



## **SECTION II: Organization History**

### **Organizational History and Mission**

**Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.**

#### **THE OPEN SCHOOL HISTORY AND STRUCTURE**

The Open School, a Wyoming 501(c)(3) non-profit corporation, was founded in 1971 by parents and concerned residents of Laramie who felt the need for an alternative to the public schooling then available in the early grades. Through the years the Open School focused on providing quality education and opportunities for preschool aged children. Currently the Open School enriches the lives of over 100 children yearly. The Open School is a private, non-religious educational institution, currently licensed by the Wyoming Department of Family Services to provide educational instruction to students in Preschool. The Open School is licensed to provide care on a 1:10 and 1:12 staff: child ratio depending on the age of the children.

The Open School is staffed by experienced, qualified teachers. A volunteer Parent-Board of Directors sets all school policies, assists in making employment decisions, and manages the financial matters of the School. The Open School Board members and parents involve themselves to varying degrees in school operations, and fundraising.

#### **THE OPEN SCHOOL PHILOSOPHY**

Flexibility, self-confidence, and a continued desire for learning are the primary goals of The Open School program. Students are offered choices but must take responsibility for their own decisions. Teachers function to guide the students' activities through individualized learning that meets each child's needs. Activities are geared to interest and excite the child and to involve him or her in the learning process.

The Open School is committed to remaining open to new ideas from students, parents, and teachers. We recognize that children thrive with different approaches and learning styles and we strive to appeal to all the senses and allow children to experiment and create in their environment, at their own pace. A child centered, hands-on approach defines The Open School. Parents are encouraged to participate in the school's program whenever, and in whatever manner, possible. Though The Open School methods may differ from those of other schools, the core curriculum is similar. We ensure that we incorporate the common core of skills and the common core of knowledge in accordance with the Wyoming Early Learning Foundations and the Wyoming Department of Education requirements.

### **Organizational Structure**

List your officers and director(s), indicating their terms of office

#### **STAFF INFORMATION:**

Shelly McFate: Open School Director  
Carrie King – PreKindergarten Teacher  
Laura Shuler: PreKindergarten Teacher  
Amber Vigil: Preschool Teacher

#### **2017-2018 BOARD MEMBERS:**

Sara Roberts – President  
Delilah Pasman – Vice-President  
Tara Springsteen - Treasurer  
Jessica Liggett - Secretary  
Lisa Klinker - Board Member  
Ashley Decker - Board Member  
Bryan Ray – Board Member  
Brant Schumaker – Board Member  
Shelly McFate - Director

### SECTION III. *Funding Request Justification*

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**Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:**

- *whether or not the funding request has increased from prior years*
- *whether or not this is a one-time or on-going request*
- *description of any large program or staff expansion occurring in this fiscal year*
- *large equipment or other fixed assets that will be purchased fiscal year*
- *how your project relates to city or county goals or improves the overall quality, character or health of the community*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means*

Dear Albany County City Council Members,

Open School is pleased to present this proposal for your review. We look forward to the possibility of partnering with you to provide opportunities to the young children in the Albany County community to learn through hands-on inquiry and discovery. The Open School provides enrichment opportunities for over 100 preschool aged children, 3-5 years old, per calendar year. The Open School is a preschool program designed to allow flexibility, self-confidence, and a continued desire for learning. Students are offered choices but must take responsibility for their own decisions as in-line with our curriculum, Creative Curriculum, and our discipline policy, Conscious Discipline. Teachers function to guide the students' activities through individualized learning that meets each child's needs. Activities are geared to interest and excite the child and to involve him or her in the learning process.

We are seeking a partnership with you in hopes to purchase new curriculum materials, which would allow us to better meet the needs of the children and the families we serve. Early Childhood Education is an essential building block that offers young children the opportunity to learn social skills and basic academic skills before starting elementary school.

