

Wildflower Planning and Implementation Grant Work Plan

Work Plan

Work Plan Prompt 1A: Governance Training

Leadership and governance training to overcome initial start-up challenges and establish a thriving, financially viable charter school.

Background:

WOC is committed to ongoing leadership and governance training for the board of directors, the school director and staff. The majority of WOC board members took part in the Governance for Non-Profit Charter School Boards training held by the California Charter Schools Association on November 13, 2010. This training addressed Board roles and responsibilities, policies and committees, conflict of interest and the open meeting law. The second portion of the training dealt with board oversight of student achievement and board financial management. The November 13th training is just the first in a series of governance trainings in which the WOC board of directors is committed to participating. The California Charter Schools Association is an excellent resource for regular governance training on a variety of topics. Other sources of training include: the California School Boards Association, Charter School Development Center, Annual California Charter Schools Conference, and School Services of California.

Objective 1A.1: All members of WOC's board of directors, the school director, and staff will attend at least three leadership or governance trainings (or some combination) over the course of the planning year and first implementation year.

Activity 1A.1.a: Research and identify appropriate governance and leadership training opportunities. Report upcoming trainings at the regular monthly board meetings.

Timeline: January 2011-August 2012.

Person Responsible: Board Chair, Jonas Herzog.

Activity 1A.1.b: WOC's board of directors, the school director, and staff will attend three or more leadership and/or governance trainings.

Timeline: January 2011-August 2012.

Person Responsible: Board Chair, Jonas Herzog

Activity 1A.1.c: Lessons and resources from leadership and governance trainings will be shared with WOC board, staff and director.

Timeline: January 2011-August 2012

Person Responsible: Board Chair, Jonas Herzog

Objective 1A.2: WOC board of directors and key leadership will create a BOD Guidebook that includes governance policies and procedures that is modeled after the Creating an Effective Charter School Governing Board developed by the organization US Charter Schools. The purpose of the guidebook is to clearly define guidelines of conduct, and the roles of board members, teachers, parents, and the director, as well as to encourage continuous improvement in board leadership and function.

Activity 1A.2.a: Review existing governance policies and procedures for applicability to WOC's governance structure.

Timeline: January 2011-June 2011

Person Responsible: Board Chair, Jonas Herzog

Activity 1A.2.b: Recruit assistance from community education leaders with school administration experience to review and assist in the development of BOD guidebook.

Timeline: April, 2011

Person Responsible: Board Chair, Jonas Herzog

Activity 1A.2.c: Create a BOD guidebook, and ensure that at least one board member will attend a workshop on technical guidelines for BOD guide development.

Timeline: By May, 2011

Person Responsible: Board Chair, Jonas Herzog

Activity 1A.2.d: Develop additional policies and procedures to provide effective oversight for the governance structure of WOC.

Timeline: To begin January, 2011

Person Responsible: Board Chair, Jonas Herzog

Objective 1A.3: WOC Board of Directors will revisit and revise the bylaws and conflict of interest policies that were adopted at the first regular board meeting on October 25, 2010.

Activity 1A.3.a: Develop a timetable for reviewing and revising bylaws.

Timeline: By October, 2011

Person Responsible: Board Chair, Jonas Herzog

Activity 1A.3.b: Review and revise bylaws based on the schedule developed in Activity 1A.3.a.

Timeline: By December, 2011

Person Responsible: Board Chair, Jonas Herzog

Total budget expenses for Work Plan Prompt 1A - \$18,150.00

Work Plan Prompt 1B: Fiscal Management Training

Financial management training that could include training for financial planning and organization, internal controls, etc.

Objective 1B.1: WOC will develop and fully implement a system of processes, procedures and trainings that lead to a sound financial management structure. A conservative budget with high contingency amounts and a rolling five year cash flow projection will be developed using generally accepted accounting principles. The fund accounting structure will be employed. Financial audits by a third party will be performed annually. Internal controls will be assured through reporting requirements to the trained Board of Directors by the Director.

Activity 1B.1.a: Implement QuickBooks Online Plus accounting software.

Timeline: Monthly beginning March 2011

Person Responsible: Board Treasurer, Stephen Ertle

Activity 1B.1.b: At least the Board Treasurer, one WOC board member, the school Director, and one support staff will attend at least two trainings on the Quick Books accounting software offered by TriCounties Bank in Chico, CA, or Harvest Accounting Management Services, specializing in non-profit consulting.

Timeline: 1st by April 2011 and 2nd by August 2011

Person Responsible: Board Treasurer, Stephen Ertle

Activity 1B.1.c: At least the Board Treasurer, one WOC board member, the school Director, and one support staff will attend at least two trainings on financial planning for schools sponsored by the California Charter School Association through their workshop series aligned with the PCSGP cycle (including specifics on governance, fiscal management, and teacher effectiveness) or another reputable source.

Timeline: Completed by August, 2011

Person Responsible: Board Treasurer, Stephen Ertle

Activity 1B.1.d: At least the Board Treasurer, one WOC board member, the school Director, and one support staff will attend at least two trainings on financial sustainability strategies for schools. Trainings will be through the California Charter School Association and focused on “the Charter Schools Financial Management Guide” coming out in March 2011, or through another reputable source such as the Charter Schools Development Center.

Timeline: Completed by September, 2011

Person Responsible: Board Treasurer, Stephen Ertle

Activity 1B.1.e: At least the Board Treasurer, one WOC board member, the school Director, and one support staff will attend at least two trainings on internal financial checks and balances for schools sponsored by the California Charter School Association or through Harvest Accounting Management Services, specializing in non-profit consulting.

Timeline: 1st by July 2011 and 2nd by December 2011

Person Responsible: Board Treasurer, Stephen Ertle

Total budget expenses for Work Plan Prompt 1B - \$12,045.00

Work Plan Prompt 1C: Development of Teacher Effectiveness Measures

Development of teacher effectiveness measures must include student achievement data as a substantial portion of teacher evaluations.

