

**SUBJECT**

Syringa Mountain School Pre-Opening Update

**APPLICABLE STATUTE, RULE, OR POLICY**

N/A

**BACKGROUND**

Syringa Mountain School (SMS) is a new public charter school authorized by the Public Charter School Commission (PCSC). Approved to open in fall 2014, SMS will implement a Waldorf-inspired educational model for Hailey area students. The school is approved to serve grades K-5 in its first year of operation and systematically expand through grade 8 over the next four years.

**DISCUSSION**

SMS's projected first day of instruction is September 2, 2014. The school's Waldorf-inspired educational model is designed to provide a strong academic curriculum aligned to the Idaho Core Standards and supported by experiential learning, music, movement, visual and performing arts, and expeditionary activities. SMS intends to provide significant Waldorf training for its teachers and reports that this will begin with Waldorf certification training in Hailey in July.

Projected enrollment for SMS for the 2014-2015 school year is relatively strong; current enrollment reflects 79.5% of the school's total enrollment capacity. SMS has enrolled 151 students, surpassing the school's worst-case projection (120) and making it possible for SMS to reach the likely / proposed enrollment projection (165) presented in the school's petition.

SMS will be occupying a 17,600 square foot building on Glenbrook Drive in Hailey. The school has entered into a four-year lease agreement at \$7,000 per month (\$84,000 annually) in 2014-2015. The lease cost will increase on a yearly basis; the annual lease cost in Year 4 is \$113,876. Additionally, SMS has executed a lease with the City of Hailey for two land parcels adjacent to their facility for \$1 per year, which will allow the school to facilitate outdoor programming, including gardening, farming, and sustainability.

SMS is currently overseeing a remodel of its school building. Total pre-opening facilities costs are anticipated to be approximately \$646,000 prior to opening and an additional \$300,000 in Year Two. The majority of the pre-opening facilities costs are being covered through individual donations and other successful fundraising by the school. The school expects construction on the facility to be completed by July 28, 2014.

SMS's FY15 budget includes a beginning balance of nearly \$128,000 and a projected end-year carryover of over \$163,000. The school secured both a JKAF grant (which has been spent during the pre-opening phase) and a \$500,000 individual donation (which has been partially spent; the remainder is reflected in the school's beginning balance). The school's base support revenue was developed using a projected student enrollment of 165, which appears to be realistic based on the number of currently accepted students. SMS is projecting positive cash flow balances through FY15.

**IMPACT**

Information item only.

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff makes no comments or recommendations.

**COMMISSION ACTION**

Any action would be at the discretion of the PCSC.

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**CHARTER SCHOOL DASHBOARD  
PRE-OPENING UPDATES**

**Date Submitted:** 5-19-14

**School Name:** Syringa Mountain School

**School Address:** PO Box 3531 or 4021 Glenbrook Drive, Hailey, Idaho 83333

**School Phone:** 208-720-6327

**Intended Opening Date:** 9-2-14

**School's Mission:**

Educating the head, heart and hands. Offering a "Waldorf-inspired, liberal arts and arts integrated education designed to promote the growth and development of the whole child, and incorporating sustainable living practices and experiential learning in a K-8 public school setting. Our school fosters the intellect, nurtures the imagination, and recognizes the emotional life of each child. Our aim is to inspire children to live engaged and successful lives, prepared to meet the demands of their world."

**CHARTER SCHOOL BOARD**

Board Member Name	Office	Term (MM/YY - MM/YY)	Email	Phone
Greg Bloomfield	Chair	09/14 – 09/17	gbloomfield@syringamountainschool.org	208-720-0250
Ben Rogers	Vice Chair & Treasurer	08/14 – 08/2017	brogers@syringamountainschool.org	208-471-0061
Phoebe Pilaro	Member	08/14 – 08/16	ppilaro@syringamountainschool.org	208-309-0255
Dr. Scott McLean	Member	03/14 – 03/16	scottmclean457@msn.com	208-726-9361 day, 208-720-7638
Paul Bates	Member	04/14 – 04/16	peeceebeemee@cox.net	208-720-3136

**PRE-OPENING ENROLLMENT UPDATE**

Grade Level	Current Enrollment (Accepted)	Current Waiting List	Enrollment Cap	% Enrolled	Notes
K	35	2	40	87.5%	
1	24	5	30	80%	
2	25	3	30	83.3%	
3	25	6	30	83.3%	
4	18	0	30	60%	
5	24	0	30	80%	
6					
7					
8					
9					
10					
11					
12					
<b>TOTALS</b>	<b>151</b>	<b>16</b>	<b>190</b>	<b>79.5%</b>	

**STUDENT DEMOGRAPHICS**

(Please based these numbers on students who have accepted enrollment. We understand if you have incomplete data; provide estimates or state “unknown” if necessary)

	Hispanic	Asian	White	Black	American Indian	LEP	FRL	Special Education
<b>Number</b>	13	2	135	0	0	6	32	9
<b>%</b>	9%	1%	90%	0%	0%	4%	21%	6%

**FACULTY AND STAFF**

**Please describe where you are in the process of hiring key staff:**

Grades teachers and school director are hired. Remainder of staff will be hired at the May 21<sup>st</sup>, 2014 Board Meeting.

**Have you hired an Administrator?**  Yes  No  
**Administrator Name(s):** Dr. Mary Gervase  
**Administrator’s Hire Date:** July 1, 2014  
**# of Weekly Hours Assigned to This Role:** 40  
**# of Weekly Hours Assigned to Another Role:** 0  
**Administrator Contact Info (Phone, e-mail):** 208-720-6327; mgervase@syringamountainschool.org

**Have you hired a Business Manager?**  Yes  No  
**Business Manager’s Name:**  
**Business Manager’s Hire Date:**  
**# of Weekly Hours Assigned to This Role:** 10 hours per week  
**# of Weekly Hours Assigned to Another Role:**  
**Business Manager’s Contact Info (Phone, e-mail):**

	Intended FTE	Hired FTE	Comments
<b>Classified Staff</b>	2.6		
<b>Certified Staff - Total</b>	7.5		
• <b>Classroom Teachers</b>	6	5	
• <b>Special Education Staff</b>	0.5		
• <b>Other Certified Staff</b>	1	1	

**FINANCES**

**Please describe your progress towards establishing / finalizing your school’s first year operating budget. What process have you used thus far to estimate revenue and costs?**

The first year budget is finalized and will be published May 21<sup>st</sup>, 2014 in our local paper. Our annual budget hearing for the Board is June 5<sup>th</sup>. A finance report is provided and approved once a month at the SMS Board meeting.

**EDUCATIONAL PROGRAM**

**Please describe your progress towards establishing your educational program and how the curricular choices you have made thus far align to your stated mission / the description of your educational program in your charter:**

We are thrilled to be hosting our own Waldorf certification training June 9-20<sup>th</sup> in Hailey. This is the first of a four-year training program leading to Waldorf certification. This is being providing to all SMS staff as well as open to interested public. We have three educators attending from Montana and two from Boise. We require our teachers to be dual certified. We were only able to find two completely dual certified teachers who will be teaching 3<sup>rd</sup> and 5<sup>th</sup> grades. We are also sending all of our teachers to a grade level intensive in Sacramento, California, the fourth week of June. This

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commitment to professional development by the SMS Board is forward thinking and a significant investment. In addition, we have received a \$10,000 grant to assist with these PD costs in setting up our own training center.

Grades teachers are hired and the remainder of the staff will be hired this week. We are thrilled with the caliber of teachers and their enthusiasm and commitment to the cause. Hiring includes farm garden, music, Spanish and handwork positions in addition to the traditional infrastructure, but who are critical to our mission.

### **PRE-OPENING SUCCESSES AND CHALLENGES**

**Please describe any significant changes you have had to your intended educational program, facility, or other pertinent strategies / plans outlined in your approved charter:**

The only change is that we are leasing our facility instead of building as we had originally hoped. A \$1 per year grant from the City of Hailey has allowed us to use their property that adjoins the school property to develop our demonstration gardens, and play spaces.

**Please describe the greatest successes you have experienced during the pre-opening process:**

Establishment of Waldorf teaching training program in Idaho through collaboration with Kentahten Teacher Training; lease of city property adjoining school for \$1 per year; professional development grant \$10,000; First Lady Lori Otter joining Advisory Board; over 30 applicants for teaching positions; starting teacher salary schedule competitive with BCSD; leasing of facility with option to buy; 10 families moved to attend school from out of the area including 5 from out of state; competent and committed Board; Board Committees to include Finance, Site, Sustainability and Development; consulting with two Waldorf inspired charter school initiatives in Boise and one in SLC, Utah; 20 fruit trees donated by community for school garden and the 21<sup>st</sup> tree donated by the Mayor of Hailey; after school care; were able to accept all students who enrolled by February deadline; Papoose Club \$2000 grant for class set of recorders-grant written by parent; contract with local bus service to provide bus passes to students for \$500; submitted request to change city ordinance to allow limited farm animals on school campuses; garden tools grant for \$400 written by parent; in dialogue with Blaine County School District on possible transportation collaboration.

**Please describe any significant challenges you have faced during the pre-opening process:**

Unforeseen expenses with our building remodel; completing facility remodel both for August 2014 and August 2015; sustainable development plan both annual and capital campaign; continue to pursue creating a multi-age kindergarten; anticipate going to a lottery for vacant seats; growth limitations of existing facility; collaborate with local county landowner to build out school farm; negotiate transportation, school food and nutrition services.

**Do you anticipate that any of the challenges you described could potentially prevent you from opening on time?**

No

**If you answered "Yes" to the previous question, please outline how you plan to address these challenges and your timeline for making a decision regarding whether you will need to delay your opening.**

### **REQUIRED ATTACHMENTS**

- An updated pre-opening timeline (using the PCSC template) that demonstrates the tasks you have completed and the status of those yet to be done
- An updated facilities plan (using the PCSC template) including narrative and attachments as necessary to demonstrate the details of your chosen facility, costs, and preparations that need to be done to prepare the facility for opening
- A draft proposed Year 1 budget (complete the Original Budget & Projected Year-End columns of the PCSC Annual Budget Template and the Cash Flow tabs embedded in the template)
- An updated projected Year 1 Cash Flow (complete the Cash Flow Details tab within the PCSC Annual Budget Template)

### **OPTIONAL ATTACHMENTS**

- An update regarding the marketing / outreach activities you have completed and intend to complete (table recommended) This has been included in the Preopening timeline.

