

**ROCKETSHIP EDUCATION
BOARD OF DIRECTORS MEETING
May 5, 2009**

Dial-in Conference Number: (866) 704-7500
Participant Number: 713596

1. Call to Order

2. Public Comment

3. Consent Items

The Board will consider acceptance and approval of the following items:

- March 3, 2009 Rocketship Board Meeting Minutes (Box.net)
- Approve Board Resolution F-14: Etrade Investment
- Approve Board Policy signing authority for COO

4. Alex Terman Contract

The Board will publicly consider the acceptance and approval of Alex Terman's proposed contract to work as a Consultant for Rocketship Education in drafting the Launchpad Real Estate Entity Business Plan.

5. 09/10 Budget

The Board will consider acceptance & approval of the 09/10 Rocketship Education Budget

- Rocketship Mateo Sheedy, Rocketship Two Elementary School, RSED (Regional & National) and Rocketship Three

6. CEO Update

- CEO Update
- Internal Milestones
- RS 2 & RS3 Green lighting

7. Strategy Discussion

- 09/10 Achievement, Operations & IT Update

8. June 23 Board Retreat Topic Discussion

9. Adjourn

During Public Comment Open Forum, you may speak to the Board on any item that is on the agenda, and you may also speak on items that are not on the agenda. Please write your name and contact information on the Open Forum speaker list provided to the public, if you wish to address the Committee. Each speaker has three (3) minutes to speak. Please be advised that, by law, the Board is unable to discuss or take action on issues presented during Open Forum. According to State Law (the Brown Act) items must first be noticed on the agenda before any discussion or action. THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY: The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. SPECIAL PRESENTATIONS MAY BE MADE: Notice is hereby given that, consistent with the requirements of the Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Ellie Herrera: 408-286-3330.

**Resolution No. F-14
Before the
Rocketship Education
Board of Directors
Santa Clara County, California**

WHEREAS, The Board of Rocketship Education recognizes the need to invest the Charter School Growth Fund grant money in FDIC insured CDs through the use of ETRADE.

NOW, THEREFORE, BE IT RESOLVED that the CEO: **John Danner**, Treasurer: **Alex Terman** or any one of them acting individually, are hereby authorized to sell, assign, and endorse for transfer certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of this corporation.

Language required in Etrade Resolution:

I, **Fred Ferrer**, Secretary of Rocketship Education Board of Directors, incorporated under the laws of the State of California hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said corporation at a meeting duly held the **fifth** day of **May, 2009** at which a quorum was present and voting, and that the same has not been repealed or amended and remains in full force and does not conflict with the by-laws of said corporation.

PASSED & ADOPTED by the Rocketship Education Board on this the 5th day of May, 2009 with the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTESTED TO:

Secretary of the Board

Date

**Rocketship Education
Board of Directors
Santa Clara County, California**

Financial Policy

The Rocketship Education Board of Directors authorizes Chief Operating Officer to sign checks up to \$5,000 and sign contracts up to \$10,000.

PASSED & ADOPTED by the Rocketship Education Board on this the 5th day of May, 2009 with the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTESTED TO:

Secretary of the Board

Date

STATEMENT of WORK
Launchpad Real Estate Business Plan

This contract is made on for work with Rocketship Education regarding the Launchpad Business Plan.

Project Duration: approximately 2 months, with initial business plan and findings to be presented before Rocketship's annual Board offsite in late June or early July

Services to be performed by Consultant:

1. Interview leaders of CMO and charter school real estate organizations regarding facilities needs, best practices, and possible services to be offered by Launchpad and the level of demand for these services.

Estimate: 10-20 hours

2. Determine appropriate legal structure for Launchpad, including relationship with Rocketship Education (this will likely require expenditure by Rocketship Education for legal advice).

Estimate: 10-20 hours

3. Research and evaluate financing opportunities, including municipal bonds and government subsidy programs, for charter school facilities.