Background:

WOC will create and implement a fair and effective system of measuring teacher effectiveness to meet the goals of the school and the state. The teacher effectiveness system will serve as a way to document areas of excellence as well as those in need of improvement, and will drive effective instruction. Measures of effectiveness will be multi-pronged and comprehensive, and based on a broad range of data and methodologies. When creating effectiveness measures, school staff, BODs, and interested stakeholders will be included in developing measures to ensure buy-in and long term success. The system will be based on evaluation areas that will include a combination of the following: summative assessment data including state standardized tests, formal and informal classroom observations, instructional artifacts including student portfolios and scoring rubrics, completion of professional growth and development plan, contribution to school culture, targeted professional development, and annual summative reviews.

Objective 1C.1: WOC will develop and fully implement a system of measuring teacher effectiveness that is based on evaluation of student performance as well as teacher product outcomes.

Activity 1C.1.a: Research existing resources that have been developed to measure teacher effectiveness.

Timeline: April 2011-May 2011

Person Responsible: WOC Director

Activity 1C.1.b: Solicit and integrate teacher and stakeholder input into system to measure teacher effectiveness.

Timeline: May 2011-June 2011

Person Responsible: WOC Director

Activity 1C.1.c: Develop a multi-pronged system for measuring teacher effectiveness.

Timeline: By July 2011

Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.1.d: Train WOC Director and staff on developed effectiveness measures and appropriate implementation of techniques such as observation protocols, and potentially led by a professor in the College of Education at CSU, Chico.

Timeline: August 2011

Person Responsible: Board Chair, Jonas Herzog

Activity 1C.1.e: Develop a plan to implement adaptive management during the first implementation year.

Timeline: by October 2011

Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.1.f: Develop methods of constructive feedback for teachers based on the outcomes of the evaluations.

Timeline: October 2011

Person Responsible: WOC Director

Objective 1C.2: WOC will create and implement a system to evaluate the quality and consistency of institutional supports which creates an important context when evaluating teachers. Through this system, WOC recognizes that while teachers are professionals responsible to complete their job successfully, routinely evaluating how administrators and the school systems either contribute to or detract from that success is an important element of overall school effectiveness. All teachers will be trained in the Open Classroom model during the Planning Year, and enrichment opportunities will be available throughout the term of the grant. WOC will work to provide a team-work environment for the school, and allot time for teachers to consistently work with each other to share ideas and provide constructive feedback for one another. Within this objective there are overlapping goals and activities with section 2A 'professional development and teacher training', and are described below.

Activity 1C.2.a: Design and implement a retreat prior to the beginning of school for the school Director, teachers, and staff. The retreat will be designed to orient all staff to the open classroom educational philosophy and to encourage open communication and teamwork among all staff members.

Timeline: July-August, 2011

Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 1C.2.b: Create a calendar of planning/training days for school Director, teachers and staff prior to the beginning of school.

Timeline: May 2011

Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.2.c: Implement planning/training days for school Director, teachers and staff prior to the beginning of school.

Timeline: July-August, 2011

Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.2.d: Develop a yearly plan for bi-monthly staff training/continuing education days.

Timeline: July 2011
Person Responsible: WOC Director

Activity 1C.2.e: Implement bi-monthly staff training/continuing education days.
Timeline: August 2011-September 2013
Person Responsible: WOC Director

Activity 1C.2.f: Create a blueprint for a series of monthly team building and feedback meetings that allow all staff to discuss things that are going well, as well as those that are particularly challenging.
Timeline: July 2011
Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.2.g: Develop and implement a system for all teachers to participate in a weekly student progress reviews as well as weekly teacher collaboration meetings.
Timeline: October 2011
Person Responsible: WOC Director

Activity 1C.2.h: Develop a system to conduct a 360 degree review of the School Director which includes anonymous survey data from all school employees and the WOC Board of Directors which allows for constructive feedback and opportunities to improve the school environment and support for staff.
Timeline: October 2011
Person Responsible: Board Chair, Jonas Herzog, and WOC Director

Activity 1C.2.i: Create and institute a system to conduct a mid-year and end-of-year policy and procedures review with particular emphasis on systems related to reviewing student progress, behavior management, health and safety, and teacher effectiveness.
Timeline: November, 2011
Person Responsible: WOC Director

Total budget expenses for Work Plan Prompt 1C, \$32,600.

Work Plan Prompt 2A: Meeting and Exceeding Academic Progress Goals

Explain how school will meet or exceed API growth targets and AYP targets. Include information about the school's plan for implementing the following practices:

- a. Professional development, teacher training
- b. Using data to inform instruction, evaluate programs, and evaluate professional staff
- c. Using varied instructional strategies to engage all students
- d. Using formative and summative assessments to improve targeted instruction
- e. Any other student achievement goals established in your charter

Background: The curriculum and instruction at the Open Classroom is set apart not by its content, which follows state core curriculum and is designed to meet or exceed API growth targets and AYP targets, but by the way that content is implemented. WOC will develop and implement a multi-faceted system designed to meet API growth targets and AYP targets as established by the State of California. The WOC foundation is built upon the concept that embraces varied instructional strategies to engage all learners. WOC will be a community of learners, where students, parents, and teachers will share the roles of teacher and learner, with teacher guidance. The diversity of backgrounds and experience that students, parents and teachers bring to the classroom will enrich the entire Open Classroom community. Tenets of

WOCs philosophy that encourage engagement for all students includes; multi-age classrooms, positive interpersonal relationships, constructivist learning, collaborative learning, intrinsic motivation, active education, small class size, and integrated thematic learning.

