

SUBJECT

Chief Tahgee Elementary Academy Pre-Opening Update

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

Chief Tahgee Elementary Academy (CTEA) is a new public charter school authorized by the Public Charter School Commission (PCSC). Approved to open in fall 2013, CTEA will serve students in grades K-5 on the Fort Hall Indian reservation using a cultural and language immersion program.

DISCUSSION

CTEA will provide a pre-opening update.

The CTEA educational program and curricula is a combination of purchased and designed materials that are being developed around the central Shoshone-Bannock cultural concept of “deniwape” which means “lifeways of the people.” CTEA will use Singapore Math and Foss Science. As of the submission of the materials for this update, a decision had not been finalized regarding which curricula CTEA will use for reading and language arts. However, the school has english and language arts curricula donated by Idaho State University and the DaVinci Charter closure redistribution of assets. Finally, CTEA is developing Shoshoni materials and manipulatives for its one-way language immersion program for kindergarten students.

Projected enrollment for CTEA for FY14 is currently lower than anticipated in the school’s petition. Though CTEA’s worst-case budget scenario in the petition was based on an enrollment of 100 students, the school currently has 91 confirmed. The school reports having a waiting list of two students for the first grade; no other grades have waiting lists at this time.

CTEA will be occupying modulars on the Fort Hall Indian Reservation. There is no cost for CTEA to lease the property from the Fort Hall Business Council of the Shoshone-Bannock Tribes; however, CTEA will incur considerable start-up costs to prepare the land. On May 16, 2013, CTEA was granted a 25 year lease on the property, with an option to renew for an additional 25 years. The Fort Hall Business Council and associated entities have been supportive of CTEA, including waiving fees, donating supplies, and offering reduced labor costs for building projects. CTEA will be leasing its modulars from Design Space. CTEA will have a ground-breaking ceremony on May 30, 2013, and anticipates having the property and modulars prepared for move-in by August 2013.

Though not required, CTEA provided a revised likely-case, four-year budget and first-year cash flow projection in its materials. Current projections raise some concern regarding the school's ability to be fiscally stable, particularly in the first year of operations. The likely-case budget is based on full enrollment of 114 students and results in a deficit of over \$47,000 in year one. Similarly, if there are no changes, the cash flow currently includes a shortfall of approximately \$10,700 in June 2014. The financial challenges appear to be primarily a result of startup costs, as budget projections show carryovers beginning in FY15. CTEA reports that they are requesting a donation from the Fort Hall Business Council, but if the financial situation does not change, they intend to cover the FY14 deficit with the FY15 surplus. PCSC staff notes that CTEA also needs to increase enrollment, as the school currently has 91 students confirmed and budget projections are based on enrollment of 114.

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.

June 13, 2013

**CHARTER SCHOOL DASHBOARD
PRE-OPENING UPDATES**

Date Submitted: May 14, 2013
School Name: Chief Tahgee Elementary Academy
School Address: P.O. Box 217 – 38 Hiline Road, Fort Hall, Idaho 83203
School Phone: 208-478-4024
Intended Opening Date: Teachers (8/13/13) & Students (9/4/13)

School’s Mission:

Chief Tahgee Elementary Academy will be an exemplary student-centered learning organization reflecting the Shoshone-Bannock values of deniwape, where culture is an indispensable resource –the very heart and soul of the school. CTEA has three primary purposes: academics, bilingualism, and cultural enrichment. In our one-way language immersion program, students who already speak English will be “immersed” in their Native language. CTEA envisions a place of learning where all students are given the opportunity to develop the intellectual skills and social capacities needed to lead successful lives.

CHARTER SCHOOL BOARD

Board Member Name	Office & Term	Skill Set(s)	Email	Phone
Nancy Eschief Murillo	Chair	Networker, Stateswoman	nancy.murillo@cteacademy.org	208-237-5807
Alexandria Alvarez	Vice-Chair/Secretary	Writer, ShoBan News Networker, Miss ShoBan	alex.alvarez@cteacademy.org	208-760-0270
Sherice Gould	Treasurer	Former Manager of Language & Cultural Preservation Department	sherice.gould@cteacademy.org	208-240-5515
Maxine Edmo	Member	Stateswoman Bannock Instructor Generational Education Advocate	maxine.edmo@cteacademy.org	208-237-5930
Merceline Boyer	Member	Lead Language Instructor Generational Education Advocate	mboyer@cteacademy.org	208-478-3775
Velda Racehorse	Member	Archivist Seasoned Executive	vracehorse@cteacademy.org	208-236-1186
Tyson Shay	Member	Sales & Marketing Experience Organizational Training Experience	tyson.shay@cteacademy.org	208-240-2062
Ex-Officio Board Member Name		Skill Set(s)	Email	Phone
Dr. Beverly Klug		Professor at ISU Culturally Relevant Pedagogy	bev.klug@cteacademy.org	208-282-3808
Peter A. Lipovac		Current Blackfoot School District Board of Trustee Former teacher, counselor, principal, & superintendent	pete.lipovac@cteacademy.org	208-785-4790

PRE-OPENING ENROLLMENT UPDATE

Grade Level	Current Enrollment	Current Waiting List	Enrollment Cap	% Enrolled	Notes
K	30	0	30	100	
1	14	2	14	100	
2	12	0	14	86	
3	13	0	14	93	
4	6	0	14	43	
5	8	0	14	57	
6	8	0	14	57	
TOTALS	91	2	114	80%	

STUDENT DEMOGRAPHICS

	Hispanic	Asian	White	Black	American Indian	LEP	FRL	Special Education
Number	2	0	0	0	90	0	82	3
%	0.2%	0	0	0	99%	0	90%	0.3%

FACULTY AND STAFF

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

All staff have been hired except for a special education teacher. CTEA has not yet secured contracts for maintenance/custodial nor for special services. CTEA has selected preferred providers for certain anticipated special services, but will award contracts on a needs basis. CTEA anticipates awarding the maintenance/custodial contract by July 31, 2013. When more funds come available as outlined in CTEA’s Budget Request to the Fort Hall Business Council (See Appendix), an administrative assistant and another paraprofessional are on the priority list.

CTEA is extremely pleased with the quality of our instructional staff. The four teachers currently contracted with CTEA have an average of 10.5 years experience as contracted teachers (1, 8, 13, 20) and an average of 27 credits post bachelors (6, 29, Masters, Masters).

Have you hired an Administrative Team?

