Start Up Budget with Assumptions

Applicant Name: Institute for Transformative Education

	Inception to August 1			
START-UP REVENUE			**Total $**	**Assumptions**
Secured Funds - Private Donations			$25,000	Grant from Every Voice in Action Foundation
Secured Funds - Loans			$200,000	Loan from Every Voice in Action Foundation
Secured Funds - Other (Specify)____				(loan is already board approved)
Total Start-up Revenue			$225,000	
EXPENDITURES	**# of Staff**	**@ Salary**	**Total $**	**Assumptions**
1. Administration, Instruction, & Support:				
Salaries				
Principal	1.00	$ 30,000.00	$30,000	Director will start by end of January (6 months)
Teacher-Regular Education	1.00	$ 16,000.00	$16,000	One teacher will start in March (5 months)
Teacher-Regular Education	4.00	$ 9,500.00	$38,000	Four teachers will start in May (3 months)
Office Manager	1.00	$ 7,500.00	$7,500	Office Manager staff will start in May (3 months)
Employee Benefits (Includes Required Employer Contributions)			$9,150	
Employee Insurance (if providing)			$2,940	
Office Supplies (Paper, Postage, etc.)			$1,000	Supplies for office manager and principal
Instructional Supplies			$2,000	
Membership Dues, Registrations, & Travel			$3,000	Training, travel and conferences
Purchased Services (Contracted Services, Accounting, Legal, Consultants, etc.)			$17,000	Business and curriculum specialist related consulting
Purchased Services (Special Education)			$1,500	
Curriculum & Resource Materials			$8,000	Materials to order prior to August
Library Resources/Software			$4,000	Materials to order prior to August
SAIS Software			$8,200	Lease of student management software
Other (Specify)			$	
Total Administration, Instruction, & Support			$148,290	

Start Up Budget with Assumptions

Applicant Name: Institute for Transformative Education

EXPENDITURES			Total $	Assumptions
2. Operations & Maintenance:				
Supplies				
Marketing/Advertising			$12,000	Advertising prior to July
Purchased Services (Contracted Services, Custodial/Maintenance)			$	
Building Rent/Lease/Loan (Deposits/Monthly)			$	Foundation will arrange and secure facility
Building & Improvements			$	
Land & Improvements			$	
Fees/Permits				
Liaility Insurance			$8,125	Liability insurance for seven months
Utilities - Deposits/Monthly (Electric, Gas, Water, Waste)			$5,000	Deposits on all utilities
Phone/Communications/Internet Connectivity (Deposits/Monthly)			$2,000	Phone bill and internet connection
Student Furniture & Other Equipment			$8,000	Classroom furniture
Office Furniture & Other Equipment			$3,000	Office furniture
Student Technology Equipment			$20,000	Computers for students
Office Technology Equipment			$4,000	Computers for office staff
Other Leases/Loans (Copiers, etc.)			$1,750	Copier
Other (Specify)			$	
Total Operations & Maintenance			$63,875	
Total Expenditures			$212,165	
Total Start-up Revenues			$225,000	
Budget Balance (Revenues-Expenditures)			$12,835	

Approved March 8, 2010

Institute for Transformative Education

Start up budget narrative

REVENUE

Secured Funds – Private Donations ($25,000), upon notification of Charter approval, Every Voice in Action Foundation will award a grant in the amount of $20,000

Secured Funds – Loans ($200,000), upon notification of Charter approval, Every Voice in Action Foundation will fund a $200,000 loan to the school. There will be no repayment costs associated with this loan during the startup year.

EXPENSES

Administration, Instruction and Support

Principal, ($30,000 for six months), will be responsible for promoting the school and adhere to the direction of the governing board to ensure the successful establishment of all aspects of the school. The principal will be hired by February, 2011. The principal will be responsible for the following:

Marketing and enrollment
Meetings with parents and community
Hiring of staff
Staff training and curriculum development
Grants and fundraising
Policy and procedure development
Purchasing of startup materials
Lease of SAIS system

Teacher-Regular Education ($54,000), one teacher will be hired in March, 2011 and four teachers will be hired in May, 2011. Teachers will be involved in extensive planning and curriculum preparation in advance of year one.

