C.5 Three Year Operational Budget Assumptions

All assumptions are conservatively based on price quotes, current market rate, and/or thorough research and conversations with School Directors at comparable charter schools. While we have not included any fundraising or outside grants for conservative budgetary projections, we fully expect to utilize the expertise on our Board to develop an aggressive fundraising plan.

Vista College Prep's budget is based on 90% of full enrollment for conservative budget projections, and on the following breakdown of students per grade. As outlined in **Figure C.5.1** we intend to enroll new students through 2nd grade and assume a 7% attrition rate each year thereafter for conservative planning.

Figure C.5.1: Conservative Enrollment Estimates with Attrition after Grade 2

Number of Students	Year 1	Year 2	Year 3
Total Number of Kindergarten Students	54	54	54
Total Number of Grade 1 Students	72	72	72
Total Number of Grade 2 Students		72	72
Total Number of Grade 3 Students			67
Total Number of Grade 4 Students			
Total Number of Grade 5 Students			
Total Number of Students	126	198	265

Administration, Instruction, and Support (AIS)

Salaries

- Assumes 1 FTE for the Executive Director (ED). With 10%[1] of required employer contributions per FTE, the total annual expenditure is $55,000 in year one, $59,950 in year two, and 66,000 in year three.

- Regular Education Teachers
  - Assumes 6 FTEs in year one. With 10% of required employer contributions per FTE, the total annual expenditure for six teachers is $231,000.
  - Assumes 9 FTEs in year two. With 10% of required employer contributions per FTE, the total annual expenditure for nine teachers is $356,895 (based on a 3% COLA).
  - Assumes 13 FTEs in year three. With 10% of required employer contributions per FTE the total annual expenditure for 13 teachers is $530,980 (based on a 3% COLA).

- Special Education Teachers
  - Assumes 1 FTE for a Special Education Teacher in year one. With 10% of required employer contributions per FTE, the total annual expenditure for one teacher is $40,700.
  - Assumes 2 FTEs for a Special Education Teacher in year two. With 10% of required employer contributions per FTE, the total annual expenditure for two teachers is $83,842 (based on a 3% COLA).
  - Assumes 1 FTE for a Special Education Teacher in year three. With 10% of required employer contributions per FTE, the total annual expenditure for one teacher is $43,179.

[1] Assumes that required employee contributions include Social Security, Medicare, Unemployment Insurance, and Workman's Compensation.

- Assumes 1 FTE for a Clerical (Office Assistant). With 10% of required employer contributions per FTE, the total annual expenditure is $24,200 in year one, $24,926 in year two, and $25,674 in year three (based on a 3% COLA).

- Assumes 1 FTE for a Manager of Operations and Business. With 10% of required employer contributions per FTE, the total annual expenditure is $44,000 in year one, $50,600 in year two, and $55,000 in year three (based on 3% COLA).

- Assumes no Custodial or Maintenance personnel. Duties absorbed by the administrative team.

- Assumes 1 FTE for a Manager of Curriculum and Instruction in year three. With 10% of required employer contributions per FTE, the total annual expenditure is $52,800 in year three.

- Assumes 1 FTE for a Special Education Coordinator in year three. With 10% of required employer contributions per FTE, the total annual expenditure is $52,800 in year three.

Employee Benefits
We will not offer unrequired employee benefits until our fourth year of operation.

Employee Insurance
Assumes annual total cost is $30,240 in year one, $43,680 in year two, and $60,480 in year three, if Vista College Prep participates in the JPET[2] insurance program (through the AZ Charter Schools Association). Their quote is $400 per employee per month. Vista College Prep will cover 70%, making our monthly payment $280 per employee per month. We assume all employees will be covered through our insurance program and we assume that we will not have insurance coverage for the Executive Director.

Office Supplies (Paper, Postage, etc.)
Assumes total cost is $3,620 in year one for 126 students ($2,520 for supplies plus $1,100 for paper, based on 11 months, since first payment for paper is in July of start-up year), $5,160 in year two for 198 students ($3,960 for supplies plus $1,200 for paper), $6,500 in year three for 265 students ($5,300 in supplies and $1,200 for paper). We assume $20 per student based on expenses of a similar sized charter school to include writing paper, necessary postage, pencils, pens, post-its, and other miscellaneous office supplies. We also assume $100 per month in printing paper based on estimated need from Infincom. All inventory is evaluated at the end of each month to successfully plan for the next year and order materials in bulk.

Instructional Consumables
Assumes $1,000 in year one, $1,500 in year two, and $2,000 in year three for miscellaneous instructional supplies needed for staff during the planning year (i.e. to plan for staff professional development or prepare curriculum).

Membership Dues, Registrations, & Travel
Assumes $2,350 in year one and $3,350 in year two and three. This includes $350 for the Arizona Charter Schools Association annual membership dues, and $2,000 ($3,000 in year two and three) for travel to visit excellent schools in California, and across the country.

Contracted Services: AIS
Assumes Vista College Prep will not have AIS contracted services.

[2] We are aware that Holmes Murphy is in the process of changing this option. However, while it may be a different name, we have confirmed that the estimate of $400 remains the same.

Contracted Services: Special Education
Assumes an estimate of $1,800 per student based on a quote from Nicole Newman, Director of Exceptional Student Programs at Arizona Children's Educational Services. We are assuming that we will match the local school district at an 11% special education population each year. We have been advised that typically that number is lower in the early grades of K and 1. However, for conservative budgetary projections we have kept the 11% number constant for all three years of operation. We have also added $500 each year to the total to account for the purchase of assistive technology based on the specific needs as identified in a student's IEP (i.e. pencil grips, slant boards, sensory tools, auditory amplifiers, and visual magnifiers). We anticipate only needing to contract for specific special education services that include: Speech/Language Pathology, Psychology Services, and Occupational Therapy.