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SYRINGA MOUNTAIN SCHOOL --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
<b>REVENUE</b>							
414100 Tuition	-	-	-	-	-	-	
415000 Earnings on Investments	-	-	-	-	-	-	
416100 School Food Service	-	-	-	-	-	-	
416200 Meal sales: non-reimbursable	-	-	-	-	-	-	
416900 Other Food Sales	-	-	-	-	-	-	
417100 Admissions / Activities	-	-	-	-	-	-	
417200 Bookstore Sales	-	-	-	-	-	-	
417300 Clubs / Organization Fees, etc.	-	-	-	-	-	-	
417400 School Fees & Charges/Fundraising	24,750.00	-	-	-	-	-	
417900 Other Student Revenue	-	-	-	-	-	-	
419100 Rentals	-	-	-	-	-	-	
419200 Contributions/Donations	130,983.19	-	-	-	-	-	
419900 Other Local Revenue	-	-	-	-	-	-	
431100 Base Support Program	552,764.19	-	-	-	-	-	
431200 Transportation Support	-	-	-	-	-	-	
431400 Exceptional Child Support	-	-	-	-	-	-	
431600 Tuition Equivalency	-	-	-	-	-	-	
431800 Benefit Apportionment	72,420.67	-	-	-	-	-	
431900 Other State Support	70,369.98	-	-	-	-	-	
437000 Lottery / Addtl State Maintenance	-	-	-	-	-	-	
439000 Other State Revenue	-	-	-	-	-	-	
442000 Indirect Unrestricted Federal	-	-	-	-	-	-	
443000 Direct Restricted Federal	-	-	-	-	-	-	
445000 Title I - ESEA	-	-	-	-	-	-	
445500 Child Nutrition Reimbursement	-	-	-	-	-	-	
445600 Title VI-B IDEA	-	-	-	-	-	-	
445900 Other Indirect Restricted Federal	-	-	-	-	-	-	
451000 Proceeds	-	-	-	-	-	-	
460000 Transfers In	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$851,288.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

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SYRINGA MOUNTAIN SCHOOL --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
<b>EXPENDITURES</b>							
100 SALARIES	432,342.50	-	-	-		-	
200 EMPLOYEE BENEFITS	138,349.60	-	-	-		-	
300 PURCHASED SERVICES	170,662.13	-	-	-		-	
400 SUPPLIES	43,975.00	-	-	-		-	
500 CAPITAL OUTLAY	-	-	-	-		-	
600 DEBT RETIREMENT	21,000.00	-	-	-		-	
700 INSURANCE	9,292.00	-	-	-		-	
920000 TRANSFERS OUT	-	-	-	-		-	
<b>TOTAL EXPENDITURES</b>	<b>\$815,621.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL FUND REVENUES OVER EXPENDITURES</b>	<b>\$35,666.80</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>TOTAL BEGINNING BALANCE (All Funds)</b>	<b>\$127,811.00</b>	<b>\$127,811.00</b>	<b>\$127,811.00</b>			<b>\$127,811.00</b>	
<b>TOTAL CHANGES (All Funds)</b>	<b>\$35,666.80</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>ENDING BALANCE (All Funds)</b>	<b>\$163,477.80</b>	<b>\$127,811.00</b>	<b>\$127,811.00</b>			<b>\$127,811.00</b>	
<b>CHANGES IN FUND BALANCE BY FUND</b>							
100 Beginning Fund Balance	\$127,811.00	\$127,811.00	\$127,811.00			\$127,811.00	
100 Changes in Fund Balance	\$33,390.10	\$0.00	\$0.00			\$0.00	
100 Ending Fund Balance	\$161,201.10	\$127,811.00	\$127,811.00			\$127,811.00	
24x Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Changes in Fund Balance	\$2,276.70	\$0.00	\$0.00			\$0.00	
245 Ending Fund Balance	\$2,276.70	\$0.00	\$0.00			\$0.00	

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SYRINGA MOUNTAIN SCHOOL --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
<b>REVENUE</b>								
100.414100	Tuition	-			-			
100.415000	Earnings on Investments	-			-			
100.417100	Admissions / Activities	-			-			
100.417200	Bookstore Sales	-			-			
100.417300	Clubs / Organization Dues, etc.	-			-			
100.417400	School Fees & Charges	24,750.00			-			
100.417900	Other Student Revenue	-			-			
100.419100	Rentals	-			-			
100.419200	Contributions/Donations	130,983.19			-			New anticipated private donations, grants, etc.
100.419900	Other Local Revenue	-			-			
100.431100	Base Support	552,764.19			-			Based on 165 enrollment / 8.55 support units
100.431200	Transportation Support	-			-			
100.431400	Exceptional Child Support	-			-			
100.431600	Tuition Equivalency	-			-			
100.431800	Benefit Apportionment	72,420.67			-			
100.431900	Other State Support	56,533.95			-			Special Distribution Program (including Charter Facilities, Professional Development funds, etc.)
100.437000	Lottery / Addtl State Maintenance	-			-			
100.439000	Other State Revenue	-			-			
100.442000	Indirect Unrestricted Federal	-			-			
100.443000	Direct Restricted Federal	-			-			
100.445900	Other Indirect Restricted Federal	-			-			
100.460000	Transfers In	-			-			
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$837,452.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-</b>		<b>\$0.00</b>	
<b>EXPENDITURES</b>								
100.512100	Elementary Salaries	311,802.17			-			
100.512200	Elementary Benefits	100,749.60			-			
100.512300	Elementary Purchased Services	8,328.13			-			
100.512400	Elementary Supplies	38,000.00			-			
100.512500	Elementary Capital Outlay	-			-			
100.512600	Elementary Debt Retirement	-			-			
100.512700	Elementary Insurance	-			-			

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SYRINGA MOUNTAIN SCHOOL --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
100.521100	Exceptional Child Salaries	17,500.00			-			
100.521200	Exceptional Child Benefits	5,600.00			-			
100.521300	Exceptional Child Purchased Services	2,500.00			-			
100.521400	Exceptional Child Supplies	1,000.00			-			
100.521500	Exceptional Child Capital Outlay	-			-			
100.521600	Exceptional Child Debt Retirement	-			-			
100.521700	Exceptional Child Insurance	-			-			
100.524100	Gifted and Talented Program Salaries	-			-			
100.524200	Gifted and Talented Program Benefits	-			-			
100.524300	Gifted and Talented Program Purchased Services	-			-			
100.524400	Gifted and Talented Program Supplies	-			-			
100.524500	Gifted and Talented Program Capital Outlay	-			-			
100.524600	Gifted and Talented Program Debt Retirement	-			-			
100.524700	Gifted and Talented Program Insurance	-			-			
<b>Subtotals: Instruction</b>		485,479.90	-	-	-		-	
100.621100	Instruction Improvement Salaries	-			-			
100.621200	Instruction Improvement Benefits	-			-			
100.621300	Instruction Improvement Purchased Services	41,100.00			-			Professional development
100.621400	Instruction Improvement Supplies	-			-			
100.621500	Instruction Improvement Capital Outlay	-			-			
100.621600	Instruction Improvement Debt Retirement	-			-			
100.621700	Instruction Improvement Insurance	-			-			
100.623100	Instruction-Related Technology Salaries	-			-			
100.623200	Instruction-Related Technology Benefits	-			-			
100.623300	Instruction-Related Technology Purchased Services	-			-			
100.623400	Instruction-Related Technology Supplies	4,975.00			-			
100.623500	Instruction-Related Technology Capital Outlay	-			-			
100.623600	Instruction-Related Technology Debt Retirement	-			-			
100.623700	Instruction-Related Technology Insurance	-			-			
100.631100	Board of Education Program Salaries	-			-			
100.631200	Board of Education Program Benefits	-			-			
100.631300	Board of Education Program Purchased Services	2,000.00			-			
100.631400	Board of Education Program Supplies	-			-			
100.631500	Board of Education Program Capital Outlay	-			-			
100.631600	Board of Education Program Debt Retirement	-			-			
100.631700	Board of Education Program Insurance	2,608.00			-			

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SYRINGA MOUNTAIN SCHOOL --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
100.641100	School Administration Program Salaries	100,000.00			-			Administrator & 1 office staff
100.641200	School Administration Program Benefits	32,000.00			-			
100.641300	School Administration Program Purchased Services	14,000.00			-			
100.641400	School Administration Program Supplies	-			-			
100.641500	School Administration Program Capital Outlay	-			-			
100.641600	School Administration Program Debt Retirement	-			-			
100.641700	School Administration Program Insurance	-			-			
100.651100	Business Operation Program Salaries	-			-			
100.651200	Business Operation Program Benefits	-			-			
100.651300	Business Operation Program Purchased Services	14,000.00			-			Accounting fees
100.651400	Business Operation Program Supplies	-			-			
100.651500	Business Operation Program Capital Outlay	-			-			
100.651600	Business Operation Program Debt Retirement	-			-			
100.651700	Business Operation Program Insurance	-			-			
100.661100	Buildings - Care Program Salaries	-			-			
100.661200	Buildings - Care Program Benefits	-			-			
100.661300	Buildings - Care Program Purchased Services	80,215.00			-			Building lease, property taxes, utilities, and repair & maintenance
100.661400	Buildings - Care Program Supplies	-			-			
100.661500	Buildings - Care Program Capital Outlay	-			-			
100.661600	Buildings - Care Program Debt Retirement	-			-			
100.661700	Buildings - Care Program Insurance	6,684.00			-			
<b>Subtotals: Support Services</b>		297,582.00	-	-	-		-	
100.912500	Interest Capital Outlay	-			-			
100.912600	Interest Debt Retirement	21,000.00			-			Interest on a potential construction loan
<b>Subtotals: Non-Instruction</b>		21,000.00	-	-	-		-	
100.920000	Transfers Out	-			-			
100.950000	Contingency Reserve	-			-			
<b>Subtotals: Other</b>		-	-	-	-		-	
<b>TOTAL GENERAL FUND EXPENDITURES</b>		\$804,061.90	\$0.00	\$0.00	\$0.00		\$0.00	
<b>TOTAL GENERAL FUND REVENUES OVER EXPENDITURES</b>		\$33,390.10	\$0.00	\$0.00			\$0.00	
BEGINNING FUND BALANCE (July 1, 2014)		\$127,811.00	\$127,811.00	\$127,811.00			\$127,811.00	
CHANGES IN FUND BALANCE		\$33,390.10	\$0.00	\$0.00			\$0.00	
ENDING FUND BALANCE AS OF June 30, 2015		\$161,201.10	\$127,811.00	\$127,811.00			\$127,811.00	

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SYRINGA MOUNTAIN SCHOOL --- FY15 FUND 246 (State Special Projects - Safe Drug Free)

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
<b>REVENUE</b>								
24X.431900	Other State Support	3,040.33			-			
24X.439000	Other State Revenue	-			-			
24X.460000	Transfers In	-			-			
<b>TOTAL FUND REVENUE</b>		<b>\$3,040.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>EXPENDITURES</b>								
24X.512100	Elementary Salaries	3,040.33			-			
24X.512200	Elementary Benefits	-			-			
24X.512300	Elementary Purchased Services	-			-			
24X.512400	Elementary Supplies	-			-			
24X.512500	Elementary Capital Outlay	-			-			
24X.512600	Elementary Debt Retirement	-			-			
24X.512700	Elementary Insurance	-			-			
24X.920000	Transfers Out	-			-			
<b>TOTAL FUND EXPENDITURES</b>		<b>\$3,040.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL FUND REVENUES OVER EXPENDITURES</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>BEGINNING FUND BALANCE (JULY 1, 2014)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>CHANGES IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>ENDING FUND BALANCE AS OF June 30, 2015</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	

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SYRINGA MOUNTAIN SCHOOL --- FY15 FUND 245 (Technology-State)