Professional development, teacher training

Objective 2A.1: Provide opportunities for teacher professional development that ensures a well trained and qualified workforce. WOC is fortunate to have resources available in the form of local experienced teachers trained in the Open Classroom philosophy, CSU, Chico, a renowned teaching college, and Open Classroom schools within the State of California to visit and learn from. It is our goal to have consistent and meaningful trainings for teachers and BOD members to ensure a high quality school. Trainings will occur during the three day retreat and the ten planning/training days before school begins, and enrichment opportunities will be available on an on-going basis.

Activity 2A.1.a: Design a new teacher orientation to WOC including; understanding WOC's Charter, the Open Classroom philosophy, resources available, training days and more.

Timeline: May 2011

Person Responsible: WOC Director

Activity 2A.1.b: Develop a beginning-of-the-year retreat for all staff members as described in 1C.2a which will include team building, hands-on trainings in integrated thematic learning, open classroom materials, workshops led by Susan Hughes author of The Webbing Way, and more.

Timeline: July 2011

Person Responsible: WOC Director

Activity 2A.1.c: Create a curriculum and schedule for WOC teacher planning and trainings as described in 1C.2.c. Critical trainings include; Setting up the Open Classroom, managing students as teachers in multi age classrooms, tenets of integrated thematic learning, Open Classroom philosophy, curriculum in the Open Classroom, effectively utilizing parents volunteers, organizing whole school learning days, setting up systems for student academic responsibility, mentoring with experienced and new teachers, and resources and contacts available.

Timeline: April-June, 2011

Person Responsible: WOC Director

Activity 2A.1.d: Research on-going professional development and enrichment opportunities for WOC teachers and staff as described in 1C.2e.

Timeline: November 2011

Person Responsible: WOC Director

Activity 2A.1.e: Develop and maintain a resource library for teachers, that provides background information, instructional support and tools focused on the Open Classroom model to use in the classroom.

Timeline: December 2011

Person Responsible: WOC Director

Using data to inform instruction, evaluate programs, and evaluate professional staff

Objective 2A.2: Design and implement a system that measures student progress using State and Federal mandated testing data, and integrates this with data from WOC assessments in cognitive, social, emotion, physical and creative progress.

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Activity 2A.2.a: Design and implement a system for evaluating student progress that integrates state testing with WOC assessments and is aligned with U.S. federal standards.

Timeline: August 2011

Person Responsible: WOC Director

Activity 2A.2.b: Develop grade level benchmarks prior to the start of school. These benchmarks will be based on U.S. federal standards and these will be used to revisit student progress and address concerns at the end of each trimester with other staff and/or the school director.

Timeline: July - August, 2011

Person Responsible: WOC Director

Activity 2A.2.c: Create and implement a system for ensuring regular weekly communication with parents regarding student progress. The system will include: daily and weekly communication logs, Constant Contact e-newsletters and printed newsletters, e-mails, and family conferences.

Timeline: April - May, 2011

Person Responsible: WOC Director

Activity 2A.2.d: Develop a plan for Parent-Teacher conferences. The conferences will review student achievement, areas of concern, and strategies to provide additional enrichment services. A series of formal evaluations, both narrative and progress-based will be provided to families as well. This may include fall conferences, followed by a mid-year teacher evaluation, ending with a student-led meeting with families and teachers.

Timeline: August 2011

Person Responsible: WOC Director

Activity 2A.2.e: Develop a system for incorporating student assessment data into teacher and school director performance evaluations.

Timeline: August 2011

Person Responsible: WOC Director

Activity 2A.2.f: Create a process for using student portfolios and project reviews to evaluate the curricula for effectiveness in promoting student performance.

Timeline: August 2011

Person Responsible: WOC Director

Using varied instructional strategies to engage all students

Objective 2A.3: WOC will develop and implement a system to evaluate curriculum for all grade levels that ensures varied instructional strategies are used to engage all students in keeping with the educational philosophy outlined in WOC's Charter Petition.

Activity 2A.3.a: Research existing models and curricula that use varied instructional strategies to engage all students.

Timeline: April 2011

Person Responsible: Board Member, Jonas Herzog, and WOC Director

Activity 2A.3.b: Develop a system for evaluating WOC curricula to ensure that varied instructional strategies are used to engage all students.

Timeline: July 2011

Person Responsible: Board Member, Jonas Herzog, and WOC Director

Activity 2A.3.c: Identify and implement opportunities for staff trainings on integrating varied instructional strategies that have been identified as insufficient once curriculum has been evaluated. These will occur during bi-monthly staff training/continuing education days. Potential training presenters may include professors from CSU, Chico Department of Education, mentor teachers, or consultants, and will depend

upon specific needs identified through evaluation process developed in 2A.3b.
Timeline: Bi-monthly as needs are identified, August 2011 - June 2013
Person Responsible: Board Member, Jonas Herzog, and WOC Director

Using formative and summative assessments to improve targeted instruction

Objective 2A.4: Create a catalog of desired student outcomes that stay consistent with WOC's goal of educating the whole child. WOC will strive to create measurable outcomes using formative and summative assessments that are age/grade/and developmentally appropriate.

Activity 2A.4.a: Create a catalog of highly accountable desired student outcomes.

Timeline: July 2011

Person Responsible: WOC Director

Activity 2A.4.b: Devise plans and systems for addressing the needs of students that do not meet yearly targets.

Timeline: August 2011

Person Responsible: WOC Director

Activity 2A.4.c: Develop a system which includes both a teacher-directed portfolio with students work and projects to show continuous progress in all curriculum areas as well as a student-created portfolio where they choose their "best" work.

Timeline: August, 2011

Person Responsible: BOD, Curriculum Subcommittee

Total for Work Plan Prompt 2A, \$10,800.00

Work Plan Prompt 2B: Student Retention

Explain specific strategies for achieving a minimum 80 percent year-to-year student retention rate.

