yes	CEO/Principal	Examine resumes/references and interview Office Manager candidates
10/28/2013	Yes	Yes	CEO/Principal	Hire an Office Manager with demonstrated successful experience as an Office Manager
10/31/2013	Yes	Yes	CEO/Principal	Tour potential office spaces
10/31/2013	Yes	Yes	CEO/Principal	Contract an experienced Real Estate Agent
11/1/2013	Yes	Yes	CEO/Principal	Sign lease for temporary office space
11/1/2013	Yes	Yes	CEO/Principal with Office Manager	Complete a list as to what needs to be accomplished by first day of school
11/1/2013	Yes	Yes	CEO/Principal with Office Manger & contracted accountant	Complete payroll system
11/1/2013	Yes	Yes	CEO/Principal with Office Manager & contracted accountant	Establish direct deposit
11/4/2013	Yes	Yes	CEO/Principal	Compile master list of statutory, regulatory, contractual, and other requirements and timeframes/deadlines re: state/federal compliance
11/6/2013	Yes	Yes	CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
11/6/2013	Yes	Yes	CEO/Principal	Complete and submit Good Cause Extension application to ASBCS
11/8/2013	Yes		CEO/Principal	Begin touring potential school facilities based on search results by Real Estate Agent Gary Best
11/14/2013			Governing Board with CEO/Principal	Attend Governing Board meeting
12/1/2013	Yes		CEO/Principal, Governing Board, Office Manager	Identify additional areas of personal professional development
12/1/2013	Yes		CEO/Principal with contracted marketer	Refine social media plan
12/4/2013			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
12/13/2013			Governing Board, coordinated by Board President	Governing Board attends two-day training by the Arizona State Board Association
1/1/2014			CEO/Principal	Obtain written agreement for the lease of a suitable school facility meeting TRS's requirements
1/1/2014	Yes		CEO/Principal with contracted advertising	Begin marketing school to school's neighborhood
1/1/2014	Yes		CEO/Principal	Finalize plan to visit high performing charter schools (in AZ and nationally)
1/1/2014	Yes		CEO/Principal with Office Manager & contracted marketer	Finalize list of business and non-profit leaders to contact
1/1/2014	Yes		CEO/Principal	Identify key community organizations in targeted area and begin to develop relationships
1/1/2014	Yes		CEO/Principal	Determine likelihood of eligibility for F&RP federal meals program (based on target community and anticipated student population)
1/1/2014	Yes		CEO/Principal	Finalize action plan and timetable for student recruitment
1/1/2014	Yes		CEO/Principal	Finalize enrollment benchmarks
1/1/2014	Yes		Governing Board, coordinated by Board President	Complete new board member manual (includes bylaws, policies, information re: school, etc.)
1/1/2014	Yes		CEO/Principal	Identify external auditor and develop audit preparation process
1/1/2014			CEO/Principal with contracted advertising	Implement student recruitment plan (i.e. hold monthly parent information sessions, community canvassing, etc.)
1/1/2014	Yes		CEO/Principal with Office Manager	Refine and further develop plan for student recruitment (Finalize all tracking systems, etc.).
1/1/2014			CEO/Principal	Refine Q&A and fact sheets on school design, educational program, and goals to distribute to parents, students and community members
1/1/2014	Yes		Office Manager reviewed by CEO/Principal	Finalize student enrollment kit/packet
1/1/2014	Yes		Office Manager reviewed by CEO/Principal	Finalize policies and procedures for retention of records, confidentiality policy for student records and filing system safeguards
1/1/2014			CEO/Principal with Office Manager	Draft parent/student contract
1/1/2014			CEO/Principal	Negotiate terms of lease or purchase agreement to be signed upon approval
1/1/2014			CEO/Principal with contracted contractors/architect	Estimate cost of improvements and annual lease payments (via preliminary negotiations with owner)
1/1/2014	Yes		Governing Board with CEO/Principal	Finalize annual board calendar (when annual meeting is, budget approval, ED evaluation)
1/1/2014	Yes		Governing Board with CEO/Principal	Set a standard time for board meetings and prepare template for governing board agendas
1/1/2014	Yes		Governing Board, coordinated by Board President	Complete and distribute Board manual to all current and new members.
