



Planning Grant

I. GENERAL INFORMATION			
1. School District/Chartering Authority Tomorrow River School District		2. Name of District Administrator LeAnn Chase	
3. School District/Chartering Authority Address <i>Street, City, State, ZIP</i> 357 North Main Street, Amherst, WI 54406			4. CESA No. 05
			5. LEA Code 0126
6. District Administrator E-Mail Address lchase@amherst.k12.wi.us		7. District Administrator Phone Area/No. (715) 824-5521	
8. If Multi-District, list district names			9. Charter School Operated by CESA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Name of Charter School Tomorrow River Community School	11. Charter School Address <i>Street, City, State, ZIP</i>		
12. Charter School Developer/Planning Committee Representative Chamomile Nusz		13. Developer/Planning Committee Representative Phone Area/No. (715) 281-4776	
14. Developer/Planning Committee Representative E-Mail Address info@tomorrowrivercommunityschool.org			15. Amount Requested \$150,000

II. ASSURANCES

Each participating sub-grant recipient does hereby agree to comply with the following assurances: *Read and check*

- 1. Sub-grant funds will be expended during the specified sub-grant period; the school district or chartering authority shall serve as the fiscal agent for all sub-grants; standard accounting procedures will be utilized by sub-grant recipients and records of all sub-grant expenditures will be maintained in an accurate, thorough, and complete manner. Any administrative fees or expenses reserved from the sub-grant are prohibited unless agreed to by the chartering authority and sub-grantee as noted in section 5204(f) (4) (B) of the ESEA Part B Public Charter Schools.
- 2. Sub-grant recipients/chartering authorities by endorsement of this proposal, assure that an application to develop and operate a charter school has been submitted to the authorizer. Both parties assure the application for federal charter school funds has been submitted to the authorizer in an adequate and timely manner.
- 3. Sub-grant recipients will participate in all data reporting and evaluation activities or on-site monitoring as requested by the U.S. Department of Education and the Wisconsin Department of Public Instruction, including the School Performance Report, participation at a reporting conference, a final grant report document, and financial claim.
- 4. Sub-grant recipients will expend planning funds only for the purpose of planning a charter school which is nonsectarian and which will be in compliance with all Wisconsin laws and administrative rules regarding staff certification and licensure.
- 5. Sub-grant recipients will comply with all provisions of all applicable acts, regulations and federal laws including, but not limited by enumeration to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals With Disabilities Education Act, and all provisions of the Department of Education General Administrative Regulations (EDGAR), 34 CFR, Parts 76, 77, 80, 81, 85, 97, 98, and 99.
- 6. Sub-grant recipients will comply with all provisions of the *Non-Regulatory Guidance—Public Charter Schools Program* of the United States Department of Education <http://www.ed.gov/policy/elsec/guid/cspguidance03.pdf>.
- 7. Sub-grant recipients ensure that the charter school will receive funds through programs administered by the United States Department of Education under which funds are allocated on a formula basis. Each charter school will receive such funds for which it is eligible.

III. SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information provided in the application is true and correct to the best of our knowledge.

Signature of District Administrator/Chartering Authority Official ➤	Date Signed <i>Mo./Day/Yr.</i>
Signature of Charter School Planning Committee Representative ➤	Date Signed <i>Mo./Day/Yr.</i>

REQUIRED	IV. CERTIFICATION AND ENTITLEMENT	REQUIRED
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Agencies receiving funds under any of the grant programs must collect this certificate whenever they enter into a covered transaction with a grantee. (Refer to instructions for more information.)

**Certification Regarding
Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

LEA / Agency /Company Name

Name and Title of Authorized Representative

Signature



Date Signed *Mo./Day/Yr.*

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (202-786-0688).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