- **Year One**: $25,448
- **Year Two**: $39,704
- **Year Three**: $52,970

Curriculum & Resource Materials
Assumes Vista College Prep staff will adapt and create curriculum and assessments that are standards-based. While we assume this will happen in all grades, the majority of internal curriculum generation will occur starting in 3rd grade.

Year One: This curriculum will be purchased at the end of year one for year two, after an evaluation of need and success based on its implementation during the prior year. Price quotes are taken directly from the vendor's website or as a result of a call between the vendor and Julia Meyerson. See **Figures C.5.2-C.5.4**. Total cost is $42,673.

Figure C.5.2: Curriculum and Resource Materials – Kindergarten Y2

Grade K - Curriculum & Resource Materials (for Y2)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 639.90	1	$ 639.90	Assumes one additional set of materials.
Reading Mastery - Teacher Guide	$ 28.98	1	$ 28.98	Assumes one additional set of materials.
Reading Mastery - Workbook A, B, C	$ 10.68	54	$ 576.72	Assumes new workbooks for each K student.
Total for Phonics Program			**$ 1,245.60**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for grade K.
Total for Writing Program			**$ -**	Assumes no additional purchase for grade K.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	0	$ -	Assumes no teacher editions needed.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 2,342.38**	Assumes total cost of math program for grade K.
FOSS Science Refill Kits	$ 71.17	6	$ 427.02	Assumes purchase of six refill kits.
Scott Foresman Grade Level Package	$ 517.47	1	$ 517	Assumes one additional purchase of a grade level package to replace a worn set.
Scott Foresman Leveled Readers	$ 75.97	1	$ 75.97	Assumes one additional purchase of a set of leveled readers to replace a worn set.
Total for Social Studies and Science			**$ 1,020**	Assumes the three K teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$ 249.00	0	$ -	Assumes no additional purchase for grade K.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase for grade K.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	54	$ 540	Assumes purchase for new class of K.
STEP Professional Development	$ 8,500		$ 8,500	Assumes purchase for all K, 1, 2.
STEP Travel (estimated)	$ 2,500		$ 2,500	Assumes purchase for any new teacher in K, 1, 2.
Total STEP Literacy Assessment			**$11,540**	Assumes total cost for K plus travel/PD cost for all grades.
Terra Nova Administration (twice/year)	$ 5.90	108	$637	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	5	$1,059	Assumes 5 packages needed to assess 54 students twice/year.
Total for Terra Nova			**$1,696**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade K			**$17,844**	

Figure C.5.3: Curriculum and Resource Materials – Grade 1 Y2

Grade 1 - Curriculum & Resource Materials (for Y2)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 639.90	1	$ 639.90	Assumes one additional set of materials.
Reading Mastery - Teacher Guide	$ 28.98	1	$ 28.98	Assumes one additional set of materials.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$ 768.96	Assumes new workbooks for each grade 1 student.
Total for Phonics Program			**$1,438**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for Grade 1.
Total for Writing Program			**$ -**	Assumes no additional purchase.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 2,342.38**	Assumes total for grade 1 math program.
FOSS Science Refill Kits	$53.57	7	$ 375	Assumes purchase of seven refill kits.
Scott Foresman Grade Level Package	$ 502.47	1	$ 502.47	Assumes one additional purchase of a grade level package to replace a worn set.
Scott Foresman Leveled Readers	$ 75.97	1	$ 75.97	Assumes one additional purchase of a set of leveled readers to replace a worn set.
Total for Social Studies and Science			**$ 953**	Assumes total cost for SS/Science for grade 1.
Second Step Character Development	$ 249.00	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	72	$ 720	Assumes purchase for new class of K.
STEP Professional Development	$ -	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ -	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$720**	Assumes total cost for grade 1 STEP assessment.
Terra Nova Administration (twice/year)	$ 5.90	144	$850	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	6	$1,271	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$2,120**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 1			**$7,574**	

Figure C.5.4: Curriculum and Resource Materials – Grade 2 Y2

Grade 2 - Curriculum & Resource Materials (for Y2)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 429.60	4	$1,718	Assumes each grade 2 classroom has class set of materials.
Reading Mastery - Teacher Guide	$ 28.98	4	$116	Assumes each grade 2 classroom has class set of materials.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$769	Assumes each grade 2 classroom has class set of materials.
Total for Phonics Program			**$2,603**	Assumes total cost for grade 2.
Lucy Calkins Units of Study (K-2)	$ 172	3	$516	Assumes three additional kits for grade 2.
Total for Writing Program			**$516**	Assumes the four grade 2 teachers will share materials.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	3	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	3	$ 1,199.91	Assumes each grade 2 classroom has class set of manipulatives.
Total for Math Program			**$ 3,142.32**	Assumes total cost for grade 2 math program.
FOSS Science Kits	$ 844	5	$ 4,220	Assumes $844 represents an average cost/kit.
Scott Foresman Teacher Resource Pkg.	$ 502.47	3	$ 1,507	Assumes 3 sets to be shared by four teachers.
Scott Foresman Leveled Readers	$ 76.47	3	$ 229.41	Assumes 3 sets to be shared by four teachers.
Total for Social Studies and Science			**$ 5,957**	Assumes the four grade 2 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$ 249.00	4	$ 996	Assumes each grade 2 classroom has class set of materials.
Total for Leadership Development Program			**$ 996**	Assumes total for grade 2 leadership development program.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	3	$ 1,200	Assumes 3 sets to be shared by four teachers.
STEP Data Management Tool Licenses	$ 10	72	$ 720	Assumes a site license per student.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$1,920**	Assumes total cost for STEP assessment for grade 2.
Terra Nova Administration (twice/year)	$ 5.90	144	$850	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	6	$1,271	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$2,120**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 2			**$17,255**	

Year Two: This curriculum will be purchased at the end of year two for year three after an evaluation of need and success based on its implementation during our first year. Price quotes are taken directly from the vendor's website or as a result of a call between the vendor and Julia Meyerson. See **Figures C.5.5-C.5.8.** Total cost is $45,917.44.