1/1/2014			Office Manager reviewed by CEO/Principal	Purchase and install student information system
1/1/2014			Office Manager reviewed by CEO/Principal	Distribute forms to determine eligibility for USDA Free/Reduced Price Meals Program (include in enrollment packet)

1/1/2014			CEO/Principal with contracted contractors/architect	Develop and install school signage
1/8/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
1/15/2014			CEO/Principal with contracted contractors/architect	Once site is confirmed, develop a space usage plan after initial walk-through
1/15/2014			CEO/Principal with contracted contractors/architect	Detail facility rehabilitation work
1/15/2014			CEO/Principal	Determine traffic pattern for dropping off and picking up students
1/15/2014			Office Manager reviewed by CEO/Principal	Explore and confirm public transportation options for potential school location
1/30/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
1/31/2014	Yes		Office Manager reviewed by CEO/Principal & contracted accountant	Furnish each employee with completed Form W-2 and/or Form 1099
2/1/2014			CEO/Principal with Office Manager & contracted accountant	Complete e-rate discount program application
2/1/2014			Governing Board, coordinated by Board President	TRS's leaders will be trained in ISLLC standards for school leaders
2/1/2014	Yes		Office Manager reviewed by CEO/Principal & contracted accountant	Research Student Information Systems
2/1/2014	Yes		Governing Board with CEO/Principal	Finalize school leader and Board evaluation tool
2/1/2014			CEO/Principal	Refine student recruitment plans & identify partners for student enrollment
2/1/2014	Yes		CEO/Principal with Office Manager	Finalize student and family handbook
2/1/2014			CEO/Principal with Office Manager	Finalize a primer for families on academic program (including assessments, schedule, etc.).
2/1/2014	Yes		CEO/Principal	Determine vendor for computer and other technology purchase
2/1/2014			Office Manager reviewed by CEO/Principal	Complete non-profit mailing status with post office & identify other discounts we can receive as a result of our status.
2/1/2014			CEO/Principal	Identify project manager for facility, if improvements or construction is needed
2/1/2014	Yes		CEO/Principal	Refine list of key organizations to target student recruitment
2/12/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
2/27/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
2/28/2014			CEO/Principal with Office Manager & contracted accountant	File Form A-1R with AZ Dept. of Revenue
3/1/2014	Yes		CEO/Principal	Begin recruiting skilled teachers by writing and posting ads
3/1/2014	Yes		CEO/Principal with Office Manager & contracted attorney	Finalize school specific personnel policies, procedures, and handbook
3/1/2014	Yes		CEO/Principal with contracted curriculum consultant	Finalize template for Personalized Learning Plan for students
3/1/2014	Yes		CEO/Principal with Office Manager & contracted attorney	Finalize all employee hiring forms (e.g. "at will" employment agreement) and insert applicable legal language
3/1/2014			CEO/Principal	Finalize formal criteria and process for evaluating staff
3/1/2014			CEO/Principal	Finalize job descriptions for all instructional and non-instructional positions
3/1/2014	Yes		CEO/Principal with Office Manager & contracted attorney	Finalize employee handbook
3/1/2014	Yes		CEO/Principal with contracted attorney	Finalize expulsion and suspension policy
3/1/2014			CEO/Principal with Office Manager	Develop and complete list of potential volunteer needs/opportunities
3/1/2014	Yes		CEO/Principal with Office Manager	Finalize report card system (grading scale, software, document, upload of information and distribution)
3/1/2014	Yes		Office Manager reviewed by CEO/Principal	Determine attendance tracking system, process
3/1/2014	Yes		CEO/Principal with Office Manager	Select SPED contracted vendors and set-up contracts
3/1/2014	Yes		CEO/Principal with Office Manager	Identify/Interview contracted food service provider
3/1/2014			CEO/Principal with Office Manager & contracted accountant	Refine internal controls and number of check signers required
3/5/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
3/27/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
3/31/2014			CEO/Principal with Office Manager & contracted accountant	File Form 1096 and Copy A of 1099s with IRS
4/1/2014	Yes		CEO/Principal with Office Manager & contracted accountant	Identify and complete list of all reports that need to be filed for facility readiness (e.g. ADA compliance, Certificate of Occupancy)
4/1/2014	Yes		CEO/Principal	Finalize compensation plan, salary structures, benefits package, retirement, insurance
4/1/2014			CEO/Principal	Place staff applicant information kit on school website
4/1/2014			Office Manager reviewed by CEO/Principal	Encourage any prospective staff to begin process to get fingerprint clearance card
4/1/2014	Yes		Office Manager reviewed by CEO/Principal	Finalize staff benefit option and finalize one-pager identifying benefits and insurance options
4/1/2014			Office Manager reviewed by CEO/Principal	Set up onboarding processes for new employees (compliance, payroll, IT, etc.)