Estimate: 20-30 hours

4. Produce first draft of a business plan for Launchpad including high-level multi-year financial projections.

Estimate: 30-40 hours

Fee:

Estimated hours: 70-110

\$100 per hour (\$7,000 to \$11,000)

Fees not to exceed \$11,000 without prior approval by Rocketship Education

09/10 Budget Update

- We are using the most conservative estimates for ADA revenue that we have seen (SSC, CSDC & CCSA projections). We propose to approve this budget today so that we may move forward with 09/10 purchasing/operational planning. We will bring the budget back to the board for revisions as the state revenue becomes more clear.

NOTABLE REVENUE ITEMS

- Total projected revenue reduction for RMS is 5% and RS2 is 18% (because of CSR & SHI omission) based on current 08/09 projections which were already reduced 2% mid year 08/09.
- **General Purpose:** We have projected a 1% reduction from the current 08/09 budget. This represents 60-65% of revenue for the schools in 09/10 we are very confident that this is a conservative projection based on the latest publications.
- **Class Size Reduction:** We have projected that RMS will receive the same amount of CSR revenue that it did in 08/09 and have no CSR in the RS2 budget.
 - K-3 Class Size: RMS will maintain 20:1 class sizes, RS2 will have 27:1 in Kinder and 1st & 20:1 in 2nd & 3rd.
- **Supplemental Hourly Instruction:** We have projected that RMS will receive ½ of the 08/09 SHI in 09/10 and have no SHI in the RS2 budget
- **EIA & Categorical Block Grant:** We currently have EIA & CBG in both budgets. We have heard rumors that these too may be on the chopping block but do not feel it is necessary to take these out at this time
 - If EIA & the Categorical Block Grant were cut, it would be a \$30K hit to RMS in 09/10 and a \$230K hit for RS2 in 09/10 (increasing to \$330K/annually at full enrollment)

NOTABLE EXPENSE ITEMS

- **Personnel:** No staffing cuts had to be made. No staff received a COLA adjustment or a raise.
- **Operational:** RS2 has sufficient funding for startup expenses (Curriculum, IT, etc.), the only RMS operating costs that have increased in 09/10 relate to scaled expenses like SPED consultants, Food Services, etc.
- **09/10 RSED Initiatives:** We have created a list of the “Top 19” Strategic, Achievement & Operational initiatives that we feel RSED must spearhead this year in order for the organization to progress toward the strategic goals

“ADD BACKS”

- If CSR is “brought back,” RS2 will reduce class size (currently the students above 20:1 are still on the waitlist, we will wait until the summer to accept these students if CSR is not “brought back.”)
- If additional revenue is brought back, the top priorities for the Principals are: COLA adjustments/raises and professional development

Rocketship Education Consolidated Budget Summary

Consolidated Summary	2008-2009	2009-2010
# of Schools	1	2
# of Regions	1	1
# of Enrolled Students	320	829
All School Units	08/09 FORECAST	09/10 BUDGET
Revenues	3,110,561	7,175,632
Management & Facility Fee	1,382,152	2,628,292
All other operating expenses	2,075,439	4,513,056
School Cash Flow Adjustments	138,137	281,774
Total School Surplus / Deficit	(208,893)	316,059
RSED (National & Regions)		
School Services Revenues	364,352	865,773
Fundraising Revenues	0	400,000
National & Regional Operational Expenses	399,574	1,421,690
Total RSED Surplus / Deficit	(35,222)	(155,917)
Real Estate		
Facilities Revenues	1,017,800	1,762,520
Facility Expense (Rent)	124,800	124,800
Interest Expense	274,039	837,720
Depreciation Expense	300,000	480,000
Capex	232,000	800,000
Add back, buildings depreciation expense	300,000	480,000
Total Real Estate Surplus / Deficit	386,961	0
Consolidated Cash Surplus / (Deficit)	142,846	160,142