Yes No

Administrator #1 Name(s):

Joel F. Weaver, M.Ed., Director

Administrator is certified in the State of Idaho:

Yes

Administrator is the Business Manager:

Shared Roll – Technology, account debit & credits, account alignment with IFARMS, payroll taxes, employee benefits, etc.
November 1, 2012

Administrator’s Hire Date:

of Weekly Hours Assigned to This Role:

40

of Weekly Hours Assigned to Another Role:

10

Administrator Contact Info (Phone, e-mail):

(208) 757-8072, joel.weaver@cteacademy.org

Administrator #2 Name:

Cyd A. Crue, Ph.D., Coordinator of Curriculum & Instruction

Administrator is certified in the State of Idaho:

No

Administrator is the Business Manager:

Shared Roll – Payroll authorizations, timesheets, utility payments, purchase authorizations, purchase orders, etc.
January 14, 2013

Administrator#2 Hire Date:

of Weekly Hours Assigned to This Role:

40

of Weekly Hours Assigned to Another Role:

10

Administrator #2 Contact Info (Phone, e-mail):

(208) 478-4024, cyd.crue@cteacademy.org

	Intended FTE	Hired FTE	Comments
Classified Staff	1.5	1.5	CTEA intends to hire more classified staff as the budget allows.
Certified Staff - Total	5	4	
• Classroom Teachers	4	4	
• Special Education Staff	1	0	CTEA is currently in discussion with one possible candidate. It's hard to find a special education certified teacher. Most of the Southeastern Idaho school districts are looking.
• Other Certified Staff			

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?

In establishing the budget, the CTEA administration has made all attempts to estimate revenues low and expenditures high (approximately 25%). As most are well aware, pinpointing exact budget figures for a new charter can be daunting, a real moving target. The State Department of Education templates were used to calculate the school's unit divisor and subsequent apportionments; this was based on 114 students at an ADA of 93%. The amount of special education funds were provided to CTEA by Lester at the SDE. All other federal funds and Medicaid were calculated by averaging revenues from other school districts and charter school budgets with similar demographics.

Currently, CTEA has received donations/grants from the Albertson Foundation, Maxine Edmo, Intermountain Gas, Idaho Power, and Wada Farms. CTEA has been informed that it will receive a grant in the amount of \$20,000 from the USDA to assist in facilities costs. CTEA is currently working with the Fort Hall Business Council of the Shoshone-Bannock Tribes to annually supplement the budget and recently submitted its budget request (See Attachment A).

One major challenge for CTEA is having assumed that like the other federal programs, IMPACT Aid monies are available in the first year of operation; they are not. Another financial challenge for CTEA has been the busing situation. It seemed evident from the beginning that the Shoshone-Bannock Jr./Sr. High School would share busing costs with CTEA; however, this did not come to fruition. Fortunately, with the equipment and supplies donated by the Shoshone-Bannock Tribes and the Idaho Public Charter School Commission, and other overestimations that were in the schools favor, the deficit was offset to some degree. These changes are reflected in the current budget.

Professional contractors and engineers have been used to estimate costs for facilities. A local computer company and online stores have been used to estimate technology costs. Online stores and publishers were used to estimate equipment, supplies, and curriculum costs. Transportation costs were calculated from other busing contracts and estimated on the number of miles that the Shoshone-Bannock Jr./Sr. High School runs. Utilities and insurances were estimated from averages of similar districts and charter schools.

CTEA is confident in its estimated budget and currently shows a deficit of \$47,720.00. If no extra revenue can be found, CTEA will fall \$10,700 short in June 2014 (See Attachment B). This deficit can be made up with the following year's surplus, however. Within the month, CTEA will have received bids on all major contracts and purchases (transportation, water, sewer, technology, curriculum, etc.) and is on the agenda with the Fort Hall Business Council to discuss a donation. At that time, the Board of Directors and administrators will have a solid, predominantly finalized budget.

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:

The CTEA curriculum is thematically integrated and flexible, focusing on language immersion methodologies Total Physical Response (TPR), accelerated language acquisition approaches, and other highly kinesthetic teaching methodologies. At the heart of Shoshone-Bannock culture is the concept “deniwape” which means “lifeways of the people.” Deniwape is the unifying theme of the entire curriculum. The FOSS Science System will be organized around the global frame work below and is organized by project based investigations.

Unifying Theme: Lifeways of the Shoshone-Bannock Tribes

Global Themes:

Family & Community

- Self
- Community
- Kinship
- Tribe

Earth and Sky

- Geology
- Ecology
- The elements
- Astronomy

Living Things

- Fish
- Birds
- Animals
- Plants

Health

- Hygiene
- Exercise
- Mental Health
- Nutrition

English Language Arts: We are currently deciding, with the assistance of faculty at Idaho State University and materials from the Instructional Materials Center on the specific Language Arts Curriculum. We have both small group and large group language curriculum that have been donated by ISU Instructional Material Center. CTEA also received language arts materials from the DaVinci redistribution. A decision regarding English Language Arts curriculum will be made by the end of May. The English Language Arts curriculum will be integrated and organized according to the above themes.

Math: Math-in-Focus Singapore Math – Singapore Math is based on a progression from concrete experience—using manipulatives—to a pictorial stage and finally to the abstract level. This sequence gives students a solid understanding of basic mathematical concepts and relationships before they start working at the abstract level. Singapore Math also includes a strong emphasis on model drawing, a visual approach to solving word problems that helps students organize information and solve problems in a step-by-step manner. This approach to Math integrates well with the concept of Lifeways of the People that emphasizes and observation and investigation approach to acquiring knowledge. The Singapore Math curriculum will also be integrated and organized according to the above themes.

All curriculum is in an ongoing effort to align with Idaho Common Core Standards.

Many of the Kindergarten Shoshoni materials and manipulatives are currently being produced (50%) completed.

June 13, 2013

All curricular materials have been chosen except for English Language Arts, which will be chosen by the end of May.

All core curricular materials will be ordered by the end of May. Purchases of supplemental materials will be ongoing as needed.

Special Education materials and manipulatives have been donated by ISU Instructional Materials Center and a private donor (retired Special Education teacher).

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:

CTEA has made no significant changes to its programs, facilities, or strategies to this point. As more students enroll, CTEA may want to explore changing how it combines grade levels. After the ground breaking ceremony on May 30, 2013, the enrollment numbers will give us a better idea. The Board may want to open 1st grade to 30 students and combine 2nd/3rd & 4th/5th/6th. No decision has been made at this point. CTEA acknowledges that it may take up to 30 days for the SDE to review such changes.

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

Quality of the staff is excellent; this is a real solid team.