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
<b>REVENUE</b>								
245.431900	Other State Support	10,795.70			-			
245.439000	Other State Revenue	-			-			
245.460000	Transfers In	-			-			
<b>TOTAL FUND REVENUE</b>		<b>\$10,795.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>	
<b>EXPENDITURES</b>								
245.623100	Instruction-Related Technology Salaries	-			-			
245.623200	Instruction-Related Technology Benefits	-			-			
245.623300	Instruction-Related Technology Purchased Services	375.00			-			
245.623400	Instruction-Related Technology Supplies	-			-			
245.623500	Instruction-Related Technology Capital Outlay	-			-			
245.623600	Instruction-Related Technology Debt Retirement	-			-			
245.623700	Instruction-Related Technology Insurance	-			-			
245.656100	Administrative Technology Service Salaries	-			-			
245.656200	Administrative Technology Service Benefits	-			-			
245.656300	Administrative Technology Service Purchased Service	8,144.00			-			
245.656400	Administrative Technology Service Supplies	-			-			
245.656500	Administrative Technology Service Capital Outlay	-			-			
245.656600	Administrative Technology Service Debt Retirement	-			-			
245.656700	Administrative Technology Service Insurance	-			-			
245.920000	Transfers Out				-			
<b>TOTAL FUND EXPENDITURES</b>		<b>\$8,519.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL REVENUE OVER EXPENDITURES</b>		<b>\$2,276.70</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>BEGINNING FUND BALANCE (JULY 1, 2014)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>CHANGES IN FUND BALANCE</b>		<b>\$2,276.70</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	
<b>ENDING FUND BALANCE AS OF June 30, 2015</b>		<b>\$2,276.70</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	

June 17, 2014

SYRINGA MOUNTAIN SCHOOL  
FISCAL YEAR 2014 - 2015 CASH FLOW (All Funds)

DESCRIPTION	Budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY TOTAL
<b>CASH ON HAND (Beginning Cash)</b>	<b>N/A</b>	<b>127,811</b>	<b>293,143</b>	<b>285,638</b>	<b>246,717</b>	<b>380,502</b>	<b>445,669</b>	<b>400,890</b>	<b>342,866</b>	<b>359,739</b>	<b>290,069</b>	<b>239,755</b>	<b>233,428</b>	<b>N/A</b>
<b>RECEIPTS</b>														
Base Support	552,764	138,191	27,638	0	165,829	110,553	0	0	55,276	0	0	55,276	0	552,764
Benefit Apportionment	72,421	18,105	3,621	0	21,726	14,484	0	0	7,242	0	0	7,242	0	72,421
Lottery / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exceptional Child Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuition Equivalency	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Support	70,370	0	0	0	0	0	0	147	17,925	0	13,257	0	39,041	70,370
Other State Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Title I	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Local Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fees & Fundraising	155,733	26,197	7,859	32,609	7,859	7,859	26,197	7,859	7,859	7,859	7,859	7,859	7,859	155,733
Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL RECEIPTS</b>	<b>851,288</b>	<b>182,493</b>	<b>39,118</b>	<b>32,609</b>	<b>195,414</b>	<b>132,896</b>	<b>26,197</b>	<b>8,006</b>	<b>88,302</b>	<b>7,859</b>	<b>21,116</b>	<b>70,377</b>	<b>46,900</b>	<b>851,288</b>
<b>OUTFLOW</b>														
Salaries	432,343	0	9,091	42,325	42,325	42,325	42,325	42,325	42,325	42,325	42,325	42,325	42,325	432,343
Benefits	138,350	0	2,909	13,544	13,544	13,544	13,544	13,544	13,544	13,544	13,544	13,544	13,544	138,350
<b>Subtotal - Payroll</b>	<b>570,692</b>	<b>0</b>	<b>12,000</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>55,869</b>	<b>570,692</b>
Facility Costs (All)	80,215	1,478	1,478	1,478	1,478	1,478	8,216	1,478	11,278	11,278	11,278	11,278	18,016	80,215
<b>Subtotal - Occupancy</b>	<b>80,215</b>	<b>1,478</b>	<b>1,478</b>	<b>1,478</b>	<b>1,478</b>	<b>1,478</b>	<b>8,216</b>	<b>1,478</b>	<b>11,278</b>	<b>11,278</b>	<b>11,278</b>	<b>11,278</b>	<b>18,016</b>	<b>80,215</b>
Elementary Supplies & Services	46,328	902	20,402	4,802	902	4,802	902	4,802	902	4,802	902	4,802	902	49,828
Secondary Supplies & Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technology	13,494	3,288	8,951	88	88	88	88	88	88	88	88	463	88	13,494
Exceptional Child	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Support Services	71,100	9,742	2,042	7,542	1,542	3,742	1,542	2,042	1,542	3,742	1,542	2,542	33,542	71,100
Other Program Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal - Educational Program</b>	<b>134,422</b>	<b>13,932</b>	<b>31,395</b>	<b>12,432</b>	<b>2,532</b>	<b>8,632</b>	<b>2,532</b>	<b>6,932</b>	<b>2,532</b>	<b>8,632</b>	<b>2,532</b>	<b>7,807</b>	<b>34,532</b>	<b>134,422</b>
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Retirement	21,000	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
Insurance	9,292	0	0	0	0	0	2,608	0	0	0	0	0	6,684	9,292
Other Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal - Other Costs</b>	<b>30,292</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>4,358</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>	<b>8,434</b>	<b>30,292</b>
Other loan payments/obligations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OUTFLOW</b>	<b>815,621</b>	<b>17,160</b>	<b>46,623</b>	<b>71,530</b>	<b>61,630</b>	<b>67,730</b>	<b>70,975</b>	<b>66,030</b>	<b>71,430</b>	<b>77,530</b>	<b>71,430</b>	<b>76,705</b>	<b>116,851</b>	<b>815,621</b>
<b>CHANGE IN CASH</b>	<b>35,667</b>	<b>165,333</b>	<b>(7,505)</b>	<b>(38,921)</b>	<b>133,785</b>	<b>65,166</b>	<b>(44,778)</b>	<b>(58,024)</b>	<b>16,873</b>	<b>(69,671)</b>	<b>(50,313)</b>	<b>(6,327)</b>	<b>(69,951)</b>	
<b>ENDING CASH</b>	<b>N/A</b>	<b>293,143</b>	<b>285,638</b>	<b>246,717</b>	<b>380,502</b>	<b>445,669</b>	<b>400,890</b>	<b>342,866</b>	<b>359,739</b>	<b>290,069</b>	<b>239,755</b>	<b>233,428</b>	<b>163,477</b>	
ASSUMPTIONS / NOTES:														

## Idaho Public Charter School Commission Charter Petition: Facility Details

<b>School Name:</b> <b>Syringa Mountain School</b>	<b>Details for (in order of preference):</b> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Please Select... ▼</div>
<b>Facility Name / Title:</b> <b>4021 Glenbrook</b>	<b>Option Status:</b> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Please Select... ▼</div>
<b>Location Address:</b> <b>4021 Glenbrook Drive, Hailey, ID 83333</b>	<b>Primary Vendor Information (if applicable)</b> [Please include vendor name, address, website, and phone number.]

### Narrative

4021 Glenbrook is a 17,600 sq. ft., 14-year old building that was originally designed to house a shop/garage on the first floor and a penthouse residence on the second floor. The open floor plan and 18-foot ceilings on the ground floor afford us the rare opportunity to customize a floor plan without the lead time and debt load of building from scratch. The second floor, while more well-defined, is still open enough to suit the needs of the school. One of the strengths of this location is that it is one of the few sites, if not only, that would accommodate our entire student body in a single location beginning September, 2014. Other strengths include location on a Collector Street and access to City services.

The property is 0.95 acres. One of the challenges of this location is the lack of outdoor space. To overcome this challenge, we have executed a lease with the City of Hailey for two adjacent parcels of land for \$1 per year. This land, approximately 1.25 acres, will support the school's garden, farm, and sustainability curriculum, as well as creation of a demonstration garden with classes and events open to the public. Furthermore, we are pursuing a similar agreement with the owner of another adjacent parcel to lease 1-2 acres of land. This land is in the county, which permits a wider array of animals for our farm program.

Syringa Mountain School has executed a lease for the property for an initial term of four years, with the option to renew for two additional four-year terms. The lease agreement also includes an option to purchase the property at a pre-defined price until December, 2015. Rent is designed to increase each school year to mirror our growth in enrollment and, therefore, expected State revenue. Monthly rent in the first four years will be as follows: \$7,000, \$8,160, \$8,323, \$9,490. If we renew the lease for additional term(s), monthly rent will increase at the rate of 2% per year.

The building requires significant tenant improvements to accommodate the school. We are currently in the fourth week of construction with Conrad Brothers Construction. Conrad Brothers was selected after soliciting estimates from three general contractors. The total cost of tenant improvements is approximately \$650,000. This is to finish approximately 2/3 of the building. The additional 1/3 will be finished in the summer of either 2015 or 2016, depending on enrollment. Approximately 2/3 of the cost of improvements currently underway will be covered with funds that have already been secured through fundraising campaigns. The balance will be covered through a combination of additional fundraising and a loan secured by a personal guarantor. Construction is scheduled to complete by July 28, 2014.

When additional funds can be secured, we plan to develop the City of Hailey parcels. The total cost of those site improvements is approximately \$50,000.

## Draft Facility Budgets

### Pre-Opening Expenses (required)

Description	Qty	Unit Cost	Total Cost	Comments
Tenant Improvements	1	\$646,772	\$646,772	See attached Estimate for details
<b>TOTAL Pre-Opening Costs</b>			\$646,772	

### Operating Expenses: Year 1 & Year 2 (required)

Description	Year 1 Qty	Year 1 Unit Cost	Year 1 Total Cost	Year 2 Qty	Year 2 Unit Cost	Year 2 Total Cost	Comments
Rent	12	\$7,000	\$84,000	12	\$8,160	\$97,920	
Property Tax	1	\$13,475	\$13,475	1	\$13,475	\$13,475	Will apply for reduction
Insurance	1	\$6,684	\$6,684	1	\$6,684	\$6,684	
Utilities	12	\$800	\$9,600	12	\$800	\$9,600	
Repair & Maintenance	1	\$2,500	\$2,500	1	\$2,500	\$2,500	Some repairs covered by landlord
Tenant Improvements				1	\$300,000	\$300,000	To finish building
<b>TOTAL Year 1 Costs</b>			\$116,259	<b>TOTAL Year 2 Costs</b>			\$430,179

### Operating Expenses: Year 3 (required) & Year 4 *or* Future Expansion (optional)

Description	Year 3 Qty	Year 3 Unit Cost	Year 3 Total Cost	Year 4 Qty	Year 4 Unit Cost	Year 4 Total Cost	Comments
Rent	12	\$8,323	\$99,878	12	\$9,490	\$113,876	
Property Tax	1	\$13,475	\$13,475	1	\$13,475	\$13,475	Will apply for reduction
Insurance	1	\$6,684	\$6,684	1	\$6,684	\$6,684	
Utilities	12	\$800	\$9,600	12	\$800	\$9,600	
Repair & Maintenance	1	\$2,500	\$2,500	1	\$2,500	\$2,500	Some repairs covered by landlord
<b>TOTAL Year 3 Costs</b>			\$132,137	<b>TOTAL Year 4 Costs</b>			\$146,135

## List of Attachments

### Attachments (required)

Attachment Title	Brief Description	Notes or Considerations
Syringa Mountain School Estimate 04-14-14 .pdf	Construction estimate from Conrad Brothers Construction	
4021GlenbrookDr_Photo.pdf	Photo of exterior	
FloorPlan_1st.png	1 <sup>st</sup> Floor Plan	
FloorPlan_2nd.png	2 <sup>nd</sup> Floor Plan	
Interior_PracticalArts.png	Architect's rendering of interior perspective	
4021_Glenbrook_FullyExecutedLease.pdf	Lease	This document was submitted and is on file with the PCSC, but is not included with the school's Pre-Opening Update materials.

