C.4 Instructional Resources

Montessori emphasizes careful preparation of environments that respond to the specific needs and tendencies of children at each stage of development. Camino Montessori's "prepared environments" are created and maintained with an acute sensitivity to purpose which is to provide optimum conditions for independent activity and full development of individual potential.

Montessori prepared environments are more than the unique learning materials. Setting up each of our learning environments always requires the carefully thought out coordination of space, people and time, as well as the selection of critical activities and materials, however since we are in our earliest stages of development, even more attention and care will be needed with setting up our first environments. It takes an estimated $30,000-$35,000 to fully equip (optimal) one 6-12 (1st-6th grade) elementary classroom.This includes furniture & equipment and Montessori/non-Montessori instructional materials & supplies—both purchased and hand-made.

We will prioritize our initial purchases to ensure we have the essentials to meet our core academic targets (see PMP Math & Reading). We expect to experience high costs in our first 3-5 years, however once our environments are stabilized we expect to spend less over the long run because we will not have the annual costs of replacing textbooks, workbooks, etc. Our classrooms will be aesthetic arrangements of our curriculum, and other items and artifacts, designed to entice students to engage in self-directed work. We will have minimal classroom furniture—simple shelving to create various "work areas", along with several tables and chairs, lap tables, rugs, and project/computer areas to provide options for student individual work space.

We hope to have adequate outdoor space to accommodate the integration of *indoors* with *outdoors*. Minimally, we hope to have a garden and compost area. We did not include outdoor environment equipment and materials in our initial budgets because we have not secured space, yet. Once space is procured then we will consider these additional costs as our budget allows.

Camino Montessori has a **start-up budget of $51,800**, all of which comes from our Founder in the form of a private loan which is deferred until August, 2013. Over the past 2 years, Ms. Webster has also funded all of the costs related to forming our organization (including initial marketing needs)—an estimated $18,000—and has agreed to defer this loan amount, also, until the earliest August, 2013 (Refer to letter in *Additional Budget Documents* regarding these loans). Once authorized as a charter, our Board will aggressively pursue additional funding through grants and private/public donations.

The percentage breakdown for our **Start-up & 3 Year Operational Budget** is as follows:

	Start-up Budget February-July 2012		Year 1 2012-2013 *32.5 Students*		Year 2 2013-2014 *47.5 Students*		Year 3 2014-2015 *62.5 Students*	
	$ Allocated	***% of Budget***	***$ Allocated***	***% of Budget***	***$ Allocated***	***% of Budget***	***$ Allocated***	***% of Budget***
Total Budget	***$51,800***	***-***	***$213,251***	***-***	***$301,572***	***-***	***$401,690***	***-***
Carryover	-	-	$ 12,430	06%	$ 8,066	03%	$ 15,498	04%
State Equalization	-	-	$200,821	94%	$293,506	97%	$386,192	96%
Instr. Materials & Supplies	$14,500	28%	$ 3,500	02%	$ 6,600	02%	$ 8,050	02%
Salaries	$ 6,920	13%	$127,385	60%	$186,199	62%	$268,014	67%
Purchased Services	$ 2,800	05%	$ 10,500	05%	$ 12,000	04%	$ 12,000	03%
Total Instr. Resources	***$ 24,220***	***47%***	***$138,951***	***65%***	***$204,799***	***68%***	***$288,064***	***72%***
Balance/ Surplus	$12,430	24%	$ 8,066	04%	$ 15,498	05%	-	-

Our State Equalization amount comes from using the *ADE 2011 Budget--Worksheet E.III*. Our student counts were modified to account for ½ day Kindergarten funding (15 K's/2=7.5). The total budget amounts include the State Equalization and Carryover amounts from each year. State funding currently accounts for approximately 95% of our annual budgets.