Figure C.5.5: Curriculum and Resource Materials – Kindergarten Y3

Grade K - Curriculum & Resource Materials (for Y3)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$639.90	0	$ -	Assumes an additional set is not needed for grade K.
Reading Mastery - Teacher Guide	$ 28.98	0	$ -	Assumes an additional set is not needed for grade K.
Reading Mastery - Workbook A, B, C	$ 10.68	54	$ 576.72	Assumes new workbooks for each K student.
Total for Phonics Program			**$ 576.72**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for grade K.
Total for Writing Program			**$ -**	Assumes no additional purchase for grade K.
enVision - Common Core Student Edition (24 pk)	$647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$524.97	0	$ -	Assumes no teacher editions needed.
enVision - Manipulatives	$399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$2,342.38**	Assumes total cost of math program for grade K.
FOSS Science Refill Kits	$ 71.17	6	$ 427.02	Assumes purchase of six refill kits.
Scott Foresman Grade Level Package	$ 517	1	$ 517	Assumes one additional purchase of a grade level package to replace a worn set.
Scott Foresman Leveled Readers	$ 76	1	$ 75.97	Assumes one additional purchase of a set of leveled readers to replace a worn set.
Total for Social Studies and Science			**$ 1,020**	Assumes total cost for SS/Science for grade K.
Second Step Character Development	$ 249	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	54	$ 540	Assumes purchase for new class of K.
STEP Professional Development	$ 8,500		$ 8,500	Assumes purchase for all K, 1, 2,3.
STEP Travel (estimated)	$ 2,500		$ 2,500	Assumes purchase for any new teacher in K, 1, 2, 3.
Total STEP Literacy Assessment			**$ 11,540**	Assumes total cost for K plus travel/PD cost for all grades.
Terra Nova Administration (twice/year)	$ 5.90	108	$ 637.20	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	5	$ 1,059	Assumes 5 packages needed to assess 54 students twice/year.
Total for Terra Nova			**$ 1,696**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade K			**$ 17,176**	

Figure C.5.6: Curriculum and Resource Materials – Grade 1 Y3

Grade 1 - Curriculum & Resource Materials (for Y3)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$639.90	0	$ -	Assumes an additional set is not needed for grade 1.
Reading Mastery - Teacher Guide	$ 28.98	0	$ -	Assumes an additional set is not needed for grade 1.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$ 768.96	Assumes new workbooks for each grade 1 student.
Total for Phonics Program			**$ 768.96**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for grade 1.
Total for Writing Program			**$ -**	Assumes no additional purchase for grade 1.
enVision - Common Core Student Edition (24 pk)	$647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$524.97	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$2,342.38**	Assumes total cost for math program for grade 1.
FOSS Science Refill Kits	$53.57	7	$ 375	Assumes purchase of seven refill kits.
Scott Foresman Grade Level Package	$502.47	0	$ -	Assumes an additional set is not needed for grade 1.
Scott Foresman Leveled Readers	$ 75.97	0	$ -	Assumes an additional set is not needed for grade 1.
Total for Social Studies and Science			**$ 375**	Assumes total cost for SS/Science for grade 1.
Second Step Character Development	$ 249	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	72	$ 720	Assumes purchase for new class of grade 1.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 720**	Assumes total cost for grade 1 STEP assessment.
Terra Nova Administration (twice/year)	$ 5.90	144	$849.60	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	6	$1,270.50	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$2,120.10**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 1			**$6,326.44**	

Figure C.5.7: Curriculum and Resource Materials – Grade 2 Y3

Grade 2 - Curriculum & Resource Materials (for Y3)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$639.90	1	$ 639.90	Assumes one additional set of materials.
Reading Mastery - Teacher Guide	$ 28.98	1	$ 28.98	Assumes one additional set of materials.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$ 768.96	Assumes new workbooks for each grade 2 student.
Total for Phonics Program			**$1,437.84**	Assumes total cost for grade 2.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for grade 2.
Total for Writing Program			**$ -**	Assumes no additional purchase for grade 2.
enVision - Common Core Student Edition (24 pk)	$647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$524.97	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$2,342.38**	Assumes total cost for grade 2.
FOSS Science Refill Kits	$ 34.20	5	$ 171	Assumes purchase of 5 refill kits.
Scott Foresman Grade Level Package	$517.47	0	$ -	Assumes an additional set is not needed for grade 2.
Scott Foresman Leveled Readers	$ 75.97	0	$ -	Assumes an additional set is not needed for grade 2.
Total for Social Studies and Science			**$ 171**	Assumes the four grade 2 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$249.00	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	54	$ 540	Assumes a site license per student.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 540**	Assumes total cost for grade 2 STEP assessment.
Terra Nova Administration (twice/year)	$ 6	108	$ 637	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	5	$ 1,059	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$1,696**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 2			**$6,187**	

