

Appendices

Appendix 1: Summary of the Five Year Growth Plan

Enrollment

1. Enrollment goals/targets (growth projections)
2. Recruitment/marketing plan/

Staff

1. Staffing plan
2. Method of securing specially trained/qualified staff
3. Plan to accommodate stages of forming a team (form, norm, storm, perform)
4. Staff development needs

Finances

1. Budget needs- by year and aligned to growth projections
2. Plan to expend grant funds for length of funding cycle
3. Materials and equipment projections for each year
4. Plan if grant funding is not forthcoming
5. Fund raising requirements

Board

1. Selection of members
 2. Expectations of members
 3. Development and training plan
 4. Functions
 - a. Hire administration and staff that share the dream and are willing to work for it
 - b. Develop written policies maintain them in an easily accessible manner
 - c. Keep accurate board minutes
 - d. Follow open meeting laws
 - e. Conduct adequate board training and retreats
- Recognize the phases of board's and the school's growth:
 1. Founding
 2. Implementation
 3. Maintenance
 4. Growth/Next Step

Parent involvement plan

Sustainability/Succession Plans

1. Board
2. Administration
3. Staff
4. Financial
5. Facility
6. Enrollment

One year action plan including each goal with:

- Corresponding activity(ies)
- Responsible person(s)

- Start and completion time(s)
- Measures of success
- Budget alignment

An expansion plan

A renewal plan

A leadership plan

- Show, mentor, monitor, allow to fly

• Realize that it takes one type of administrator and/or board to build the school from scratch and another to manage it long term

Data:

- Five year revenue spread sheets of revenues
- Five year spread sheets of expenditures
- Five year spread sheets of staffing allocations and costs
- Five year spread sheet of enrollment data, promotion and retention data, graduation rates, special education referrals, attendance data, suspension and expulsion data, post secondary school attendance and completion rate
- Test scores (state and other) broken down into sub-sets and analyzed for relationship to the curriculum
- Rubric, portfolio or other authentic assessment data

Training:

- For board and staff
- Basic information about charter schools, charter school laws and federal grant requirements
- Site based management
- Team building
- Group process
- Best educational practice research

A quality web site

- To communicate our message
- To use as a recruitment tool