Instructional Materials & Supplies

Our Start-up Budget reflects the time period **February—August, 2012**. Upon charter authorization we will begin our marketing and enrollment campaign right away, and begin to compile orders for our instructional materials and supplies. Some of the Montessori materials can take 8-12 weeks to arrive, so we plan to place these orders in April. We've allotted approximately $15,950 for essential curricular materials, library resources & reading labs/series (we already have the full BOB series, and need to purchase SRA and Phx. Learning Resources series), and our student recordkeeping and data systems (SAIS, MRX, and screening/assessment). Additional purchases will be made each year until our classrooms reflect a full complement of necessary materials to implement our program at an optimal level (refer to expenditures chart above for breakdown of instructional expenditures).

A partial list of Montessori materials, math and language, is attached to give an idea of the extensive nature of the materials. We will be ordering from several reputable Montessori distributors (i.e., Neinheus, Houston Montessori, Michael Olaf, etc.), and will purchase remaining materials locally. Whenever possible we will order gently used materials to allow for optimal purchasing.

Montessori Records Xpress is the student recordkeeping system we will be using. This system is designed to be used to track lessons and progress within the Montessori curriculum. It also allows for alignment to CCSS so these can be reported and evaluated as needed. Other components of this system will allow us to generate customized student progress reports, plan for individual & small group

lessons, communicate with parents, and provide an educational resource to our parents about the Montessori Method. We plan to purchase by July 1, 2012 so there is ample time for entry of student data and lesson scope & sequences, as well as staff training prior to the start of school. Training and technical support is included in the annual fee--$385 per classroom.

We are still researching available options for student *screening and assessment systems*. Our decision Is guided by which program we feel works best with our educational process and philosophy. Three weare currently considering are:

- DIBELS Data System $40/year *(math, reading comprehension, literacy skills)*
- AIMSWeb Pro Complete $385/year *(math, reading comprehension, literacy skills)*
- Brigance CIBS II $572.25/year *(for full battery and booklets—individual portions available at lower cost)*

Training and support is included for all three options and we plan purchase by mid-July to allow for staff training and orientation to the system.

Camino Montessori plans to contract for ***SAIS services***, and are considering using CharterData (Tucson). CharterData currently charges $2,960 for each non-networked site which also includes initial training, updates, and annual support. We budgeted $3000 per year for SAIS in our operational budget, and anticipate our contract to begin August of each year.

Staff Salaries

The Executive Director's salary is not reflected in the Start-up Budget. She is our founder and has agreed to defer her salary until August, 2012. It should be noted that the Executive Director has opted to draw a lower salary than is commensurate with her position in order to provide more flexibility with meeting expenses. It should also be noted that she will fill one Lead Teacher position for our first year of operation. This will afford an invaluable opportunity for Ms. Webster to provide direct teacher training and support to instructional staff ensuring a firm philosophical foundation is formed from the beginning.

The Lead Teacher and Business/Office Manager are targeted to start by July 1 the first year in order to allow ample time for preparation of our environments, systems training, curricular planning, and other in service training prior to the beginning of school. The Teaching Assistants will start mid July. Instructional staff will start back at least 2 weeks prior to each subsequent year's first day of school.

It is Camino Montessori's goal to offer **health insurance benefits** for its employees, however is **not feasible in our budget so we do not plan to offer them the first three years**. We will continue to evaluate affordable options throughout our budget cycle and implement a program when the budget allows. We do plan to offer limited paid time off (PTO) which will amount to about $1000 per year additional ERE.

Purchased Support Services

Purchased services includes accounting, bookkeeping, legal consultation, marketing and IT support, as needed prior to opening, and throughout each year of operation. Prior to August 2012, we will set up our chart of accounts, bookkeeping procedures, and payroll services. Legal consultation will be sought as we develop our handbooks and policies on an "as needed" basis. We estimated about 4 hours per month of IT support in our operational budget, and anticipate 2-3 hours of service will be needed prior

to first day of school.

Our contracted Special Ed/ELL Specialist will be providing in service training during orientation week at the end of July. We included $300 in our Start-up Budget for this service. Once school commences, we will be using Ms. Kelly's services on an "as needed" basis to ensure compliance with State and Federal mandates (i.e., IDEAL). We anticipate 10%-13% of our students may qualify, or be qualified to receive Special Education services each year. Our operational budget includes **student screening and assessment for DIBELS and AZELLA**, as well as services related to the IEP. We also anticipate several of these students may need extensive evaluations and have accounted for evaluation costs in the annual budgets.