CTEA has experienced enormous community and tribal support that has really snowballed over the past few months. Collaboration and agreements with both Shoshone-Bannock Jr./Sr. High School and Idaho State University College of Education.

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

Finances really have been the issue in the pre-opening process. Other issues were more expected even though they may have taken a bit longer than hoped. A significant challenge has been negotiating State mandates, requirements, and expectations with Tribal, BIA, and community mandates, requirements, and expectations.

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

At this point, unless there is a real calamity, CTEA appears to be well poised to open on August 13th for staff and September 4th for students.

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
- An update regarding the marketing / outreach activities you have completed and intend to complete (table recommended)

**Idaho Public Charter School Commission
Pre-Opening Timeline**

CHIEF TAHGEE ELEMENTARY ACADEMY

► Phase 1: Immediately after Receiving Charter (October 25, 2012 – December 31, 2012)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Board Governance	Passed 1 st Draft Accounting Policy	Director, Board of Directors	Robert T. Frossard, Ph.D.	10/2012	11/14/12	Needed policies and procedures to govern the use of the Albertsons grand
	Established Finance Committee	Board of Directors		11/2012	Ongoing	Committee consists of administration, Ex-Officio Pete Lipovac, Dr. Bob Frossard, the Chair & 1 other Board member.
	Training on IFARMS	Director	SDE Website	11/2012	11/2012	
	Negotiate MOA with ShoBan School Board	Board of Directors		10/2012	03/2012	Negotiations included nutrition, transportation, facilities, shared programs, etc.
	Set Enrollment & Lottery Dates.			11/2012	12/2012	
Enrollment / Lottery	Announced Approval of CTEA Charter in Local Papers	Secretary & Coordinator	Alex Alvarez	10/25/2012	10/25/2012	Ms. Alvarez is a CTEA Board member and reporting for the ShoBan News.
	Advertise Albertson's & Intermountain Gas Grant	Secretary & Coordinator	Alex Alvarez	12/2012	12/2012	Story in the ShoBan News and Idaho State Journal
	Update Website & Social Media Sites	Director	Joel Weaver	11/2012	12/2012	Update website to reflect approval and develop code to allow for enrollment and registration.
	Complete Enrollment Forms	Director & Coordinator	Cyd Crue	11/2012	12/2012	Simple
	First Draft of Registration Forms	Director & Coordinator	Cyd Crud	11/2012	03/2013	This is a large document that has morphed over time.
Facilities	Application for Right-of-Way	Director	Joel Weaver	11/2012	5/2013	The right-of-way application will be complete when the BIA receives a copy of the facilities specifications.
	Begin to develop MOA with ShoBan Jr./Sr. High School	Director & Coordinator	Cyd Crue	10/2012	03/2013	Completed and signed

► Phase 1: Immediately after Receiving Charter (October 25, 2012 – December 31, 2012) -- continued

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Facilities	Work with BIA on land lease	Director	Joel Weaver	10/2012	05/06/2013	This was a long process to meet all the regulatory requirements.
	Further development of facilities schematic.	Director	Joel Weaver	10/2012	04/2013	Development of the facilities schematics took a multitude of revisions before submitting for environmental review and civil engineering.
Fiscal Management	Opened a second account for the JA & Kathryn Albertson Foundation Grant	Director	Joel Weaver	11/2012	11/2012	
	Established Finance Committee	Board of Trustees	Nancy Eschief Murillo	11/2012	Ongoing	Oversees budget and financial procedures.
	Develop all necessary procedural forms, i.e purchase order, payroll authorization, etc.	Director	Joel Weaver	11/2012	12/2012	
Fundraising	Arrange for JA & Kathryn Albertson Foundation Grant	Director	Rachel Rutledge Joel Weaver	10/2012	11/2012	Worked with the foundation to secure funds & deposited into account
	Resolution to FHBC requesting a search for funds.	Director & CTEA Chair	Nancy Eschief Murillo	11/2012	11/2012	Request made for \$150,000 plus a waiver of fees and permits.
	Apply for, receive, & advertise for Intermountain Gas Grant	Director	Joel Weaver	10/2012	11/2012	Made application to MDU Resources Group and Intermountain Gas (subsidiary) awarded \$6000.00. over 3 years
Human Resources	Contracted with Director	Board of Trustees	Nancy Eschief Murillo	11/2012	11/2012	
	Plan for teacher recruitment	Director & Board of Trustees	Joel Weaver	11/2012	Ongoing	Discussion began with strategic plans to located a recruit.
	Prepare to hire Coordinator of Curriculum & Instruction.	Director	Joel Weaver	12/2012	1/2013	Complete job description & contract to employ Coordinator of Curriculum and Instruction

June 13, 2013

► Phase 1: Immediately after Receiving Charter (October 25, 2012 – December 31, 2012) -- continued

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Marketing and PR	Announced Approval of CTEA Charter in Local Papers	Secretary & Coordinator	Alex Alvarez	10/25/2012	10/25/2012	Ms. Alvarez is a CTEA Board member and reporting for the ShoBan News.
	Advertise Albertson's & Intermountain Gas Grant	Secretary & Coordinator	Alex Alvarez	12/2012	12/2012	Story in the ShoBan News and Idaho State Journal
	Appreciation Dinner with Language & Culture Department (LCPD)	LCPD & Director	Leah Hardy	10/2012	11/2012	Organized large community dinner with awards.
Other	Finalize Charter with PCSC & State Board of Education	PCSC Staff & Director	Joel Weaver Tamara Baysinger	10/2012	11/2012	Finalized the charter with the Commission and State Board of Education
	Begin working with Sacajawea Center on science curriculum.	Sacajawea Center & Director	Judy Barkly	11/2012	4/2013	Review and learn culturally relevant science curriculum.
	Complete computer network strategic plan	Director	Joel Weaver	11/2012	Ongoing	All components detailed with associated software.
	Update Pre-Opening Checklist	Director	Joel Weaver	11/2012	1/2013	Develop a more detailed pre-opening checklist and present to Board of Directors. Included all tasks for the Director and Coordinator through August 2013.

► Phase 2: 6 to 9 Months before Opening (January 1, 2013 – March 31, 2013)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Board Governance	Review accounting policies and procedures; pass final draft.	Board of Directors	Alex Alvarez	02/2013	02/2013	Reviewed policy & procedures thoroughly in Committee
	Monthly finance committee meetings	Board of Directors	Pete Lipovac	12/2012	Ongoing	
	Board training every other month .	Dr. Bob Frossard	Dr. Bob Frossard	01/2013	Ongoing	Dr. Frossard is a retired superintendent and professor.
Enrollment / Lottery	Enrollment officially opened January 7, 2013.	Director & Coordinator	Joel Weaver	01/07/2013	02/28/2013	
	Enrollment officially closed February 28, 2013.	Director & Coordinator	Joel Weaver	01/07/2013	02/28/2013	
	March 15, 2013 – Lottery held and all enrollees accepted.	Director & Coordinator	Joel Weaver	03/15/2013	03/15/2013	All students were enrolled as no caps had been met at that time.