Figure C.5.8: Curriculum and Resource Materials – Grade 3 Y3

Grade 3 - Curriculum & Resource Materials (for Y3)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Junior Great Books Series 3, Book One, Student Anthology	$ 16.95	48	$ 813.60	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 3.
Junior Great Books Series 3, Book Two, Student Anthology	$ 16.95	48	$ 813.60	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 3.
Junior Great Books Series 3, Book One, Leader's Edition	$ 49.95	3	$ 149.85	Assumes one leader edition/classroom.
Junior Great Books Series 3, Book Two, Leader's Edition	$ 49.95	3	$ 149.85	Assumes one leader edition/classroom.
Total for Reading Program			**$ 1,927**	Assumes total cost for grade 3 Junior Great Books.
Lucy Calkins Units of Study (3-5)	$ 179	3	$ 537.00	Assumes three kits for the 3-5 Units of Study.
Total for Writing Program			**$ 537.00**	Assumes total cost for writing program for grade 3.
enVision - Common Core Student Edition	$ 65.97	48	$ 3,166.56	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 3.
enVision - Teacher Edition	$ 525	3	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$399.97	3	$ 1,199.91	Assumes each grade 3 classroom has class set of manipulatives.
Total for Math Program			**$4,366.47**	Assumes total cost for grade 3.
FOSS Science Kits	$ 635	6	$ 3,812	Assumes $635 represents an average cost/kit.
Scott Foresman Grade Level Package	$502.47	2	$ 1,005	Assumes 2 sets to be shared by three teachers.
Scott Foresman Leveled Readers	$ 75.97	2	$ 151.94	Assumes 2 sets to be shared by three teachers.
Total for Social Studies and Science			**$ 4,969**	Assumes the three grade 3 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$249.00	2	$ 498.00	Assumes each grade 3 classroom has class set of materials.
Total for Leadership Development Program			**$ 498**	Assumes total for grade 3 leadership development program.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	3	$ 1,200	Assumes 2 kits to be shared by three teachers.
STEP Data Management Tool Licenses	$ 10	67	$ 670	Assumes a site license per student.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$1,870**	Assumes total cost for STEP assessment for grade 3.
Terra Nova Administration (twice/year)	$ 5.90	134	$790.60	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$211.75	6	$1,270.50	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$2,061**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 3			**$16,228**	

Year Three: This curriculum will be purchased at the end of year three for year four after an evaluation of need and success based on its implementation during our first year. Price quotes are taken directly from the vendor's website or as a result of a call between the vendor and Julia Meyerson. **See Figures C.5.9-C.5.13.** Total cost is $48,715.97.

Figure C.5.9: Curriculum and Resource Materials – Kindergarten Y4

Grade K - Curriculum & Resource Materials (for Y4)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 639.90	0	$ -	Assumes no additional materials needed.
Reading Mastery - Teacher Guide	$ 28.98	0	$ -	Assumes no additional materials needed.
Reading Mastery - Workbook A, B, C	$ 10.68	54	$ 576.72	Assumes new workbooks for each K student.
Total for Phonics Program			**$ 576.72**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes no additional materials needed.
Total for Writing Program			**$ -**	Assumes no additional materials needed.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	0	$ -	Assumes no teacher editions needed.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 2,342.38**	Assumes total cost of math program for grade K.
FOSS Science Refill Kits	$ 71.17	6	$ 427	Assumes purchase of six refill kits.
Scott Foresman Grade Level Package	$ 517.47	1	$ 517	Assumes one additional purchase of a grade level package to replace a worn set.
Scott Foresman Leveled Readers	$ 75.97	1	$ 75.97	Assumes one additional purchase of a set of leveled readers to replace a worn set.
Total for Social Studies and Science			**$ 1,020**	Assumes total cost for SS/Science for grade K.
Second Step Character Development	$ 249	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	54	$ 540	Assumes purchase for new class of K.
STEP Professional Development	$ 8,500		$ 8,500	Assumes purchase for all K, 1, 2,3, 4.
STEP Travel (estimated)	$ 2,500		$ 2,500	Assumes purchase for any new teacher in K, 1, 2, 3, 4.
Total STEP Literacy Assessment			**$ 11,540**	Assumes total cost for K plus travel/PD cost for all grades.
Terra Nova Administration (twice/year)	$ 5.90	108	$ 637.20	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$ 211.75	5	$ 1,058.75	Assumes 5 packages needed to assess 54 students twice/year.
Total for Terra Nova			**$ 1,695.95**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade K			**$17,176**	

Figure C.5.10: Curriculum and Resource Materials – Grade 1 Y4

Grade 1 - Curriculum & Resource Materials (for Y4)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 639.90	0	$ -	Assumes an additional set is not needed for grade 1.
Reading Mastery - Teacher Guide	$ 28.98	0	$ -	Assumes an additional set is not needed for grade 1.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$ 768.96	Assumes new workbooks for each grade 1 student.
Total for Phonics Program			**$ 768.96**	Assumes the only additional RM materials needed are workbooks, plus one extra set of teacher materials.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes no additional materials needed.
Total for Writing Program			**$ -**	Assumes no additional materials needed.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 2,342.38**	Assumes total cost for math program for grade 1.
FOSS Science Refill Kits	$ 53.57	7	$ 375	Assumes purchase of seven refill kits.
Scott Foresman Grade Level Package	$ 517.47	0	$ -	Assumes an additional set is not needed for grade 1.
Scott Foresman Leveled Readers	$ 75.97	0	$ -	Assumes an additional set is not needed for grade 1.
Total for Social Studies and Science			**$ 375**	Assumes total cost for SS/Science for grade 1.
Second Step Character Development	$ 249.00	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	72	$ 720	Assumes purchase for new class of grade 1.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 720**	Assumes total cost for grade 1 STEP assessment.
Terra Nova Administration (twice/year)	$ 6	144	$850	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$ 211.75	6	$1,271	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$2,120.10**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 1			**$6,326**	