We have a very small annual budget for purchasing new materials. As you can imagine, replacing toys, games, science materials, classroom materials, playground materials and academic materials annually is essential due to wear and tear. The teachers place new materials in their classrooms each Friday to support the weekly lessons and themes. For example, during a space unit they would have astronaut costumes in dramatic play, moon sand in the texture table, space puzzles and games, spaceships and space related toys, books about space and planets in the library, and academic materials available with a space theme. We have a nice playground with a bike path, and we would also like to supplement the bike path with new bikes and signs, and some new hands-on playground materials. We do the best we can to supplement our materials with our limited budget, garage sales, and donations. However, we would like to update a large portion of materials this coming school year and add more STEM, diverse dramatic play costumes, multi-ethnic dolls, Handwriting Without Tears materials, science kits, unique building blocks, playground equipment, and academic materials to support our PreK students. We have a "wish list" of items that would allow our teachers to continue to teach the whole child in engaging ways.

The lead teachers and I attended a Learning Without Tears (Handwriting Without Tears [www.lwtears.com](http://www.lwtears.com)) conference in Colorado this past September. We are excited to offer this curriculum in our school program to support writing, math, literacy and STEM learning. Our goal is to prepare each child for success as they enter the District schools. The Open School has been a part of education in Laramie since 1971. We are pleased to provide a positive early childhood experience for the children and families that we serve.

The Open School is submitting a proposal request of \$2000 to help update our curriculum materials. A sampling of items is attached to the physical copy of this application. Any funds we receive through this partnership, or through other fundraising and donations will be used to purchase items off of our "wish list" for the upcoming school year and benefit students for years to come.

We appreciate you taking an interest in supporting preschool education in Laramie. Please feel free to contact me with any questions you may have regarding this proposal at 307-745-7256 or email me at openschool1@hotmail.com.

Sincerely,  
Shelly McFate  
Director

**Section IV. Financial Information** (a current balance sheet can be submitted to satisfy this requirement)

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**Balance Sheet as of December 31, 2017: attached**

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i> <i>You Wish to Include:</i>
<b>Current:</b> Cash: CDs , etc.: Receivables:	<b>Current:</b> Payables: Withholding:  Long Term: Promissory Notes: Mortgage:	<i>Please see attached Balance Sheet</i>
<b>Fixed:</b> Equipment: Building: Less Depreciation:	Owner's Equity:	

**SECTION V. FY 2018/2019 Budget Information**

***Revenue***

	<b>Amount</b>	<b>Secured or pending?</b>
City of Laramie, Community Partner		<b>Pending</b>
Albany County, Community Partner	<b>\$0</b>	
United Way	<b>\$0</b>	
Donors	<b>\$3000</b>	<b>secured</b>
Fundraisers	<b>\$13670</b>	<b>Pending</b>
Interest	<b>\$170</b>	<b>pending</b>
Tuition	<b>\$330,000</b>	<b>pending</b>
Registrations	<b>\$4500</b>	<b>secured</b>
Other	<b>NA</b>	
Other	<b>NA</b>	
<b>Total Estimated Revenue</b>	<b>\$351,340</b>	

***Expense***

	<b>Amount</b>	<b>Comments</b>
Salary, Director	<b>(in Other Column)</b>	
Salary, Other(s)	<b>\$278,125</b>	
Benefits	<b>\$16,550</b>	
Rent	<b>\$0</b>	
Utilities	<b>\$7900</b>	
Client Service	<b>NA</b>	
Client Aid	<b>NA</b>	
Equipment	<b>\$5000</b>	
Insurance	<b>\$5700</b>	
Contract Services	<b>\$5200</b>	
Operations	<b>\$22670</b>	
Transportation\Business Expenses	<b>\$2615</b>	
Capital Improvement Fund	<b>\$7580</b>	
<b>Total Estimated Expense</b>	<b>\$351,340</b>	

**Please note: our Fiscal year runs from July 1, 2017-June 30, 2018.**

## Section VI: Interim Report for FY 2017/2018 Awardees Only

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**Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2017/2018**

Amount Awarded? \$544.00

Have you used all of the funds awarded?  Yes  
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds. \$ \_\_\_\_\_  
Date: \_\_\_\_\_

**Briefly describe the impact that the FY 2017/2018 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:**

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

*With the support of this partnership we were able to replace one classroom sink and vanity. The PreK2 classroom sink was in disrepair. It was leaking, wasting water and causing damage to the wall around the vanity. The new sink and vanity has improved the room cosmetically, allowing the children to have a cleaner space to wash their hands throughout the day, and has solved the waste of water and damage to the walls. It has modernized the classroom space. We currently have 25 students enrolled in the PreK2 class, so they are directly benefitting from this, as will future students and families.*