► Phase 2: 6 to 9 Months before Opening (January 1, 2013 – March 31, 2013) -- continued						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Enrollment / Lottery	Announcement of Lottery in ShoBan News and updates in news and social media about second phase of enrollment.	Director, Coordinator, and Secretary	Alex Alvarez	03/2013	03/2013	Announcement in the ShoBan News, the school website, and Facebook that the lottery had been held and the second phase of enrollment had now started.
Facilities	Coordinate with Tribal Departments to complete Environmental Assessment/CATX	Director Board of Directors	Joel Weaver	01/2012\3	05/2013	CTEA found out in January that the Environmental Assessment done on the land it intended to lease was not valid. The process had to be completed over to some degree.
	Idaho Power Contract	Director	Joel Weaver	01/2013	Ongoing	Initial part of contract for installation completed in March. Ongoing project until the end of July, 2013.
	Finalize Modular Unit Contracts	Director	Joel Weaver	01/2013	04/2013	Begin working on contracts again in January and signed in April.
	Begin working on facilities infrastructure.	Director	Joel Weaver	01/2013	02/2013	Developed comprehensive set of initial schematics for the school facilities along with a project proposal.
	Develop Fort Hall Business Council Resolution to waive permit fees.	Director	Joel Weaver	01/2013	01/2013	Resolution to waive all permit fees presented to the FHBC by Chair Nancy Eschieff Murillo
	Work with Tribes Transportation department.	Director	Joel Weaver	02/2013	02/2013	Worked with Richard Thompson of the Transportation Department to determine costs for driveways and parking lots and secured free materials and lower costs.
Fiscal Management	Pass final draft of accounting policy.	Board of Directors	Alex Alvarez	02/2013	02/2013	Reviewed policy & procedures thoroughly in Committee
Fundraising	Work with Tribal Water Resources for facilities assistance.	Director & Director of Water Resources	Else Teton	01/2013	05/2013	Else help secure \$6500, provided work, and assisted in securing a civil engineering firm.
	DaVinci Redistribution	Director & Board Member	Joel Weaver	03/2013	04/2013	Acquisition, transportation, inventory, and valuation of equipment, supplies, & materials

June 13, 2013

► Phase 2: 6 to 9 Months before Opening (January 1, 2013 – March 31, 2013) -- continued						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Fundraising	Kalispel Grant	Coordinator	Cyd Crue	01/2013	01/2013	Application to Kalispel Tribe
	Idaho Power – Powering Tomorrow Grant Recipient	Coordinator	Cyd Crue	02/2013	02/2013	Idaho Power – Powering Tomorrow Grant Recipient.
Human Resources	Prepare job announcements and advertise for all positions.	Coordinator & Director	Cyd Crue	01/2013	03/2013	Posted job announcements in early January.
	Receive Application & Interview	Coordinator, Director, Board Members	Cyd Crue Joel Weaver	02/2013	Ongoing	
	Hired Coordinator of Curriculum & Instruction	Director & Board of Directors	Nancy Eschief Murillo	12/2012	01/2013	Dr. Cyd Crue was hired as Coordinator of Curriculum & Instruction
	Hired 3 teachers & 2 paraprofessionals	Coordinator, Director, & Board of Directors	Cyd Crue	01/2013	04/2013	Hired all but the special education teacher.
	Re-advertised & continued to recruit a special education teacher	Coordinator	Cyd Crue	04/2013	Ongoing	Advertisements were posted on job sites, sent to human resource departments of other tribes, and sent to various universities.
	Complete faculty & staff files.	Coordinator	Cyd Crue	02/2013	Ongoing	
	Attend ABTCE workshop & register kindergarten teacher.	Coordinator & Director	Cyd Crue Joel Weaver	03/2013	03/2013	Developed a better understanding of alternate certification routes.
Marketing and PR	Enrollment opened – Flyers and posters strategically place throughout the community.	Coordinator	Cyd Crue	01/2013	Continual	Strategic locations such as the Post Office, grocery & convenience stores.
	Channel 12 – Panel on Education	Coordinator & Chair	Cyd Crue	01/2013	01/2013	Panel on education, Dr. Cyd Crue represented CTEA and charter schools in general.
	TERO Employment Fair	Director & Coordinator	Joel Weaver	01/2013	02/2013	Presented and job fair.
	Weekly advertisements and/or articles in the ShoBan News	Secretary	Alex Alvarez	01/2013	Ongoing	Ongoing announcements & articles in the ShoBan News

June 13, 2013

► Phase 2: 6 to 9 Months before Opening (January 1, 2013 – March 31, 2013) -- continued

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Other	Solicit insurance options	Director	Joel Weaver	12/2012	03/2013	Find and prepare all documentation needed for insurance quotes. Just waiting on one more teacher for health.
	Download student information system. Create student, staff, board, and volunteer database.	Director	Joel Weaver	03/2013	Ongoing	Already created databases for students and staff that match ISSE coding.
	Update Pre-Opening Strategic Plan	Director	Joel Weaver	03/2013	03/2013	Updated progress on Pr-Opening Strategic Plan & Reviewed With Board.
	Endangered Language Conference – University of Utah	Coordinator & Board Members	Cyd Crue	03/2013	03/2013	2 day conference at the University of Utah

► Phase 3: 3 to 6 Months before Opening (April 1, 2013 – May 31, 2013)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Board Governance	Charter School Bootcamp	Board of Directors	Velda Racehorse	04/2013	04/2013	Attended Bootcamp
	Adopt complete IF policy manual.	Board of Directors	Alex Alvarez	05/2013	05/2013	Adopt complete policy manual and adapt to needs
	Approve budget request to FHBC.	Board of Directors	Alex Alvarez	04/2013	04/2013	\$150,000 budget request
	Post Legislative Tour	Board of Directors & Director	Joel Weaver	04/2013	04/2013	
Enrollment / Lottery	Hard push on enrollment with the Ground Breaking Ceremony.	Coordinator	Cyd Crue	05/2013	05/2013	May 30, 2013 Ground Breaking Ceremony.
Facilities	Completed lease with Tribes and registered with BIA	Director & Board of Directors	Joel Weaver	10/2012	05/2013	Completed lease with Shoshone-Bannock Tribes.
	Signed Facilities Contract	Director & Board of Directors	Joel Weaver	04/2013	04/2013	Units to be delivered on July 8, 2013
	Signed Civil Engineering Contract	Director & Board of Directors	Joel Weaver	04/2013	04/2013	Keller & Associates
	Bid announcements for construction.	Director & Keller & Associates	Mike Jagalowski	05/2013	05/2013	Keller & Associates will oversee the bidding process

