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# Grant Document for Epiphany Prep P/I Work Plan

The Nonprofit Institute, University of San Diego

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## Grant Document for Epiphany Prep P/I Work Plan

**Area:** Governance Training

**Objective 1:** The governing board and administrators of Epiphany Prep School will gain an in depth and practical understanding of Epiphany Prep School's mission and petition, federal and state laws governing charter schools, and roles and responsibilities of the Board.

The following activities are planned in order to reach this objective:

1. The governing board and administrators of Epiphany Prep School will be educated on Epiphany Prep School's mission and petition and will be trained to only make strategic decisions that are consistent with the mission and petition of the organization. **Timeline:** 10/01/2011. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$0
2. The governing board and administrators of Epiphany Prep School will attend "Governance for Nonprofits" workshop developed by student consultants from the University of San Diego's Institute for Nonprofit Education and Research. The workshop provides an overview of the following topics: Key Governance Documents, Board Responsibilities, Legal Obligations of the Board, and an introduction to Robert's Rules and the Brown Act. **Timeline:** 12/15/2011. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$0.
3. The governing board and administrators of Epiphany Prep School will review and sign a "Board Member Contract and Goals Statement" to express knowledge and consent to their roles and responsibilities. **Timeline:** 08/09/2012. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$0

**Objective 2:** The governing board and administrators of Epiphany Prep School will learn the role of governing policies, how to effectively create policy and how adhere to hold public meetings consistent with the Brown Act.

1. The governing board and administrators of Epiphany Prep School will receive training on their roles in making policy, the role of administration and staff in carrying out policy, and best practices that segregate board duties and management duties. **Timeline:** 04/12/2012. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$0
2. The governing board and administrators of Epiphany Prep School will receive training on the Brown Act, which guarantees the public's right to attend and

participate in meetings of local legislative bodies. **Timeline:** 04/12/2012. **Person Responsible:** President. **Amount Budgeted from Grant:** \$0

3. The governing board will elect a Policy Committee to review existing policy documents and to draft new policy documents consistent with best practices of nonprofit governance. Revisions will be adopted on an annual basis after current and incoming Board members and administrators have received training on all organization policies and have approved any proposed changes. **Timeline:** 04/12/2012. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$0.

**Objective 3:** The governing board and administrators of Epiphany Prep School will gain an understanding of board development, especially concerning board structure, building and maintaining an effective board, and emergent functions of board leadership.

1. The governing board and administrators of Epiphany Prep School will attend the University of San Diego's "Eighth Annual Governance Symposium" which presents the latest information on nonprofit governance to attendees each year. **Timeline:** 01/06/2012 – 01/07/2012. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$1,240 (8 x \$155).
2. The governing board and administrators of Epiphany Prep School will receive training provided by nonprofit governance consultant Liz Shear on the topics of board structure, building and maintaining an effective board, and emergent functions of board leadership. **Timeline:** 08/09/2012. **Person Responsible:** Board Chair. **Amount Budgeted from Grant:** \$300 (2hrs x \$150).
3. Board members with less governance experience will be paired with board members with more governance experience as a "board buddy". Board members may follow up with their "board buddy" with any governance questions they may have in order to curb misunderstanding and to prevent actions based on misunderstanding. **Timeline:** 08/09/2012. **Person Responsible:** Board President. **Amount Budgeted from Grant:** \$0

**Area:** Fiscal Management Training

**Objective 1:** The governing board, school president and business manager of Epiphany Prep School will gain a comprehensive understanding of fiscal management, specifically: budget development and monitoring, cash flow and long term projections, charter school attendance accounting, facilities funding and management and audit oversight.

1. Epiphany Prep School's governing board and key administrators will receive training on determining expenses based on school mission and desired education outcomes, and receive training on understanding revenue sources

including fundraising/"friend-raising", volunteer management, and in-kind gifting. **Timeline:** 02/07/2013. **Person Responsible:** School President. **Amount Budgeted from Grant:** \$0

2. Epiphany Prep School's president, business manager and a board member from the finance committee Epiphany Prep School will attend the Charter Schools Development Center's "Charter Business Officer Training Program" that consist of 14 modules that cover the most critical topics that charter school business officers need to know. Course list posted at:  
<http://www.chartercenter.org/events/2012-cbo-training-program-in-person-session-1-of-2>. **Timeline:** 02/23/2012-02/24/2012 & 05/16/2012-05/18/2012. **Person Responsible:** School President. **Amount Budgeted from Grant:** \$5,955 (\$1,985 x 3). Cost will also include food, hotel, travel and wage reimbursement. Total Cost TBD.
3. The attendees from the Charter Schools Development Center's "Charter Business Officer Training Program" create and conduct a training based on their key findings from the program to the entire governing board other financial related key administrators. **Timeline:** 06/14/2012. **Person Responsible:** School President. **Amount Budgeted from Grant:** \$0.
4. The governing board and key administrators of Epiphany Prep School will meet with board members from at least three other organizations to identify common financial oversight issues that occur. Findings from these meetings will be reported out and discussed by the entire board and other key administrators. **Timeline:** 06/14/2012. **Person Responsible:** Board President. **Amount Budgeted from Grant:** \$0.

**Objective 2:** The governing board and key administrators of Epiphany Prep School will understand fiscal oversight and monitoring, and they will implement internal control policies that will safeguard the organization from financial mismanagement.

1. Epiphany Prep School's board finance committee and business manager will purchase and be trained on software used to produce financial reports and attendance reports. **Timeline:** 04/11/2013. **Person Responsible:** Treasurer. **Amount Budgeted from Grant:** Unknown
2. Epiphany Prep School's board finance committee and business manager will purchase and be trained on donor tracking software. **Timeline:** 04/11/2013. **Person Responsible:** Treasurer. **Amount Budgeted from Grant:** Unknown
3. Epiphany Prep School's board finance committee and business manager will conduct a financial and attendance report literacy training to the rest of the governing board members and key administrators and discuss common ratios for determining financial health. **Timeline:** 04/11/2013. **Person Responsible:** Treasurer. **Amount Budgeted from Grant:** \$0

4. A student consultant team from the University of San Diego's Institute for Nonprofit Education and Research will develop an internal controls policy and procedure manual for Epiphany Prep School and conduct training for the governing board, key administrators and staff. **Timeline:** 04/11/2013. **Person Responsible:** School President. **Amount Budgeted from Grant:** \$0