**balance sheet items not included (CSGF \$2.3M, RDF Loans)*

Rocketship Education 2009-2010 Budget Assumptions and Drivers

RMS & RS2 Budget Detail	08/09 RMS Budget	08/09 RMS Forecast	09/10 RMS Budget	09/10 RS2 Budget	Notes
Enrollment	320	320	425	404	
ADA	301	313	400		RS2 will open with 4th grade based on high demand from 380 siblings & LUCHA students
K-3 Class Size	20:1	20:1	20:1		K,1: 27:01 RMS K-3 Class Size remains at 20:1, RS2 increases Class 2,3: 20:01 Size to 27:1 in Kinder and 26:1 in 1
4-5 Class Size	25:1	30:1	30:1	30:1	
Average \$ Per ADA (Fed, State,NSLP, SB740)	9,067	8,941 -1%	8,505 -5%	7,698 -14%	Most notable variance: CSR, SHI cut in 1/2 at RMS and RS2 is not eligible for CSR or SHI
# Teachers	13	13	15	13	
Average Teacher Salary	54,000	54,000	59,150	59,452	
# Non Teaching	5	5	6	6	Principal, Dean, Offic Mgr, 3 Learning Lab Staff
Averagage Non Teaching Salary	62,000	62,000	75,500	75,500	Increase because Dean is "non-teacher"
Average Cost of Health Benefits	7,200	7,200	7,200	7,200	
RSED STRS	8.25%	8.25%	8.25%	8.25%	
RSED 403b	10%	10%	10%	10%	No one is currently participating
Management & Licensing Fee	277,763	274,352	529,752	461,021	12-15% of Revenues (30% of revenues less Facility Fee)
Facility Fee	438,300	438,300	438,300	374,220	15-17% of Revenues - Cost to cover faciliy payments & rent if/when applicable

RSED Budget Detail	08/09 RSED Budget	08/09 RSED Forecast	09/10 RSED Budget	Notes
Average Salary	115,000	115,000	102,071	CEO, COO, Controller, Regional Mgr, Real Estate, Bookkeeper, Admin/Coaches
Average Cost of Health Benefits	7,200	7,200	7,200	7,200
RSED STRS	8.25%	8.25%	8.25%	8.25%

Fundraising	CSGF closed and first \$2.3M in the bank. We have submitted grant requests for upfront payment of the \$1.5M of Walton money, but have not received back yet. Have not submitted request for RS3 portion of Hastings grant yet (\$125K 18 months in advance). Also received charter startup grant (\$600K) for RS2. Waiting to hear about RS2 21 st Century Grant.
Real Estate	Remarkably, lenders are already lending again. NCB is extremely interested in a \$5-7M deal for RS3. Alex is set to begin work on writing a business plan for spinning out the Real Estate unit to a separate company to be called LaunchPad. Construction in progress for RS2 and no major hiccups, should be complete by beginning of August. Keeping this item yellow until we get farther down the line with NCB and LIIF on the RS3 loan.
Politics	We are going for a 5 charter contract with SCCOE. Three of the SCCOE board members are very reluctant to grant county-wide charters (Ho, DiSalvo and Song). DiSalvo and Song wrote a piece in the SJ Mercury to this point. Very large opportunity to go after "Over the Top" funding which could change the dynamics. We'll discuss strategy from here.
People	Teacher hiring (12 teachers to hire between the two schools) complete at both schools except for a teacher or two, lots of good candidates. RS3 Principal, Kristin Henney hired. We have recruited a good pool of experienced teachers who we think will be candidates for Principal in Training for RS4 and RS5. Board: John Lock has resigned as CEO of CSGF. Andrew Bray has stepped on in his place as Observer.
Achievement	Rocketship Mateo is currently projecting an API of 860. This is within range of the expected goal for this year; however, in the next two weeks prior to testing, we are hoping to move this figure closer to 900. In order to have a chance at this API, we are focusing especially on our lower students in order to help them move into the higher quintiles. Overall, we have seen