4/1/2014			CEO/Principal with contracted contractors/architect	Obtain Certificate of Occupancy
4/1/2014	Yes		Office Manager reviewed by CEO/Principal	Research and identify vendors for supplies, furniture, equipment, etc. (update from application)
4/2/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
4/24/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
4/30/2014			CEO/Principal with Office Manager & contracted accountant	Submit IRS Form 941 to IRS (quarterly: April 30, July 31, October 31, January 31)
4/30/2014			CEO/Principal with Office Manager & contracted accountant	Submit state income tax withholdings to AZ Dept. of Revenue (quarterly: April 30, July 31, October 31, January 31)
4/30/2014			CEO/Principal with Office Manager & contracted accountant	Submit Form A1-QRT to AZ Dept. of Revenue (quarterly: April 30, July 31, October 31, January 31)
5/1/2014			Office Manager reviewed by CEO/Principal	Prepare materials for family orientation
5/1/2014			CEO/Principal	Hire "Highly Qualified" teachers with extensive academic background and demonstrated success as teachers
5/1/2014	Yes		Governing Board	Based on ISLLC criteria, each Board member evaluates the Board as a whole
5/1/2014	Yes		Governing Board	Based on ISLLC criteria, each Board member evaluates his/herself as a Board member
5/1/2014	Yes		Governing Board	Based on ISLLC criteria, each Board member evaluates the CEO/Principal
5/1/2014	Yes		CEO/Principal	Finalize student graduation and promotion policies
5/1/2014			CEO/Principal	Identify possible contracted medical personnel to be used at school
5/1/2014			CEO/Principal with Office Manager	Research and draft sample press statements re: possible school crises, academic accomplishments, awards, etc.
5/1/2014	Yes		CEO/Principal with contracted curriculum consultant	Identify technology needs based on instructional and operational plan
5/1/2014	Yes		CEO/Principal	Identify individuals (possibly including newly hired teachers) to serve as contracted curriculum consultant and contracted instructional consultant
5/1/2014			CEO/Principal	Identify a newly hired teachers to serve as Instructional Leader
5/1/2014	Yes		Office Manager reviewed by CEO/Principal	Determine standards and policies for food program
5/1/2014			CEO/Principal	Identify location in school facility for food serving by contracted caterer

5/1/2014			CEO/Principal	Screen applicants, including checking references, and prepare list of potential individuals per position to interview
5/1/2014			Office Manager reviewed by CEO/Principal	Order and manage delivery of any capitalized assets
5/1/2014			CEO/Principal	Finalize overall facility security and safety plan, including a safety review process
5/1/2014			Office Manager reviewed by CEO/Principal	Line up electrician, plumber, tech person to call in case of an emergency
5/1/2014			CEO/Principal	Assess additional faculty/staff needs
5/7/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
5/15/2014			Governing Board, coordinated by Board President	Identify additional areas of training for the board based on gaps in knowledge
5/29/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
5/31/2014			CEO/Principal with Office Manager & contracted accountant	Submit Form UC-1018 and Unemployment Compensation Fund to AZ Dept. of Economic Security (quarterly: May 31, Aug 31, Nov 30, Feb 28)
6/1/2014	Yes		Office Manager reviewed by CEO/Principal	Identify, interview, and contract with caterer for student lunches
6/1/2014	Yes		CEO/Principal	Write and post ads for office assistant and tutors
6/1/2014	Yes		CEO/Principal with contracted curriculum consultant	Identify tools/technology used for assessment
6/1/2014			CEO/Principal	Post ads for after-school program staffing
6/1/2014	Yes		CEO/Principal	Allocate funds for teacher salaries/stipends to cover training
6/1/2014	Yes		Governing Board, coordinated by Board President	Schedule and hold annual Board retreat
6/1/2014			Office Manager	Request transfer of student records
6/1/2014	Yes		CEO/Principal with Instructional Leader	Select and assign summer reading for incoming staff
