C.4 Start-up Budget Assumptions

Start-up phase runs from February 1st, 2014 to July 31st, 2014.

Explanation of Revenues

Secured Funds- Other

- Assumes $230,000 for second year allocation of Arizona Charter Schools Incentive Program grant which will be available for drawdown on February 1st, 2014.

Total Start-up Revenue

Administration, Instruction and Support Expenditures

Salaries

Director/ Principal

Academic Director

- Assumes 1 planning stipend during the start-up phase for the Academic Director, at half year's salary (beginning on February 1st, 2014) of $60,000. Stipend will therefore be $30,000. Required employer contributions estimated at 10%, for a total of $33,000.

Director of Students and Operations

- Assumes 1 planning stipend during the start-up phase for the Director of Students and Operations, at half month's salary (beginning on February 1st, 2014) of $60,000. Stipend will therefore be $30,000. Required employer contributions estimated at 10%, for a total of $33,000.

Teacher- Regular Education

- Assumes 5 planning stipends during two weeks in July for teacher in-service. Stipend will be worth 2 weeks of teacher's starting salary ($35,000). Individual teacher stipend will be $1458.29. Required employer contributions estimated at 10%.

Teacher- Special Education

- There will be no special education teacher in year 1 due to the fact that most kindergarten students will not qualify for special education services until the end of year one and due to the fact that there will be very few students with special needs who will need to be served. Contracted special education services will provide all needed services in year 1.

Clerical

- Assumes this position will begin on August 1st, 2014.

Bookkeeper/ Finance

- Assumes no cost for bookkeeper finance during start-up phase due to the fact that CASA Academy will use ASPIRE Business Consultants, Inc. as its outside business consultants.

Custodial/ Maintenance

- Assumes no cost for custodial or maintenance services due to the fact that CASA Academy will not require custodial or maintenance services until August of 2014.

Employee Benefits

- Assumes no cost for employee benefits. Employee benefits will not be offered in the first three years of operation.

Employee Insurance

- Assumes $2687.94 for Academic Director private health insurance for six months with COBRA during the planning phase. Includes dental and vision.
- Assumes $2410.62 for Director of Students and Operations private health insurance for six months with COBRA during the planning phase. Does not include dental or vision.
- Cost Rationale:
  Academic Director Medical, Dental, and Vision: Total of $447.99 per month.
  Director of Students and Operations Medical: Total of $401.77 per month.

Office Supplies

- Assumes $100 per month for supplies such as copy paper, staplers, pens, notebooks, etc. for planning purposes from February to July 2014.

Instructional Consumables

- Assumes no instructional consumables will be used due to the fact that CASA Academy will purchase more authentic curricular materials that align to its instructional model. Paper, accounted for in the office supplies part of this budget, will be used to make curricular copies.

Membership Dues, Registrations, and Travel

- Assumes no cost for membership dues, registration, and travel due to the fact that these costs will begin in August 2014.

Contracted Services: AIS

- Back Office Management: Assumes ASPIRE Business Consultants, Inc. will charge CASA Academy $2695.00 for six months of services, beginning on February 1st, 2014.

Contracted Services: Special Education

- Assumes no cost for special education services during start-up phase due to the fact that school will not yet be in session.

Curriculum and Resource Materials

- Assumes that total cost will be $48,846.70. Price quotes are taken directly from the vendor's website or as a result of a call between the vendor and Tacey Clayton. See Figure C.4.1 for a breakdown of costs.

- **Y1: Reading Curriculum and Resources**					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/ Teachers**	**Total Cost**	**Assumptions**
Classroom Materials: Reading A to Z Memberships	K	$89.95	3	$269.85	This membership costs $89.95 per classroom for the year.
	1	$89.95	2	$179.90	
Classroom Materials: Decodable Texts	K	$1,147.20	3	$3,441.60	Each kindergarten classroom will have one set of readers with 6 copies of each book. Each set (with one copy of each title) costs $191.20 * 6 sets (copies) = $1,147.20 per teacher.
Classroom Materials: Starter classroom libraries	K	$375	3	$1,125	Each classroom will have a starter classroom library. Price is based on the Phyllis C. Hunter Classroom library from Scholastic Books. Each library contains 100 books.
	1	$375	2	$750	
Classroom Materials: Additional Books for Classroom Libraries	K	$250	3	$750	This money allows for additional reading materials to be purchased for each classroom.
	1	$250	2	$500	
Classroom Materials: Listening Centers	K	$132	3	$396	Each classroom will have a listening center. Price estimate from online sources.
	1	$132	2	$264	
Classroom Materials: Stipend for Word Work Material Kits	K	$50	3	$150	This assumes $50 for each teacher to buy word work materials for students.
	1	$50	2	$100	