	<p>strong consistent growth in all grade levels and our teachers further analysis of data and focus on individualized instruction has definitely benefited our student's achievement.</p>
<p>Operations/Finance</p>	<p>Cat has done a great job taking over finance, has done a major cleanup, dealt with budgeting in a difficult year. The bottom line on budget for RMS is that we can make it work, but will be lean. For RS2, if state does not come through with class size reduction dollars for new schools, we will have to raise Kinder & 1st Grade class size to 27 students. Once budget fog lifts from state in July, RSED will release as many additional dollars to the schools as we can. Operations/Finance team is seriously understaffed at the moment. We have a Controller search in process and hope to have someone on board by end of June. Nick Perrin is coming on board mid-May to manage real estate.</p>

Rocketship Milestones (Updated: May 2009)

Category	Metric	Description	Milestone	Status
Academic	API or equivalent end of year assessment measure	The means that authorizers use to assess the academic success of a school.	API milestones: Year 1: 750 Year 2: 830 Year 3: 875	RMS – projected 860 API as of April 2009 assessments
	School-wide and Average Teacher Gains	A measurement based on Rocketship’s internal assessments (or national assessment when implemented) of the years of progress made by the school and each teacher with a class of students	Schools and Teachers should maintain a 1.5 year average gain which we define as Outstanding Yearly Progress	70% of the teachers are on track for 1.5 annual gains as of April academic results
	English Language Arts Proficiency	Proficiency as measured by state tests (or national tests when implemented)	ELA proficiency milestones: Year 1: 50% Year 2: 60% Year 3: 70%	RMS 69% K – 95% 1 st – 65% 2 nd – 73% 3 rd – 50% 4 th – 65%
	Math Proficiency	Proficiency as measured by state tests (or national tests when implemented)	Math proficiency milestones: Year 1: 55% Year 2: 65% Year 3: 75%	RMS 70% K – 77% 1 st – 56% 2 nd – 78% 3 rd – 79% 4 th – 59%
	Assessments and Standards	Define national objective testing system (NWEA or other) and implement Refine Top 10 standards based on correlations with national testing		Purchased NWEA & will run a benchmark assessment in June.

Category	Metric	Description	Milestone	Status
Academic	RTI	Implement the RTI program	Year 1: Assessment Walls, ILPs, Tier 1 – Guided Reading Year 2: Tier 2 – Tutoring and Tier 3 – SPED Goal Alignment	Full implementation at RMS this year. 102 students currently in RTI (30%) – includes the 12 of the 15 students in SPED (remaining students do not need RTI services for specific speech or OT goals). 32 additional students (some the same as RtI students) are also receiving math interventions with City Year. Next year, we will begin to measure the effectiveness of RTI through DataDirector and other means.
	Literacy Center	# of total books read per student and for the school	20,000 books annually	Currently over 19,000 books.
Network Demographics	FRM Eligibility	Average % of enrollment who are eligible for Free and Reduced Meals (FRM)	Schools should aim for 70% FRM enrollment	RMS is at 79% FRM
	English Language Learners	Average % of enrollment who are English Language Learners (ELL)	Schools should aim for 65% ELL enrollment	RMS is at 82% ELL. RMS has identified students who are eligible for re-classification and will do so this spring.

Category	Metric	Description	Milestone	Status
Student and Parent Satisfaction	Enrollment	The number of students currently on the roles of the school	Schools must maintain 98% of target enrollment	RMS is at 100% of our 320 students target
	Attendance	The average number of students on the roles who attend daily.	Schools must maintain a 96% attendance	RMS is at 97% ADA
	Student Turnover	The percentage of students who leave from the start of one year to the start of the next	Schools must keep turnover at 10% or below	2% Turnover (all students replaced)
	Waiting List	The number of students active on a school's waiting list as a percentage of enrollment.	Schools should maintain 20% waiting lists overall and per grade level.	RMS is at 47% and has a projected total of 200 students on the waitlist in various grades.
	Home Visits	The percentage of families visited by teachers on or before December 1	90%	100% complete
	Parental Involvement	The percentage of families who meet their 30 hour volunteer commitment	Year 1: 75% Year 2: 80% Year 3: 90%	90% of families are on-track to achieve the 30 hour goal Letters were sent out to families that are below 25 hours as a reminder of their commitment
	Parental Involvement	The percentage of parents attending Community Meetings.	Schools should maintain 70% or better attendance at community meetings.	RMS is still averaging 70%
Personnel	Teacher Recruitment	The number of qualified applications per open position	5 per position	RS2 has 2 openings—kinder and fourth RMS has 1 opening in first grade