*We applied the \$544 we received from the City, as well as utilizing funds from our Repair and Maintenance budget to complete this project last summer. We appreciate your assistance with this repair and improvement to our classroom.*

THE OPEN SCHOOL  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Uni Wyo Exradorinary checking	51,496.84
UniWyo Capital Improvement Fund	8,456.18
UniWyo Savings	33,190.28
<b>Total Checking/Savings</b>	<u>93,143.30</u>
<b>Accounts Receivable</b>	
Accounts Receivable	17,957.25
<b>Total Accounts Receivable</b>	<u>17,957.25</u>
<b>Total Current Assets</b>	111,100.55
<b>Fixed Assets</b>	
A/D Building	-92,530.03
A/D Furniture and Fixtures	-8,677.06
A/D LAND IMPROVEMENTS	667.32
A/D Office Equipment	-9,802.03
A/D Vehicles	12,995.00
Buildings	231,853.09
Furniture and Equipment	9,397.77
Land	28,700.00
Office Equipment	10,099.63
Vehicles	14,000.00
<b>Total Fixed Assets</b>	<u>196,703.69</u>
<b>TOTAL ASSETS</b>	<u><b>307,804.24</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	6.80
<b>Total Accounts Payable</b>	<u>6.80</u>
<b>Total Current Liabilities</b>	<u>6.80</u>
<b>Total Liabilities</b>	6.80
<b>Equity</b>	
Unrestricted Net Assets	306,381.93
Net Income	1,415.51
<b>Total Equity</b>	<u>307,797.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>307,804.24</b></u>

## WishList

Item	Quantity	Price each	total
<b>Learning Without Tears Curriculum Items:</b>			
Blackboards with double lines	15	\$8.50	\$127.50
4 Squares More Squares	1	\$85.00	\$85.00
Tag bags	1	\$83.00	\$83.00
My First School Books (75 books each year)	75	\$10.00	\$750.00
Sound Around Box	1	\$100.00	\$100.00
Stamp and See Screens	15	\$15.00	\$225.00
Roll a Dough Letters	15	\$19.00	\$285.00
Mix and match shapes	1	\$29.00	\$29.00
Mat for Wood pieces	9	\$4.25	\$38.25
Capital Letter Pieces	9	\$32.50	\$292.50
Word Time	1	\$85.00	\$85.00
Mat Man Books	1	\$45.00	\$45.00
Show Me Magnetic Pieces	3	\$29.00	\$87.00
			\$2,232.25
<b>Lakeshore Learning Creative Curriculum Items:</b>			
Multicultural Clothing Set - dramatic play	1	\$200.00	\$200.00
Career Costume Set - dramatic play	1	\$350.00	\$350.00
All Around Dress Up Center	3	\$350.00	\$1,050.00
Classroom Mailbox	1	\$30.00	\$30.00
Vet Center	1	\$35.00	\$35.00
Multi Ethnic Baby Doll Set and clothing	1	\$165.00	\$165.00
Keep It Safe Traffic Signs - bike path	1	\$80.00	\$80.00
Tabletop Light Panel	1	\$160.00	\$160.00
X Rays Set of 18	1	\$30.00	\$30.00
Nature Up Close Light Table Slides	1	\$30.00	\$30.00
Hands On Science Specimens	1	\$145.00	\$145.00
Feel and Find Sensory Tubs	1	\$115.00	\$115.00
Washable Sensory Play Materials	1	\$150.00	\$150.00
Outdoor Bench	1	\$260.00	\$260.00
Puppet Theater	1	\$100.00	\$100.00
Community Helpers Puppet Set	1	\$115.00	\$115.00
Pump and Play Mud Kitchen	1	\$600.00	\$600.00
Watch it Flow Water table	1	\$300.00	\$300.00
Water Tables	2	\$500.00	\$1,000.00
Bamboo Building Blocks	1	\$70.00	\$70.00
Nature Blocks	1	\$50.00	\$50.00
			\$5,035.00
<b>School Outlet</b>			
Chairs	70	\$25.00	\$1,750.00