June 13, 2013

► Phase 3: 3 to 6 Months before Opening (April 1, 2013 – May 31, 2013) -- continued						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Fiscal Management	Purchased 2M Accounting Software	Director	Joel Weaver	05/2013	05/2013	
	Requested Charter School Advance Payment	Director	Joel Weaver	05/2013	05/2013	Completed and acknowledged.
Fundraising	Kootnai Grant Request	Coordinator	Cyd Crue	04/2013	04/2013	Denied
	Budget request submitted to FHBC	Director & Board of Directors	Velda Racehorse	05/2013	05/2013	\$150,000 budget request.
	Laura Moore Cunningham Foundation Grant.	Coordinator	Cyd Crue	05/2013	05/2013	\$10,000 request
Human Resources	Continue to search for a special education teacher.	Coordinator	Cyd Crue	04/2013	Ongoing	
	Complete all employee information. Send off background checks & fingerprint cards.	Coordinator	Cud Crue	02/2013	06/2023	Ongoing process to be completed ASAP
Marketing and PR	4 Signs placed in high traffic areas in the community	Director & Coordinator	Cyd Crue	04/2013	04/2013	Place in strategic location around the community.
	Shoshone-Bannock Tribes Head Start Transition Dinner	Director & Coordinator	Cyd Crue	04/2013	04/2013	CTEA presented.
	Annual Meeting of the Shoshone-Bannock Tribes	Director & Coordinator	Cyd Crue	05/2013	05/2013	CTEA set up a booth and provided information.
	Ground Breaking Ceremony	Director & Coordinator	Cyd Crue	04/2013	05/30/2013	This is a huge gathering with many dignitaries.
Other	Select insurance providers & complete applications.	Director	Joel Weaver	05/2013	05/2013	Coverage signed by end of June
	Complete Employee Handbook	Director & Coordinator	Joel Weaver	05/2013	05/2013	Ensure that all policies, procedures, and documentation is valid and available.
	Continue to upload student & staff data into the student info system & upload to ISEE	Director	Joel Weaver	04/2013	Ongoing	
	Complete all registrations for SDE data collection websites.	Director	Joel Weaver	04/2013	05/2013	Work on completing all registration on the SDE
	Transportation Bids Advertised	Director	Joel Weaver	05/2013	05/2013	

June 13, 2013

► Phase 4: 0 to 3 Months before Opening (June 1, 2013 – Sept 4, 2013)						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Board Governance	Annual budget review.	Board of Directors & Director	Alex Alvarez	06/2013	06/2013	Held at the regular meeting on June 11, 2013
Enrollment / Lottery	Decide if enrollment push after Ground Breaking Ceremony warrants changing the cap in the Charter.	Director, Coordinator, & Board of Directors	Joel Weaver	06/13/2013	06/13/2013	
Facilities	Construction bids opened.	Director Board of Directors Keller & Associates	Mike Jagalowski	05/2013	06/2013	
	Work begins on infrastructure and site preparation.	Director & Keller & Associates	Joel Weaver	06/2013	06/2013	
	Modular units installed.	Director & Design Space	Joel Weaver	07/2013	07/2013	
	Complete site preparation Pour sidewalks. Skirting Patios & ramps	Director & Keller & Associates	Joel Weaver	06/2013	08/2013	
Fiscal Management	Post budget & expenditures to school website	Director	Joel Weaver	06/2013	06/2013	
	Annual budget review.	Board of Directors & Director	Joel Weaver	06/2013	06/2013	
Fundraising	Present resolution to the FHBC regarding budget request. Negotiate procedures for transfer of funds.	Board of Directors & Director	Joel Weaver	06/2013	06/2013	
	ANA Language Preservation Grant.	Coordinator & Director	Cyd Crue	06/2013	06/2013	
Human Resources	Complete staff registration for all benefit programs.	Director	Joel Weaver	06/2013	07/2013	
	Hire special education teacher.	Director, Coordinator, Board of Directors	Cyd Crue	ASAP	ASAP	

June 13, 2013

▶ Phase 4: 0 to 3 Months before Opening (June 1, 2013 – Sept 4, 2013) -- continued						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Comments
Human Resources	Assure complete staff files & upload updated information to ISEE	Coordinator & Director	Joel Weaver	05/2013	07/2013	
Marketing and PR	Shoshone-Bannock Tribes Festival	Coordinator	Cyd Crue	07/2013	08/10/2013	
	Lodge Meetings if Necessary	Coordinator, Director, & Board of Directors	Cyd Crue	07/2013	07/2013	Each district on the reservation has its own lodge meetings. It is an excellent place to pass information.
	Open House – Meet the Teachers	Coordinator & Director	Cyd Crue	08/2013	08/2013	
Other	Finish preparing professional development for first few weeks.	Director & Coordinator	Joel Weaver	07/2013	08/2013	
	Complete all registration & documentation. Upload to ISEE	Director	Joel Weaver	06/2013	08/2013	
	Transportation Contract Awarded	Director & Board of Directors	Joel Weaver	06/2013	06/2013	

**Idaho Public Charter School Commission
Facility Details**

School Name: Chief Tahgee Elementary Academy	Details for (in order of preference): Option 1
Facility Name / Title: CTEA School Site	Option Status: Confirmed
Location Address: 38 South Hiline Road Fort Hall, Idaho 83203	Primary Vendor Information (if applicable) Steve Haynie, Branch Sales Manager Design Space Modular Buildings, Inc. 4055 Eagleson Rd, Boise, ID 83705 (208) 362-7587 office (208) 362-7588 fax shaynie@designspacemod.com

Narrative

Strength of Site Option:

This will be the new site for CTEA. A ground breaking ceremony has been scheduled for May 30, 2013 (See Attachment B).

Identification/Estimation of Costs:

Monthly lease rates and setup and delivery costs for the 4 modular classroom units are included in the lease contract (See Attachment C).