V. CHARTER SCHOOL INFORMATION

1. Name of Charter School Tomorrow River Community School		2. Public School Conversion <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
3. Will your charter school be a virtual charter school as defined under Section 115.001(16), Wisconsin Statutes? A virtual charter school is a charter school under contract with a school board under s. 118.40 in which all or a portion of the instruction is provided through means of the internet, and the pupils enrolled in and instructional staff employed by the school are geographically remote from each other. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
4. Type of School <input checked="" type="checkbox"/> Instrumentality <input type="checkbox"/> Non-Instrumentality	5. Grade Level(s) to be Served by Charter School Pre-K through 6	6. Projected Enrollment 60 to 170						
7. Primary Type of Students Served All student primary types	8. Primary Educational Model Other If Other, Specify Waldorf-inspired	9. Curricular Priority Other If Other, Specify Waldorf-inspired						
10. School Leadership Model <i>See Instructions</i>								
a. Will your charter school share space with another public school? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown								
b. Will your charter school be led by a principal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown								
c. Will your charter school be a teacher-led school? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes was checked, provide Name, Email Address, and Phone <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-right: 1px dashed black; padding: 5px;">Name of Teacher <i>First & Last</i></td> <td style="width:30%; padding: 5px;">Email Address</td> <td style="width:20%; padding: 5px;">Phone Area/No.</td> </tr> <tr> <td style="border-right: 1px dashed black; height: 40px;"></td> <td></td> <td></td> </tr> </table>		Name of Teacher <i>First & Last</i>	Email Address	Phone Area/No.			
Name of Teacher <i>First & Last</i>	Email Address	Phone Area/No.						
11. Secondary School Delivery Model <i>See instructions</i> Other If Other, Specify Waldorf-inspired	12. Date Charter to be Granted <i>Mo./Day/Yr.</i> 3/12/2012	13. Date Charter School Will Open <i>Mo./Day/Yr.</i> 9/3/2013						
14. Charter School Administrator <i>If known</i>	15. Charter School Administrator Phone <i>Area/No.</i>							
16. Charter School Administrator Email Address								
17. Lead Teacher First & Last Name <i>If known</i>	18. Lead Teacher Phone <i>Area/No.</i>							
19. Lead Teacher Email Address								

VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES

Provide details on planning activities to date.

Month/Year	Activities
August 2011	<p>May 26, 2011, Portage County Public Library – Initial Meeting with families who were interested in the potential for an alternative school for their children. Attendees included Jackie Dietrich, who planned and led the meeting, Rebecca & Trent Towne, Melissa & Kyle Rickert and Shannon Korger. Jackie explained Enki, how it was developed and how she uses it to home school her oldest child. She had done some research regarding how to implement an Enki School, and her interactions with Beth Sutton, the founder of Enki and Beth’s recommendations. The meeting consisted of discussion of options regarding what type of school to start (cottage school, K-12, 2-4 year old play group), rotating parent teachers and tuition. Attendees agreed that interest needed to be gauged and that everyone would ask around to see what kind of response they received regarding the idea.</p> <p>June 23, 2011, Shannon Korger Residence – Attendees included Jackie Dietrich, Rebecca Towne, Tina Giombetti, Chelsea Bassett and Shannon Korger. Rebecca found that there was a group of interested families in the Waupaca area, and that she knew a Waldorf teacher from the Seattle area who was interested in assisting with this endeavor. Discussion included creating a name, mission statement and hosting an open house in addition to advertising the school. There was a question of whether there may be any existing schools that would be receptive to adopting Enki curriculum for public school education. When discussion location for the school, Rebecca mentioned Pipe School, which is a historical school house located on her property. Discussed specifics regarding how to start in September 2011 for children ranging from 0-8 years old. Chelsea could manage student registration, the curriculum would be Enki Inspired Learning, geared towards ages 3 and older and the meeting times would go from 9am until noon for 1-2 days per week. The entire group would meet together for a basic rhythm and then potentially break out into smaller age-based groups for crafts, play, etc. The group would also celebrate festivals together. Considered the various options for we could call it including, Playgroup, Coop or Cottage School – leaning toward Cottage School. Those present were willing to purchase and/or share the Enki Foundation Guides and to also contribute to paying for consultation sessions with Beth Sutton. Attendees committed to looking at specific locations that were potential sites for a school and/or keeping their eyes open for other potential locations. Jackie also recommended purchasing the Enki Foundation Guides to familiarize ourselves with the curriculum.</p> <p>July 28, 2011, Pipe School (Rebecca Towne) – Attendees included Jackie Dietrich, Rebecca Towne, Camin Potts and Shannon Korger. Rebecca owns the Pipe School and offered to host the school, if it was going to be suitable for the group’s needs. There would be building updates required because there is no bathroom or kitchen, but there would be no rent. The meeting was held there to allow the group to see the building. Other locations that were discussed included Schmeekle Reserve in Stevens Point or Nepco Shelter or the Cultural Center in Wisconsin Rapids.</p>
September	<p>Late September – Connected with Chamomile Nusz and Jillian Hornick who were both independently thinking of starting Waldorf Charter Schools and discovered alternative options for starting a school; creating a Charter school as part of an existing school district.</p>
October	<p>October 14, 2011, Skype Conference Call – Attendees included Tina Giombetti, Rebecca Town, Jackie Dietrich and Shannon Korger. Shannon explained the research that she had done regarding charter schools in WI and serious discussion regarding creating a charter school was held. The major appeal was, of course, funding. From discussions with interested families, we knew that if our school was tuition-based, the enrollment would be much lower, assuming we could get it off the ground at all. We also scheduled a Charter School visit to the Shapiro Brain Based Instruction Lab in Oshkosh. Shannon downloaded the application from the DPI website and was going to continue researching what steps we needed to take and when.</p>

VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES (Cont'd.)

See page 10 of grant application, Section III, item 1

Month/Year	Activities
November	<p>November 3, 2011, Skype Conference Call – Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne and Shannon Korger. Discussion included a preliminary mission statement. Some of the decisions that were made including approaching the Amherst School District to add our Charter School to their district. Primarily due to proximity to all of the families who we had talked to and expressed interest in the school. In addition to the Waldorf School that was established there a number of years ago and the general feeling of acceptance of the school. The assumption was that the community and teachers will still be receptive to this type of curriculum/school. We determined that the ideal grade ranges would span K-6 and use Enki as the curriculum. We also discussed using Waldorf curriculum because it is well established and easily accessible. The earliest that the school would be opened is the 2013-14 school year.</p> <p>November 15, 2011, Rebecca Towne Residence – Attendees included Chamomile Nusz, Tina Giometti, Rebecca Towne, Shannon Korger and Jackie Dietrich (via phone). Discussion included creating a petition to begin the steps towards establishing a charter school. Discussed the resources that Shannon found online for founders and researched other school petitions to guide some of our own answers. Also started to think about fundraising ideas and school locations. Chamomile/Tina had both considered Glacier Hollow, a camp that is under/unutilized during school months as a potential location and Chamomile was going to setup a tour of the location for our consideration. Plans were also made to tour Tamarack Waldorf School in Milwaukee, which Rebecca and Chamomile were able to attend.</p> <p>November 30th, 2011, Tamarack Waldorf School in Milwaukee – Attendees included Chamomile Nusz and Rebecca Towne. Sarah Stokes gave the tour and provided printed resources she felt would be helpful in starting the school. We were introduced to a teacher who works with the Waldorf training facility in Milwaukee.</p>
December	<p>December 8, 2011, Glacier Hollow Camp – Attendees included Chamomile Nusz, Tina Giometti, Rebecca Towne, and Shannon Korger. Met with the director of the camp, Pete Matthai, to tour the facilities and discuss what changes updates would need to be made to the buildings to winterize and make them suitable for classroom use.</p> <p>December 28, 2011, Rebecca Towne Residence – Met to plan the presentation for the charter school to the school board and create handouts to provide to the board members. Discussed introductions and format for the meeting.</p>

VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES (Cont'd.)