Category	Metric	Description	Milestone	Status
				10 offers accepted 6 true candidates currently for remaining 3 positions
	Leadership Recruitment	Rocketship must recruit one Principal in Training (PIT) and one Dean in Training (DIT) a year before opening each new school and a Trailblazing Principal for each new region four years in advance	100% of leadership positions will be filled on schedule	All DIT and PIT positions filled. RS3 principal signed offer letter and potential RS4 principal signed offer letter to teach at RMS in 09/10
	Professional Development	% of teachers who meet their individualized professional development plan (IPDP) goals	90%	Teachers progressing on their IPDP goals and are being updated on their 1.5 progress following assessments.
	Employee Satisfaction Survey	The average employee rating of school and administration.	Average employee rating across all areas surveyed should be between Very Good (4) and Excellent (5). *Metric updated for 08/09 to focus on Principal & PIT development.	Survey complete & results reviewed with staff individually.
	Teacher Retention	The % of teachers making outstanding yearly progress who stay within the Rocketship network from the beginning of one school year to the next	Retention milestones: Year 1: 40% Year 2+: 60%	90% (Projected to lose 1 teacher.) Satisfaction Surveys have been collected and all managers have been updated.

Category	Metric	Description	Milestone	Status
Operations and Finance	Reporting and Compliance	Schools are responsible for reporting information for federal grants, national school lunch, financial and attendance reports to authorizers, lenders, and funders, etc. They are also responsible for complying with Health/Safety, Legal and Financial statutes	100% of tasks from the School Operations Plan will be completed accurately and on-time	100% external reports completed on time & accurately. Monthly Internal Ops Checklists completed. RSED Ops/Finance completed 80% of internal tasks.
	School Operations	A variety of operational issues are important to the Health, Safety, and Legal and Financial stability of the school	Rocketship Education will review the monthly Operations Toolkit Exception Report to ensure that any operational tasks not finished accurately & on time are flagged, completed within 1 week of required due date and are supported with an operational improvement to prevent future non-compliance. Rocketship Education will conduct a comprehensive site audit at least twice annually and site must meet at least 90% of items on compliance checklist and 100% within two weeks of audit.	RMS 95% complete – 100% within a week of identifying action items. Annual Ops Site Audit materials being developed, implementation delayed to June based on resource constraints.

Category	Metric	Description	Milestone	Status
Operations and Finance	School Budget	Principals are responsible for developing and managing to a budget	School Budget completed on time and end of year actuals within bottom-line budget	<p>Mid-year audit complete based on 07/08 findings.</p> <p>Developing more accurate, user friendly monthly finance reports. 2 iterations presented to BusCom (March, April).</p> <p>09/10 budget Pending board approval</p>
	Information Technology	Build a comprehensive plan for Learning Lab and Corporate Intranet application needs		Conversion from AT&T to Comcast in April. Server "pulled" in April – working through functionality issues & drafting detailed plan to implement 09/10 schools completely server-free.
	Learning Lab Computer	The % of time which LL computers are operational	95%	Up to about 90% (working through server-free/Comcast functionality issues).
Facilities	Identification, Purchase, Financing, and Construction of new facilities	The % of time which new facilities are successfully completed by July in first year before a new school opens	100%	100% on schedule, see detailed Green Lighting Document for RS2 & RS3 Facility status.
Politics and	Charter	The % of time	100%	RS3 County-

Category	Metric	Description	Milestone	Status
Media	Approvals	which new charters are obtained at least 9 months before school opening		wide SCCOE charter submittal hearing scheduled for June.