Figure C.5.11: Curriculum and Resource Materials – Grade 2 Y4

Grade 2 - Curriculum & Resource Materials (for Y4)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Reading Mastery - Teacher Materials	$ 639.90	1	$ 639.90	Assumes one additional set of materials.
Reading Mastery - Teacher Guide	$ 28.98	1	$ 28.98	Assumes one additional set of materials.
Reading Mastery - Workbook A, B, C	$ 10.68	72	$ 768.96	Assumes new workbooks for each grade 2 student.
Total for Phonics Program			**$ 1,437.84**	Assumes total cost for grade 2.
Lucy Calkins Units of Study (K-2)	$ 172	0	$ -	Assumes an additional set is not needed for grade 2.
Total for Writing Program			**$ -**	Assumes no additional purchase for grade 2.
enVision - Common Core Student Edition (24 pk)	$ 647.47	3	$ 1,942.41	Assumes cost of student workbooks (plus extras).
enVision - Teacher Edition	$ 524.97	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 2,342.38**	Assumes total cost for grade 2.
FOSS Science Refill Kits	$ 34.20	5	$ 171	Assumes purchase of 5 refill kits.
Scott Foresman Grade Level Package	$ 517	0	$ -	Assumes an additional set is not needed for grade 2.
Scott Foresman Leveled Readers	$ 76	0	$ -	Assumes an additional set is not needed for grade 2.
Total for Social Studies and Science			**$ 171**	Assumes the four grade 2 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$ 249.00	2	$ 498	Assumes no additional purchase.
Total for Leadership Development Program			**$ 498**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	72	$ 720	Assumes a site license per student.
STEP Professional Development	$ 8,500		$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500		$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 720**	Assumes total cost for grade 2 STEP assessment.
Terra Nova Administration (twice/year)	$ 6	144	$ 849.60	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$ 211.75	6	$ 1,270.50	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$ 2,120.10**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 2			**$ 7,289.32**	

Figure C.5.12: Curriculum and Resource Materials – Grade 3 Y4

Grade 3 - Curriculum & Resource Materials (for Y4)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Junior Great Books Series 3, Book One, Student Anthology	$ 16.95	3	$ 50.85	Assumes replacement of 3 books.
Junior Great Books Series 3, Book Two, Student Anthology	$ 16.95	3	$ 50.85	Assumes replacement of 3 books.
Junior Great Books Series 3, Book One, Leader's Edition	$ 49.95	0	$ -	Assumes no additional materials purchased.
Junior Great Books Series 3, Book Two, Leader's Edition	$ 49.95	0	$ -	Assumes no additional materials purchased.
Total for Reading Program			**$ 101.70**	Assumes total cost for grade 3 Junior Great Books.
Lucy Calkins Units of Study (3-5)	$ 172	0	$ -	Assumes no additional materials purchased.
Total for Writing Program			**$ -**	Assumes no additional materials purchased.
enVision - Common Core Student Edition	$ 65.97	3	$ 197.91	Assumes replacement of 3 books.
enVision - Teacher Edition	$ 525	0	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	1	$ 399.97	Assumes replacement of one set of manipulatives.
Total for Math Program			**$ 597.88**	Assumes total cost for grade 3.
FOSS Science Refill Kits	$ 17	6	$ 119	Assumes purchase of six refill kits
Scott Foresman Grade Level Package	$ 502.47	0	$ -	Assumes no additional materials purchased.
Scott Foresman Leveled Readers	$ 75.97	0	$ -	Assumes no additional materials purchased.
Total for Social Studies and Science			**$ 119**	Assumes the three grade 3 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$ 249.00	0	$ -	Assumes no additional purchase.
Total for Leadership Development Program			**$ -**	Assumes no additional purchase.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	0	$ -	Assumes no additional purchase.
STEP Data Management Tool Licenses	$ 10	67	$ 670	Assumes a site license per student.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 670**	Assumes total cost for STEP assessment for grade 3.
Terra Nova Administration (twice/year)	$ 6	134	$ 790.60	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$ 211.75	6	$ 1,270.50	Assumes 6 packages needed to assess 72 students twice/year.
Total for Terra Nova			**$ 2,061.10**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 3			**$ 3,549.68**	