School Library: Leveled Readers (from purchased curriculum)	1	$2,700	1	$2,700	We will purchase one below-level, one on-level, and one advanced-level set of books from a guided reading collection such as Harcourt's Storytown. Each set (including one copy of each title) costs $150. $150 * 6 (copies) = $900. $900 (below-level) + $900 (on-level) + $900 (advanced-level) = $2,700.
School Library: Leveled Reader Library	K-1	$13,050	1	$13,050	This price is based on the Fountas & Pinnell Leveled Bookroom (Grades K-3) from Scholastic. Set includes 3,570 books (595 titles, 6 copies of each).
School Library: Decodable Texts	1	$611.70	1	$611.70	Decodable texts cost $101.95 per set (one copy of each title). $101.95 * 6 (copies) = $611.70.
School Library: Books for Listening Centers	K-1	$795	1	$795	Price based on Scholastic Books Listening Center, Grades K-2 (20 audio CDs and 5 copies of each matching title).
School Library: Fluency Library	1	$330	1	$330	Price based on Scholastic Books Fluency Library Grade 1.
School Library: Additional Books/CDs for Listen to Reading	K-1	$2,000	1	$2,000	Additional books and CDs will be purchased to add to the school library.
School Library: Common Core State Standards Packs	K-1	$500	2 (1 per grade)	$1,000	One pack will be purchased for each grade level (to be included in the school library for use by teachers).
Professional	K	$100	3	$300	This price includes the

Resources	1	$100	2	$200	cost of Daily 5 and Café books for each teacher. It also includes money to purchase additional resource books for teachers as needed.
Assessment: DRA K-3 Kits	K-1	$422.97	5	$2,114.85	This assumes each teacher will have a kit.
Assessment: DIBELS Next Assessor Books	K-1	$9.49	5	$47.45	This assumes each teacher will have an assessor's guide.
Assessment: DIBELS Next Progress Monitoring Booklets	K-1	$9.95 (for a set of 5 booklets)	25	$248.75	This assumes that each student will have a booklet.
Assessment: DIBELS Next Student Benchmark Booklets	K-1	$10.49 (for a set of 5 booklets	25	$262.25	This assumes that each student will have a booklet.
TOTAL	-	-	-	$31,586.35	-

Y1: Math Curriculum and Resources					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/ Teachers**	**Total Cost**	**Assumptions**
Manipulative Kits	K	$960.75	3	$2,882.25	Prices estimated based on Math Expressions Common Core math manipulative kits. Assumes one kit will be purchased for each classroom.
	1	$797.55	2	$1,595.10	
Rocket Math (site license)	1	$695.00	1	$695.00	Price is a one-time school site license to use Rocket Math materials.

Math Centers	K	$1,000	1	$1,000	Allows for the purchase of math centers materials.
	1	$1,000	1	$1,000	
Math Reads	K	$649	1	$649	Price based on Scholastic Books Math Reads from Marilyn Burns (children's literature about math concepts). Assumes one set for each grade level will be purchased for the school library.
	1	$649	1	$649	
Professional Resources	K	$150	3	$450	Price allows for the purchase of additional math resources to improve instruction.
	1	$150	2	$300	
TOTAL	-	-	-	$9220.35	

Y1: Writing Curriculum and Resources					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/ Teachers**	**Total Cost**	**Assumptions**
Writer's Workshop Curriculum: Units of Study in Opinion, Information, and Narrative Writing, with Trade Book Pack	K	$179	3	$537	Price assumes that each teacher will have a set that includes trade books.
	1	$179	2	$358	
Professional Resources	K	$100	3	$300	Price allows for the purchase of additional writing resources to improve instruction.
	1	$100	2	$200	
TOTAL	-	-	-	$1,395	-

Y1: Science Curriculum and Resources					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/**	**Total Cost**	**Assumptions**

			Teachers		
Brain Pop Jr. K-3	K-1	$1,200	1	$1,200	This price includes a site subscription for the year.
Stipend for additional Science Materials	K	$250	3	$750	Allows for the purchase of science materials to use during instruction.
	1	$250	2	$500	
TOTAL	-	-	-	$2,450	-

Y1: Social Studies Curriculum and Resources					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/ Teachers**	**Total Cost**	**Assumptions**
Stipend for additional Social Studies Materials	K	$250	3	$750	Allows for the purchase of additional social studies materials to enhance instruction.
	1	$250	2	$500	
Science/Social Studies Readers	K	$325	1	$325	Price obtained from Scholastic Books. Includes a set of vocabulary readers on various social studies and science topics. Assumes one set will be purchased for each grade level to be included in the school library.
	1	$325	1	$325	
TOTAL	-	-	-	$1,900	-

Y1: Character Curriculum and Resources					
Curriculum and Resources	**Grade Level**	**Cost per Copy/ Teacher**	**Number of Copies/ Teachers**	**Total Cost**	**Assumptions**
Second Step Kits	K	$359	3	$1,077	Prices come from the Second Step website. Assumes each teacher will have a resource kit for character
	1	$359	2	$718	

					development.
Professional Resources	K	$100	3	$300	Price allows for the purchase of additional professional books and resources to use for character development.
	1	$100	2	$200	
TOTAL	-	-	-	$2,295	-

Library Resources/ Software

- Assumes $500 worth of read-aloud books will be bought from Goodwill.

