## C.4 START-UP BUDGET NARRATIVE WITH ASSUMPTIONS

This is the narrative with assumptions for the startup budget, which runs through July 31, 2014. This document describes the assumptions for each line item, includes disaggregated costs, and provides a basis for determining those costs.

**Start-Up Revenue**

Copper Point's verified startup revenue totals $125,000. School House Development, the financing firm that will be building Copper Point's new Tucson facility, has committed the funds in the form of a loan. In the event Copper Point does not qualify for the Charter School Start-up Grant, Copper Point will use the funds for necessary start-up expenditures as outlined below. School House Development will allow Copper Point to capitalize this start-up loan into the cost of the new building; effectively including the loan repayment into the annual lease cost on the facility.

**Start-Up Administration, Instruction, & Support (AIS) Expenditures**

**Office Supplies**

The school will spend $3,000 for miscellaneous classroom supplies for administrative staff during the startup period. This figure is an assumption based on costs for other startup charter schools of similar size and will include postage for necessary mailings.

**Instructional Consumables**

The school will spend $1,000 for miscellaneous classroom supplies for teachers and their classrooms during the startup period. This figure is an assumption based on costs for other startup charter schools of similar size.

**Membership Dues, Registrations, & Travel**

It will be critical for the success of the school for its administration to be well trained in the Expeditionary Learning model. EL will provide a 2 week mentorship with a model school as well as a leadership summit to meet with other leaders of EL charter start-up schools around the nation. Copper Point will allocate $4,500 from its start-up budget to cover travel costs to the professional development opportunity for school administrators.

**Contracted Services: Administration, Instruction, & Support (AIM)**

The school will budget $45,000 for contracted services during the startup period. $25,000 will be allocated to cover ½ year consulting for Joseph McKnight, founder and future school director, who will be working full time for the set-up of the school beginning February 2014. The remaining $20,000 will be used to cover professional development costs for initial school staff and includes entrance fees for 2 weeks of admin mentorship, 3 day leadership summit and 7-10 days of onsite training of new staff by an EL School Designer.

**Curriculum & Resource Materials**

The school will spend $10,000 in curriculum and resource materials during the startup period. This figure is an assumption based on costs for other startup charter schools of similar size and will include the purchase of Laurus Math Program.

**Library Resources/Software**

The school will begin collecting donated books for its library and spend $2,000 on library software to begin the cataloging process.

**SAIS Software**

Copper Point has budgeted $5,000 to cover the costs of SAIS student management system during the start-up year.

**Total Expenses: Administration, Instruction, & Support (AIM)**

During the startup period, expenses for Administration, Instruction, & Support will total $69,500.

**Operations & Maintenance (O&M) Expenditures**

**Supplies**

During the startup period, the school is budgeting $500 for miscellaneous physical plant supplies (most expanses will be covered in the lease of the facility). This figure is an assumption based on costs for other startup charter schools of similar size.

**Marketing/Advertising**

The school has allocated $2,000 for expenses related to marketing during the start-up period. Most of the advertising/marketing will be done through cost free monthly parent meetings beginning September 2013. See section C.2. The budgeted funds in this category will cover misc. costs of flyers and other printed materials.

**Student Furniture and Equipment**

During the Start-up year, Copper Point has allocated $25,000 and will seek to acquire donated or used school and office furniture from UofA/ASU and community college auctions, World Care, and local business. If furniture is not found in sufficient quality or quantity Copper Point will use the remaining allocations for the first order of student desks, teacher desks, chairs, etc. from School Outfitter, Office Depot, and Ikea. Copper Point will be using large multi-seat tables (2-6 students) and chairs, rather than individual desks. Not only will this reduce furniture costs, but it aligns with the EL model which emphasizes collaboration and cooperative work. This amount will cover only the initial order of equipment needed and is based on equipment needs of other start-up EL schools. Copper Point has budgeted for an annual purchase of student equipment over the first years to accommodate its step growth model.

**Office Furniture and Equipment**

During the startup period, the school will spend $2,500 on office furniture and equipment if the school buys new items. However, the cost should be lower since the school plans to shop for, and ask for donations of, used furniture and equipment. Equipment includes 3 office desks and office chairs.

**Student Technology Equipment**

Copper Point will begin purchasing its IT infrastructure in the start-up year with an allocated $20,000. Although much of the broadband and IT backbone will be included in the construction cost of the facility, this start-up budget will include necessary hardware and software, including 2 Microsoft Servers, related hardware & software, wireless router points for ½ of the school and an initial purchase of 10 Chrome books. The majority of chrome books for students will be purchased with Budgeted technology expenses in the first three years of operation. See the budget worksheet in C5.

**Office Technology Equipment**

During the startup period, the school will spend $5,000 on office technology. This includes 2 laptop computers, one desk top for office staff and one IMAC for the school Director. Costs all include a temporary laser printer and related MS Office Software for all office devices.

**Security**

**Total Operations & Maintenance (O&M)**

During the startup period, expenses for Operations & Maintenance will total $55,000.

**Total Expenditures**

During the startup period, expenditures (AIS plus O&M) will total $124,500.

**Total Start-up Revenues**

Total startup revenues will equal $125,000.

**Budget Balance (= Revenues - Expenditures)**

The budget balance (revenues minus expenses) at the close of the startup period will be $500.