TIMELINE ATTACHED

Product & pricing information available upon request

Summary Order for Elementary

Montessori Apparatus

0.025.00 brown stair (borrow from preschool)
0.025.20 box with prisms for brown stair
0.037.00 geometric cabinet
0.038.00 demonstration tray
0.039.00 geometric form cards
0.039.A0 geometric form cards for the demonstration tray
0.040.A0 geometric form card box
0.041.00 botany cabinet
0.045.00 circles, squares, and triangles
0.045.50 inscribed and concentric figures, plastic
0.045.70 inscribed and concentric figures, paper (2)
0.045.A0 detective adjective exercise
0.046.00 metal insets
0.047.00 metal inset stands
0.048.00 geometric solids
0.048.A0 geometric plane figures with box
0.048.B0 geometric solids basket (2)
0.048.C0 geometric cards
0.049.00 constructive triangles
0.049.F0 constructive blue triangles
0.050.A0 dot exercise sheets, per 50 (2)
0.054.A0 box for the sandpaper letters
0.054.B4 sandpaper letters, cursive
0.060.A3 small movable alphabet, red, print
0.060.A5 small movable alphabet, print, blue
0.060.A7 small movable alphabet, black, print
0.060.C2 box for the small movable alphabet (3)
0.061.C1 box for the small printed alphabets (2)
0.061.T0 printed alphabet, blue, print
0.061.T2 printed alphabet, red, print
0.063.A0 bells set
0.063.B0 bells keyboards (2)
0.063.C0 bells staff board (1)
0.063.D0 bells staff boards (2)
0.063.E1 bells music signs and notes
0.063.F0 bell mallet (3)
0.063.G0 bell damper (3)
0.064.00 bell music strip boards
0.066.00 blank greenboards, set of 2 (order 2 sets)
0.067.00 greenboards with lines and squares, set of 2 (order 1 set)
0.068.00 greenboards, double lined/squares, set of 2 (order 2 sets)
0.069.A0 box for large number cards
0.070.A0 box for small number cards (7)
0.071.C0 small number cards, 1-9000, plastic (7)
0.072.C0 large number cards, 1-9000, plastic
0.073.00 bank game (2 sets)
0.074.10 wooden square, per 10 pieces (5)
0.075.10 wooden cube, per 10 pieces (2)
0.076.G0 45 golden ten bars in box, individual beads, glass (3)
0.077.G0 100 golden bead units, individual beads, glass (with holes) (2)
0.081.00 wooden tray with two unit cups (5)
0.082.00 stamp game
0.086.B0 set of printed arrows for the bead material
0.086.G0 bead material, individual beads, glass
0.087.00 multiplication board set
0.090.AG colored bead stairs, 10 sets, individual beads, glass
0.091.G0 black and white bead stairs, 5 sets, individual beads, glass (for replacement)
0.092.00 addition strip board
0.092.A0 subtraction strip board
0.093.00 small bead frame (2)
0.094.00 large bead frame (3)
0.095.00 long division (2)
0.095.A0 division tube, plastic (10)
0.095.B0 100 green beads with plastic box (2)
0.095.B1 100 blue beads with plastic box
0.095.B2 100 red beads with plastic box
0.096.A0 unit division board
0.097.00 small skittles, per 100
0.099.00 flat bead frame (2)
0.100.A0 tone bars set with two mallets
0.100.A1 tone bar keyboards
0.100.A2 tone bar mallet (5)
0.102.01 grammar boxes
0.103.01 grammar filling boxes
0.104.01 printed grammar cards
0.104.A0 unprinted grammar cards
0.105.A1 grammar command boxes
0.105.B0 command box in a natural finish (order up to 30)
0.108.01 reading/sentence analysis set
0.108.B1 reading analysis working chart
0.110.00 plastic grammar symbols in box
0.110.50 noun and verb introduction solids
0.110.A0 noun symbol, plastic (2)
0.110.B0 article symbol, plastic (2)
0.110.C0 adjective symbol, plastic (2)
0.110.E0 verb symbol, plastic (2)
0.110.F0 preposition symbol, plastic (2)
0.110.G0 adverb symbol, plastic (2)
0.110.H0 pronoun symbol, plastic (2)
0.110.I0 conjunction symbol, plastic (2)
0.110.J0 interjection symbol, plastic (2)
0.111.00 paper grammar symbols, replacement set (2)
0.111.A0 noun symbol, paper (5)
0.111.B0 article symbol, paper (5)
0.111.C0 adjective symbol, paper (5)
0.111.E0 verb symbol, paper (5)
0.111.F0 preposition symbol, paper (4)
0.111.G0 adverb symbol, paper (4)
0.111.H0 pronoun symbol, paper (4)
0.111.I0 conjunction symbol, paper (3)
0.111.J0 interjection symbol, paper (2)
0.112.50 paper grammar symbols in box
0.112.A0 grammar symbols box with 10 compartments (2)
0.113.00 large fraction skittles
0.113.A0 skittle stand
0.114.00 fraction circles
0.114.A0 fraction circles stand