Background: WOC will provide an excellent learning environment with quality teachers and involved parents that will lead to families remaining at WOC. Good and open communication with everyone involved in WOC is a key element to meeting expectations and understanding all points of view. It is the goal of WOC to clearly explain to interested and attending families, the goals, teaching methods, and expectations of the school, as well as to understand and meet parent and student needs and expectations.

Objective 2B.1: WOC will develop written materials to clearly translate the schools goals, purpose, techniques, qualifications, curriculum, and expectations to create very clear messages which will lead to informed parents and students and better buy-in among all parties.

Activity 2B.1.a: Develop outreach materials during the planning year including; bilingual materials, the open classroom philosophy fact sheets, expectations, and site tours.

Timeline: April 2011-December 2011

Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 2B.1.b: Develop procedures for working with parents who have concerns or ideas that leads to a better school, or that leads to solutions for an individual child.

Timeline: by October 2011

Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 2B.1.c: Develop an orientation to WOC for all new parents prior to the start of the school year.
Timeline: April 2011-August 2011
Person Responsible: WOC Director

Objective 2B.2: Increase schools retention rate by developing systems to integrate feedback from parents and kids, both annually and ongoing.

Activity 2B.2.a: Create surveys for parents, teachers, and staff to complete bi-annually.
Timeline: by December 2011
Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 2B.2.b: Develop an on-going system to gather input and ideas from families, staff, and other stakeholders.
Timeline: by December 2011
Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 2B.2.c: Create a calendar of community building activities targeted toward the whole school community. This will include a whole school activity prior to the start of the school year and an end-of-the-year celebration.
Timeline: by August 2011
Person Responsible: Board Chair, Jonas Herzog and WOC Director

Activity 2B.2.d: Ensure that parents receive regular communication about their student's progress as outlined in Objective 2A.4
Timeline: by September 2011
Person Responsible: Board Chair, Jonas Herzog and WOC Director

Total budget expenses for work plan prompt 2B \$7,200.00

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Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle

Information: Review Initial Draft Budget for Planning Year

ISSUE:

Planning year draft budget

RECOMMENDATION:

Appoint budget and finance committee to review draft budget and finalize proposed draft budget

DISCUSSION:

Discus budget limitations and needs

Attachments: Initial Draft Budget for Planning Year

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Line Item	Year 1	Year 2	Year 3	Year 4	Year 5
Travel and Conferences					
Teacher Conference Fees	\$6,000	\$7,000	\$8,000	\$8,000	\$9,000
Teacher Travel	\$-	\$-	\$-	\$-	\$-
Administration Conference Fees	\$-	\$-	\$-	\$-	\$-
Adminstration Travel	\$-	\$-	\$-	\$-	\$-
TOTAL 5200	\$6,000	\$7,000	\$8,000	\$8,000	\$9,000
Dues and Membership					
California Charter Schools Assoc Membership	\$650	\$750	\$850	\$925	\$1,000
Other Membership Dues	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461
TOTAL 5300	\$2,000	\$2,127	\$2,255	\$2,358	\$2,461
Insurance					
General Liability Insurance (Including D & O)	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Other Insurance (Board Insurance?)	\$-	\$-	\$-	\$-	\$-
TOTAL 5400	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Utilites and Housekeeping					
Power/Electricity	\$7,800	\$9,000	\$10,200	\$11,100	\$12,000
Water	\$-	\$-	\$-	\$-	\$-
Sewer Hookup	\$-	\$-	\$-	\$-	\$-
Trash/Recyclinig	\$-	\$-	\$-	\$-	\$-
Custodial Service	\$6,000	\$6,120	\$6,242	\$6,367	\$6,495
TOTAL 5500	\$13,800	\$15,120	\$16,442	\$17,467	\$18,495
Rentals, Leases, Repairs					
Facility Lease	\$78,000	\$90,000	\$102,000	\$111,000	\$120,000
Facility Repairs	\$-	\$-	\$-	\$-	\$-
Copier Lease & Repair Contract	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Phone System	\$-	\$-	\$-	\$-	\$-
Other Leases/Contracts	\$-	\$-	\$-	\$-	\$-
TOTAL 5600	\$88,000	\$100,200	\$112,404	\$121,612	\$130,824
Professional/Consulting Services					
Third Party Certification (e.g. WASC)	\$-	\$-	\$-	\$-	\$-
Advertising	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
Legal Expenses	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
Education Consulting Services	\$-	\$-	\$-	\$-	\$-
Fundraising/Marketing Consulting Services	\$-	\$-	\$-	\$-	\$-
Business Services	\$-	\$-	\$-	\$-	\$-
IT Services	\$-	\$-	\$-	\$-	\$-
Website Development	\$-	\$-	\$-	\$-	\$-
Workshops for Teacher Development	\$1,500	\$1,750	\$2,000	\$2,000	\$2,250
Workshops for Students	\$-	\$-	\$-	\$-	\$-
Student Field Trips	\$-	\$-	\$-	\$-	\$-
Athletics Fees/Use Contracts	\$-	\$-	\$-	\$-	\$-
Other Services	\$2,000	\$7,000	\$7,000	\$7,000	\$7,000
TOTAL 5800	\$7,500	\$12,830	\$13,162	\$13,245	\$13,580
Communications					
Postage & Postage Meter Rental	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082
Landline Phone Service and Long Distance	\$1,500	\$1,530	\$1,561	\$1,592	\$1,624
Cell Phone Service	\$-	\$-	\$-	\$-	\$-
Website Hosting	\$-	\$-	\$-	\$-	\$-
Internet Service Provider	\$500	\$500	\$500	\$500	\$500
TOTAL 5900	\$3,000	\$3,050	\$3,101	\$3,153	\$3,206