School Results

Literacy

Overall Reading API		849.8407643		2-4th Reading API		828.08	
April	Avg DRA	Benchmark	Delta	Benchmark	Gain (DRA)	Expected Gain	
Kinder	4.05	3	1.05		1.35	3.00	
1st	14.54	14	0.54		4.37	2.00	
2nd	28.40	19	9.40		5.05	(1.00)	
3rd	31.11	34	(2.89)		3.83	4.00	
4th	44.06	40	4.06		5.44	0.00	
DRAApr	# Advanced	# Proficient	# Basic	# Below Bas	# FBB		
Kinder	50	26	4	0	0		
1st	43	9	14	1	13		
2nd	50	3	12	7	1		
3rd	2	23	19	4	2		
4th	15	5	5	3	3		

Math

Overall Math		849.6884735		2-4th Math API		892.50	
April	April	Benchmark	Delta	Benchmark	Gain	Expected Gain	
Kinder	91.41	85.00	6.41		9.14	0.00	
1st	83.07	85.00	(1.93)		13.84	0.00	
2nd	79.11	70.00	9.11		10.68	0.00	
3rd	83.63	70.00	13.63		15.24	0.00	
4th	80.16	70.00	10.16		12.63	0.00	
MAprQuint	# Advanced	# Proficient	# Basic	# Below Bas	# FBB	Proj API	
Kinder	49	17	6	3	5	882	
1st	12	37	13	7	12	733	
2nd	49	13	3	2	6	886	
3rd	40	9	4	2	1	926	
4th	20	2	3	4	2	847	

School Results

Literacy

Overall Reading API

April	Delta Gain		
Kinder	(1.65)		
1st	2.37		
2nd	6.05		
3rd	(0.17)		
4th	5.44		
DRAApr	Proj API	% Prof/Adv	
Kinder	944	95%	
1st	797	65%	
2nd	887	73%	
3rd	757	50%	
4th	806	65%	

Math

Overall Math

April	Delta Gain		
Kinder	9.14		
1st	13.84		
2nd	25.68		
3rd	30.24		
4th	27.63		
MAprQuint	% Prof/Adv		
April			
Kinder	77%		
1st	56%		
2nd	78%		
3rd	79%		
4th	59%		

Green-lighting: Rocketship Two Elementary School (May 2009)

Network Metrics

The first criteria that needs to be considered in green-lighting a new school is the performance of the Rocketship network on metrics from the RSED milestones. We will consider mainly financial performance vs. plan, real estate market and school academic results in determining viability of opening additional schools. Other metrics, if significantly divergent from plan may also become reasons for limiting growth.

Site Description

The following rubric is used to describe the key factors that have led the Rocketship team to identify the site as a good location for a school.

Neighborhood Demographics – surrounding elementary schools should have 70%+ free and reduced meals students and one Program Improvement school in the surrounding area. What are the ethnicities of surrounding schools?	Chavez on PI, 92% Hispanic, 100% FRM
Real Estate Options – Description of available properties and pricing	2249 Dobern
Political Support – a description of neighborhood leaders, size of the parent committee which has been formed, and elected officials in support of the charter	Support from councilmember and leaders of neighborhood groups and Mayfair community center
Historical Political Context - # of charters approved and denied, detail on the local politics surrounding charters in this area, who the charter authorizer is and any pertinent/historic background on them	Charter approved by SCCOE
Pipeline to Other Charters – are there high-performing charters to feed our graduates to?	KIPP Heartwood, ACE charter school
Competition among other charters - Are there other elementary charters that we would compete against? How are they performing? What is our strategy?	None

Milestones

To develop new schools, Rocketship uses a green-lighting process which specifies important milestones which need to be met to open a school which has the chance of a strong start. The purpose of these decision points is to give management and the Board of Directors explicit milestones at which to decide whether a new school project should proceed. The most important components in opening a new school are Building, Principal, Charter, and Funding. The following assumes pre-fab construction, which can be accomplished in the 18 month timeframe outlined. Retrofits and stick-built construction will require a 24 month timeframe.