0.115.00 metal squares—9 plates
0.116.00 metal triangles—4 plates
0.117.00 small triangle
0.117.A0 small trapezoid
0.117.B0 small quatrefoil
0.118.00 inscribed and concentric figures, metal
0.119.00 triangle inscribed in circle
0.122.00 equivalent figures material
0.123.00 Theorem of Pythagoras
0.124.00 instrument for the measurement of angles
0.125.00 the centisimal frame
0.126.00 stand for height (centimeters)
0.126.01 stand for height (inches)
0.127.00 yellow triangles for area
0.128.00 metal volume material
0.129.01 power of 3 cube
0.129.02 one cube, 27 x 27 x 27 cm, painted yellow
0.130.00 power of two cube
0.131.00 binomial cube
0.132.00 trinomial cube
0.132.A0 geometric hierarchy of number
0.132.B0 geometric hierarchy of number cards
0.133.00 small square root board
0.134.01 patterns for square root
0.135.00 algebraic peg board (3)
0.136.00 pegs for algebraic peg board (3)
0.137.01 checkerboard (2)
0.138.B0 number tiles (5)
0.138.G0 checkerboard beads, individual beads, glass
0.139.01 decimal fraction exercise
0.140.01 decimal fraction board (yellow decimal board)
0.142.A0 addition working charts
0.142.B0 subtraction working charts
0.142.C4 multiplication working charts
0.142.D1 division working charts
0.143.01 subtraction tables
0.144.01 addition tables
0.146.00 addition equations and sums box
0.147.00 subtraction equations and differences box
0.148.00 box of multiplication equations and products
0.149.01 division equations and dividends box
0.153.01 notation paper for the small bead frame (50 sheets) (at least 3)
0.154.01 notation paper for the large bead frame (50 sheets) (at least 6)
0.155.01 multiplication tables
0.157.00 control chart for 100 board
0.157.A0 control chart for the Pythagoras board
0.158.01 division tables
0.171.01 cabinet of the USA
0.173.01 cabinet of the world parts
0.174.A0 extra flags, yellow
0.174.A1 extra flags, red
0.174.A2 extra flags, green
0.174.A3 extra flags, blue
0.174.A4 extra flags, white
0.177.00 puzzle map of the world parts
0.180.00 hundred board
0.181.00 Pythagoras board
0.182.01 decimal checkerboard
0.185.00 cut-out labeled fraction circles, 5 sets
0.186.00 table of Pythagoras
0.187.00 arithmetic trinomial cube
0.188.01 square-based prism—elementary geometric solids
0.188.02 rhombic-based prism—elementary geometric solids
0.188.03 triangular-based prism—elementary geometric solids
0.188.04 set of 2 triangular-based prism—elementary geometric solids
0.188.05 hexagonal based prisms—elementary geometric solids
0.188.06 divided hexagonal-based prism—elementary geometric solids
0.188.07 short square-based prism—elementary geometric solids
0.188.08 short triangular-based prism—elementary geometric solids
0.188.09 square-based pyramid—elementary geometric solids
0.188.10 triangular-based pyramid—elementary geometric solids
0.188.11 cylinder—elementary geometric solids
0.188.12 cone—elementary geometric solids
0.188.13 short cylinder—elementary geometric solids
0.188.14 sphere—elementary geometric solids
0.188.15 ellipsoid—elementary geometric solids
0.188.16 ovoid—elementary geometric solids
0.188.A0 volume box with 250 cubes
0.188.B0 five yellow prisms
0.189.00 cubing material
0.191.00 decanomial paper
0.192.00 volume box with 1000 cubes
0.194.00 geometric stick material (2)
0.194.A0 large working board geometric stick material (2)
0.195.01 clear plastic envelopes (75 or as many as needed for the nomenclature material)
0.195.00 first set botany cards (2)
0.195.A1 name cards for first set of botany cards (2)
0.195.B0 box for the first set of botany cards (25)
0.196.00 second set botany cards (2)
0.196.A1 name cards for second set of botany cards (2)
0.196.B0 box for the second set of botany cards (2)
0.197.00 third set botany cards (2)
0.197.A1 name cards for third set of botany cards (2)
0.197.B0 box for the third set of botany cards (2)
0.230.00 globe of land and water
0.231.00 globe of the world parts
0.232.00 flag stand of Asia
0.233.00 flag stand of Europe
0.233.A0 flag stand of North and South America
0.233.B0 flag stand of Africa
0.236.00 puzzle map of USA
0.249.00 the farm (may be borrowed from preschool)
0.260.00 box with arithmetic signs (3)
5.500.00 land and water forms, cards
5.501.00 land and water forms, descriptions