Enrollment ▼ ▼ ▼ ▼ ▼

YEAR ONE

	Enrollment	ADA %	ADA #	EL #	ED#	FRL #
Grades K-3	70	94.5%	66.15	-	-	-
Grades 4-6	40	94.5%	37.80	-	-	-
Grades 7-8	20	94.5%	18.90	-	-	-
Grades 9-12	-	94.5%	0.00	-	-	-
TOTAL	130	94.5%	122.85	-	-	-

Students Per Teacher
 17.50 K - 3
 30.00 4 - 12

YEAR TWO

	Enrollment	ADA %	ADA #	EL #	ED#	FRL #
Grades K-3	80	94.5%	75.60	-	-	-
Grades 4-6	50	94.5%	47.25	-	-	-
Grades 7-8	20	94.5%	18.90	-	-	-
Grades 9-12	-	94.5%	0.00	-	-	-
TOTAL	150	94.5%	141.75	-	-	-

Students Per Teacher
 20.00 K - 3
 23.33 4 - 12

YEAR THREE

	Enrollment	ADA %	ADA #	EL #	ED#	FRL #
Grades K-3	100	94.5%	94.50	-	-	-
Grades 4-6	50	94.5%	47.25	-	-	-
Grades 7-8	20	94.5%	18.90	-	-	-
Grades 9-12	-	94.5%	0.00	-	-	-
TOTAL	170	94.5%	160.65	-	-	-

Students Per Teacher
 20.00 K - 3
 23.33 4 - 12

YEAR FOUR

	Enrollment	ADA %	ADA #	EL #	ED#	FRL #
Grades K-3	110	94.5%	103.95	-	-	-
Grades 4-6	55	94.5%	51.98	-	-	-
Grades 7-8	20	94.5%	18.90	-	-	-
Grades 9-12	-	94.5%	0.00	-	-	-
TOTAL	185	94.5%	174.83	-	-	-

Students Per Teacher
 18.33 K - 3
 37.50 4 - 12

YEAR FIVE

	Enrollment	ADA %	ADA #	EL #	ED#	FRL #
Grades K-3	120	94.5%	113.40	-	-	-
Grades 4-6	60	94.5%	56.70	-	-	-
Grades 7-8	20	94.5%	18.90	-	-	-
Grades 9-12	-	94.5%	0.00	-	-	-
TOTAL	200	94.5%	189.00	-	-	-

Students Per Teacher
 20.00 K - 3
 26.67 4 - 12

COLA	1.0%
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Salaries

Certificated Staff Salaries

1000	Teachers			Aides			Administrators		
	# Teachers	Avg. Salary	Teacher Total	# Aides	Avg. Salary	Aides Total	# Admin	Avg. Salary	Admin Total
Year One	6	40,000	\$240,000		\$-	\$-	-	\$-	\$-
Year Two	7	\$40,400	\$282,800		\$-	\$-	-	\$-	\$-
Year Three	8	\$40,804	\$326,432		\$-	\$-	-	\$-	\$-
Year Four	8	\$41,212	\$329,696		\$-	\$-	-	\$-	\$-
Year Five	9	\$41,624	\$374,617		\$-	\$-	-	\$-	\$-

Class Size Reduction Funding

	# of Teachers K-3	# of Half-Day Kindergarten Students
Year One	4.0	20.0
Year Two	4.0	20.0
Year Three	5.0	30.0
Year Four	6.0	30.0
Year Five	6.0	30.0

Classified Staff Salaries

2000	Aides (Classified)			Support		
	# Aides	Avg. Salary	Aides Total	# Support	Avg. Salary	Support Total
Year One	3.0	\$15,000	\$45,000	-	\$-	\$-
Year Two	3.5	\$15,150	\$53,025	-	\$-	\$-
Year Three	4.0	\$15,302	\$61,206	-	\$-	\$-
Year Four	4.0	\$15,455	\$61,818	-	\$-	\$-
Year Five	4.5	\$15,609	\$70,241	-	\$-	\$-

2000	Administrators			Clerical/Office			Other (e.g. IT)		
	# Admin	Avg. Salary	Admin Total	# Office	Avg. Salary	Office Total	# Other	Avg. Salary	Other Total
Year One	1.0	\$50,000	\$50,000	1.0	\$30,000	\$30,000	-	\$-	\$-
Year Two	1.0	\$50,500	\$50,500	1.0	\$30,300	\$30,300	-	\$-	\$-
Year Three	1.0	\$51,005	\$51,005	1.0	\$30,603	\$30,603	-	\$-	\$-
Year Four	1.0	\$51,515	\$51,515	1.0	\$30,909	\$30,909	-	\$-	\$-
Year Five	1.0	\$52,030	\$52,030	1.0	\$31,218	\$31,218	-	\$-	\$-

Benefits

Staff Benefits and Health Plan

3000	Benefits	Health Plan Cost (\$/Person)	# employees	Health Plan Total	Total Benefits
Year One	\$45,568	\$7,000	11	\$77,000	\$122,568
Year Two	\$51,422	\$7,700	13	\$96,250	\$147,672

Year Three	\$57,389	\$8,470	14	\$118,580	\$175,969
Year Four	\$57,963	\$9,317	14	\$130,438	\$188,401

Year Five	\$64,105	\$10,249	16	\$158,855	\$222,959
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Books & Supplies (\$ Per Student)

4000	Textbooks	Other Books	Supplies	Equipment
Year One		\$-		\$-
Year Two	\$150.00	\$-	\$150.00	\$-
Year Three	\$153.00	\$-	\$153.00	\$-
Year Four	\$156.06	\$-	\$156.06	\$-
Year Five	\$159.18	\$-	\$159.18	\$-

