C.5 Operational Expenditures / Overhead

Due to this unique situation, with both schools located on the same property and sharing the same director, GMS will benefit from the financial stability in the existing private preschool. As noted in section C.1 and the budget, the GMS charter will not pay rent in its first year of operation. In addition, the anticipated costs budgeted for are minimal because the existing private preschool will support the charter school its inaugural year. For example, as mentioned previously in section C4, costs such as advertising and marketing expense and supplies are anticipated to be under $1,500. Liability insurance costs are anticipated and accounted for in the operational budget based on current actual expenditures of the existing private preschool. The office technology and equipment budgeted expenditures in the budget are also negligible because the existing private preschool office equipment (i.e., computer, copier, phone, etc.) will be shared with the charter school. It will, however, pay $7,000 of the campus' overhead costs, including water, electricity, gas, waste, phone, internet connectivity, etc as reflected in the budget. Also budgeted in year one, the director is anticipating purchasing $4,500 worth of student furniture and student technology equipment. The existing private preschool is paying for the remaining operation and maintenance expenditures with existing private preschool funds and will seek reimbursement for these costs when GMS is running profitably. The three year operational budget also reflects rental costs in years 2 and 3.

START-UP TIMELINE

June – July 2010 – set up new corporation and write application

- Apply for 501-c-3 designation

July 2, 2010 – submit application to the State Board for Charter Schools.

February – March 2011

- Community involvement
  - Expand community contacts
  - Develop presentation (face-to-face & brochure) for community leaders
- Governance
  - Review by-laws with governing board
  - Establish calendar and rules of operations for governing board
- Personnel
  - Develop personnel policies and handbook
  - Develop and gain Board approval of formal job descriptions and benefits packages
  - Develop hiring policies and procedures
  - Develop evaluation procedure for School Director
  - Develop interim evaluation procedures for other positions
- Management
  - Create student /parent handbook
  - Establish Policy Book: (Enrollment, attendance, open meetings, ethics, dress code, harassment, grievance & parental complaints, etc.)
  - Develop crisis management plan
- Marketing and PR
  - Develop brochures and marketing/press packet
  - Update website
- Facilities
  - Prepare for prospective parent tours

- Establish storage areas for early equipment purchases

♦ Finance
- Establish banking arrangements
- Define process for accessing funds
- Arrange for insurance (both school and Directors and Officers)
- Arrange for accounting (hire or contract for .5 FTE)

♦ Marketing / Advertising
- Establish contact with media and place articles and letters to editor
- Formal meetings with community Leaders
- Print and begin distributing brochures and media packets

♦ Governance
- Identify types of reports to be submitted to Board on a regular basis
- Develop contacts to assist in future expansion of the board

♦ Personnel
- Initiate recruitment of teacher and aide
- Finalize benefits package
- Develop contract forms

April – June 2011

♦ Marketing / Advertising
- Continue as above
- Conduct school open houses
- Build email list serve
- Push for early enrollment!

♦ Personnel
- Screen, interview, and select to fill positions
- Contact references and check for finger print cards or arrange background checks

♦ Management
- Formalize special education agreement with vendor
- Set up student files
- Place orders for curricula materials (to be filled in July and early August)
- Place orders for school furnishings (to be filled in July and early August)
- Begin regular search of Arizona State Surplus and Arizona State University Surplus Yard, and contact school districts for dates of used text book give-aways
- Develop payroll procedures / interview companies that provide payroll and other Human Resource services

July – August 2011

♦ Facilities
- Play ground checked for safety prior to July 30th.

♦ Management
- Arrange for installation of furnishings and supplies and equipment
- Alert special education provider as to numbers of qualified students enrolled
- Implement payroll procedures
- Plan and conduct employee trainings
    - Personnel issues
    - Organizational structure and culture
    - Academic Philosophy
    - Curriculum
    - Methodologies

        - Accountability procedures
    - Set date for special education training of staff
    - Obtain forms for enrollment in benefits packages
- Marketing / Advertising
    - Plan opening event worthy of photo article in local papers

School opens August 10, 2011