0.280.G0 multiplication bead bar layout box, individual beads, glass (2)
0.290.G0 addition snake game, individual beads, glass
0.292.G0 elementary negative snake game, individual beads, glass
0.320.01 first aid kit for math material
0.350.00 Roman arch
0.500.00 bead cabinet castors
1.626.00 map cabinet for 11" x 17" paper maps (4)
1.640.00-1.644.00 one each, carpets of different colors, or 5 of one color
1.715.01 and 1.720.02 tone bar cabinet (order 2 of each) (use one cabinet for the bells)
1.725.00 farm table (may be borrowed from preschool)
1.732.00 stand for five carpets
1.735.00 stand for greenboards
1.760.00 bead material cabinet
1.765.00 fraction cabinet
2.000.00 flag puzzle of the Americas
3.100.00 clock with movable hands
3.101.01 clock exercises
3.150.00 solaris
3.832.00 flag puzzle of Europe
5.350.00 *Montessori Music: A Guide to Using the Bells*
5.342.00 *Children's Songs,* by Sanford Jones
5.344.00 *Folk Songs,* by Sanford Jones

7.023.00 box for 14 x 14 cm (5.5" x 5.5") paper (4)
7.201.00 11 dozen inset pencils, 11 colors (3)
7.202.00 dozen red inset pencils (5)
7.203.00 dozen dark blue inset pencils (5)
7.204.00 dozen dark green inset pencils (5)
7.211.00 dozen black inset pencils (5)
7.304.00 holder for 3 pencils (5)
7.305.00 set of 11 colored pencil holders
7.701.00 scissors with rounded point 10 cm (6)
OR
7.702.00 scissors with sharp point 13 cm (6)
7.708.00 six-scissor storage block
9.124.00 10 weights in wooden storage block
9.129.00 small wooden scale
9.500.00 pink touch-up paint
9.500.10 pink touch-up paint (new pink)
9.501.00 red touch-up paint
9.502.00 yellow touch-up paint
9.503.00 green touch-up paint
9.504.00 dark blue touch-up paint
9.505.00 clear touch-up varnish
9.506.00 thinner for repair paint
9.507.00 brown touch-up paint
9.508.00 black touch-up paint
9.509.00 light blue touch-up paint