See page 10 of grant application, Section III, item 1

Month/Year	Activities
January 2012	<p>January 9, 2012, Tomorrow River District Board Room for School Board Meeting – Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne and Shannon Korger. The proposal for the charter school was added to the agenda and the founders attended the meeting to pitch our proposal for the school to get a preliminary approval to approach teachers for signatures on the petition. As a smaller school district, they felt that it was important that teachers knew that the board was in favor of the school before they were asked to give their own approval. The proposal was well received and approval to move forward with the petition was granted.</p> <p>January 10, 2012, Amherst Elementary School Staff Meeting - Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne and Shannon Korger. Presented the charter school proposal to the teachers in the Amherst Elementary School. Provided handouts, a copy of the petition and answered questions.</p> <p>January 17, 2012, Amherst Middle School Staff Meeting- Attendees included Chamomile Nusz, Tina Giombetti, and Rebecca Towne. Presented the charter school proposal to the teachers in the Amherst Middle School. Provided handouts, a copy of the petition and answered questions.</p> <p>January 19, 2012, Amherst High School Staff Meeting- Attendees included Chamomile Nusz, Tina Giombetti, and Shannon Korger. Presented the charter school proposal to the teachers in the Amherst High School. Provided handouts, a copy of the petition and answered questions.</p> <p>January 22, 2012, Nelsonville, Proposed site for school - Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne, Shannon Korger and respective husbands and children. Looked at building and discussed its' potential.</p> <p>January 29, 2012, Rebecca Towne Residence - Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne and Shannon Korger. Met with a reporter from the Amherst Spirit newspaper to answer questions regarding the school. Reviewed possible renovations to a potential school site that Tina had mocked up and discussed whether the changes to the layout would work for the school. Discussed our wishes for providing lunches to students (organic and locally grown as much as possible and participating in the Farm to School program). Chamomile also expressed an interest in applying for a Director role in the school and be paid to apply for grants, organize fundraising efforts, applying for 501c3 status, writing bylaws and creating, overseeing budgets and working with the district. Everyone was on board with the proposal and agreed that we would all benefit from her taking on this role. Once grant funds are secured, she could be paid for her work, as allowed by the grant usage rules.</p> <p>January 31, 2012, Tomorrow River District Office – Attendees Chamomile Nusz and LeAnn Chase (District Administrator) Discussed location for the school, proposed budget and relationship between the district and the charter school. Discussed an additional meeting to work towards securing the necessary 10% teachers signatures for the petition.</p> <p>January 31, 2012, Emy J's Coffee Shop, Stevens Point – Attendees Shannon Korger, Chamomile Nusz and Chelsea Bassett. Chelsea gave a tutorial on Salsa, a web service for non-profit organizations that tracks members, creates forms and can be utilized as a fundraising tool. She agreed to donate her services and the services of Salsa to the school.</p>

VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES (Cont'd.)*See page 10 of grant application, Section III, item 1*

Month/Year	Activities
February	<p>February 2, 2012, Voluntary Teacher Meeting to Discuss Charter School – Attendees included Chamomile Nusz, Tina Giombetti, Shannon Korger, LeAnn Chase (District Administrator) and Mike Toelle (Elementary Principal) This meeting helped to explain the school board’s position on the charter school and why they supported the creation of the school. We received enough petition signatures after this meeting to move forward.</p> <p>February 7, 2012, Artha Bed and Breakfast – Attendees included Chamomile Nusz, Tina Giombetti, and Shannon Korger. Discussed the setup for the school – decided to be an Instrumentality of the school district and Chamomile clarified how her and LeAnn had discussed that setup working. Discussed the school name and Chamomile’s preliminary budget. Also discussed contract expiration for Chamomile’s role as director, to allow us an opportunity to revisit her position after the first year of school (we now know that the founders/Governance Board can not hire and Chamomile will have to apply for the role of director in spring of 2013 when the job is posted by the district).</p> <p>February 8, 2012, Tomorrow River District Office – Attendees included Chamomile Nusz and LeAnn Chase. Discussed the petition and when we could bring it to the School Board, also finalized future meetings with Deb Kneser of CESA 6 and other school staff for continued educational development on the charter school so as they went out into the community they could talk with people about the school in an informed way.</p> <p>February 10, 2012, Amherst School District Office – Attendees included Tina Giombetti and Shannon Korger. Met with Deb Kneser and Cheryl Simonson from CESA 6 and LeAnn Chase to ask questions and get advice regarding our next steps in the charter process, particularly by April 16, which is the Planning Grant Application deadline. Spent time discussing School Board setup and expectations, and she recommended making sure that our Grant Budget included consultation fees for curriculum development and school board creation. Discussed locations and school health/safety/building codes. The CESA 6 reps felt that we had a huge undertaking on our hands solely because we don’t have an existing school building that we can occupy and will have to find a suitable location for our school and bring it up to code. LeAnn mentioned that the district uses an architect who specializes in school building code that may be able to advise us on locations that we have looked at to see if they are good possibilities.</p> <p>February 13, 2012, Amherst School Board Meeting – Attendees included Tina Giombetti and Shannon Korger. Attended the school board meeting to provide the school board members an update of the status of the charter school and our next steps. Notified them of the Public Forum which was scheduled for March 2, 2012.</p> <p>February 15, 2012, Amherst School District Office – Attendees included Shannon Korger. Met with LeAnn Chase and the districts bus drivers to tell them about the school and make them aware that additional student pickups may be added to their routes should the district feel that they can accommodate our students on their existing bus routes. Answered a number of questions.</p> <p>February 23, 2012, Conference call via Skype – Attendees included Chamomile Nusz, Tina Giombetti Rebecca Towne and Shannon Korger. Discussed the Public Forum and Tina created posters to publicize the event. Deb Kneser at CESA 6 offered our group a discounted rate to write our Planning Grant Application for us, but since the money would have to come out of pocket and could not be reimbursed, Chamomile decided that she was prepared to write the application herself and use Deb as a resource. Deb also offered to review our application to provide feedback for a reduced rate as well, which we will likely take her up on. Discussed locations again, Chamomile called the Waupaca School District to find out their plans for an elementary school that they will be closing in the next couple of years. They didn’t provide many details of their plans, however</p> <p>February 27, 2012, Amherst School Board Meeting – Attendees included Chamomile Nusz and School Board. Chamomile clarified that the Public Forum on March 2 technically had to be hosted by the school board and that a quorum was needed. They arranged to have the appropriate number of attendees at the forum. Also proposed a request for funds to pay for Deb Kneser’s services, this was denied.</p> <p>February 29, 2012, CS Grant Technical Assistance Workshop – Attendees included Chamomile Nusz, Tina Giombetti Rebecca Towne and Shannon Korger. Attended the grant workshop, very informative and many questions were answered.</p>

VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES (Cont'd.)

See page 10 of grant application, Section III, item 1

Month/Year	Activities
March	<p>March 2, 2012, Public Forum, Amherst High School IMC – Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne, Shannon Korger, LeAnn Chase, Mike Toelle and 3 School Board members. Presented our charter school proposal to attendees of the public meeting. Used a PowerPoint presentation to outline our vision, plans and goals, provide basic information about charter schools and how they work, explain Waldorf curriculum and what kinds of families are a good fit for this type of school. Answered a number of questions that came up, and received a very positive response from attendees.</p> <p>March 9, 2012, Amherst Public School Cafeteria – Attendees included Chamomile Nusz, LeAnn Chase, Mike Toelle and the schools food staff. Talked about the proposed charter school, Waldorf Education, demographic and impact on the district; answered questions. Location was discussed between Chamomile, LeAnn and Mike and approaching the Lettie Jensen Community Center was proposed.</p> <p>March 12, 2012, Amherst School Board Meeting – Attendees included Chamomile Nusz, Tina Giombetti, Rebecca Towne, Shannon Korger and the School Board. The resolution to have a Waldorf-inspired Charter School in the Tomorrow River School District was voted on and passed. Location was again discussed and the Jensen Center proposal was presented.</p> <p>March 15 and 16, 2012, WI Charter School Conference Lake Geneva – Attendees included Chamomile Nusz and Shannon Korger. Attended the full conference and volunteered for the WI Charter School Association; very inspiring and educational.</p> <p>March 15, 2012, Skype conference call – Attendees included Shannon Korger, Chamomile Nusz, Rebecca Towne and Tina Giombetti. We discussed changing the logo and website, Governance Board policies and purchasing chalk boards from an online auction. Talked about what was learned at the conference so far and status of the grant application.</p> <p>March 21, 2012, proposed school locations – Attendees included Chamomile Nusz and Geoffrey Bray (the districts architect) Visited 3 locations and discussed if and how they could work as a school. Talked about the codes we would have to meet and the costs associated with them. No final decisions were made.</p> <p>March 22, 2012, Skype conference call – Attendees included Shannon Korger, Chamomile Nusz, and Tina Giombetti. Discussed the upcoming Spring Festival scheduled for April 15th. Talked about proposed building sites and eliminated one option based on information provided by the architect. Talked about the grant application and budget items.</p> <p>March 29, 2012, Skype conference call - Attendees included Shannon Korger, Chamomile Nusz and Tina Giombetti, Discussed the Spring Festival and determined responsibilities for each person. Discussed proposal to the Lettie Jensen Community Center to use their space and add on a wing for our school, board presentation on April 9th. Decided on logo and discussed brochure content.</p> <p>April 2nd, 2012, District office - Attendees included Chamomile Nusz, Mike Toelle and Deb Kneser of CESA 6. Discussed the Planning grant, timeline, Lead Teacher position and hiring process. Deb read over the grant and made a few suggestions.</p> <p>April 5th, 2012, District office - Attendees included Chamomile Nusz, LeAnn Chase and Mike Toelle. Looked at unused equipment that the Charter School can use (student and teachers desks, chalk boards and tables). Discussed edits to the Planning grant and that Chamomile will have to apply for the job of director following the standard hiring procedures set by the district. This will take place in the spring of 2013 when jobs are posted for all Charter School positions.</p> <p>April 5th, 2012, Skype conference call - Attendees included Chamomile Nusz, Shannon Korger, Tina Giombetti and Rebecca Towne. Discussed the Spring Festival and Chamomile's progress on the grant and her meeting with LeAnn Chase and Mike Toelle.</p>