June 17, 2014

Syringa Mountain School  
Tenant Improvements

Conrad Brothers

Job Code:  
Date: 4/14/2014

		Estimated Costs				TOTAL	Comments
		Material	Labor	Subs	Other		
<u>DIVISION 1 - GENERAL CONDITIONS</u>							
01000	GENERAL CONDITIONS / BID PREP				\$5,000.00	\$5,000.00	
01010	VALUE ENGINEERING					\$0.00	
01022	JOB SET UP					\$0.00	
01023	GENERAL LABOR & CONST CLEAN		\$11,700.00			\$11,700.00	
01024	SMALL TOOLS	\$500.00				\$500.00	
01025	PROTECT EXISTING WORK	\$400.00	\$1,000.00			\$1,400.00	
01026	MISC. SUPPLIES					\$0.00	
01030	SURVEYS & LAYOUTS					\$0.00	
	BUILDING SURVEY / SET CORNER					\$0.00	
	ELEVATION CERT SURVEY					\$0.00	
01032	THIRD PARTY TESTING & INSPECT					\$0.00	
01033	ENERGY AUDIT & PERFORM VERIF					\$0.00	
01034	BUILDING PERMIT				\$0.00	\$0.00	Per Contract Documents: Per Tenant
	WATER CONNECTION					\$0.00	
	SEWER CONNECTION					\$0.00	
	IMPACT FEES					\$0.00	
	TAP FEES					\$0.00	
	BUILDING PERMIT					\$0.00	
	INSPECTION FEE					\$0.00	
01035	MOCKUPS					\$0.00	
01036	ASSESSMENT FEES					\$0.00	
01037	PROGRESS PHOTOS					\$0.00	
01038	DRAWINGS & SPECIFICATIONS				\$350.00	\$350.00	
	JOB ADMINISTRATION					\$0.00	
01039	GENERAL SUPERINTENDENT				\$33,800.00	\$33,800.00	
01040	PROJECT MANAGER				\$8,450.00	\$8,450.00	
01041	JOBSITE ADMIN & OVERHEAD				\$4,225.00	\$4,225.00	
	ENGINEERING / CONSULTANTS					\$0.00	
01042	CIVIL ENGINEERING					\$0.00	
01043	LANDSCAPE ARCHITECT					\$0.00	
01044	STRUCTURAL ENGINEERING					\$0.00	
01045	MECHANICAL ENGINEERING					\$0.00	
01046	ELECTRICAL ENGINEERING					\$0.00	
01047	GEOTECHNICAL ENGINEERING					\$0.00	
01048	ACOUSTICAL ENGINEERING					\$0.00	
01049	WATERPROOFING CONSULTANT					\$0.00	
01050	SCHEDULES					\$0.00	
01051	STAGING & PLANKING					\$0.00	
01052	TRAVEL & FUEL					\$0.00	
	INSURANCE					\$0.00	
01054	BUILDERS RISK INSURANCE					\$0.00	
01056	GENERAL LIABILITY INSURANCE				\$4,400.00	\$4,400.00	
01057	OTHER INSURANCE					\$0.00	
01058	PERFORMANCE BOND					\$0.00	
01062	FIELD OFFICE SUPPLY					\$0.00	



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Syringa Mountain School  
Tenant Improvements

Conrad Brothers

Job Code:  
Date: 4/14/2014

		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
02002	EROSION CONTROL / SWPP					\$0.00	
02010	MISCELLANEOUS SITEWORK					\$0.00	
02050	RELOCATE UTILITIES					\$0.00	
02102	STRUCTURE MOVING					\$0.00	
02110	DEMOLITION					\$0.00	
	DEMOLITION LABOR		\$3,200.00			\$3,200.00	Remove, doors, bathroom vanities, plumbing fixtures, cove base @ entry, clean up CMU walls
	DEMOLITION EQUIPMENT					\$0.00	clean up misc. bolts/ shelves at CMU walls
	DEMOLITION MATERIALS					\$0.00	
	DEMOLITION SUB LABOR					\$0.00	
	DEMOLITION DEBRIS REMOVAL					\$0.00	
	BUILDING DEMOLITION & FEES					\$0.00	
02140	DEWATERING					\$0.00	
02150	PILES					\$0.00	
02155	SHORING / SHOT CRETE					\$0.00	
02200	EARTHWORK SUBCONTRACT			\$4,800.00		\$4,800.00	Remove four trees & 50LF of sidewalk, regrade play area to accommodate fence / gate and
02226	CLEAR & GRUB					\$0.00	excavate and backfill for six removeable bollards
02222	STRUCTURE EXCAVATION					\$0.00	
02225	STRUCTURE BACKFILL					\$0.00	
02210	FINISH SITE GRADING					\$0.00	
02227	SLAB PREPARATION					\$0.00	
02228	DRIVEWAY PREPARATION					\$0.00	
02229	PATIO PREP					\$0.00	
02502	FOUNDATION DRAINAGE					\$0.00	
02503	UNDER SLAB DRAINAGE					\$0.00	
02504	CULVERTS					\$0.00	
02202	BRIDGES					\$0.00	
02205	CISTERN & FIRE CONTROL					\$0.00	
02250	SOIL TESTING / TREATMENT					\$0.00	
02310	TERMITE CONTROL					\$0.00	
02350	PERMANENT FENCING					\$0.00	
02400	STREET SIGNS				\$0.00	\$0.00	Per Contract Documents: Per Tenant
02410	WASTE RECEPTACLES					\$0.00	
02481	FIXED WALKWAYS					\$0.00	
02489	FUEL FACILITIES					\$0.00	
02490	WINDOW WELLS					\$0.00	
02500	STORM DRAINAGE					\$0.00	
02513	ASPHALT / SHOULDERS					\$0.00	
02515	UNIT PAVERS					\$0.00	
	CONCRETE PAVERS					\$0.00	
	STONE PATIOS					\$0.00	
02530	TENNIS / TRACK SURFACE					\$0.00	
02535	FLAG POLE					\$0.00	
	SITE UTILITIES					\$0.00	
02551	WATER DISTRIBUTION					\$0.00	
	WATER DISTRIBUTION					\$0.00	
	SPRINKLER TAP					\$0.00	

June 17, 2014

Syringa Mountain School  
Tenant Improvements

Conrad Brothers

Job Code:  
Date: 4/14/2014

		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
	DRILLING					\$0.00	
02552	SANITARY DISTRIBUTION					\$0.00	
	SEWAGE LINES					\$0.00	
	SEPTIC SYSTEMS					\$0.00	
02553	GAS DISTRIBUTION					\$0.00	
02554	ELECTRIC DISTRIBUTION					\$0.00	
	TRENCHING / CONDUIT					\$0.00	
	SERVICE CONNECTION					\$0.00	
02555	HYDRANT					\$0.00	
02556	COMMUNICATION DISTRIBUTION					\$0.00	
02560	SAND FILL FOR UTILITIES					\$0.00	
02561	SAND FOR PLAYGROUNDS					\$0.00	
02610	ASPHALT PAVING & STRIPING			\$6,080.00		\$6,080.00	
02611	STRIPING					\$0.00	
02612	RADON MITIGATION					\$0.00	
	ROUGH-IN					\$0.00	
	FANS					\$0.00	
	TESTING			\$250.00		\$250.00	
02613	WHEEL STOPS					\$0.00	
02620	SITE CONCRETE / TRENCH FILL					\$0.00	
02625	GATES/FENCING	\$150.00	\$2,800.00			\$2,950.00	Remove ~50 LF of existing fence , reinstall 35' of it with a gate, includes digging holes, set posts in concrete
02700	BENCHES / BIKE RACKS	\$350.00				\$350.00	18 slot freestanding bike rack
02701	TREE GRATES					\$0.00	
02702	SCREEN WALL	\$275.00	\$300.00			\$575.00	Cable, Shade Cloth and 30 feet of chain
02800	LANDSCAPING SUBCONTRACT			\$1,500.00		\$1,500.00	An Allowance for repairs to grassy are where it needs to be regraded to accommodate fence & gate
02802	SOD					\$0.00	
02810	SEEDING					\$0.00	
02820	TOP SOIL					\$0.00	
02840	RETAINING WALLS					\$0.00	
02850	IRRIGATION					\$0.00	
02870	TREES & PLANTINGS					\$0.00	
02871	FOUNTAIN ALLOWANCE					\$0.00	
02873	MONUMENT ALLOWANCE					\$0.00	
02830	ATHLETIC FIELD EQUIPMENT					\$0.00	
02901	ASBESTOS / HAZMAT REMOVAL					\$0.00	
02902	OIL TANK REMOVAL					\$0.00	
02910	IDOT / SIGNAGE / TRAFFIC CONTROL					\$0.00	
02911	BUS STOP SHELTERS ALLOW.					\$0.00	
02999	SITWORK CONTINGENCY					\$0.00	
	TOTAL DIVISION 2 - SITWORK					\$19,705.00	
<b>DIVISION 3 - CONCRETE</b>							
03018	WEATHER PROTECTION					\$0.00	
03150	EXPANSION JOINT					\$0.00	
03200	REBAR					\$0.00	
03205	POST TENSION					\$0.00	

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
03212	ANCHOR BOLTS					\$0.00	
03215	REBAR INSTALLED					\$0.00	
03250	PUMP TRUCK					\$0.00	
03366	RUB CONCRETE					\$0.00	
03367	FLASH PATCH					\$0.00	
03368	SAW CUT / CORE			\$1,488.00		\$1,488.00	(2) 24" dia. Holes, (5) 2-1/2" dia. holes
03374	CONCRETE SUBCONTRACT			\$2,000.00		\$2,000.00	set sleeves in concrete for removable cable at end of parking area
03210	MESH					\$0.00	
03214	MISCELLANEOUS EMBED					\$0.00	
03302	WATERPROOF FOUNDATION					\$0.00	
03304	SLAB INSULATION					\$0.00	
03369	POROUS FILL					\$0.00	
03370	VAPOR BARRIER					\$0.00	
03372	FLOOR SEALER					\$0.00	included in painting (-2.50 /SF)
03375	LIGHTWEIGHT SUBCONTRACT					\$0.00	
03380	GRINDING & POLISHING			\$5,200.00		\$5,200.00	estimated at four days at \$1300.00/day
03450	ARCH PRECAST					\$0.00	
03460	PRECAST & ERECTION					\$0.00	
03470	ARCH CONCRETE FINISH					\$0.00	
03481	HOLLOW CORE PLANTS					\$0.00	
03502	GROUT COLUMNS					\$0.00	
03504	CURB & GUTTERS			\$4,485.00		\$4,485.00	55 LF of new driveway approach
	TOTAL DIVISION 3 - CONCRETE					\$13,173.00	
<b>DIVISION 4 - MASONRY</b>							
04043	MASONRY SUBCONTRACT					\$0.00	
04050	MASONRY VENEER					\$0.00	
04151	MASONRY FIREPLACE					\$0.00	
	FIREPLACE ROUGH					\$0.00	
	FIREPLACE STONE VENEER					\$0.00	
	SPECIAL FIRE BRICK					\$0.00	
	PAINT BOX					\$0.00	
04200	CMU SUBCONTRACT					\$0.00	
04202	INSULATED CONCRETE FORMS					\$0.00	
04205	MASONRY INSULATION					\$0.00	
04220	MASONRY DEMOLITION					\$0.00	
04230	FLUE CAPS / CHIMNEY POT					\$0.00	
04400	EXTERIOR SITE WALLS & CAPS					\$0.00	
04422	INTERIOR WALL VENEER					\$0.00	
04999	MASONRY CONTINGENCY					\$0.00	
	TOTAL DIVISION 4 - MASONRY					\$0.00	
<b>DIVISION 5 - METALS</b>							
05100	STRUCTURAL STEEL SUB					\$0.00	
	STRUCTURAL HEAVY STEEL					\$0.00	
	STRUCTURAL HARDWARE					\$0.00	

