

Corrective Action Plan and Timeline

2011-2012

School Name: Wings Charter School

District: #467

| GOALS | ACTIVITIES/STRATEGIES | MEASURABLE EVIDENCE | TIMELINE | RESOURCES |
|--|---|--|--------------------------|--|
| Additional Training for Business Manager and Administrator | Attend IASBO Conferences | Certificate of Attendance | December, 2010/ | IASBO Membership |
| | Utilize help from Jerome Schools | Emails/phone documentation | on-going | Jerome Schools |
| | Ask questions of key personnel at State Department of Ed. | Emails/phone documentation | on-going | State Dept. of Ed. |
| | Read manuals on Idaho Charter School Commission Site | Completed budget for 2011-12 | | |
| | Correspondence with school board member with CPA experience | Observations/discussion | May, 2011 | Manuals on website |
| | Ask questions of school auditor | Discussion | June, 2011 | Mr. Adkins |
| Additional Training for School Board | Submission of projected figures rather than actual monies received when submitting preliminary info | Revisions to budget, proper filing of required documents | May, 2011 | Ware & Associates |
| | Provide easy-to-read format of expenditures and revenues | Corrected budget to Charter School Commission | June, 2011 | Charter Commission |
| | Set budget workshop date to review budget prior to budget hearing | Detailed Spreadsheet | May, 2011/on-going | Skyward Software |
| Develop procedure manual For Financial Duties | Provide members with prior access to all financial documents before board meetings for review | Observations | | Excel Spreadsheet |
| | Obtain manual from another district | Survey Board Members on budget understanding | May-June, 2011 | Board Minutes |
| Develop procedure manual For Financial Duties | Review draft of manual with school board | Emails/financial files | December, 2011/ on-going | Budget template |
| | Adopt manual at school board meeting | Draft of procedural manual | | |
| | | Minutes of board meetings | June, 2011/on-going | Minidoka County Sch Jerome School Distr DelValle, Texas, Sch |

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| Acquire additional funding | Host periodic fundraisers | School Calendar | May, 2011/on-going | Community Meetings |
| | Garner parent support for smaller donations/classroom items and labor | Letters listing items needed and periodic emails | July, 2011/on-going | Parent Meetings |
| | Promote corporate and business ties | Distribution of flyers/brochures promote dates, advertisements | June, 2011/on-going | Chamber of Commerce Activities |
| | Apply for outside grants such as First Federal, Walmart Literacy, Northwest Professional Eduators, etc. | Successful Grant applications | June, 2011/on-going | Grant Applications |
| | Utilize contacts at Idaho Charter School Network to locate grants | Emails to Diane Demarest and other charter schools | July, 2011/on-going | Charter Newsletter and website |
| | Utilize board members in fundraising | Board Minutes reflecting assistance with fall/spring walk-a-thon, spook house, gift basket raffles, yard sales | Aug, 2011/on-going | Calendar dates for availability and scheduling |
| | Seek donations from various outlets for prizes/raffles | Coupons, gift certificates, basket items | Oct, 2011/on-going | Donation Letter and business contact |
| | Seek collaboration with other school districts on providing student services | Budget Amounts | July, 2011 | Meetings with area school personnel |
| | Expand attendance boundaries | Successful sufficiency review | July, 2011 | State Dept of Ed, map program from bus co. |
| | Investigate energy reducing measures | Cost savings by replacing lights | August, 2011 | Idaho Power rebates |
| | Meet with Primary Therapy | Mtg Notes for a consultant to oversee student services/ school completes paperwork | July, 2011 | Meeting with Jan Yingst |
| | Meet with Western States Bus Com | Review bus routes | August, 2011 | Meeting with Michelle Dameron |
| | Meet with Twin Falls School District | Seek agreement to consolidate bus transportation | August, 2011 | Mtg with Dr. Dobbs and Doug Scott |
| | Recruit additional students | Enrollment applications, radio advertising, parent survey update website, brochures Open House in May and June Orientation, August 23, 25 | Jan, 2011/on-going | Establish marketing committee |