Total Certificated

\$240,000
\$282,800
\$326,432
\$329,696
\$374,617

Total Classified

\$125,000
\$133,825
\$142,814
\$144,242
\$153,489

Object Code	Description	Startup	2011-12	2012-13	2013-14	2014-15	2015-16
REVENUES							
Revenue Limit Sources							
8015	General Purpose Entitlement Block Grant	2010-2011					
	Grades K - 3	\$4,531	\$299,696	\$342,510	\$428,137	\$470,951	\$513,764
	Grades 4 - 6	\$4,599	\$173,840	\$217,300	\$217,300	\$239,030	\$260,760
	Grades 7 - 8	\$4,731	\$89,416	\$89,416	\$89,416	\$89,416	\$89,416
	Grades 9 - 12		\$-	\$-	\$-	\$-	\$-
	Total, Revenue Limit Sources		\$562,952	\$649,226	\$734,853	\$799,397	\$863,941
Federal Revenues							
8290	No Child Left Behind (Title I)		\$-	\$-	\$-	\$-	\$-
8110	CDE PCS Grant		\$126,356	\$298,644	\$150,000	\$-	\$-
8190	EESA/Math & Science		\$-	\$-	\$-	\$-	\$-
8220	Child Nutrition - Federal		\$-	\$-	\$-	\$-	\$-
8260-8299	Other Federal Revenues		\$-	\$-	\$-	\$-	\$-
	Total, Federal Revenues		\$126,356	\$298,644	\$150,000	\$-	\$-
Other State Revenue							
8480	Categorical Block Grant	\$400	\$49,140	\$56,700	\$64,260	\$69,930	\$75,600
8321	Special Education - State		\$-	\$-	\$-	\$-	\$-
8556	State Lottery	\$121		\$14,865	\$17,152	\$19,439	\$21,154
8536	Class Size Reduction	\$1,070	64,200	74,900	90,950	101,650	\$112,350
8584	EIA	\$318	\$-	\$-	\$-	\$-	\$-
8536	All Other State Revenues		\$-	\$-	\$-	\$-	\$-
	Total, Other State Revenues		\$113,340	\$146,465	\$172,362	\$191,019	\$209,104
Other Local Revenue							
8600	Transfers from Sponsoring LEA		\$-	\$-	\$-	\$-	\$-
8660	Interest		\$-	\$-	\$-	\$-	\$-
8699	Fundraising		\$20,000	\$85,000	\$90,000	\$95,000	\$105,000
8700	Other Grants		\$-	\$-	\$-	\$-	\$-
8710	All Other Local Revenues		\$-	\$-	\$-	\$-	\$-
8979	Loan Financing (e.g. Charter School Revolving Loan)		\$-	\$-	\$-	\$-	\$-
	Total, Local Revenues		\$20,000	\$85,000	\$90,000	\$95,000	\$105,000
	TOTAL REVENUES		\$146,356	\$1,059,936	\$1,035,691	\$1,002,215	\$1,095,416
EXPENDITURES							
Certificated Salaries							
1100	Teacher Salaries		\$240,000	\$282,800	\$326,432	\$329,696	\$374,617
1170	Substitute Teacher Salaries (4% of Teacher Salaries)		\$9,600	\$11,312	\$13,057	\$13,188	\$14,985
1200	Certificated Pupil Support/Teacher Aide Salaries		\$-	\$-	\$-	\$-	\$-
1300	Certificated Supervisor and Administrator Salaries		\$-	\$-	\$-	\$-	\$-
1900	Other Certificated Salaries		\$-	\$-	\$-	\$-	\$-
	Total, Certificated Salaries		\$-	\$249,600	\$294,112	\$339,489	\$342,884
Classified (non-certificated) Salaries							
2100	Instructional Aide Salaries		\$45,000	\$53,025	\$61,206	\$61,818	\$70,241
2200	Non-certificated Support Salaries		\$-	\$-	\$-	\$-	\$-
2300	Non-certificated Supervisor and Administrator Salaries		\$50,000	\$50,500	\$51,005	\$51,515	\$52,030
2400	Clerical and Office Salaries		\$30,000	\$30,300	\$30,603	\$30,909	\$31,218
2900	Other Non-certificated Salaries (IT support, etc.)		\$-	\$-	\$-	\$-	\$-
	Total, Non-certificated Salaries		\$39,500.00	\$125,000	\$133,825	\$142,814	\$153,489
Employee Benefits							