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Syringa Mountain School  
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Conrad Brothers

Job Code:  
Date: 4/14/2014

		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
	SIMPSON HARDWARE					\$0.00	
	EMBEDS					\$0.00	
	FIELD WELDS					\$0.00	
	METAL STAIRS					\$0.00	
05701	METAL RAILINGS			\$5,689.00		\$5,689.00	Modify existing guardrails at stairs to meet code.
05112	HOLDDOWNS					\$0.00	
05175	FIREPLACE GRATES, SCREENS DOORS					\$0.00	
05200	BAR JOISTS					\$0.00	
05300	PAN DECK					\$0.00	
05400	LIGHTGAGE FRAMING					\$0.00	
05500	MISCELLANEOUS STEEL			\$1,002.00		\$1,002.00	provide Six removeable pipe bollards at parking area
05501	FLASHING / PANS					\$0.00	
05510	FLASHING INSTALLATION					\$0.00	
05700	ORNAMENTAL METAL SHROUDS					\$0.00	
05800	MISCELLANEOUS METAL			\$1,678.00		\$1,678.00	2' tall Stainless Steel Metal backsplashes installed at kitchens in Kindergartens 1 & 2 and Practical Arts area
	TOTAL DIVISION 5 - METALS					\$8,369.00	
<b>DIVISION 6 - WOOD</b>							
06100	ROUGH CARPENTRY LABOR		\$38,500.00			\$38,500.00	includes walls, panel framing, cubby shelves and benches
	STRUCTURE FRAMING LABOR					\$0.00	
	ADD'L FRAMING LABOR					\$0.00	
	FRAMING TUNEUP LABOR					\$0.00	
	TUB DECKS					\$0.00	
	LAYOUT					\$0.00	
	HOLD DOWN INSTALLATION					\$0.00	
	FASCIA					\$0.00	
	SOFFIT					\$0.00	
06104	MISCELLANEOUS BLOCKING					\$0.00	included in Rough Framing Labor & Materials
06105	MILLWORK BLOCKING					\$0.00	
06110	ROUGH FRAMING MATERIAL	\$12,892.00				\$12,892.00	includes material for benches & shelving at cubbies, 2x2 panel stops out of fir t match frames, milled by APM
	LUMBER, PLYWOOD, BEAMS					\$0.00	
	JOIST PACKAGE					\$0.00	
	TRUSS PACKAGE					\$0.00	
	WOOD FASCIA					\$0.00	
	WOOD SOFFIT					\$0.00	
	EXTERIOR TRIM					\$0.00	
06304	GLU-LAM					\$0.00	
06305	ROOF TRUSSES					\$0.00	
06807	WOOD SIDING					\$0.00	
06111	TRELLIS					\$0.00	
06113	LOG & TIMBER WORK					\$0.00	
	COSMETIC TRUSSES					\$0.00	
	COSMETIC BEAMS & COLUMNS					\$0.00	
	RAFTER TAILS & KNEE BRACES					\$0.00	
06115	DECKING & PORCHES					\$0.00	
06200	MILLWORK AND TRIM MATERIAL	\$1,850.00				\$1,850.00	1x4 pine trim at existing shop windows & Baseboard with clear finish

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
06201	FINISH WORK LABOR		\$8,000.00			\$8,000.00	baseboard and window trim
06204	WOOD PANELING					\$0.00	
06206	CROWN MOULDING					\$0.00	
06207	BASEBOARD & CASING					\$0.00	
06208	DOOR & WINDOW CASING					\$0.00	
06209	WINDOW JAMB & SILL					\$0.00	
06210	STAIR HANDRAILS					\$0.00	
06220	SPECIAL MILLWORK					\$0.00	
06221	RAILINGS - WOOD INTERIOR					\$0.00	
06222	RAILINGS - EXTERIOR					\$0.00	
06801	CUPOLA					\$0.00	
06802	FIREPLACE MANTEL					\$0.00	
06804	MISC. FRAMING HARDWARE	\$3,500.00				\$3,500.00	
	TOTAL DIVISION 6 - WOOD					\$64,742.00	
<b>DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</b>							
07000	THERMAL & MOISTURE PROTECTION					\$0.00	
07100	FOUNDATION WATERPROOFING					\$0.00	
07160	DAMP WATERPROOFING					\$0.00	
07175	WATER REPELLANTS					\$0.00	
07190	SOUND PROOFING					\$0.00	
07200	INSULATION SUBCONTRACT			0.00		\$0.00	** Option: Celulose Sound dampening insulation installed in newly framed walls (Add \$3800.00)
	BIBS					\$0.00	
	SPRAY FOAM					\$0.00	
07201	FIREPROOFING					\$0.00	
07210	FIRESTOPPING					\$0.00	
07240	STUCCO					\$0.00	
07250	SPRAY ON FIREPROOFING					\$0.00	
07300	EXTERIOR CLADDNG					\$0.00	
07310	ROOFING SUBCONTRACT					\$0.00	
	ASPHALT SHINGLE ROOFING					\$0.00	
	SLATE SHINGLES					\$0.00	
	WOOD SHAKES/SHINGLES					\$0.00	
	METAL ROOFING					\$0.00	
07380	METAL FASCIA					\$0.00	
07381	METAL SIDING					\$0.00	
07400	METAL PANELS					\$0.00	
07500	MEMBRANE ROOFING SUB			\$1,328.00		\$1,328.00	Repairs to roof for two ERV Duct and two bathroom exhaust fan penetrations
07600	FLASHING AND SHEETMETAL					\$0.00	
07650	GUTTERS AND DOWNSPOUT					\$0.00	
07800	ROOF ACCESSORIES					\$0.00	
07900	SEALANTS AND CAULKING	\$200.00	\$150.00			\$350.00	
	TOTAL DIVISION 7 - THERMAL					\$1,678.00	
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>							

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Job Code:  
Date: 4/14/2014

		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
08100	METAL DOORS	\$10,385.00				\$10,385.00	all doors and hardware per door schedule
08200	WOOD DOORS AND FRAMES					\$0.00	
08201	DOOR AND HARDWARE INSTALL		\$3,500.00			\$3,500.00	
08300	SPECIAL DOORS					\$0.00	
08305	ATTIC HATCHES					\$0.00	
08350	ROLLING BARN DOORS		\$3,500.00			\$3,500.00	Fabricate (10) Rolling Doors with Macro lux panels
08351	ROLLING DOOR HARDWARE	\$14,483.00	\$1,500.00			\$15,983.00	10 sets of flat track hardware per specifications (does not include grips)
08360	OVERHEAD DOORS					\$0.00	
	GARAGE DOORS			\$300.00		\$300.00	service existing SW overhead door to close tight
	SIDING					\$0.00	
08400	STOREFRONT					\$0.00	
	AUTOMATIC ENTRANCES					\$0.00	
	STOREFRONT SYSTEMS					\$0.00	
08410	GLASS DOORS					\$0.00	
	WINDOWS					\$0.00	
08610	WOOD WINDOWS					\$0.00	
08611	STEEL WINDOWS					\$0.00	
08612	ALUMINUM WINDOWS					\$0.00	
08613	VINYL WINDOWS					\$0.00	
08615	INSTALL WINDOWS					\$0.00	
08616	FLASHING					\$0.00	
08700	HARDWARE ALLOWANCE	\$400.00		\$350.00		\$750.00	20- 1" grips for rolling doors, all other door hardware is included with doors, rekeying allowance
08701	MIRRORS					\$0.00	
08710	SHOWER DOORS, SEALING					\$0.00	
08715	SOLARIUM ETC					\$0.00	
08800	POLYCARBONATE PANELS	\$13,533.00				\$13,533.00	3/4" triple wall polycarbonate panels factory cut to length
08850	SKYLIGHTS					\$0.00	
08900	GLASS SUBCONTRACT	\$1,143.00	\$400.00			\$1,543.00	1/4" Lexan panels installed at top of stairs and at 2nd level exterior balcony gaurdrails
	TOTAL DIVISION 8 - DOOR & WINDOW					\$49,494.00	
<b>DIVISION 9 - FINISHES</b>							
09100	VENEER PLASTER					\$0.00	
09250	GYPSUM DRYWALL			\$27,200.00		\$27,200.00	
09251	TILE SUBCONTRACT					\$0.00	
09310	TILE MATERIAL ALLOWANCE					\$0.00	
09330	SOLID SURFACES SUBCONTRACT			\$3,586.00		\$3,586.00	~35 LF laminate tops
09400	TERRAZZO SUBCONTRACT					\$0.00	
09510	ACOUSTICAL CEILING			\$11,143.00		\$11,143.00	repairs and modifications
09550	WOOD FLOOR SUBCONTRACT			\$49,520.00		\$49,520.00	** Substitute product: Wicanders Floating Cork Plank floor
	WOOD FLOORING MATERIAL					\$0.00	
	WOOD FLOOR VENTS					\$0.00	
	STAIRS, TREADS & RISERS					\$0.00	
	INSTALL, SAND, FINISH					\$0.00	
09570	STONE FLOORING					\$0.00	
09650	RESILIENT FLOORING/BASE			\$633.00		\$633.00	6" white vinyl cove base at Bathrooms
09680	CARPET SUBCONTRACT					\$0.00	