All costs associated with the infrastructure and site preparation were estimated by current market construction rates when available and/or projected by professional contractors. For example, the sidewalks, ramps, patios, and skirting were estimated by the administration and a projected bid received by a local contractor. The water and sewer line cost per linear foot and electrical connection was projected by two different local contractors. The parking area and driveways cost per square footage was projected by a local contractor and estimated by the administration from material and labor costs provided by the Shoshone-Bannock Tribes Transportation Department.

Currently, CTEA has contracted with a civil engineering firm to complete the facility schematics, receive bids, and oversee site preparation and construction of the infrastructure (See Attachment D). The schematics include specification allowing for future growth.

Associated Challenges:

The greatest challenges have been preparing the school site; completing the requirements for the land lease (Shoshone-Bannock Tribes and Bureau of Indian Affairs), completing the permit process (CTEA had many of its fees and permits waived), developing an initial comprehensive facilities plan, contracting a competent engineering firm, and implementing the construction phase. CTEA always planned to lease modular units and these associated costs have been generally known.

In order to obtain a lease on the Fort Hall Indian Reservation with the intent to build requires a formal Fort Hall Business Council Resolution and collaboration with many Tribal government entities as well as with the Bureau of Indian Affairs offices both in Fort Hall, ID and Portland, OR. Once the land holder, in this case the Fort Hall Business Council, granted permission for the lease, the lessee, CTEA, had to ensure that construction of the site met all the Tribal cultural and environmental regulations; utilized precise engineering specifications in order to connect to public utilities, obtain all the appropriate permits, and then registered with the Bureau of Indian Affairs upon final approval of the FHBC. Each of these steps takes time and requires its own associated documentation. CTEA has completed these requirements as of May 6, 2013 (See Attachment E).

CTEA also took on the challenge of asking the FHBC to waive permit and other fees and instructed Tribal Departments to find ways to assist CTEA. Negotiating these arrangements was daunting at times, but has been very beneficial to the school. The Shoshone-Bannock Tribes Water Resources Department donated \$6,500 and time to help with civil engineering costs, the Transportation Department has agreed to donate gravel and soil free of charge, or will deliver and provide labor for a reduced cost, and the Utilities Department has agreed to waive \$5000.00 in connection fees. Also, CTEA has received over \$20,000 in equipment from the Properties Department. The list continues, but demonstrates the commitment of the community to CTEA.

Another challenge was estimating facilities costs. Finding professionals who are willing to provide accurate, budget conscious, cost projections can be very difficult. Developing the initial comprehensive facilities plan took a great deal of research and interdepartmental coordination. This cursory project plan and specifications ultimately guided the direction of the project.

Infrastructure and site preparation costs have fluctuated as donations, grants, and materials have become available and as final engineering specification become available. CTEA still remains confident in its original site preparation budget, but will have official bids within three weeks.

Actions/Plans to Address Challenges:

CTEA has completed the lease process.

Although working with a number of departments can be challenging, it quite often has also been the solution to our problems and effective in building an effective support network.

In order to solidify the budget and begin the construction phase, CTEA contracted with Keller & Associates as project managers (See Attachment D). The firm will provide all the schematics for the site, direct the bidding process, and oversee construction. Design Space has agreed to begin installing the modular units on July 8, 2013 (See Attachment C).

Space Information:

In Resolution No. LAND-91-0321 dated November 12, 1991, the Fort Hall Business Council (FHBC) of the Shoshone-Bannock Tribes (Tribes) approved a 266.61 acre site as a school reserve on the Fort Hall Indian Reservation. On July 10, 1992, L.A. Olson & Associates released a Site Investigation Report that detailed the construction of the Shoshone-Bannock Jr./Sr. High School with plans for future expansion of the site to include an elementary school (See Attachment F). On August 21, 2012 the FHBC approved Resolution No. CULT/LAND-2012-0994 allocating Chief Tahgee Elementary Academy (CTEA) 20 acres within the reserve. On May 6, 2013, the FHBC approved the final lease of this acreage for twenty-five years with the option to renew for another 25 years.

CTEA has leased 4 mobile classroom units from Design Space Modular Buildings (See Attachment C). During the opening-phase of CTEA, four (4) modular classroom/office units (1792ft²) will be leased and temporarily secured on a six and one half (6.5) acre portion in the southwestern corner of said twenty (20) acres, described as NE ¼ SE ¼ NE ¼ Sec. 2 T. 5 S R. 34 E BM Allotment: T3009, T3125.

The facilities provide for 7168 ft² of classroom space and 896 ft² of office space (See Attachment). All 4 units also have 2 bathrooms, 1 in each classroom; each bathroom is 64 ft². Two of the units (4 classrooms) will house all of the main classrooms (Kindergarten, 1st/2nd, 3rd/4th, 5th/6th). The office and special services will be housed in 1 unit, and the computer lab and culture room/library in 1 unit. Two of the modular units will have 8'x10' decks with stairs and 4' x 36' ramps. The other two units will face each other and be connected by a 20' x 20' deck with stairs and a 4' x 36' ramp.

The playground area is 3.25 acres and includes a 25 ft. x 35 ft cement pad, basketball hoops, and playground equipment. The site will also include 22,190 ft² of driveways and parking lots. Two hundred and fifty (250) feet of sidewalk will cross in front of and along the southern edge of the school.

A permanent sign will be located along Hi-line road. Grass, shrubbery, and trees will be planted in strategic location along Hi-line road and the school's driveways, parking lots, and playground.

A 12' main sewer line will attach to the sewer main next to the lift station; it will be buried approximately 17'-19' deep and run east 150' from Hi-line road. The water line will run parallel to the sewer line and will be buried 3'- 5' deep. A new water main will attach to the school's water line running behind the Shoshone-Bannock Jr./Sr. High School from the east.

Electrical lines will be buried in conduit and connect to a 400 amp box located on the same pole as the Shoshone-Bannock Jr./Sr. High school lift station box.

Proposed timing or schedule (include phasing, if applicable).

