

**RE: Workshop Follow up**

Michaels, Brian [bmichaels@keyschool.org]

**Sent:** Friday, December 16, 2011 9:25 AM**To:** Patricia Child**Cc:** Schreitz, Lee [lschreitz@keyschool.org]**Attachments:**Key School Outdoor Educati~1.xls (160 KB) ; Outdoor Dept Manual.doc (998 KB)

Patti,

The narrative proposal piece looks great- with a strong emphasis on curricular ties which admin will most likely see as really important. Maybe in the first paragraph stress the equal value of building self AND community.

Regarding the budget, it looks really comprehensive. Some great breadth and depth of experience. As your buy-in from faculty increases, your experiences will probably be done more in-house than contracted-out, which will save you money most likely. As we talked about, you have a significant amount set aside for staff payment, which is a different model from us given our staff salaries sit in the bigger payroll pool for staff at the school. Having said that, if you can have the school support staff with additional payments for the work they do in your outdoor program, that would be a great model and a real incentive.

I have attached my departmental budget spreadsheet for you as something to compare with, and it includes itemized spending on our trips, professional development, gear, etc. for the last 6 years (see tabs at base of spreadsheet). Our budget is about \$60,000, mostly operational costs. If you have any questions about it let me know.

I also attached our comprehensive department manual which we update every few years. I used a colleague's manual from a school out west as a template and springboard for ours, but made it work for our specific program as I'm sure you will.

Both the budget and manual have some sensitive info, so let me know if you plan to share it with others.

I'm excited to help in any way I can as you build your program.

Thanks and happy holidays!!!

Brian

-----Original Message-----

**From:** Patricia Child [mailto:patricia.child@labschool.org]**Sent:** Friday, December 02, 2011 10:50 AM**To:** Michaels, Brian; Schreitz, Lee**Subject:** Workshop Follow up

Good morning Brian and Lee,

It was great to see you again.

I have always valued the outdoor education Jake received at the Key School and I feel the outdoor education program you have is of the highest quality.

Thank you for listening to my questions regarding the program I am developing at the Baltimore Lab School. I would really appreciate your opinions and guidance in this endeavor.

If possible, I would love some feedback. I have attached the proposal I wrote and the proposed budget I submitted to the head of our school. This is the first time I have ever written a proposal, used excel and written a budget. So please be gentle with your critiques! I was told it did not have to be accurate, but I