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
09700	SPECIAL FLOORING					\$0.00	
09800	SPECIAL COATINGS					\$0.00	
09850	CHINKING					\$0.00	
09900	PAINTING SUBCONTRACT			\$28,725.00		\$28,725.00	
	INTERIOR PAINT/FINISHING					\$0.00	
	EXTERIOR PAINTING					\$0.00	
	EXTERIOR STAIN & FINISH					\$0.00	
09940	WALL COVERING	\$1,758.00	\$2,000.00			\$3,758.00	FRP Panels
	TOTAL DIVISION 9 - FINISHES					\$124,565.00	
<b>DIVISION 10 - SPECIALTIES</b>							
10001	CORNER GAURDS	\$1,595.00	\$600.00			\$2,195.00	45 cornergaurds, installed
10002	COAT RACKS					\$0.00	
10003	EXTERIOR DECORATIVE SHUTTERS					\$0.00	
10100	CHALK AND TACKBOARDS					\$0.00	
10200	LOUVERS AND VENTS					\$0.00	
10270	ACCESS FLOORING					\$0.00	
10350	FLAGPOLES					\$0.00	
10400	BUILDING SIGN ALLOWANCE	\$150.00	\$200.00			\$350.00	
10440	SIGNS LETTERS AND PLAQUES					\$0.00	
10500	LOCKERS					\$0.00	
10520	FIRE EXTINGUISHERS	\$1,677.00	\$225.00			\$1,902.00	9 Amerex Fire Extinguishers with cabinets, installed
10530	CANOPIES / AWNINGS					\$0.00	
10550	ADA GRAB BARS	\$84.00	\$150.00			\$234.00	3 - 18" Grab Bars for bathrooms
10800	TOILET AND BATH ACCESSORIES	\$648.00	\$400.00			\$1,048.00	(7) TP dispensers, (9) soap dispensers, (9) Paper Towel dispensers (all bathrooms and hand wash sinks)
10820	RESTROOM PARTITIONS	\$0.00	\$1,600.00			\$1,600.00	partition parts are on site
10830	MIRROR UNITS			\$1,350.00		\$1,350.00	1/4 inch frameless mirrors with polished edges: (2) 68" x 45", (3) 54" x 45"
10990	MISCELLANEOUS SPECIALTIES	1,300.00	2,000.00			\$3,300.00	240 double coat hooks (\$5.00 ea + tax allowance)
10991	PLANTERS					\$0.00	
10995	LINEN CHUTES					\$0.00	
	TOTAL DIVISION 10 - SPECIALTIES					\$11,979.00	
<b>DIVISION 11 - EQUIPMENT</b>							
11450	APPLIANCES AND EQUIPMENT	\$0.00				\$0.00	Kitchen Appliances provided by Tenants per contract documents
11451	APPLIANCES INSTALLATION		\$950.00			\$950.00	Assumes Electric ranges with reirculating hood vents as per plan
11470	DARKROOM EQUIPMENT					\$0.00	
11482	BASKETBALL BACKSTOPS					\$0.00	
11500	TENNIS COURT					\$0.00	
11600	SAFES					\$0.00	
11605	WALK IN COOLERS & FREEZERS					\$0.00	
11610	DISAPPEARING STAIRS					\$0.00	
	TOTAL DIVISION 11 - EQUIPMENT					\$950.00	
<b>DIVISION 12 - FURNISHINGS</b>							
12100	STORAGE SHELVING			\$4,500.00		\$4,500.00	** An allowance for 26 qty 48" W x 72" T x 18" D wire rack shelving on wheels
12200	FURNITURE					\$0.00	

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
12326	DESK & SHELVING					\$0.00	
12400	DISPLAY CASEWORK					\$0.00	
12500	BLINDS & SHADES					\$0.00	
	BLINDS & SHADES ALLOWANCE					\$0.00	
	DRAPERY TRACKS					\$0.00	
	VALANCES					\$0.00	
12670	CLOSET SYSTEMS					\$0.00	
12710	PANTRY SYSTEMS					\$0.00	
12760	CABINETY ALLOWANCE			\$8,470.00		\$8,470.00	LF pricing for 55 LF @Kindergarten 1 & 2 and Practical Arts area common to Mech. Room (\$154LF with tops & Install)
12761	CABINETY INSTALLATION					\$0.00	included in Cabinetry Subcontract
12810	SPECIAL HARDWARE					\$0.00	
12820	CABINET PULL ALLOWANCE	\$300.00	\$300.00			\$600.00	No specification provided (An allowance of \$8.00 + tax each x 36 qty)
	TOTAL DIVISION 12 - FURNISHINGS					\$13,570.00	
<b>DIVISION 13 - SPECIAL CONSTRUCTION</b>							
13010	GAZEBO					\$0.00	
13125	GREENHOUSE					\$0.00	
13130	SAUNA, SPA, HOT TUBS					\$0.00	
13150	SWIMMING POOL					\$0.00	
13151	FOUNTAIN					\$0.00	
13171	BASKETBALL EQUIPMENT					\$0.00	
13300	WINE ROOM					\$0.00	
	WINE ROOM SYSTEMS					\$0.00	
	RACKING					\$0.00	
	HVAC FOR WINE ROOM					\$0.00	
13600	PRE-ENGINEERED METAL BUILDING					\$0.00	
13901	BOWLING ALLEY					\$0.00	
	TOTAL DIVISION 13 - SPEC. CONST.					\$0.00	
<b>DIVISION 14 - CONVEYING SYSTEMS</b>							
14100	DUMBWAITERS					\$0.00	
14200	ELEVATORS					\$0.00	
14560	LINEN CHUTE					\$0.00	
14561	TRASH CHUTE					\$0.00	
	TOTAL DIVISION 14 - CONVEYING					\$0.00	
<b>DIVISION 15 - MECHANICAL</b>							
15006	MISC MECHANICAL					\$0.00	
15400	PLUMBING SUBCONTRACT			\$22,275.00		\$22,275.00	
15401	PLUMBING FIXTURE ALLOWANCE	\$7,300.00				\$7,300.00	Toilets, sinks, faucets, drinking fountain, handwash, compartment and veggie sinks, & mop sink
15410	WATER STORAGE					\$0.00	
15415	BOOSTER PUMP					\$0.00	
15420	ANSUL SYSTEM					\$0.00	
15450	CENTRAL VACC					\$0.00	
15500	FIRE PROTECTION SYSTEMS			\$7,200.00		\$7,200.00	
15510	METAL FIREPLACE INSTALLED					\$0.00	

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
15600	DUCTWORK					\$0.00	
15700	SOLAR THERMAL SYSTEM					\$0.00	
15800	HVAC					\$0.00	
	GFA					\$0.00	
	AIR CONDITIONING					\$0.00	
	GEO THERMAL SYSTEM					\$0.00	
	INTERIOR HYDRONICS			\$16,698.00		\$16,698.00	New boiler, piping and valves to ERV unit (includes \$2K allowance to start up , evaluate & service existing system
	ERV			\$93,400.00		\$93,400.00	
	CHILLER					\$0.00	
	VSP					\$0.00	
15801	SNOWMELT EXTERIOR					\$0.00	
15850	MECHANICAL CONTINGENCY					\$0.00	
	TOTAL DIVISION 15 - MECHANICAL					\$146,873.00	
<b>DIVISION 16 - ELECTRICAL</b>							
16001	ELECTRICAL SUBCONTRACT			\$20,395.00		\$20,395.00	
16002	ELECTRICAL FIXTURE ALLOWANCE					\$0.00	included in #16001
16003	GENERATOR ALLOWANCE					\$0.00	
	PAD MOUNT					\$0.00	
	GENERATOR COSTS					\$0.00	
	DISCONNECT					\$0.00	
	TRANSFORMER FOR SWITCH					\$0.00	
	SUBPANEL					\$0.00	
16004	PAGING SYSTEM					\$0.00	
16005	FIRE ALARM			\$9,246.00		\$9,246.00	
16006	AUDIO VISUAL, COMMUNICATIONS					\$0.00	
16007	TEMPORARY POWER					\$0.00	
16008	ELECTRICAL DESIGN					\$0.00	
16009	SECURITY SYSTEMS			\$2,080.00		\$2,080.00	
16010	SITE LIGHT					\$0.00	
16015	AUTOMATION SYSTEMS					\$0.00	
16100	LIGHTING PROTECTION					\$0.00	
16150	PARKING GARAGE ELECTRICAL					\$0.00	
16170	PHOTOVOLTAICS					\$0.00	
	PANELS					\$0.00	
	RACKING					\$0.00	
	BATTERIES					\$0.00	
	INVERTER					\$0.00	
	BOS					\$0.00	
	INSTALLATION					\$0.00	
16200	ELECTRICAL CONTINGENCY					\$0.00	
	TOTAL DIVISION 16 - ELECTRICAL					\$31,721.00	
<b>DIVISION 17 - RESERVES</b>							
17000	CONTINGENCY RESERVE					\$0.00	
17005	OWNER'S RESERVE					\$0.00	

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Syringa Mountain School  
Tenant Improvements

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		Estimated Costs					Comments
		Material	Labor	Subs	Other	TOTAL	
17100	WARRANTY WORK					\$0.00	
17500	CONTINGENCY				\$25,000.00	\$25,000.00	
17997	BONUS - SUPERINTENDENT					\$0.00	
18000	PROJECTED SAVINGS					\$0.00	
	TOTAL DIVISION 17 - RESERVES					\$25,000.00	
DIVISION 19 - MISCELLANEOUS							
19000	INDIRECT COSTS					\$0.00	
	TOTAL DIVISION 19 - MISC					\$0.00	
	SUBTOTAL	\$75,123.00	\$86,975.00	\$344,071.00	\$92,694.00	\$598,863.00	
	BUILDER'S FEE					\$47,909.04	8%
	TOTAL ESTIMATE					\$646,772.04	