Curriculum Support Materials

5.502.00 land and water forms, command cards 1
5.503.00 land and water form, labels
5.504.00 land and water forms, command cards 2
5.508.00 world maps 11" x 17"—outlines only
5.509.00 world maps 11" x 17"—political boundaries
5.510.00 world maps 11" x 17"—political with lakes
5.511.00 hemisphere maps and labels set
5.512.00 world unlabeled control map
5.512.10 world labeled control map
5.514.00 Africa outline
5.515.00 Africa waterways
5.516.00 Africa political
5.517.00 Asia outline
5.518.00 Asia waterways
5.519.00 Asia political
5.520.00 Australia outline
5.521.00 Australia waterways
5.522.00 Australia political
5.523.00 Europe outline
5.524.00 Europe waterways
5.525.00 Europe political
5.526.00 North America outline
5.527.00 North America waterways
5.528.00 North America political
5.529.00 South America outline
5.530.00 South America waterways
5.531.00 South America political
5.532.00 U.S.A. map outline
5.533.00 U.S.A. map waterways
5.534.00 U.S.A. map—state boundaries
5.535.00 U.S.A. color location set

5.538.00 parts of the flag matching cards
5.539.00 flag paper
5.540.00 parts of the flag descriptions
5.541.00 naming days and months
5.572.40 Europe country/capitals set
5.572.50 North America country/capitals set
5.572.70 US states/capitals set
5.583.00 stamp game paper 15 problems (2)
5.584.00 math function command cards
5.586.00 beginning math paper (6)
5.595.21 addition tables booklet 1, per 40 (2)
5.595.22 addition tables booklet 2, per 40
5.595.23 addition tables booklet 3, per 40
5.595.24 addition working charts problem slips
5.595.31 subtraction tables booklet 1, per 24 (3)
5.595.32 subtraction tables booklet 2, per 24
5.595.33 subtraction tables booklet 3, per 40
5.595.34 subtraction working charts problem slips
5.595.41 multiplication tables booklet 1, per 40 (2)
5.595.42 multiplication tables booklet 2, per 40
5.595.43 multiplication tables booklet 3, per 40
5.595.44 multiplication working charts problem slips
5.595.50 division tables paper, per ream
5.595.51 division tables booklet, per 5 (6)
5.595.54 division working charts problem slips
5.600.00 multiple tables (a, b, and control cards) (4)
5.601.00 list of factors tables (c and d) (2)
5.602.00 multiples of numbers tables (2 pads) (6)
5.604.00 one hundred circle paper (2)
5.605.00 fraction labels
5.606.00 fraction problems, series 1

5.607.10 fraction equivalence research sheets
5.608.00 geometric cabinet matching cards
5.609.00 geometric cabinet control chart
5.610.00 geometric cabinet labels
5.611.00 geometric cabinet advanced triangle labels
5.612.00 detective adjective exercise labels
5.613.00 commands for geometric cabinet
5.615.00 commands for geometric solids
5.618.00 parts of the human body
5.619.00 parts of the human body paper
5.620.00 animals and their homes
5.621.00 animals and their sounds
5.622.00 animals and their young
5.623.00 animal names
5.624.00 animals and their groups
5.627.00 botany cabinet matching cards
5.628.00 botany cabinet control chart
5.629.00 parts of a leaf
5.630.00 parts of a flower
5.633.00 phonetic flash cards
5.634.00 phonetic pictures and labels
5.635.00 phonetic reading cards
5.637.00 phonogram booklets
5.638.00 phonogram cards
5.639.00 key spelling sorting cards