3101-3302	STRS/PERS/OASDI/Medicare (10.2%-Certificated;16.87%-Classified)		\$45,568	\$51,422	\$57,389	\$57,963	\$64,105
3401-3402	Health and Welfare Benefits		\$77,000	\$96,250	\$118,580	\$130,438	\$158,855
3501-3502	Unemployment Insurance	1%	\$3,746	\$4,279	\$4,823	\$4,871	\$5,431
3601-3602	Workers' Compensation Insurance	4%	\$14,984	\$17,117	\$19,292	\$19,485	\$21,724
3701-3702	Retiree Benefits		\$-	\$-	\$-	\$-	\$-
3901-3902	Other Employee Benefits		\$-	\$-	\$-	\$-	\$-
	Total, Employee Benefits		\$17,782.50	\$141,298	\$169,069	\$200,084	\$212,757
	Books and Supplies						
4100	Approved Textbooks and Core Curricula Materials		\$-	\$22,500	\$26,010	\$28,871	\$31,836
4200	Books and Other Reference Materials		\$-	\$-	\$-	\$-	\$-
4300	Materials and Supplies		\$-	\$22,500	\$26,010	\$28,871	\$31,836
4400	Non-capitalized Equipment(computers, printers, servers)		\$-	\$-	\$-	\$-	\$-
4700	Food		\$-	\$-	\$-	\$-	\$-
	Total, Books and Supplies		\$58,900.00	\$-	\$45,000	\$52,020	\$57,742
	Services and Other Operating Expenditures						
5200	Travel and Conferences		\$6,000	\$7,000	\$8,000	\$8,000	\$9,000
5300	Dues and Memberships		\$2,000	\$2,127	\$2,255	\$2,358	\$2,461
5400	Insurance		\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
5500	Utilities and Housekeeping Services		\$-	\$13,800	\$15,120	\$16,442	\$17,467
5600	Rentals, Leases, Repairs, and Noncap. Improvements		\$35,000.00	\$88,000	\$100,200	\$112,404	\$130,824
5800	Professional/Consulting Services and Operating Expend.		\$23,000.00	\$7,500	\$12,830	\$13,162	\$13,245
5900	Communications (Phones, ISP, Internet)		\$-	\$3,000	\$3,050	\$3,101	\$3,206
	Total, Services/Other Operating		\$58,000.00	\$130,300	\$150,527	\$165,768	\$176,447
	Capital Outlay						
6100-6170	Land and Land Improvements		\$-	\$-	\$-	\$-	\$-
6200	Buildings and Improvements of Buildings		\$-	\$-	\$-	\$-	\$-
6300	Books and Media for New Libraries		\$-	\$-	\$-	\$-	\$-
6400	Equipment (computers, servers, etc. over \$5,000)		\$-	\$-	\$-	\$-	\$-
6490	Furniture		\$25,475.00	\$-	\$-	\$-	\$-
6500	Equipment Replacement		\$-	\$-	\$-	\$-	\$-
	Total, Capital Outlay		\$25,475.00	\$-	\$-	\$-	\$-
	Other Outgo						
7110-7143	Tuition to Other Schools		\$-	\$-	\$-	\$-	\$-
7221-7223SE	Transfers of Apportionment to Other LEAs (except SPED)		\$-	\$-	\$-	\$-	\$-
7221	Transfers of Apportionment to LEAs (Special Ed)		\$85,995	\$99,225	\$112,455	\$122,378	\$132,300
7221-7223AO	All Other Transfers of Apportionments to Other LEAs		\$-	\$-	\$-	\$-	\$-
7281	All Other Transfers		\$-	\$-	\$-	\$-	\$-
7350	District Oversight (1%-3%) 1% set as default		\$6,121	\$7,059	\$7,991	\$8,693	\$9,395
7430	Loan Repayment		\$-	\$-	\$-	\$-	\$-
7438	Debt Interest		\$-	\$-	\$-	\$-	\$-
	Total, Other Outgo		\$-	\$92,116	\$106,284	\$120,446	\$131,071
	TOTAL EXPENDITURES		\$199,658	\$738,313	\$898,817	\$1,020,621	\$1,065,143
	Cash Reserve Requirement (5% of Categorical and Block Grants)			\$30,605	\$4,692	\$4,659	\$3,511
	Excess of Revenues over Expenditures and Reserve		\$(53,302)	\$291,018	\$132,182	\$(23,065)	\$26,762
	Beginning Cash Balance (less reserves)		\$-	\$(53,302)	\$237,717	\$369,899	\$346,833
	Net Cash Balance		\$(53,302)	\$237,717	\$369,899	\$346,833	\$371,166
	Cumulative Reserve Total			\$30,605	\$35,296	\$39,956	\$43,466
	Total Cash Balance Including Reserves		\$(53,302)	\$268,321	\$405,195	\$386,789	\$418,143

Start-Up Budget

School Name:

Operating Year: Start-up Year (i.e. Prior to School Opening)

Time Period:

	Enter Data in Yellow Boxes
	Automatically Generated
	Please Leave White Boxes Empty

Category	Startup Cost	Guidelines
Enrollment Projections by Grade Level		
Projected Enrollment K-3	70	
Projected Enrollment 4-6	40	
Projected Enrollment 7-8	20	
Projected Enrollment 9-12	0	
Total Projected Enrollment	130	
Certificated Salaries:		
Certificated Teachers FTE	\$-	
Certificated Instructional Aides	\$-	
Certificated Administrations and Management	\$-	
Total Certificated Staffing Startup	\$-	
Classified Salaries		
Director	\$19,000	4 months Admin Salary
Admin Support	\$20,500	2-6 months Admin support
Sub-total	\$39,500	
Benefits		
STRS/PERS/OASDI/Medicare (16.5% salaries)	\$6,518	
Health and Welfare Benefits	\$8,500.00	
Unemployment Insurance	\$395	1% of total salaries
Workers' Compensation Insurance	\$2,370	6% of total salaries
Retiree Benefits	\$-	
Other Employee Benefits	\$-	
Sub-total	\$17,783	
Facilities		
Lease Deposit, prepaid rent & rent	\$20,000	Contingent on lease plus 2-3 months occupancy
Site preparation, Tenant Improvement	\$15,000	Contingent on lease, may be incorporated into lease.
Interior Decorating	\$-	Contingent on lease, may be incorporated into lease.
Network Wiring	\$-	Contingent on lease, may be incorporated into lease.
Power & ventilation for Computer Server	\$-	Contingent on lease, may be incorporated into lease.
Sub-total	\$35,000	
Initial Staff Development		
Staff Orientation	\$10,000	Contingent on grades and classes, 5-10 teacher days per class grade @ \$150
Instructional Consultation	\$5,000	
Sub-total	\$15,000	
Furniture, Fixtures & Equipment		
Student Work Stations, Desks & Tables	\$4,375.00	Contingent on grades, classrooms & enrollment: 1desk/student @ \$135; 1 table/4 students @\$100
Students Chairs	\$10,200.00	2 chairs per student @ \$30 each
Staff Workstations, Desks & Chairs	\$4,400.00	Two chair(s)/one desk per staff or teacher @ \$300-500
Book shelves	\$1,100.00	One - Two per certificated teacher Mgmt/classified staff @ \$100
File Cabinets	\$3,300.00	One per certificated teacher & one per classified staff @ \$300-500
Fire Proof Storage Student Records & MIS Backup	\$750.00	One @\$500-\$1000
Bulletin Boards, Dry Erase Boards	\$1,350.00	One - Two per certificated teacher \$150
Storage Cabinets	\$-	As needed
Sub-total	\$25,475	
Instructional Materials & Equipment		
Textbook(s) & Curriculum	\$25,500	\$150 per student
Teacher/Students Computer(s)	\$16,000	One per every 10-20 students, One per certificated teacher @\$1000
Classroom Printer(s)	\$2,000	One per every 5-7 Computers @ \$1000
Classroom Software License(s)	\$3,500	One license for each workstation utilized not to exceed site license authority. \$350/computer
Classroom Fax Machine(s)	\$-	One fax machine for instructional communications @ \$100 - \$500
Television(s)	\$-	One for every 5 certificated teachers @ \$350-\$500
VCR(s)/DVD(s)	\$-	One for every 5 certificated teachers @ \$150-\$200
Overhead Projector(s)	\$-	One for every 5 certificated teachers @ \$250-\$400
Video Display Projection System(s)	\$-	One for every 5 certificated teachers @ \$1000-\$1500
Projection Screen(s)	\$-	One for each classroom @ \$150
Public Address System	\$1,000	One for the school @ \$1000
Sub-total	\$48,000	
Office Equipment & Supplies		