Phases	Deliverables	Proposed Date(s)
Opening Phase – Phase 1	<ul style="list-style-type: none"> Contract with a Civil Engineering firm to design school site, bid contract work, and oversee construction. 	April 2013
	<ul style="list-style-type: none"> Work on sewer, water, and electrical installation. 	May, 2013
	<ul style="list-style-type: none"> Lay down road base 	June, 2013
	<ul style="list-style-type: none"> Clean up site and finish preparing for installation of modular units. Plant some trees, shrubs, and flowers in selected locations. Begin fencing where possible and necessary to protect the students from intruders and/or other hazards. 	June, 2013
	<ul style="list-style-type: none"> Ship in and set-up modular classrooms and office. 	Will be on site July 8, 2013
	<ul style="list-style-type: none"> Pour concrete: approximately 160'x 6' sidewalk & a 30'x30' pad. Build patio, stairs, & ramps; install skirting around the modular units. Connect modular units to electrical and install exterior lighting. 	End of July - Beginning of August, 2013
	<ul style="list-style-type: none"> Begin operations for opening phase. 	2 nd week of August, 2013
	Growth Phase – Phase 2	<ul style="list-style-type: none"> Add improvements as finances permit. These may include more playground equipment, concrete/asphalt pads, more lighting, shrubbery, asphalt parking lots, etc. Begin researching, developing, planning, and securing financing for permanent facilities.
<ul style="list-style-type: none"> Add another modular classroom unit to accommodate for expanding classroom sizes. Build patio, stairs, and ramp; install skirting. 		July, 2015
<ul style="list-style-type: none"> Add improvements as finances permit. These may include playground equipment, concrete/asphalt pads, more lighting, shrubbery, asphalt parking lots, etc. Finalize architectural plans for a permanent structure and associated financing. 		August, 2015 – July, 2016
Permanent Phase – Phase 3	<ul style="list-style-type: none"> Break ground on new facility. The new facility will be built around the opening phase campus. The new facility will include a wing for the Language and Cultural Preservation Department. The footprint of the new facility and the needed, asphalt and concrete will be similar to the Shoshone-Bannock Jr./Sr. High School. 	July, 2016
	<ul style="list-style-type: none"> Occupy new facilities. 	August, 2017

Draft Facility Budgets

Pre-Opening Expenses (required)

Description	Qty	Unit Cost	Total Cost	Comments
Engineering Costs	1	\$15,500.00	\$15,500.00	Keller & Associates
Modular Classroom Costs				
Transportation	4	\$2,625.00	\$10,500.00	
Installation	4	\$3,390.00	\$13,560.00	
Skirting & Supplies	4	\$2,125.00	\$8,500.00	
Subtotal			\$32,560.00	
Water				
Trench w/pipe	1700	\$11.00	\$18,700.00	This is 8 inch pipe to 6 inch hookup
	800	\$9.00	\$7,200.00	This is 6 inch pipe
Drill w/pipe	40	\$40.00	\$1,600.00	This is 6 inch pipe
Water Hook-up w/Permit	4	\$750.00	\$3,000.00	
Subtotal			\$30,500.00	
Sewer				
Trench w/pipe	225	\$8.00	\$1,800.00	
Sewer Hook-up w/Permit	4	\$750.00	\$3,000.00	
Subtotal			\$4,800.00	
Driveway/Parking/Grading	22190	\$0.70	\$15,533.00	Two gravel driveways, large gravel parking lot with enough room for student drop off onto the end of the sidewalk. This includes 1 foot of gravel & 4" of road base.
Sidewalks/Pads/Cement	2155	\$3.65	\$7,865.75	Side walk and a 30x30 recreation pad.
Crushed gravel	2155	\$0.21	\$452.55	4" crushed gravel
Subtotal			\$8,318.30	
Electrical				
Idaho Power Connection	1	\$1,500.00	\$1,500.00	Single phase power
Electrical Contractor	900	\$10.00	\$9,000.00	
Subtotal			\$10,500.00	
Patio, Ramps, & Stairs				
Two Trailers Connected	1	\$4,000.00	\$4,000.00	Two of the trailers will have a landing between them with 1 set of stairs & 1 ramp.
Single Ramp w/Landing	2	\$2,000.00	\$4,000.00	Single ramp & stairs with landing.
Subtotal			\$8,000.00	

Proposed Budget Submitted to Fort Hall Business Council

PROPOSED BUDGET - Chief Tahgee Elementary Academy

TEMPLATE (00000-00)
FY 2014

LINE ITEM	DESCRIPTION	2013 Budget	2014 Proposed Budget	BUDGET CHANGE	JUSTIFICATION
00000-00-000	Office Assistant - Full Time 220 Days	\$ -	\$ 29,047.62	\$ 29,047.62	Will allow for better integration with other Tribal departments.
00000-00-000	Custodial/Maintenance - Part Time 210 Days	\$ -	\$ 13,996.01	\$ 13,996.01	Provides additional hours for the custodial/maintenance person to work on culturally appropriate landscaping and facilities artwork.
00000-00-000	1/2 Shoshoni Language Kindergarten Teacher Contract	\$ -	\$ 33,377.40	\$ 33,377.40	State of Idaho only pays for 1/2 day kindergarten teacher.
00000-00-000	1/2 of Shoshoni Language Kindergarten Assistant Contract	\$ -	\$ 14,970.96	\$ 14,970.96	State of Idaho only pays for 1/2 day kindergarten teacher.
00000-00-000	Shoshoni Language Translator	\$ -	\$ 10,847.53	\$ 10,847.53	Added bonus for development of the language.
00000-00-000	Travel/Training	\$ -	\$ 10,000.00	\$ 10,000.00	Training, workshops, and travel associated with teaching and developing Native languages.
00000-00-000	Supplies	\$ -	\$ 7,760.48	\$ 7,760.48	Provides for high quality professional prints of Shoshoni language posters, cards, books, etc.
00000-00-000	Equipment	\$ -	\$ 15,000.00	\$ 15,000.00	Help toward more playground equipment that will be open to the community.
00000-00-000	Contracted Services (Busing)	\$ -	\$ 15,000.00	\$ 15,000.00	Extra costs needed to contract busing with a private carrier because Sho-Ban School Board declines splitting cost share.
		\$ -	\$ 150,000.00	\$ 150,000.00	

June 13, 2013



YOU ARE INVITED!