Figure C.5.13: Curriculum and Resource Materials – Grade 4 Y4

Grade 4 - Curriculum & Resource Materials (for Y4)				
Curriculum	**Cost**	**Number**	**Total**	**Assumptions**
Junior Great Books Series 4, Book One, Student Anthology	$ 16.95	44	$ 745.80	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 4.
Junior Great Books Series 4, Book Two, Student Anthology	$ 16.95	44	$ 745.80	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 4.
Junior Great Books Series 4, Book One, Leader's Edition	$ 49.95	3	$ 149.85	Assumes one leader edition/classroom.
Junior Great Books Series 4, Book Two, Leader's Edition	$ 49.95	3	$ 149.85	Assumes one leader edition/classroom.
Total for Reading Program			**$ 1,791**	Assumes total cost for grade 3 Junior Great Books.
Lucy Calkins Units of Study (3-5)	$ 172	2	$ 344	Assumes purchase of 2 kits for grade four.
Total for Writing Program			**$ 344**	Assumes purchase of 2 kits for grade four.
enVision - Common Core Student Edition	$ 65.97	44	$ 2,902.68	Assumes enough for two classes, schedule will rotate, so that there are enough books for three classes in grade 4.
enVision - Teacher Edition	$ 524.97	3	$ -	Assumes free based on quote from Pearson AZ rep.
enVision - Manipulatives	$ 399.97	3	$ 1,199.91	Assumes each grade 4 classroom has class set of manipulatives.
Total for Math Program			**$ 4,102.59**	Assumes total cost for grade 4.
FOSS Science Kits	$ 774.50	4	$ 3,098	Assumes purchase of four kits for grade 4.
Scott Foresman Grade Level Package	$ 633.47	2	$ 1,267	Assumes 2 sets to be shared by three teachers.
Scott Foresman Leveled Readers	$ 124.97	2	$ 249.94	Assumes 2 sets to be shared by three teachers.
Total for Social Studies and Science			**$ 4,615**	Assumes the three grade 4 teachers will alternate SS/Science units so they can share materials.
Second Step Character Development	$ 279.00	3	$ 837	Assumes each grade 4 classroom has class set of materials.
Total for Leadership Development Program			**$ 837**	Assumes total for grade 4 leadership development program.
Assessment	**Cost**	**Number**	**Total**	**Assumptions**
STEP Kits	$ 400	2	$ 800	Assumes 2 kits to be shared by three teachers.
STEP Data Management Tool Licenses	$ 10	62	$ 620	Assumes a site license per student.
STEP Professional Development	$ 8,500	0	$ -	Assumes no additional purchase.
STEP Travel (estimated)	$ 2,500	0	$ -	Assumes no additional purchase.
Total STEP Literacy Assessment			**$ 1,420**	Assumes total cost for STEP assessment for grade 4.
Terra Nova Administration (twice/year)	$ 3.55	124	$ 440.20	Assumes test administration fee plus hard copy report twice/year.
Packages of Tests (25 tests/package)	$ 165	5	$ 825.00	Assumes 5 packages needed to assess 62 students twice/year.
Total for Terra Nova			**$ 1,265.20**	Assumes test administered as a diagnostic and end-of-year assessment.
Total Cost for Grade 4			**$14,374.97**	

Library Resources/Software

Assumes the purchase of the Reading A-Z program purchased for classroom library and guided reading books and the purchase of the Text Talk Complete Collection: Robust Vocabulary Instruction (assumes teachers will share read aloud books). We also anticipate supplementing our purchased libraries with a majority of donated used books, and applying for multiple grants through programs like Donors Choose.

- Year One: No additional cost for Reading A-Z
- Year Two: Assumes $1,869 ($69.95 per classroom at 11 classrooms plus $1,100 for an additional library of books from Text Talk)
- Year Three: Assumes $2,079 ($69.95 per classroom at 14 classrooms plus $1,100 for an additional library of books from Text Talk)

SAIS Software
Assumes the first payment of $15,000 (quoted from PowerSchool) for PowerSchool is deferred to the month of August for year one, based on the past experience of other charter schools. A quote from PowerSchool states the payment for year two is $2,900 and the payment for year three is $3,036. After year one, we would only be paying for maintenance, support, and ongoing hosting.

Auditor Fees
Assumes no audit fees in year one, $10,900 in year two, and $11,227 in year two (3% COLA) based on a quote from Heinfeld, Meech & Co., P.C.

Other: Kickboard
Assumes monthly cost of $150 ($1,650 annually) in year one, $210 ($2,310 annually) in year two, and $285 ($3,135 annually) in year three (at $15 per staff member per month).

Operations & Maintenance (O&M)

Supplies
Assumes $800 for 10 staff members in year one, $1,120 for 14 staff members and $1,520 for 19 staff members in year three. Assumes $80 per staff member for miscellaneous supplies needed

Marketing/Advertising (Student)
Assumes the total cost will be $422 in year one, $434 in year two (3% COLA), and $447 (3% COLA) to include the t-shirts and one-pagers listed below. The primary development expenses are included in the start-up budget. In recruiting for our second, third and fourth year, we will rely significantly on the help of current parents to recruit additional families to our school, in addition to our volunteer door-knocking campaigns and community engagement. All website maintenance and social media help is donated. All time and materials needed to translate documents is donated.

- $300 for 60 t-shirts with VCP logo (based quote from Designed in Ink)
- $121.55 for 500 one-pagers (based on an online quote from www.GotPrint.com).

New Staff Recruitment
This allotment of resources includes funds for observation, in-person interviews and analysis of highest performing urban elementary schools upon hiring. We intend to develop a relationship with a local hotel to minimize travel costs for non-local candidates.

- Year One: Assumes $4,000 for staff recruitment and hiring for year two ($1,000 for each of the four new positions).
- Year Two: Assumes $5,000 for staff recruitment and hiring for year three ($1,000 for each of the five new positions).
- Year Three: Assumes $2,000 for staff recruitment and hiring for year four ($1,000 for each of the two new positions).

Contracted Services: O&M
Assumes pro-bono legal representation (in addition to the legal expertise on our Board) and accounting services (to supplement the knowledge of the Manager of Business and Operations). We do assume $3,000 per year in the case of an extenuating circumstance where we would need to bring in additional outside counsel.

- Year One: Assumes total cost to be $16,750.
    - Legal: Assumes pro-bono legal representation and $3,000 in the case of an extenuating circumstance where we would need to bring in additional outside counsel.
    - Financial: Assumes total cost of $13,750 (one monthly payment of $1,250 was made during the start-up year in July) based on quote from Diamond Financial Solutions. This service includes set up, payroll services, training/mentoring, state reporting, general financial oversight, audit preparation and some grants management services. We assume our Manager of Business and Operations will have the knowledge of and receive pro-bono training of generally accepted accounting principles (GAAP) and therefore, be able to complete all general ledger accounting for the school.

- Year Two: Assumes total cost to be $18,000.
    - Legal: Assumes pro-bono legal representation and $3,000 in the case of an extenuating circumstance where we would need to bring in additional outside counsel.
    - Financial: Assumes total cost of $15,000 (monthly payments of $1,250) based on quote from Diamond Financial Solutions. This service includes payroll services, training/mentoring, state reporting, general financial oversight, audit preparation and some grants management services. We assume our Manager of Business and Operations will have the knowledge of and receive pro-bono training of generally accepted accounting principles (GAAP) and therefore, be able to complete all general ledger accounting for the school.