SAIS Software

- Assumes $11,000 for Synergy SIS software. This is initial cost for software. (In Y2-Y3, the cost to maintain software will be $7,000 per year.) Cost obtained through direct quote from vendor.

Operations and Maintenance

Supplies

- Assumes 50.00 for Valentine's Day party (see C.2).

Marketing/ Advertising

- Assumes marketing materials at $100.00 for 250 door hangers according to uprinting.com. Cost for canvassers to distribute door-hangers is $20.00 for two hours.
- Assumes $2,400 for a contracted recruiter to recruit beginning on May 1st. Amount determined by using rate of $40.00 for four hours of marketing * 5 days= $200 per week based on mid-level salary from www.salary.com and www.payscale.com. This salary is calculated at $200 * 12 weeks= $2,400.

Contracted Services O&M

- Assumes no cost for maintenance due to the fact that CASA Academy will not conduct maintenance services until August 2014.

Building Rent/ Lease/ Loan

- Assumes rent will be deferred until August.

Building and Improvements

- Assumes the cost of any building improvements would be absorbed by the landlord or worked into the cost of the lease based on negotiations between our broker from Insite Charter School Services, and potential landlords. Assumes no upfront cost for improvements by CASA Academy. If for unforeseen reasons the landlord is not able to cover the cost of improvements, then CASA Academy will assume short term loans from either Arizona Community Foundation building fund or Charter School Development Corporation, a nonprofit lender catering to the needs of charter schools. Assumes that in this scenario, other budget line items would be reduced to allow for

repayment of loans. Also assumes that CASA Academy will apply for Walton Family Foundation start-up grant funds, which can be used for facility costs and will serve as a third possible solution if building or land improvements are needed.

Land and Improvements

- Assumes the cost of any land improvements would be absorbed by the landlord or worked into the cost of the lease based on negotiations between our broker from Insite Charter School Services, and potential landlords. Assumes no upfront cost for improvements by CASA Academy. If for unforeseen reasons the landlord is not able to cover the cost of improvements, then CASA Academy will assume short term loans from either Arizona Community Foundation building fund or Charter School Development Corporation, a nonprofit lender catering to the needs of charter schools. Assumes that in this scenario, other budget line items would be reduced to allow for repayment of loans. Also assumes that CASA Academy will apply for Walton Family Foundation start-up grant funds, which can be used for facility costs and will serve as a third possible solution if building or land improvements are needed.

Fees/ Permits

- Assumes $1,500 for City plan review, site visit, and permit issuance and $1,000 for the associated vendors i.e. mechanical, electrical, etc. Estimate obtained from InSite Charter School Services.

Property/ Casualty Insurance

- Assumes $750 per year. Direct quote from Murphy Holmes Insurance brokerage firm.

Liability Insurance

- Assumes $18 per student per year, totaling $2,250 in year 1 according to Murphy Holmes Insurance brokerage firm.

Utilities (Electric, gas, water, waste)

- Assumes $0 for utilities since CASA Academy does not anticipate moving into the facility until August 1st.

Phone/ Communications/ Internet Connectivity

- Assumes $600 for one fax line, one phone line, and a 100 x 20 internet connection for month of July. Direct quote from COX.

Student Furniture and Equipment

- Assumes 25 student tables at $83.99 each plus shipping and handling fees of $128.18 each, 150 student chairs at $19.99 each plus shipping and handling fees of $7.23 each, and 5 white boards at $289.88 each plus shipping and handling fees of $128.18 each. Total cost is $11,477.55. Takes into account extra furniture in the case that classes are over-enrolled. Costs obtained from schooloutfitters.com.

Office Furniture and Equipment

- Furniture for Directors will be purchased in 2013. Assumes 7 office desks at $94.98 each plus sales tax of $25.03 plus shipping and handling of $8.17, 7 office chairs at $29.99 each plus shipping and handling of 24.47 (no sales tax charged), 7 printers at $32.89 each (no sales tax charged), 9 cabinets at $196 each plus sales tax of $16.86 with free shipping. Total is $3,424.45. Costs obtained from amazon.com.

Student Technology Equipment

- Assumes 30 desktop computers at $299.99 each plus sales tax of $29.80 each and 15 computer tables at $69.88 plus sales tax of $23.49 each for student computer lab. Total cost is $11,294.25. Takes into account extra furniture in the case that classes are over-enrolled. Costs obtained from amazon.com.

Office Technology Equipment

- The Directors will buy their laptops in 2013. Assumes 7 staff computers at $299.99 each plus sales tax of 29.80 and 6 months of iPhone service for both Directors totaling $183.90 per month. Total for all office technology is $3,411.93. Costs obtained from amazon.com and verizonwireless.com.

Other Leases (Security, Copiers, etc.)

- Assumes $125 per month for 6 months of copier with toner, staples, and repairs included. Quote from Fourtech Corporation.

Loan Repayment

- Assumes no cost for loan repayment due to the fact that at this point, CASA Academy does not anticipate taking out loans.