June 17, 2014

5/9/2014

Woodside Blvd & Glenbrook Dr - Google Maps

4320 Glenbrook Dr  
Hailey, ID 83333 - approximate address

**NEW!** Street View - Oct 2012

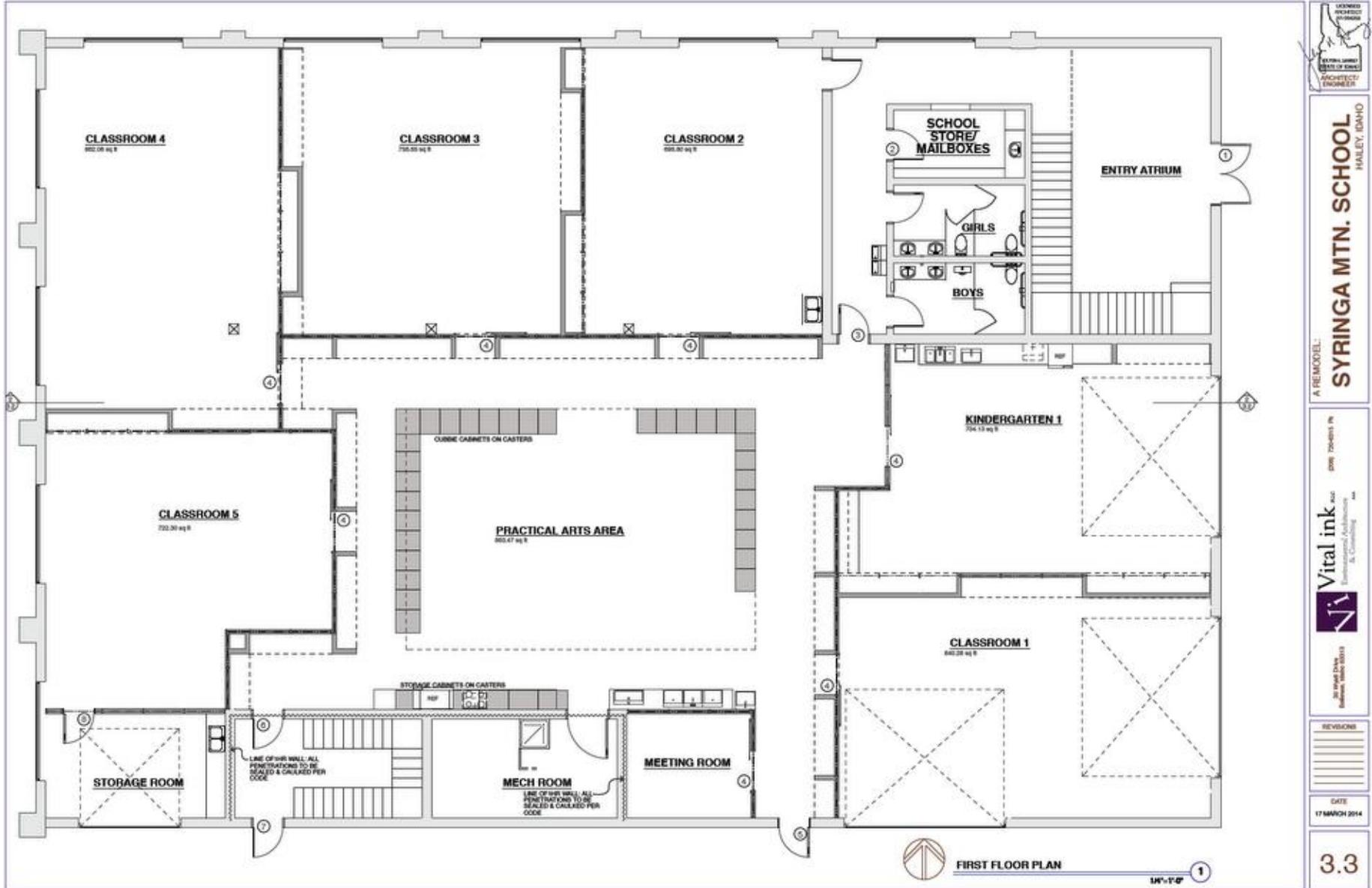


Image capture: Oct 2012 Glenbrook Dr © 2014 Google

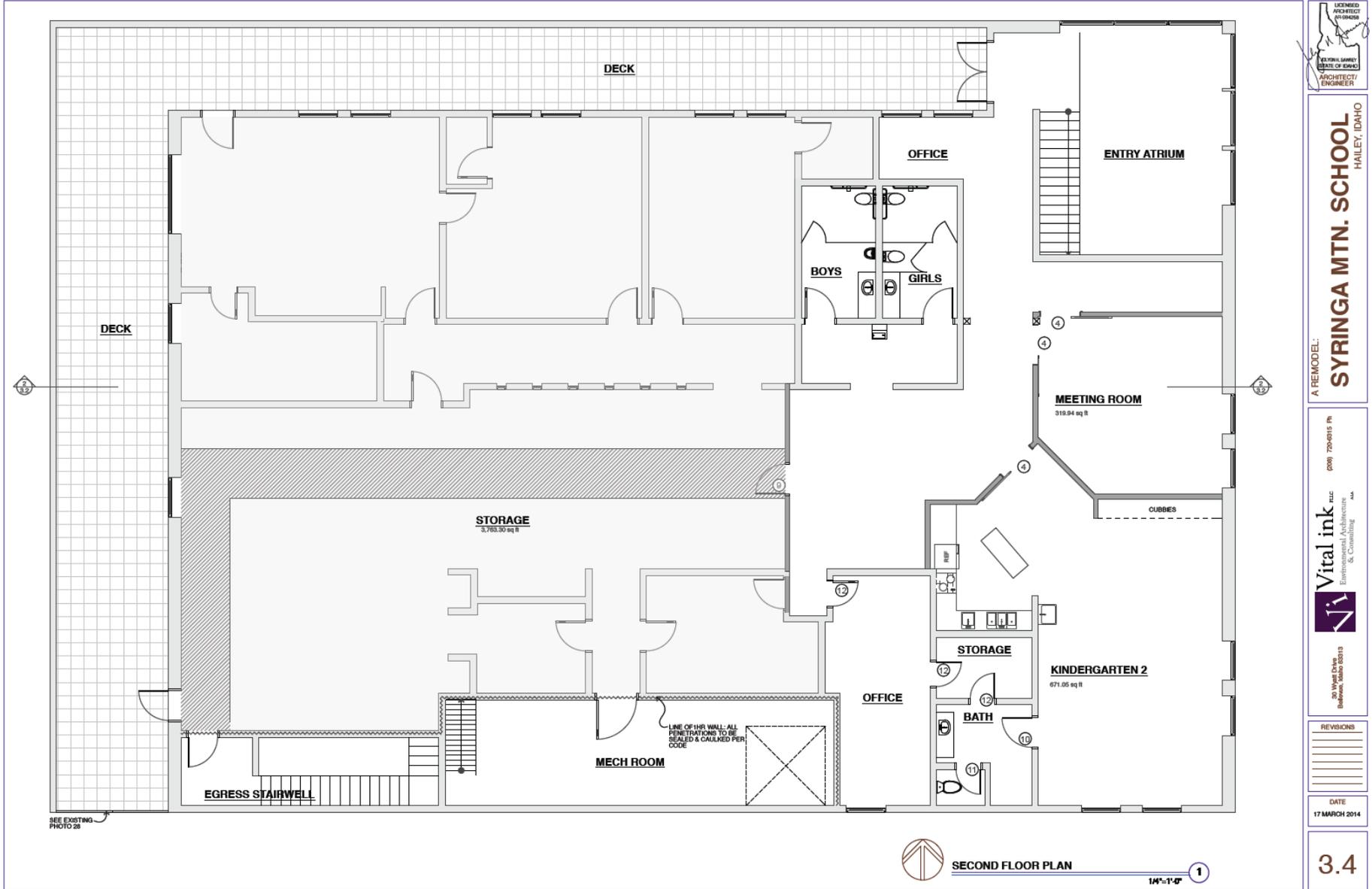
<https://www.google.com/maps/@43.48693,-114.275351,3a,75y,205.16h,93.14t/data=!3m4!1e1!3m2!1speXleickkXA11QurYuQh5g!2e0!6m1!1e1>

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June 17, 2014



June 17, 2014



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INTERIOR PERSPECTIVE- PRACTICAL ARTS AREA

1

## Idaho Public Charter School Commission Charter Petition: Pre-Opening Timeline for Syringa Mountain School

In order to prepare for the opening of Syringa Mountain School in the fall of 2014, the Directors will accomplish the following goals. Board of Directors and Founders Board are one and the same for this purpose.

### ▶ Phase 1: Immediately after Receiving Charter

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Advertise and hire principal	Board of Directors	Board Chair	2-2014	5-2014
	Advertise and contract for fiscal services	Board of Directors	Board Chair and Principal when hired	2-2014	5-2014
	Advertise and contract for legal services	Board of Directors	Board Chair and Principal when hired	12-2013	12-2013
	Join ISBA and Charter School Network	Board of Directors	Principal		3-2014
	The Board of Directors will receive training in preparation for their fiscal and policy responsibilities including open meetings law, parliamentary procedure, effective meeting strategies, role of a board member, governing vs. managing, policy development, fiscal controls, Idaho Open Meeting Law, etc. Schedule board meetings. Training will be provided by the ISBA and the Charter School Network.	Board of Directors	Board Chair and Principal	11-2013	Albertson/network 10-2014, Dr. Jim Cobble 11-2013 Dr. Mary Goral 11-2014 Dr. Liz Beaven 2-2014, Network training 4-2014, Network Mt. 5-2014
	Secure SDE passwords and ensure SDE communication.	Board of Directors	Principal	4-2014	In process
	Obtain Board liability insurance	Board of Directors	Board Chair and Principal	10-2013	10-2013
	Practice formal meetings under Open Meetings Act.	"	"	8-2012	Ongoing

**June 17, 2014**

	Finalize agenda and minutes formats.	"	"	8-2012	_____
	Identify Board roles, I.E. Secretary	"	"	8-2012	Ongoing
	Begin publishing minutes on the website.	"	"	12-2013	Ongoing
	Finalize Board development plan, including Waldorf education trainings.	"	"	6-5-14	
Marketing and PR	Develop marketing campaign	PR Committee	Committee Chair and Principal	Logo finalized 9-2013, Complete PR Manual 8-2013, Brochure 10-2103, Enrollment form 11-2013, Preliminary Website 10-2013, Full Website launched 12-2013	Ongoing
	Online enrollment translated into Spanish and then activated on website	PR Committee	Principal	12-2013	_____
	Press release announcing authorization and matching grant of \$500,000	PR Committee	Committee Chair and Principal		11-2013
	Press release announcing Albertson grant of \$250,000	PR Committee	Committee Chair and Principal		11-2013
	Notification of the State Board of Education of such approval, seeking authorization to begin operations for the 2014-2015 school year. Seek authorization for LEA status.	Board Chair, Principal	Principal		8-2013
	Public meeting and media announcements to inform the public of authorization decision, enrollment procedures, and advantages of SMS as an education choice-Goal to host a parent education meeting every month.	PR Committee and Board of Directors	Committee Chair and Principal		8-2013, 9-2013 11-2013 12-2013 1-2014 3-2014 4-2014 5-2014

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Enrollment	Document efforts to inform public of enrollment opportunities, including LEP students.	PR Committee	Principal	11-21-13 Dr. Mary Goral, 12-18-13 Info meeting, 1-9-14 Info Meeting 2-5-14 Enrollment fair 3-11-14 Liz Beaven 4-10-14 Qand A Dr. Goral, 5-13-14 Parent Council Mtg	
	Prepare for transition between intent to enroll and enrollment.	Principal	Principal	1-2014	2-2014
	Include language survey on enrollment form.	"	"	2-2014	2-2014
	Develop enrollment form and translate into Spanish.	"	"	11-2013	11-2013
	Post on website	"	"	11-2013	11-2013
Facilities	Finalize site recommendations and report to the Board of Directors. Board of directors votes on site decisions.	Site Committee/Board of Directors	Committee Co-Chairs and Principal	Ongoing	3-2014
	Begin work to contract facilities design if needed or facility installation if portables.	"	Committee Co-Chairs and Principal	3-2014	4-2014
	Negotiate lease.	"	Board and principal	3-2014	3-2014
	Sign lease.	"	"	3-2014	3-2014
	Secure financing.	"	"	Ongoing	_____
	Perform renovations.	"	"	In process	7-2014
	Pass final inspection and receive occupancy certificate.	"	"	8-2014	
	Obtain property insurance	"	"	3-2014	3-2014

**► Phase 2: 6 to 9 Months before Opening (December)**

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Continue to monitor Administrator actions and provide support as needed.	Board of Directors	Board Chair	11-2014-Acting Director appt.	Ongoing
	Post calendar on website	Board of Directors	Principal	4-2014 adopted by Board	4-2014
	Finalize list of all policies that need to be create before school opening.	"	"	Began adopting policies 11-2013	Completed 4-2014
	Develop Board Calendar	"	"	12-12-2013 board Retreat	12-2013
Fiscal management	Begin to order instructional materials, supplies, furniture	Finance Committee	Fiscal Contractor and Principal	5-2014	8-2014
	Ensure that bids and expenses to open the school remain within budget.	Finance Committee	Fiscal Contractor and Principal	Ongoing	Ongoing
	Develop report calendar (see SDE)	Finance Committee	Fiscal Contractor and Principal	4-2014 in process Charter School Boot Camp, in process	
	Update enrollment as new students enroll.	Finance Committee	Principal	2-2014	Ongoing
	Finalize/review fiscal controls and financial policies the school will employ to track daily operational finances.	Fiscal Contractor and Principal	Fiscal Contractor and Principal	Policy approved 1-2014 2M purchased 5-2014	6-2014
	Review signature policies.	"	"	1-2014	
	Review/design process forms: purchase orders, expense forms and policy.	"	"	6-2014	
	Finalize financial reporting templates and policy (budget and actual)	"	"	6-2014	
	Retain/maintain ongoing dialogue with Fiscal Contractor	"	"	6-2014	
	Hire/contract for an accountant	"	"	6-2014	
	Decide on internal accounting system	"	"	6-2014	
	Purchase accounting software	"	"	2M 5-2014	