6/4/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
6/6/2014			CEO/Principal with Office Manager	Host family orientation event
6/6/2014	Yes		Office Manager reviewed by CEO/Principal	Obtain and administer home language survey at family orientation
6/26/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
6/30/2014			Governing Board, coordinated by Board President	Governing Board attends two-day training retreat
6/30/2014	Yes		CEO/Principal with contracted instruction consultant	Write Curriculum and Instruction Handbook
6/30/2014	Yes		CEO/Principal with contracted curriculum consultant	Research and Purchase Curriculum aligned with College and Career Readiness Standards (Common Core Standards + 2010 Arizona Additions)
6/30/2014			CEO/Principal	Attend ADE's SPED training for newly chartered schools
6/30/2014			CEO/Principal with Office Manager & contracted accountant	Prepare and retain list of liabilities for goods received before June 30 and paid after June 30
6/30/2014			CEO/Principal with Office Manager & contracted accountant	Take physical inventory of furniture, equipment, and vehicles and reconcile it to the capital-assets list
6/30/2014	Yes		CEO/Principal with contracted assessment consultant	Determine required standardized, baseline, and interim assessments
6/30/2014	Yes		CEO/Principal with contracted assessment consultant	Finalize external and interim assessment schedules/timing, based on intended use of results
7/1/2014			CEO/Principal with contracted curriculum consultant	Determine supplemental curriculum needs/textbook needs
7/1/2014	Yes		Office Manager reviewed by CEO/Principal	Finalize one pager describing staff benefits
7/1/2014			CEO/Principal	Hire office assistant and tutors
7/1/2014	Yes		CEO/Principal with Instructional Leader	Finalize process to review instructional materials (e.g. weekly collection of lesson plans)
7/1/2014			CEO/Principal with Office Manager	Finalize school safety manual and emergency procedures handbook as well as key contact phone numbers
7/1/2014			CEO/Principal with Instructional Leader	Finalize substitute teacher plan for class coverage
7/1/2014			Office Manager reviewed by CEO/Principal	Finalize system to administer medication/health services to students & identify what all staff members are allowed to administer
7/1/2014			CEO/Principal with Office Manager	Finalize schedule for student orientation(s)
7/1/2014			CEO/Principal with Instructional Leader	Finalize all forms needed to perform teacher observations and peer-to-peer observations
7/1/2014			CEO/Principal with Instructional Leader	Finalize a plan to gather baseline student data
7/1/2014			CEO/Principal with contracted assessment consultant	Draft all diagnostic, EOY and interim assessments; or identify available assessments that full meet needs
7/1/2014	Yes		CEO/Principal with contracted assessment consultant	Determine final schedule for internal and external testing
7/1/2014	Yes		CEO/Principal with Instructional Leader	Finalize action plan process for analyzing data and modifying instruction
7/1/2014			CEO/Principal with contracted SPED consultant	Ensure IEP training in teacher induction training
7/1/2014			CEO/Principal with Instructional Leader	Identify any pre-work that new staff hires should complete before summer staff PD
7/1/2014	Yes		Office Manager reviewed by CEO/Principal	Finalize organizational structure and process for lottery (Identify who, what, where, when)
7/1/2014			CEO/Principal with Instructional Leader	Finalize field trip policies, process, protocols
7/1/2014			Office Manager reviewed by CEO/Principal	Finalize parent volunteer forms
7/1/2014	Yes		CEO/Principal	Write press release for first day of school
7/1/2014			Office Manager reviewed by CEO/Principal	Finalize process to request student records as needed
7/1/2014	Yes		CEO/Principal with Instructional Leader	Articulate alignment of Common Core with any purchased curriculum
7/1/2014	Yes		CEO/Principal with input from all staff	Finalize explicit method for instilling a planned school culture, including behavior system and expectations for students and faculty