Outline remaining work that needs to be accomplished to open your school and begin serving children by fall 2013.

Month/Year	Activities
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VI. THE PLANNING PROCESS—RECORD OF ACTIVITIES (Cont'd.)

See page 10 of grant application, Section III, item 1

Month/Year	Activities
August 2012	<p>April 2012 - Hold first Seasonal Festival on the 15th, we hope to have 100+ attendees and will have a presentation on the school, Waldorf-inspired crafts and Tom Pease, a local children's performer, will play. We will present our proposal to the Lettie Jensen Community Center's board on the 9th. We will tour a charter school in Appleton on the 12th and one in Oshkosh on the 27th. Will complete our new website design and brochures. Will have brochures printed with money fundraised at the festival and distribute them throughout the community. Will begin our search for other board members and continue our weekly Skype conference calls with founders.</p> <p>May 2012 - Chamomile Nusz will attend a Board training with School Board members in Madison on the 2nd. Will tour Mountain Phoenix School, a public Waldorf school in Colorado on May 15th and meet with the founding director of Mountain Sage, another public Waldorf school in Colorado that same week. Will continue the founders weekly Skype phone conference and finalize the Governance Board members.</p> <p>June 2012 - From now through next summer we will begin regular Governance Board Committee meetings and full board meetings and continue community outreach, website updates and pupil recruitment.</p> <p>July 2012 - Will hold our Summer Festival.</p> <p>August 2012 - Will receive grant funding from the DPI and Chamomile Nusz will begin working full time on planning and implementation of the charter school. From now through next August she and the Governance Board will conduct planning activities, Governance Board training, create bylaws, enrollment policies and procedures, charter school management, financial status, and subcommittee progress updates. Will work with families to make sure the school is a good fit for their child and schedule regular informational meetings for families. Work on the development of curriculum and develop performance and data collection systems. Continue and maintain current marketing strategies and develop new ones. Chamomile Nusz will attend all district school board meetings and report on progress. The search for a location will continue and be finalized by May 2013.</p>
September	<p>Chamomile Nusz will apply for 501c3 status and begin work on drafting the schools charter. Will begin accepting student applications to attend the school. Will plan the Fall Festival for early October.</p>
October	<p>Chamomile Nusz and LeAnn Chase will work with lawyers to finalize the charter. Will hold Fall Festival. Will visit charter and Waldorf schools in Wisconsin. Continue accepting student applications to attend the school.</p>
November	<p>Visit charter and Waldorf schools in Wisconsin.</p>
December	<p>Begin securing materials and supplies.</p>
January 2013	<p>Attend the Alliance for Public Waldorf School's Conference in California from the 18th to the 20th. Hold our Winter Festival.</p>
February	<p>Students can begin the open enrollment process.</p>
March	<p>Attend the WI Charter Schools Conference. Cutoff for accepting applications if we have meet our student enrollment limit.</p>
April	<p>Open enrollment ends. Hold our Spring Festival. Post teacher and staff job openings.</p>
May	<p>May - Interview and hire Director, Lead Teacher, teachers and food staff. Begin working out the details of the food service program. Finalize the budget, set the schedule and work out staffing details with the district. Wrap up any loose ends with the district before summer break.</p> <p>June - Attend the National Charter School's Conference.</p> <p>July - All teachers will attend a summer intensive for three weeks in Milwaukee at the Great Lakes Waldorf Institute. Hold the Summer Festival.</p> <p>August - Teachers will begin 3 weeks early creating curriculum, setting up classrooms and finalizing prep for the opening of the school. Have a school opening celebration at the end of the month.</p>

VII-A. LOCAL PLAN FOR USE OF DISCRETIONARY FUNDS
See Completing the Application Narrative, VI. The Budget, item 2