Pre-Opening Timeline

	February (18 Months)	May (15 Months)	August (12 Months)	November (9 Months)	February (6 Months)
Personnel	Principal Identified	Principal accepted to Principal Training program			Academic Dean identified and enrolled in Master Training
Building	Property Identified	Contract signed on Property		DSA submittal complete CEQA public hearing scheduled Acceptable termsheets from lenders	Building approvals received – mid March CEQA complete Signed financing with lenders Property acquired

	February (18 Months)	May (15 Months)	August (12 Months)	November (9 Months)	February (6 Months)
Charter		320 Intent to Enroll Signatures collected (twice legal requirement) and charter submitted	Charter Approval Checkpoint	Charter approval received	MOU Checkpoint
Funding	Fundraising Need Determined – Public Funds, Philanthropy, Network Fund		Secure any necessary private funding	Apply for charter schools startup grant and CDE Loan	Received approval of startup grant CDE Loan status? (submitted late, cash flow impact of \$250K moved 3 months after school opening) Fundraising is complete

New School Monitoring

In addition to the green-lighting process, enrollment and staffing are critical variables which determine the strength of a new school opening. These variables will be reported on at each subsequent board meeting to update the Board on the new school start. These variables include:

Pre-opening schedule	January	February	March	April	May/June
Building		Contractors signed, Financing closed	Construction Start – closing this month, should start April		Construction Complete
Enrollment	80 students enrolled	160 students (40 in 2 nd and 40 in 3 rd)	240 students	320 students (full in all grades)	384 students (16 student waitlist in each grade)
Teachers	Determine hiring gap (11 teachers + Academic Dean – Rocketship transfers – TFA Corps)	Pipeline with at least double the number of qualified Preliminary interviews by Principal, CEO, Operations Manager of each of these candidates. – 10 candidates in queue 5 hires – TFA +	10 hires, 10 candidates in pipeline	Staffing Complete (13 hires) Trying to hire one more teacher for fourth grade and kindergarten	

Pre-opening schedule	January	February	March	April	May/June
		Dean			
Operations/Finance	Hire School Office Manager	Startup Grant Payment #1 written notification received- payment expected in May	Conduct Lottery	90% completion of Operations Toolkit start-up task list	Schedule School Specific RSED Staff Summer Training CDE Loan received



Rocketship Education

Achievement & IT Plan Excerpts

May 2009

Rocketship Achievement Plan

A plan focused on the successful replication of high-performing schools

- *Within public education, we face tremendous challenges within the social fabric of our neighborhoods that include poverty, students learning English within our schools, under-resourced and under-educated families, and a pervasive culture within society that accepts these conditions as things that cannot be changed or significantly improved.*
- *The public school system is an antiquated system that has not and often times cannot currently address these needs or problems. Consequently, Rocketship, and especially as a Charter organization, has the autonomy and independence that is necessary to begin to confront and solve these problems using proven solutions.*

The following are the cornerstones to Rocketship creating high-performing schools:

- Students benefit from more focused time on task and learning.
- Individualized instruction is a fundamental means of instruction in order to realize all student academic needs.
- The purposeful focus on data and results ensures consistent and measurable student academic progress.
- Students are able to make more significant gains if they are instructed by professionally skilled and fully developed teachers.
- Family involvement is a key contributor to student success and growth.

Rocketship Achievement Plan

- 1. Develop Literacy Units incorporating Social Studies themes, which can be used by all schools.**
--The development of a Language Arts curriculum that fully integrates guided reading, all elements of individualized instruction, and critical-thinking skills
- 2. Develop Math Units incorporating Science themes, which can be used by all schools.**
--The development of a high-quality math curriculum that is relevant, integrates individualized instruction and critical thinking skills with the gradual full integration of science
- 3. Develop/Adopt Curriculum within the Computer Center, which adapts to each individual student's current learning goals to maximize the value of their lesson time on computers.**
--Rocketship Online Learning (ROL)
- 4. Systematize the curriculum and tutor training within the small-group intervention portion of the Response to Intervention (RtI) program.**
--Becoming more refined in our application of intervention strategies
- 5. Develop an online system for sharing long-term and unit plans across schools to help our new teachers and other staff plan for their own units more effectively.**
--Creating a curriculum that is replicable and able to realize 1.5 years of significant gains
- 6. Develop our Professional Development online, allowing Academic Deans and teachers to collaborate by filming and watching videos of their own teaching as a basis for discussing areas of improvement and allow schools to share best practices through videos of teachers in lessons.**
--Having Rocketship staff develop professionally, support the Rocketship culture, and share best practices