- Year Three: Assumes total cost to be $18,000.
    - Assumes pro-bono legal representation and $3,000 in the case of an extenuating circumstance where we would need to bring in additional outside counsel.
    - Financial: Assumes total cost of $15,000 (monthly payments of $1,250) based on quote from Diamond Financial Solutions. This service includes payroll services, training/mentoring, state reporting, general financial oversight, audit preparation and some grants management services. We assume our Manager of Business and Operations will have the knowledge of and receive pro-bono training of generally accepted accounting principles (GAAP) and therefore, be able to complete all general ledger accounting for the school.

Building Rent/Lease/Loan

Assumes all pricing from Option #1, the Broadway Commerce Center. While Vista College Prep may not be located in this space, we felt that this was the highest price point of all the options we have seen, and therefore a conservative estimation for our budget (this building has also been advertised as an "ideal" space for a charter school). The lease price ranges from $0.69 to $0.99 per square foot per month; therefore, we are assuming $.69 per square foot per month due to our growth potential in the building and intent to lease additional space. In addition, the assumption of $.69 per square foot per month is conservative because we have lower priced options that we would pursue if the Broadway Commerce Center was not available at this rate.

- Year One: In total this will cost Vista College Prep $97,356.24 ($8,113.02 per month for 11,758 SF)
- Year Two: In total this will cost Vista College Prep $142,854.84 ($11,904.57 per month for 17,253 SF)
- Year Three: In total this will cost Vista College Prep $185,140.80 ($15,428.40 per month for 22,360 SF)

Building & Improvements
Assumes $4,000 per year (for the first two years) for unanticipated problems with the facility and any tenant improvements that are not included in the terms of our lease. We then lower the allocated funds to $2,000 in our third year to still plan for any unanticipated problems. We plan to be in a building for at least three years, and any improvements to a building will either be minor or paid out throughout the terms of our lease. This cost will likely be incurred during months or weeks when school is not in session, or as needed due to an extenuating circumstance.

Land & Improvements
Assumes that Vista College Prep will be located within a facility that is currently suitable for daily school operations, and therefore not have any significant improvements.

Fees/Permits
Assumes $500 per year based on experiences from similar charter schools. An additional $1,000 is included in the start-up budget to ensure Vista College Prep meets all permitting and occupancy requirements.

Property/Casualty/Liability Insurance
Assumes conservative estimate from The Mahoney Group for all-encompassing insurance including: General Liability, Property, Educators Legal Liability, Directors and Officers, Employment Practices Liability, Employee Benefit Liability, Abuse & Molestation, Umbrella, Business Interruption, Crime, Student Accident, and Workers Compensation (etc.).

- **Year One:** $12,000
- **Year Two:** $13,200
- **Year Three:** $14,400

Utilities (Electric, Gas, Water, Waste)
Assumes $1.75 per square foot, per year. Our real estate advisor suggested a range of $1.50-$2.00 for utilities cost; therefore, we are assuming $1.75 for conservative budgetary purposes.

- **Year One:** For the purposes of this budget, we are assuming that we would take all 11,758 square feet and that we could not negotiate based on amount of space utilized. In total this will cost Vista College Prep $20,568 ($1,714 per month).
- **Year Two**: For the purposes of this budget, we are assuming that we would take all 17,253 square feet and that we could not negotiate based on amount of space utilized. In total this will cost Vista College Prep $30,192 ($2,516.06 per month).
- **Year Three:** For the purposes of this budget, we are assuming that we would take all 22,360 square feet and that we could not negotiate based on amount of space utilized. In total this will cost Vista College Prep $39,130 ($3,260.83 per month).

Phone/Communications/Internet Connectivity

Year One: Assumes total cost to be $6,629.48.
- *Phone System*: Assumes no additional charge.
- *Internet Connectivity*: Assumes no additional charge.
- *Phone and Internet Service:* Assumes $6,629.48 ($602.68 per month) for bundled phone and internet service as quoted by Cox Communications (for 11 months as July is covered during our start-up budget).

Year Two: Assumes total cost to be $9,221.2

- *Phone System*: Assumes $850 to expand phone system to 15 phones as quoted by Sacom Communications for installation in July 2014. We assume a phone line for every staff member plus one extra.
- *Internet Connectivity*: Assumes no additional charge
- *Phone and Internet Service*: Assumes $8,371.20 ($697.60 per month) for bundled phone and internet service as quoted by Cox Communications.

Year Three: Assumes total cost to be $12,674.68.

- *Phone System*: Assumes $1,800 to expand phone system to 23 phones as quoted by Sacom Communications (need to add expansion card) for installation in July 2015. We assume a phone line for every staff member plus several extra for volunteers.
- *Internet Connectivity*: Assumes the addition of one access point at $700.
- *Phone and Internet Service*: Assumes $10,174.68 ($847.89 per month) for bundled phone and internet service as quoted by Cox Communications.

Transportation

Assumes no transportation costs.

Food Service

Assumes food service costs are reimbursable through federal funds.

Student Furniture & Equipment

Assumes all purchased classroom furniture is based on online catalog for Arizona Furnishings. We are assuming that furniture will be purchased new for conservative budgetary projections, but anticipate receiving used or donated furniture.

Year One: Assumes $6,847 for all furniture needed in year two with the addition of four classrooms.