First Aid Kit(s)	\$300	One - Two per school @ \$300
Copier Lease or Purchase?	\$-	Assumption - Lease
Initial Office Supplies & Equipment	\$5,000	
Fire Extinguishers	\$500	As required by occupancy - assume one per classroom @ \$50
Cleaning Equipment/Supplies	\$200	
Telephone System	\$1,000	One for the school @ \$500-1500
Admin Computer(s)	\$2,000	One per admin staff @ \$1000
Admin Printer(s)	\$1,000	One public & one secure printer @ \$500-1000
Admin Software License(s)	\$700	One license for each workstation utilized not to exceed site license authority. \$350-500/computer
Admin Fax Machine(s)	\$-	One for admin communications @ \$350-\$750
Tool Kit	\$200	One for the school @ \$150-\$350
Misc	\$-	
Sub-total	\$10,900	
Professional Services & Consultants		
Legal	\$6,000	Assumes contracts @ \$2500-\$7500
Testing, Accountability & Assessment	\$-	Assumes contracts @ \$2500-\$7500
Finance & Operations	\$2,000	Assumes contracts @ \$2500-\$7500
Special Education	\$-	Assumes contracts @ \$2500-\$7500
Technology	\$-	Assumes contracts @ \$2500-\$7500
Sub-total	\$8,000	
TOTAL	\$199,658	

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Instructional Policies Committee/C, Cassady
Re: Update on Committee Work and WOC Daily School Schedule Draft
Date: March 9, 2011

ISSUE:

Review and discuss findings of a year 1 daily school schedule.

RECOMMENDATION:

Provide input regarding draft school schedule for committee.

DISCUSSION:

Daily school schedule to meet requirements of instructional minutes and also of students' needs.

See attached breakdown of instructional minutes and daily schedule draft.

Item #: 10

Wildflower Open Classroom Charter School

Daily Schedule

Instructional minutes (minimum):

	Per Year	Per day
K	36,000	200
1st	50,400	280
2nd	50,400	280
3rd	50,400	280
4th	54,000	300
5th	54,000	300
6th	54,000	300
7th	60,300	335
8th	60,300	335
	469,800	2610

Daily Schedule:

	Start time	AM Break	Lunch	PM Break	End Time	Total Minutes per day
K	8:30	N/A	N/A	N/A	11:50	200
1st	8:30	20	45	15	2:30	280
2nd	8:30	20	45	15	2:30	280
3rd	8:30	20	45	15	2:30	280
4th	8:30	20	45	15	2:30	280
5th	8:30	20	45	15	2:30	280
6th	8:30	20	45	15	2:30	280
7th	8:30	TBD	TBD	TBD	3:00	390
8th	8:30	TBD	TBD	TBD	3:00	390

Questions:

- 1) Does recess count as instructional time for K's
- 2) Need to increase 4th-6th time or make up for in other ways.
- 3) Ideas for 7/8th - depending on number.

Item #: 10

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jonas Herzog, Chair

Re: Discussion

ISSUE:

CSUC Surplus Update

DISCUSSION:

Update on use of materials from CSUC Surplus.

Item #: 11

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jillian Hopewell

Re: Update

ISSUE:

Receive Staffing and Personnel Policies Report

DISCUSSION:

Update

Item #: 12

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle, CFO

Re: Board of Directors Fiscal Management Training Schedule

ISSUE:

Board of Directors financial oversight of public funds.

RECOMMENDATION:

Discus fiscal management training schedule for BOD member(s)

DISCUSSION:

The Wildflower Board of Directors (Board) committed to complete training as part of the PCSGP Grant application. The following schedule of training will assure this Board can maintain effective oversight of the management of public funds by the Wildflower Open Classroom administration. The Board will approve budgets, receive income and expense reports, receive and interpret fiscal audit reports, and evaluate the overall management of the Wildflower Open Classroom operations. The pursuit of grant opportunities by the Wildflower administration and the Board will further strengthen Wildflower however grant training is not being scheduled as part of this discussion.

Many different training opportunities are available to assure the necessary oversight. This discussion should identify interested Board members for each training and preferred training times (weekday, weekend, multiple trainings concurrently, or spread out etc.). Every effort will be made to find training in the immediate area and with little or no cost to minimize expense.

Grant Fiscal Management Training Schedule

	QuickBooks Training	Financial Planning for Schools	Financial Sustainability Strategies for Schools	Internal Financial Checks & Balances
Board CFO	2 Trainings by September	2 Trainings by September	2 Trainings by September	2 Trainings by September
Board Member TBD	1st by July and 2nd by December	1st by July and 2nd by December	1st by July and 2nd by December	1st by July and 2nd by December

Item #: 14