Rocketship Achievement Plan

- 7. Systematize our Use of Data to More Effectively based on interim assessments to better pinpoint student needs and teacher professional development goals.**
--Having a data system that can identify trends, appropriate interventions, and predict the efficacy of instruction and upcoming results
- 8. Develop a method of working with our Academic Deans to build a systematic method of developing our teachers through mentoring, professional development and collaboration.**
--Making it possible for all staff to realize at least 1.5 years of significant gains
- 9. Systematize our recruiting and training of exceptional Principals and Academic Deans.**
--Leadership of Rocketship schools is at the foundation of our success
- 10. Systematize our student recruiting efforts to allow us to consistently recruit 320 students in the first year of our new schools with 15% waiting lists.**
--Ensuring that Principals open with a full school and meet the budgetary constraints and needs
- 11. Develop our outreach and interviewing system for new teachers.**
--High quality teachers makes significant gains possible and more realistic
- 12. Systematize our parental involvement programs and culture to make it easier for new Principals to make this a strength of their schools from the first day of opening.**
--Parental support is significant to our student results and political sustainability.
- 13. Develop Summer School.**
--Low income students need access to instruction, new activities, and learning throughout the year.

ROC

Rocketship Education Online Community

ROC: System of web-hosted platforms that RSED uses to manage and support its personnel

- **Email accounts powered by GMail for all teachers and staff: name@rsed.org**
Free, innovative, self-updating, and with enormous storage space
- **Shared calendar via integrated Google Apps calendar**
Free, users can subscribe to school & RSED calendars, synchronization with mobile devices
- **Online document management with Box.net**
100% online, password-protected, accessible anywhere, allows for collaboration and dissemination
- **Collaborative document creation and sharing with Google Docs**
For teachers: integrated with their email account
- **Staff training videos stored on external hard drives and online video hosting service**
Used by Dean to coach teachers and could be used to demonstrate examples of great teaching
- **Task list management and compliance deliverable clearinghouse: Touchstone**
Compliance, operational, academic, and financial deadlines fully integrated online

ROL

Rocketship Online Learning

Computer Center

- Students have a unique username and progress through the assigned lessons (standards-based)
- Customized RiverDeep: flash-based lessons in ELA and Math with quizzes (created by staff through online teacher interface)
- Customized lessons for all students depending on proficiency level, Rtl, EL, etc. Rtl
- RiverDeep performance report generation for teacher review & evaluation

Reading Center

- Leveled Library for each student to read one book per day. 2 staff members
- 6-9 Computers with internet connection to hosted quiz site Accelerated Reader
- Students have a unique username to log on and take a quiz for the book they just read
- Accelerated Reader prints reports on student and class performance
- Students who receive less than 80% (4/5) are instructed to re-read the book

Rocketship Education Data Management

Rocketship Schools are Data-Driven Schools: Achievement Data

1. Student data in PowerSchool (SIS) and DataDirector (Achievement Database)
2. Use DD to represent student assessment data graphically: Deans working with teachers
3. From DD, export to Excel sheets that can run API calculation, benchmarks, gains, etc.
4. Give schools and the management team the analytical tools to use data effectively
5. Rtl program: manage tutoring from all levels: school, curriculum, and individual tutor performance
6. Learning Lab: track what is working and what isn't

Financial, Operational, and Compliance Deliverables

- Use PowerSchool to manage student data relevant to county, state, and federal requirements (ethnicity, parent education level, address, NSLP participation, etc.)
- Focus on accurate, “clean” data for all students (captured on enrollment forms)
- Work with formatting data files to ensure straightforward and efficient import/export processes
- Employ an individual (or team) to manage RSED's data needs