5.648.00 puzzle words
5.649.10 first books
5.650.00 easy reading booklets
5.651.00 illustrated poems
5.653.00 simple commands set 1
5.654.00 simple commands set 2
5.655.00 grammar games set 1
5.656.00 conjunctions and prepositions
5.657.00 noun labels for the farm
5.658.00 adjective labels for the farm
5.659.00 positive, comparative, superlative
5.660.00 writing paper blue lined, 2" x 8.5" (2)
5.661.00 writing paper blue lined, 4" x 8.5" (2)
5.662.00 writing paper blue lined, 4.25" x 5.5" (2)
5.663.00 writing paper blue lined, 2.75" x 7" (2)
5.664.00 writing paper blue lined, 7" x 8.5" (2)
5.665.00 writing paper blue lined, 8.5" x 11" (2)
5.668.00 writing paper green lined, 7" x 8.5" (2)
5.669.00 writing paper green lined, 8.5" x 11" (2)
5.679.00 inset paper bulk, 6 reams (3)
5.680.00 classification of nouns chart
5.681.00 classification of adjectives chart

START UP TO INCEPTION ADMINISTATIVE TIMELINES	Jun2010-Jul 2011	Aug-Dec 2011	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12
Complete & submit charter	X									
Community Development										
Mktg. & Advertizing Campaign				X	X	X	X	X	X	X
Mailing--Brochures, postcards				X						
Media--press releases & adv.										
Canvas preschools & businesses										
Website development		X	X	X	X	X	X	X	X	X
Outreach to Comm. Leaders					X	X	X	X	X	X
Enrollment Campaign				X	X	X	X	X	X	X
Open Houses & Inform. Mtgs.					X	X	X	X	X	
"Grand Opening"										X
Board Governance										
Est. Board Process & Rules of				X	X					
Est. Annual Reports & Reviews				X	X	X				
Meeting Schedule/Calendar				X	X					
Develop 3-5 year Strategic Plan				X	X	X	X	X	X	
Define Budget Approval Cycle				X	X			X	X	
Develop Board Handbook							X			
Recruit New Members (local)									X	X
Human Resources										
Recruit					X	X	X			
Hire							X	X		
Train									X	X
Develop Job Descriptions		X	X	X						
Develop Emp. Handbook		X	X	X	X	X	X	X		
Develop Staff Evaluation		X	X	X			X	X		
Finalize Optional ERE (PTO)				X	X					
Develop Staff Orientation						X	X	X	X	
Professional Devel. Plan &								X	X	
Staff Records									X	
Facilities										
Find space to accommodate 1st			X	X	X					
Procure lease agreement				X	X	X				
Set up utilities--water, electric,								X	X	
Set up phones & internet								X	X	
Purchase insurance--									X	
Recruit parent & community volunteers for set up needs--					X	X	X	X	X	X
Required fees & licenses--City of			X	X	X	X	X	X	X	X
Certificate of Occupancy									X	
Finance										
Deposit secured funds in bank				X						
Set up chart of accounts		X	X	X	X					
Develop purchasing procedure			X	X						
Estimated student counts to									X	
Contract w/payroll company								X	X	
Develop payroll procedures								X	X	
Contract w/SAIS provider									X	X

START UP TO INCEPTION ADMINISTATIVE TIMELINES	Jun2010-Jul 2011	Aug-Dec 2011	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12
Establish SAIS procedure &									X	X
Operations & Mgt.										
Set up reception/office area									X	X
Purchase copier and laminator									X	
Purchase classroom furniture,						X	X	X	X	X
Purchase classroom computer								X	X	
Make materials								X	X	X
Programs										
Finalize contract with Special				X						
Develop intial student							X	X	X	
Spec. Ed/ELL orientation									X	
Arrange for beginning of the									X	X
Develop initial Student Success Team (SST) process & guidelines		X					X	X	X	
Develop curricular handbook--linked to PMP Math/Rdg		X					X	X	X	X
Year & Month at a glance									X	X
Beginning of the year plans									X	X
Student Records & Data										
back to school event--"Meet the										X
Set up student perm. Records									X	
Student data entry for MRX &									X	X
Develop student handbook		X							X	X
Parent Education										
Parent Orientation										X
On-going parent education										X
Website as parent resource		X	X	X	X	X	X	X	X	X