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	Develop segregation of funds policy (public vs private)	"	"	1-2014	
	Establish payroll	"	"	6-2014	
	Define investments/savings strategy (allocation of excess funds)	"	"	1-2014 and ongoing	
	Develop cash flow plan (dialogue with banks about lines of credit)	"	"	5-2014 and ongoing	
	Obtain insurance policies.	"	"	3-2014	_____
Marketing and PR	Implement monthly information meetings.	PR Committee	Committee Chair and Principal	Monthly	Monthly
	Implement marketing campaign	PR Committee	Committee Chair and Principal	8-2013	Ongoing
Facilities	Complete facility design with an architect in order to meet all design requirements for the facility.	Site Committee	Committee Co-Chairs and Principal	1-2014	_____
	Finalize plan to bring city utilities to the site if needed.	Site Committee	Committee Co-Chairs and Principal	NA	_____
	Advertise bidding process for all contracts requiring bids.	Site Committee	Committee Co-Chairs and Principal	1-2014	_____
	Make sure that all relevant building permits are secured	Site Committee	Committee Co-Chairs and Principal	1-2014	_____
	Work with the city to schedule planning and zoning committee hearing, seek a conditional use permit for the property.	Site Committee	Committee Co-Chairs and Principal	1-2014	_____
Human resources	Advertise for faculty and staff positions.	HR Committee	Committee Chair and Principal	12-2013	Ongoing
	Finalize salary schedule and benefits package.	HR Committee	Committee Chair. Fiscal Contractor and Principal	4-2014	4-2014
	Design interview process	"	"	2-2014	2-2014
	Create various "form letters" including contract letter, salary and benefits information sheet.	"	"	2-2014 and on process	6-2104
	Finalize staff handbook	"	"	5-2014	6-2014
	Interview and hire potential applicants.	HR Committee and Board of Directors	Committee Chair and Principal	12-2013	5-2014

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	Negotiate and sign agreements for contracted services.	"	"	5-2014	Ongoing
Other	Finalize handbook. Must it be adopted by board	Principal	Principal and Board of Directors	6-2014	6-2104
	Finalize curriculum	Principal	Principal	12-2013	6-2014
	Collaborate with community organizations	"	"	Ongoing	Ongoing
	Contact and maintain relationship with Head start, and preschools	"	"	Ongoing	Ongoing
	Set up non-profit mailing status with Post Office			12-2012	6-2104

**► Phase 3: 3 to 6 Months before Opening (February)**

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Continue to monitor Administrator actions and provide support as needed.	Board of Directors	Board Chair	Ongoing	Ongoing
	Determine Founders Preference List	Board of Directors and Principal	Board Chair	Bylaws adopted 7-2012, Enrollment deadline 2-2014 NA	_____
	Conduct Lottery	Board of Directors and Principal	Board Chair	2-2014 NA	_____
Fiscal Management	Secure insurance policies (liability, property, worker's compensation, etc.).	Committee and Contractor	Fiscal Contractor and Principal	4-2014	6-2104
	Complete contracts for all contracted services such as transportation, food service, special ed. services, IT support, student information system, etc., and/or fiscal support services such as accounting, budget, payroll, banking, auditing, and purchasing.	Committee and Contractor	Fiscal Contractor and Principal	6-2014	
	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Committee and Contractor	Fiscal Contractor	Ongoing	Ongoing
	Secure telecommunications services	Committee and Contractor	Fiscal Contractor and Principal	6-2014	
Facilities	Continue progress on facilities	Committee	Committee Chair	Ongoing	Ongoing
	Signed lease with city for adjoining property				4-2014

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	to school				
Enrollment	Continue to advertise and seek enrollment	Principal and Administrative Assistant	Principal	Ongoing	Ongoing
	Update enrollment as new students enroll.	Principal and Administrative Assistant	Principal	Ongoing	Ongoing
	Practice lottery protocol	Board of Directors and Principal	Board Chair	NA	NA
	Conduct admissions lottery	Board of Directors and Principal	Board Chair	NA	NA
	Notify families of status	Principal	Principal and Administrative Assistant	2-2014	_____
	Establish wait list	Principal	Principal and Administrative Assistant	2-2014	Ongoing
	Confirm acceptances	Principal and Administrative Assistant	Principal and Administrative Assistant	2-2014	Ongoing
Human Relations	Advertise and hire office staff	Principal and HR Committee	Principal	2-2013	6-2014
Other	Complete school calendar, school hours, and staff contracts.		Principal and Administrative Assistant	4-2014 calendar adopted; contract & school hours-In process	In Process
	Set up OpenSIS for the school.		Principal	6-2014	
	Develop student attendance reporting system		"	"	
	Develop/purchase student data base I.E. Mileposts		"	"	
	Develop procedures and form to track and monitor visitors.		"	"	
PD	Professional development training finalized for June 9-27, 2014			11-2013	3-2014
	Work with private preschool to transition to Waldorf inspired			3-2014	

► Phase 4: 0 to 3 Months before Opening (May)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Fiscal Management	Revisit budgets and assumptions, and revise as needed.	Fiscal Contractor	Fiscal Contractor and Principal	Ongoing	Ongoing
	Hold annual public budget hearing.	Board of Directors	Fiscal Contractor and Principal	6-2014	
	Develop a fund development strategy.	Board of Directors and Fiscal Contractor	Fiscal Contractor and Principal	4-2014	Ongoing
	Lease or purchase any office equipment.	Fiscal Contractor	Fiscal Contractor and Principal	6-2014	
	Arrange for Fiscal and Programmatic Audits for the following school year.	Fiscal Contractor	Fiscal Contractor	6-2014	
	Have procedures in place for receiving donations and student fees.	Fiscal Contractor	Fiscal Contractor	2-2014, and ongoing	
	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Fiscal Contractor, Board of Directors	Fiscal Contractor	Ongoing	Ongoing
Marketing and PR	Send out press releases about the opening of the school.	Principal and Administrative Assistant	Principal and Administrative Assistant	Ongoing-at least one monthly from 11-2013 on	
	Announce on the website if there are any openings for students and the available grades.	Principal and Administrative Assistant	Principal and Administrative Assistant	Newsletter, website 5-2014	
	Hold open houses	Chair and Staff	Chair and Principal and Staff	4-2014 and 8-2014 and every other Thursday May, June	
Enrollment	Collect enrollment packets. Perform lottery and notify applicants on or before April 30, 2013.	Board Chair	Principal and Administrative Assistant	2-2014 Ongoing as new students are accepted.	
	Continue to advertise and seek enrollment.	Principal and Administrative Assistant	Principal and Administrative Assistant	Ongoing	Ongoing
	Update website on student openings and available grades	Principal and Administrative Assistant	Principal and Administrative Assistant	Ongoing	Ongoing
Facility	Continue progress on facilities	Committee	Committee Chair	Ongoing and completed 8-2014	
	Finish facility set up.	Principal and	Principal and	8-2014	

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		Administrative Assistant	Administrative Assistant		
	Take delivery of school equipment and supplies.	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	
	Set up classrooms and office equipment and supplies.	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2104	
	Ensure that the facility has adequate HVAC, lighting, and space.	Principal and Administrative Assistant	Principal and Administrative Assistant	3-2014	
	Ensure the grounds are safe and well maintained.	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	
	Arrange for grounds care and snow removal.	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	
	Finish city inspections such as fire and health, and obtain a certificate of occupancy.	Principal and Administrative Assistant	Principal and Administrative Assistant	7-2014	
	Post fire exit maps in all occupied spaces.	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	
Human Resources	Finish hiring faculty and staff and sign employee contracts	Committee and Principal	Principal and Administrative Assistant	6-2014	
	Ensure all teachers hold valid Idaho teaching certificates for the grades they teach and that these are on file in their personnel files 33-5205(4)(g) and 33-5206(4).	Principal and Administrative Assistant	Principal and Administrative Assistant	6-2014 and 8-2014	
	Ensure all teachers are highly qualified according to the NCLB or that they have waivers from the State Department of Education	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	
	Ensure staff contracts are written in the form approved by the State Superintendent of Public Instruction 33-5206(4).	Principal and Administrative Assistant	Principal and Administrative Assistant	5-2014 and approved by attorney	
	Ensure that criminal background checks have been completed for all employees 33-5210(44)(d) (consider background checks for volunteers).	Principal and Administrative Assistant	Principal and Administrative Assistant	8-2014	

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	Enroll all staff in PERSI	Fiscal Contractor and Administrative Assistant	Principal and Administrative Assistant	6-2014	
	Provide social security, unemployment insurance, worker's compensation insurance and health insurance for all staff [33-5205(3)(m)].	Fiscal Contractor and Administrative Assistant	Fiscal Contractor	5-2014	
	Ensure that up-to-date and accurate personnel files that contain only appropriate information have been created for all staff.	Principal and Administrative Assistant	Administrative Assistant	5-2014	
	Ensure that all paraprofessionals working in an instructional capacity meet the requirements of State Paraprofessional Standards and Federal NCLB requirements.	Principal and Administrative Assistant	Administrative Assistant	6-2014	
	Provide emergency preparedness training to all personnel.	Principal and Administrative Assistant	Principal	8-2014	
	Provide procedures for emergency closure before, after, and during school.	Principal and Administrative Assistant	Principal	6-2014 in handbook	
	Establish fire drill procedures and schedule fire drills.	Principal and Administrative Assistant	Principal	8-2014	
	Identify first aid resources			8-2014	
	Complete school policy handbook for employees that details policies and procedures.	Principal and Administrative Assistant	Principal	6-2014	
	Develop school safety manual and or health and safety policies and emergency procedures handbook.	"	"	6-2014	
	Finish and publish student handbook.	Principal and Administrative Assistant	Principal	6-2014	
	Finish obtaining immunization records for all enrolled students.	Principal and Administrative Assistant	Administrative Assistant	2-2014 and Ongoing	
	Acquire student medical and health forms,	"	"	2-2014 and ongoing	"
	Obtain Internet policy agreements signed by	Principal and	Administrative	9-2014	

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	all students and their parents.	Administrative Assistant	Assistant		
	Collect all existing IEPs.	Principal and Administrative Assistant	Administrative Assistant	5-2014 and ongoing	
Other	Arrange for pre-opening professional development.	Principal	Principal	4-2014	June and August
	Conduct pre-opening professional development and staff orientation meetings	Staff	Principal	8-2014	
	Schedule and conduct home visits	Staff	Staff	6-2014-9-2014	
	Inventory and distribute all textbooks, materials, and supplies to teachers.	Administrative Assistant	Administrative Assistant	8-2014	August
	Develop IEP's	Principal and Staff	Principal and Staff	6-2014 and Ongoing	
	Identify ELL students	Principal and Staff	Principal and Staff	4-2014 and Ongoing	
	Activate child study teams	Principal and Staff	Principal and Staff	8-2014	
	Write and mail family letter regarding Parent Orientation	"	"	8-2014	
	Review and finalize curriculum	"	"	6-2014	
	Review and finalize academic goals for students achievement and school performance	"	"	8-2014	
	Review and finalize assessment strategy and timeline.	"	"	8-2014	
	Finalize teacher conferences plan	"	"	9-2014	
	Write and submit grant proposals to national, state and local foundations and organizations	Principal and staff	Principal and Staff	12-2013 and Ongoing	
	Organize fundraising activities	School community	Board and Principal	4-2014 and ongoing: letter 5-2014, event-8-2014, grants 4-2104 Papoose Club \$2000 for recorders, 4-2104 garden tools, 4-2014 \$10,000 PD	