- 4 kidney tables (1 per classroom for reading comprehension and guided reading) at $709 ($177.35 each)
- 4 round tables (1 per classroom for literacy centers) at $394 ($98.44 each)
- 75 Student Chairs at $1,671 ($22.28 each)
- 75 Student Desks at $3,677.25 ($49.03 each)
- 4 carpets at $396 ($98.95 each)

Year Two: Assumes $6,116 for all furniture needed in year three with the addition of three classrooms.

- 3 kidney tables (1 per classroom for reading comprehension and individual student conferencing) at $532 ($177.35 each)
- 3 round tables (1 per classroom for literacy centers) at $295 ($98.44 each)
- 70 Student Chairs at $1,560 ($22.28 each)
- 70 Student Desks at $3,432 ($49.03 each)
- 3 carpets at $297 ($98.95 each)

Year Three: Assumes $5,739 for all furniture needed in year four with the addition of two classrooms.

- 2 kidney tables (1 per classroom for reading comprehension and individual student conferencing) at $709 ($177.35 each)
- 2 round tables (1 per classroom for centers) at $197 ($98.44 each)
- 65 Student Chairs at $1,448 ($22.28 each)
- 65 Student Desks at $3,187 ($49.03 each)
- 2 carpets at $198 ($98.95 each)

Office Furniture & Equipment

Year One
Assumes $2,293 for all office furniture and equipment needed in year two with the addition of four staff members based on online catalog for Arizona Office Liquidators and Design. We have budgeted for used office furniture, but anticipate getting donated furniture.

- 4 used desks at $1,476 ($369 each)
- 2 bookshelves at $198 ($99 each)
- 4 Fabric chairs at $396 ($99 each)
- 1 4-drawer filing cabinet at $223

Year Two
Assumes $2,984 for all office furniture and equipment needed in year three with the addition of five staff members based on online catalog for Arizona Office Liquidators and Design. We have budgeted for used office furniture, but anticipate getting donated furniture.

- 5 used desks at $1,845 ($369 each)
- 2 bookshelves at $198 ($99 each)
- 5 Fabric chairs at $495 ($99 each)
- 2 4-drawer filing cabinet at $446 ($223 each)

Year Three
Assumes $1,258 for all office furniture and equipment needed in year four with the addition of two staff members based on online catalog for Arizona Office Liquidators and Design. We have budgeted for used office furniture, but anticipate getting donated furniture.

- 2 used desks at $738 ($369 each)
- 1 bookshelves at $99
- 2 Fabric chairs at $198 ($99 each)
- 1 4-drawer filing cabinet at $223

Student Technology Equipment
Assumes that we will not have computer equipment for our students.

Please note: While this is not included in our budget or described in our program of instruction, based on other similar charter schools in our targeted area, and based on the experience of other Building Excellent Schools Fellows, we anticipate that we will secure donated computers for the school. If we were to receive the computers, we would use them during the guided reading literacy rotations.

Office Technology Equipment
Assumes that we will not purchase any new computer equipment for staff, aside for the desktop computer for the office assistant (purchased during the start-up year). We assume teachers and staff will use their personal computers or laptops to complete their work. We also assume that Lead Founder, Julia Meyerson has access to a flip cam and video recorder to use when videotaping lessons for the purpose of staff professional development.

Please note: While purchased office technology for staff is not included in our budget or described in our narrative, based on the experience of other Building Excellent Schools Fellows, we believe we will be able to get laptops donated to the school. If we were to receive the computers, we would distribute them to all teachers and administrative staff.

Other Leases (Security, Copiers, etc.)
Assumes total cost of $4,620 ($420 per month, with the month of July paid for in the start-up budget) based on an estimate from Infincom. We have adjusted the cost for year two and year three based on a 3% COLA. This includes one large black and white copier (with all capabilities including scanning and faxing) and one medium color copier at approximately 20,000 copies per month.

Loan Repayment
Assumes no loan repayment based on our ability to pay all lease costs.

Other: Contingency
Assumes a 1% contingency starting in Y2. With our goals for grants and fundraising, Vista College Prep's goal is to maintain a 3% contingency at all times. We have not included any grants or fundraising for conservative projections, and therefore, are able to maintain a 1% contingency starting in Y2 ($9,785) and in Y3 ($13,495).

Contingency Planning

- Vista College Prep has created an additional internal budget which reflects an aggressive fundraising goal of $100,000 every year for our first three years of operation (through individual giving, tax credits and grants). In this scenario, we still assume all staff and student technology is donated. With the extra funding we hire a Manager of Curriculum and Instruction in year one (to be trained by ED in years one and two, and then assume more responsibility in year three), provide all instructional and leadership staff with an 8% pay increase, and insert a 3% contingency line item for conservative budgetary planning starting in year two.

- Vista College Prep also realizes that the greatest financial contingency to plan for is lower than expected enrollment. While we do not anticipate lower enrollment as a result of our enrollment strategies and demonstration of successful community engagement, we want to be prepared for this challenge should it occur. Looking just at year one, if our enrollment is 25% or greater below our target (in both K and 1), we will staff the school and reallocate resources accordingly:
    - We will increase class size to 19 students (still allowing for the small group and differentiated instruction that is our primary goal during the literacy blocks). As a result of this change we would only need to hire 5 teachers in year one.
    - Assuming we would not be able to renegotiate our lease, we would renegotiate the price of utilities due to the use of less space, significantly reduce classroom resource materials and furniture (based on the new number of classes), reduce the number of copy machines to one, decrease travel and recruitment costs (staff and teachers), reduce the amount of building improvements needed in year one, change SAIS software to a cheaper version in year one until enrollment increases, and reduce contracted services by approximately 25%.

  While a decrease in enrollment would change our staffing structure and alter the amount of materials purchased, our projections still allow us to offer the same quality educational program and remain fiscally sound.