7/1/2014			CEO/Principal with Instructional Leader	Prepare all powerpoints, materials and plan for summer staff professional development
7/1/2014			CEO/Principal	Integrate school behavior expectations, policies, and discipline training into induction and training plans
7/1/2014	Yes		CEO/Principal with Instructional Leader	Research best practices regarding professional training
7/1/2014			CEO/Principal	Determine resources needed for staff induction and site training; Finalize a schedule for induction and site training
7/1/2014			CEO/Principal	Finalize professional development schedule
7/1/2014			CEO/Principal	Restraint training for summer PD for staff
7/1/2014			Office Manager reviewed by CEO/Principal	Finalize plan for maintaining adequate inventory of first aid supplies
7/1/2014			CEO/Principal with Governing Board	Confirm or revise total Y1 and Y2 fundraising needs
7/1/2014			CEO/Principal with contracted accountant	Finalize actual Y1 cash flow and 5-year operating budget for internal management and Board approval
7/1/2014			CEO/Principal with Office Manager & contracted accountant	Define process for student billing and collection
7/1/2014			Governing Board	Board votes on policy manual, HR manual and school safety manual
7/1/2014	Yes		CEO/Principal with Instructional Leader	Draft lesson-plan template
7/1/2014	Yes		Office Manager reviewed by CEO/Principal	Negotiate and execute contracts with service providers
7/1/2014			Office Manager reviewed by CEO/Principal	Order and manage delivery of classroom furniture, equipment, technology

7/1/2014			Office Manager reviewed by CEO/Principal	Order and manage delivery of non-instructional furniture, fixtures, and equipment
7/1/2014			Office Manager reviewed by CEO/Principal	Order and manage delivery of office and non-instructional program supplies
7/1/2014			CEO/Principal with Office Manager contracted vendor	Purchase and install phone and internet connections
7/1/2014	Yes		CEO/Principal with contracted curriculum consultant	Finalize scope and sequence for each subject
7/1/2014	Yes		CEO/Principal with contracted SPED consultant	Finalize guidelines (in compliance with IDEA, 504, and state/federal mandates) for SPED, ELL, and homeless students
7/1/2014			Office Manager reviewed by CEO/Principal	Schedule fire drills and establish evacuation routes and procedures - Finalize one pager that goes outside every classroom
7/1/2014			Office Manager reviewed by CEO/Principal	Reserve space for summer PD if school building is not ready
7/1/2014			CEO/Principal with Office Manager & contracted vendor	Install exterior and interior security system
7/1/2014	Yes		CEO/Principal with Office Manager & contracted vendor	Install phone and internet connections
7/1/2014			CEO/Principal with contracted contractors/architect	Confirm all building compliance
7/1/2014			Office Manager reviewed by CEO/Principal	Determine first month food menu, distribute to families
7/1/2014			CEO/Principal with Office Manager	Arrange for extra volunteers to participate during first day and first week of school.
7/1/2014			CEO/Principal with contracted curriculum consultant	Purchase supplemental materials aligned with curriculum
7/1/2014			CEO/Principal with contracted curriculum consultant	Confirm curriculum selection and resources needed
7/2/2014			CEO/Principal & Office Manager with contracted business coach	Attend Strategic Planning meeting
7/5/2014			Governing Board with CEO/Principal	Submit proposed budget to ADE
7/11/2014			Office Manager reviewed by CEO/Principal	Estimated student count due to ADE
7/15/2014			Governing Board with CEO/Principal	Present proposed budget at public hearing
7/15/2014			CEO/Principal	Determine placement (inside and outside), policies and procedures for all monitors to ensure alignment with school culture and rules
7/15/2014			CEO/Principal	Establish entering and exiting systems for students and which external doors will be open during the day
7/15/2014			CEO/Principal	Identify a safety shelter near the school? In the school?