Instruction	Amount	Explanation
Salaries and Fringe Benefits	\$34,442	Teacher pay for summer 3 week intensive (5 teachers for 21 days at \$140 per day = \$14,700 + fringe benefits = \$2,521 for a total of \$17,221). Teacher pay to develop curriculum and set up classrooms for the 3 weeks before school starts (5 teachers for 21 days at \$140 per day = \$14,700 + fringe benefits = \$2,521 for a total of \$17,221).
Purchased Services		
Coaches / Consultants	\$5,000	Bringing an instructor from Enki Instruction here for a teacher training.
Others Specify	\$2,250	Great Lakes Waldorf Institute Summer Intensive 3 week training for all 5 teachers (\$2,250.)
Non-Capital Objects Supplies and materials	\$4,131	Enki Curriculum (\$2,000), Microsoft Office Pro. (\$780) and classroom supplies (\$1,351)
Capital Objects Equipment	\$17,610	For each teacher/room (5): Laptop (\$600), Bookcase (\$557), File Cabinet (\$460), Play Stand (2 per room \$80), Personal chalk boards (20 per room \$7), Tables for Pre-K, K and 1st grades (4 per room \$125), Chairs for Pre-k, K and 1st grades (20 per room \$39), Art Easel (\$80), Sweeper (\$65), Treehouse for Pre-K and K classrooms (\$1,000), Modeling Clay (2 sets per room \$24) and Play silks (\$600 total)
TOTAL Instruction	\$63,433	
Support Services	Amount	Explanation
Salaries and Fringe Benefits Extended contracts*		
Purchased Services	\$52,000	Writing the charter and developing policies and procedures between the district and the charter school (Chamomile Nusz \$9,000) Securing a location for the school and purchasing all necessary supplies and materials for the building, teachers and staff. (Chamomile Nusz \$6,000) Applying for 501c3 status, fundraising and grant writing (Chamomile Nusz \$12,500) Attending conferences, workshops and trainings pertaining to charters, Waldorf education and school development. Waldorf and charter school tours in Wisconsin and out of state Waldorf-inspired public school tours. (Chamomile Nusz \$2,000) Marketing and the organization of festivals and events. (Chamomile Nusz \$3,000) Pupil recruitment and the maintenance of all records and financials. Day to day school business. Attending by-monthly district school board meetings and all Charter School Governance Board committee and full board meetings. (\$12,500) Lawyer fees for drafting and negotiations of charter. (\$7,000)
Coaches / Consultants	\$765	Board 1/2 day training from Lewicki Education Consulting LLC (9 people).
WISN or Other Network	\$4,500	WISN
Other Specify : Conferences	\$11,100	WI Charter Schools Conference for Director, Lead Teacher and 2 Board Members (\$200 conference fee, \$300 2 night hotel fee and mileage and meal expenses of \$200 per attendee: total \$2,800), National Charter Schools Conference for Director, Lead Teacher and 2 Board Members (\$450 conference fee, 3 nights in a hotel at \$150 per night is \$450 (2 people per room), meals \$100 per attendee, Airfare at \$500: total \$5,100) Alliance for Public Waldorf Education Conference for the Director, Lead Teacher and 1 Board Member (\$200 conference fee, \$100 per night hotel for 4 nights (\$800 for 2 rooms), \$100 for meals and \$500 airfare per attendee: total \$3,200.) *Will be following District Travel and Expense guidelines

VII-A. LOCAL PLAN FOR USE OF DISCRETIONARY FUNDS (Cont'd.) <i>See Completing the Application Narrative, VI. The Budget, item 2</i>		
Non-Capital Objects <i>Supplies and materials</i>	\$1,490	Microsoft Office Pro. (\$390) and printer ink (\$550 x 2)
Capital Objects	\$16,712	Phone (\$65), router (\$40), printer (\$450), laptop for Director (\$600), bookcase (\$557) and teleconferencing system (\$15,000)
TOTAL Support Services	\$86,567	
Support—Administration	Amount	Explanation
Purchased Services		
Non-Capital Objects <i>Supplies and materials</i>		
Capital Objects		
TOTAL Support—Administration	\$0	
TOTAL BUDGET <i>Phase I and Phase II</i>	\$150,000	

* Applies to payments for additional time beyond contract. Cross reference with five-year budget worksheet A, line 3.