Office Manager ($7,500), will start in May, 2010 to assist the principal. This person will be trained on the SAIS system and be responsible for setting up the student data management system. S/he will also be trained by consultant Diamond Financial Solutions, on bookkeeping and financial management policies and procedures. This person will also assist in answering phone calls and providing information to prospective parents and students about the school.

Employer benefits (10%--$9,150), are calculated to cover Social Security, Medicare, State Unemployment and Workman's Compensation

Employee Insurance ($2,940), this amount is based upon a quote from The Arizona Group, a school insurance provider.

Office Supplies ($1,000), this category will be used to purchase the necessary supplies to run the office and mail all information that is needed.

Instructional Supplies ($2,000), instructional supplies to outfit classrooms – paper, markers, erasers, science materials and kits, art supplies, etc.

Membership Dues, Registrations, & Travel ($3,000), this category will be used to pay for workshops and conferences for professional development .

Institute for Transformative Education

Start up budget narrative

Purchased Services (Contracted Services, Accounting Services, Legal, Consultants) ($17,000), this category will be used for business related consulting that will include legal services ($2,000) and the setup of the financial management system for the school ($5,000); and curriculum specialist, Susan Cameron, who will consult with principal and Instructional Leadership Team on curriculum preparation and staff training ($10,000).

Purchased Services (Special Education) ($1,500), teacher trainings by consulting Special Education Director, Sema Kelly, plus Arizona Department of Education workshops and SELECT courses.

Curriculum and Resource Materials ($8,000), this category will be used to purchase startup resources for the students to ensure the materials are received on time for the start of school. There is additional money budgeted in the first year to pay for more materials.

Library Resources/Software ($4,000), this category will be used to purchase startup materials for the students to ensure the materials are received on time for the start of school. There is additional money budgeted in the first year to pay for more materials.

SAIS Software ($8,200), this will be used for the first yearly lease of the Gold Spiral Universe School Management Platform that is in alignment with ADE and all requirements for student information reporting. This fee is inclusive of on-site system training and professional development trainings for maintaining a data-driven professional learning community.

Total Administration, Instruction and Support $148,290

Operations & Maintenance

Marketing/Advertising ($12,000) - As a new school we will need an appropriate amount for start-up advertising. This sum will cover community meetings, open enrollment events, mailings and flyers, and other forms of advertising.

A school building will be secured by Every Voice in Action Foundation. There will be no charge for rent during the startup year. Rent will be charged to the school after opening, with rent to progressively increase to reasonable and customary levels.

Liability Insurance ($8,125), seven months (based upon a market value quote by a school insurance provider).

Utility Deposits ($5,000), this money is budgeted to include any necessary deposits for utilities on behalf of the school.

Phones/Communications ($2,000), this sum includes a cell phone for the principal and any costs associated with establishing phone lines for the school.

Student Furniture ($8,000), will be used to purchase the necessary classroom furniture for the students. This will be done using the startup budget to ensure that classrooms are ready when school starts.

Office Furniture ($3,000), will be used to fully furnish the offices with the necessary furniture before school starts.

Institute for Transformative Education

Start up budget narrative

Student Technology Equipment ($20,000), will be used to purchase Dell laptops and/or i-Pads (approximately $499 each) for student use in several computer lab areas. With 80 students expected the first year, we have budgeted for approximately 40 computers. For example, High Tech High schools in San Diego, CA have had good success with providing one computer for every 2 students in "labs" and/or commons rooms used by students at each of the four grade levels. Students use the computers for research, writing, math, digital portfolios, presentations and media arts assignments, either individually or in pairs or small groups, before and after school as well as during scheduled class time. The advantage of laptops and i-Pads over the "towers" used at HTH is that they can be checked out and used more freely by students at home, in local libraries, and for field work as well. One school district in Tucson is already providing laptops for every student in several schools. We are still researching these options and closely following news and early research regarding i-Pads.

Office Technology ($4,000), will be used to purchase the necessary computers to use the student information management system and purchase a computer for the principal as well as printers.

Copier Lease ($1,750), will be used to lease a large copier to completely meet the needs of the school office. It will be a network ready copier so it can be used as a large document printer as well.

Total Operations & Maintenance $63,875