7/15/2014	Yes		CEO/Principal with teachers	Draft plan for first day, first week
7/15/2014			Office Manager reviewed by CEO/Principal	Purchase necessary supplies for any enrichment program
7/15/2014			CEO/Principal	Determine who will serve as the Volunteer Coordinator in start-up and Year 1 and develop volunteer use plan
7/15/2014			CEO/Principal with contracted technology consultant	Install computer hardware and software and other non-permanent technology
7/15/2014			Office Manager reviewed by CEO/Principal	Confirm/refine food services plan/procedures, including managing transactions, if applicable
7/15/2014			CEO/Principal with contracted technology consultant	Update 3-5 year technology plan based on Y1 needs
7/15/2014			CEO/Principal	Check all student recruitment numbers - adjust any staffing/budget if school is underenrolled
7/15/2014			CEO/Principal with contracted technology consultant	Test all technology equipment (connectivity, phone lines and network)
7/15/2014			Office Manager reviewed by CEO/Principal	Track student enrollment by grade, gender, race, school of attendance, district, etc.
7/15/2014			CEO/Principal with Office Manager & contracted accountant	Finalize system for internal controls
7/18/2014			Governing Board with CEO/Principal	Submit adopted budget to ADE
7/18/2014			CEO/Principal with Office Manager & Instructional Leader	Complete final preparations for summer staff PD
7/21/2014			CEO/Principal with Instructional Leader	Provide training to staff to support ELL students
7/21/2014			Office Manager reviewed by CEO/Principal	Distribute laptops to staff, if purchased, or provide access to desktops
7/21/2014			CEO/Principal with contracted SPED consultant	Provide training to staff to support Special Education students
7/21/2014			CEO/Principal supervisors various trainers	Hold summer staff professional development
7/28/2014			Office Manager reviewed by CEO/Principal	Order and manage delivery of teacher requested supplies
7/31/2014			Governing Board with CEO/Principal	Attend Governing Board meeting
7/31/2014	Yes		CEO/Principal	CEO/Principal attends four individual professional-development trainings
7/31/2014	Yes		CEO/Principal	CEO/Principal completes his M.Ed. in Educational Leadership
7/31/2014	Yes		CEO/Principal	CEO/Principal completes requirements for his Superintendency certification
7/31/2014	Yes		CEO/Principal and Instructional Leader	Visit and study summer staff professional development of high performing schools
8/1/2014			CEO/Principal	Complete a Personalized Learning Plan for each student
8/1/2014	Yes		CEO/Principal with teachers	Finalize homework policy and expectations
8/1/2014	Yes		CEO/Principal with Governing Board	Finalize teacher and parent survey
8/1/2014			CEO/Principal	Review staffing structure and identify any additional staffing needs for school programming
8/1/2014			CEO/Principal with teachers	Finalize potential list of field-trip locations
8/1/2014			Office Manager reviewed by CEO/Principal	Finalize a school systems manual (i.e. copy machine procedures, mail collection, student dismissal)
8/1/2014			CEO/Principal	Make sure all goals from the Performance Management Plan correspond to a tracker that the Board and State have access to
8/1/2014			Office Manager reviewed by CEO/Principal	Plan and provide all staff with first aid training
8/1/2014			CEO/Principal	Refine professional development plan based on development of school model, anticipated student needs and consultant feedback
8/1/2014			CEO/Principal	Finalize long-term plan for annual professional development/in-service training schedule
8/1/2014			CEO/Principal with Instructional Leader & teachers	Finalize lesson-plan template
8/1/2014			CEO/Principal with Instructional Leader	Finalize system for monitoring the curriculum
8/1/2014			CEO/Principal with Instructional Leader & teachers	Finalize plan for first day, first week
8/1/2014			Office Manager reviewed by CEO/Principal & SAIS vendor	Include SAIS training for staff
8/1/2014			Teachers supervised by CEO/Principal	All teachers set up classrooms
8/1/2014			All staff supervised by CEO/Principal	Finalize facility preparation (ensure all rooms, bulletin boards, emergency exit procedures, etc. are ready)
As needed			Board President	Approve any new board members with ASBCS and notify the Arizona Corporation Commission
As needed			Office Manager	Enter enrolled students into SAIS system
Ongoing	Yes		Governing Board	Search for possible new Board members in case of future vacancies
Ongoing	Yes		CEO/Principal	CEO/Principal meets monthly with Business Coach for leadership development
Ongoing	Yes		All staff supervised by CEO/Principal	Identify and attend needed trainings (e.g. common core, accounting/finance)
Ongoing	Yes		CEO/Principal	Identify and contact external professional development providers, if applicable.

Ongoing	Yes		Board President	Schedule periodic Board training and/or self-evaluations