VII-B. BUDGET SUMMARY—PHASE I			
Authorizer	Charter School Name	Grant Period Begin	End Project Number <i>For DPI Use Only</i>
Tomorrow River School District	Tomorrow River Community School	August 1, 2012	July 31, 2013
WUFAR Function	WUFAR Object	Phase I Amount	Phase II
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s), <i>substitute teachers only</i>		
	b. Fringe Benefits (200s)		
	c. Purchased Services (300s)		
	d. Non-Capital Objects (400s) Supplies & Materials		
	e. Capital Objects (500s) equipment		
	TOTAL Instruction		\$0
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development and supervision.	a. Salaries (100s), extended contracts		
	b. Fringe Benefits (200s)		
	c. Purchased Services (300s)	\$30,265	
	— <i>Purchased Services—WISN (300s)</i>	\$4,500	
	d. Non-Capital Objects (400s) Supplies & Materials	\$940	
	e. Capital Objects (500s) equipment	\$16,050	
TOTAL Support Services—Pupil/Instructional Staff Services		\$51,755	
Support Services—Administration* (Associated with functions in 230 000 series and above.) Includes general; business; and central service administration.	a. Purchased Services (300s)		
	b. Non-Capital Objects (400s) Supplies & Materials		
	c. Capital Objects (500s) equipment		
	TOTAL Support Services—Administration		\$0
Total Phase I Budget	Do not exceed 50% of Total Grant.	\$51,755	
DPI Approval	Signature of DPI Reviewer 	Date Signed <i>Mo./Day/Yr.</i>	

* No LEA may deduct administrative fees from subgrant funds that are not mutually agreed upon and voluntary. Any administrative fees or expenses reserved from the sub-grant are prohibited unless agreed to by the chartering authority and the subgrantee [Section 5204(f)(4)(B), NCLB Act 2001]. USDE staff has indicated that administrative expenses may not exceed 5 percent of the grant award.

Grant recipients may make budget adjustments up to 10 percent higher or lower in any approved category; changes larger than 10 percent require DPI approval.

Budget Revisions: Submit a copy of this page or PI-9600-B with appropriate revisions included, with justification provided. Submit request at least **30** days prior to expenditure of grant monies.

VII-B. BUDGET SUMMARY—PHASE II			
Authorizer	Charter School Name Tomorrow River Community School	Grant Period Begin August 1, 2012 End July 31, 2013	Project Number <i>For DPI Use Only</i>
WUFAR Function	WUFAR Object	Phase I	Phase II Amount
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s), substitute teachers only		\$29,400
	b. Fringe Benefits (200s)		\$5,042
	c. Purchased Services (300s)		\$7,250
	d. Non-Capital Objects (400s) Supplies & Materials		\$4,131
	e. Capital Objects (500s) equipment		\$17,610
	TOTAL Instruction		\$63,433
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development and supervision.	a. Salaries (100s), extended contracts		
	b. Fringe Benefits (200s)		
	c. Purchased Services (300s)		\$33,600
	d. Non-Capital Objects (400s) Supplies & Materials		\$550
	e. Capital Objects (500s) equipment		\$662
	TOTAL Support Services—Pupil/Instructional Staff Services		\$34,812
Support Services—Administration* Associated with functions in 230 000 series and above. Includes general; business; and central service administration.	a. Purchased Services (300s)		
	b. Non-Capital Objects (400s) Supplies & Materials		
	c. Capital Objects (500s) equipment		
	TOTAL Support Services—Administration		\$0
Total Phase II Budget	Phase I Total		\$98,245
TOTAL BUDGET			\$98,245
DPI Approval	Signature of DPI Reviewer ➤	Date Signed <i>Mo./Day/Yr.</i>	

* No LEA may deduct administrative fees from subgrant funds that are not mutually agreed upon and voluntary. Any administrative fees or expenses reserved from the sub-grant are prohibited unless agreed to by the chartering authority and the sub-grantee [Section 5204(f)(4)(B), NCLB Act 2001]. USDE staff has indicated that administrative expenses may not exceed 5 percent of the grant award.

Grant recipients may make budget adjustments up to 10 percent higher or lower in any approved category; changes larger than 10 percent require DPI approval.

Budget Revisions: Submit a copy of this page or PI-9600-B with appropriate revisions included, with justification provided. Submit request at least **30** days prior to expenditure of grant monies.