The CTEA Board of Directors invites you to attend a

Ground Breaking Ceremony

Future site of Chief Tahgee Elementary Academy

**38 South Hiline Road
(North of Shoshone-Bannock Jr./Sr. High School)**

THURSDAY, MAY 30, 2013 - 12:00 NOON

**For More Information Contact:
208-478-4024**

June 13, 2013



LEASE AGREEMENT NO: I001254

CUSTOMER NUMBER: 49-CHIEFTA

CUSTOMER PO/REF. NUMBER:

RETURN EQUIPMENT TO DSMBI:
4055 Eagleson Rd
Boise, ID 83705
208-362-7587

Equipment Located At	Contact	Joel Weaver
TBD	Cell:	208-757-8072
Fort Hall, ID 83203	Phone:	208-478-4027
Bannock County	E-mail:	weavjoel@jisu.edu

DESIGN SPACE MODULAR BUILDINGS, INC. (DSMBI) hereby leases the equipment specified below (the "Equipment") to:

Lessee Name (Customer) & Address
Chief Tahgee Elementary Academy PO Box 217 Fort Hall, ID 83203 Billing Contact: Joel Weaver

Customer hereby leases Equipment from DSMBI for a minimum period of 36 months (the "Minimum Lease Period") from the start of the lease term in accordance with the terms and conditions of this Lease Agreement including the terms and conditions set forth on the attached page (this "Lease"). Rental month is defined as a thirty-day period. Customer agrees to pay DSMBI without demand and in advance the monthly rental and other charges on the due dates set forth in this Lease. The anticipated delivery date for the Equipment, subject to Section 3(c) on the attached page, will be on or about the 22nd day of July, 2013. (7/8/2013)

Unit No.	Serial No.	Width	Length	Monthly	Weekly	Daily	Insurance Value
4292-3	715467-8	28	64	\$850			\$90,000
4503-4	614125-6	28	64	\$850			\$90,000
4716-7	15911-2	28	64	\$850			\$90,000
4290-1	716465-6	28	64	\$850			\$90,000

ONE TIME CHARGES	AMOUNT	MONTHLY CHARGES	AMOUNT
<i>Billed At Time Of Delivery</i>		BUILDINGS	\$3,400.00
• DELIVERY	\$10,500.00		
• BLOCK AND LEVEL/SET-UP	\$13,560.00		
• ANCHORS	\$2,000.00		
• SKIRTING			
• MODIFICATIONS			
<i>Billed At Time Of Return**</i>			
• RETURN DELIVERY			
• UNBLOCK/TEARDOWN		DOH/DMV/PPT Tax	\$156.00
• ANCHOR REMOVAL		TOTAL MONTHLY (except sales tax)	\$3,556.00

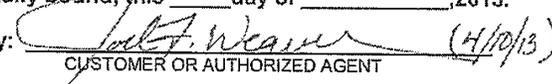
*** Billed at current rate at Termination

Payments	Description of Charges / Payment to be Applied	Amount
Applied to 1 st Invoice(s)	Delivery, Installation, anchors, and first month rent will be due upon delivery	\$29,616.00
Applied to Final Invoice(s)	Cleaning Fee**	

No agent, employee or representative of DSMBI has any authority to make any representation or warranty concerning the Equipment that is not specifically included in this Lease. Unless specifically identified in this Lease, this Lease supersedes all prior negotiations, proposals and documents. This Lease will not be subject to any additional provision that may be contained in the Customer's purchase order, although the parties may use Customer's purchase order number as a convenient reference for invoicing purposes. Steps/Keys not returned are billed at \$650.00/ and \$50.00/each. All buildings painted non DSMBI colors by the customer will be repainted and charged accordingly upon return.

Signed by duly authorized agents, with the intent to be legally bound, this _____ day of _____, 2013.

By: 
DESIGN SPACE MODULAR BUILDINGS INC.

By:  (4/10/13)
CUSTOMER OR AUTHORIZED AGENT

Name: Steve Haynie
SALES REPRESENTATIVE

Name: Joel F. Weaver, Director
(Please print)

June 13, 2013

AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement effective as of April 30, 2013 ("Effective Date") between the Chief Tahgee Elementary Academy ("Owner") and Keller Associates, Inc. ("Consultant").

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: the site civil, feature survey, and basis construction administration for the Chief Tahgee Elementary Academy located in Fort Hall, Idaho ("Project").

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

SCOPE: Consultant's services under this Agreement are generally identified as follows and which has been presented in the Scope of Services letter dated April 23 2013 (attached) and discussed with Mr. Joel F Weaver. Tasks 1, 3, 4, and 5 were selected as the required scope of services.

- | | | |
|---------------|--|-----------------|
| Task 1 | <u>Site Survey & Plan:</u> This task will include locating existing structures within the property boundaries, specifically we anticipate locating: storm sewer structures, water and sewer utilities, curb and gutter, asphalt, topographic information, and other existing site features required for new site and drainage design. | \$3,300 |
| Task 3 | <u>Site Civil Design:</u> This task will include the design for the site plan, grading plan, utilities plan, stormwater and snow handling, gravel and pavement design, parking analysis and design, egress / access considerations, erosion control plan, and construction documents ready for construction. | \$10,300 |
| Task 4 | <u>Contractor Costing / Bidding Assistance:</u> This task would include general assistance in construction costing / bidding, construction document questions / RFI response, bidding addendum comment and review, construction cost analysis, and civil contractor recommendation. | \$3,900 |
| Task 5 | <u>Construction Services</u> -- This task will include submittal and question / RFI reviews, up to 3 site visits to review construction progress and assess construction conditions. substantial and final completion walkthrough / punch list, and site as-built drawings for the water and sewer utilities. | \$4,500 |

PROJECT DELIVERABLES: Keller Associates will provide the following final deliverables:

1. One (1) paper set of survey and site civil plans and specifications,
2. One (1) electronic set (PDF) of the above plans and specifications,
3. Construction Costing / Bid Notes and Addendum Submittal
4. Construction Submittal, RFI, Change Order Log
5. Construction Inspection Records
6. Substantial / Final Completion Punch List
7. Construction As-Built Drawings

PROJECT MEETINGS / SITE INSPECTIONS: Inspections will be conducted on site at strategic times of construction and/or on an on-call basis relating to the site civil activities.

1. Project Scoping Meeting,
2. Design Development Meeting(s),
3. Construction Documents / Final Design Review,

Consultant Project # 213037-000
Owner Project #

AGREEMENT

Page | 1 of 1

June 13, 2013

4. Pre-Bid / Pre-Construction Costing Meeting
5. Pre-Construction Meeting
6. Minimum of three (3) combined site civil on-site inspections
7. Minimum of One (1) substantial / final completion inspection

SCHEDULE: The Agreement shall commence on the above written date. Consultant shall complete its services within December 31 2013.

COMPENSATION:

Basic Services. As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of \$22,000 (twenty-two thousand dollars) invoiced monthly as a percentage of the task completed. The total authorized budget amount shall not be exceeded without authorization from the Owner. The stated compensation does not include TERO Fees. If such fees are required; Consultant will be allowed to increase the basic services compensation accordingly.

Additional Services. Compensation for performing Additional Services will be pursuant to a mutually agreed upon Addendum to this Agreement.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written. Owner further acknowledges that it has reviewed and accepted the attached Standard Terms and Conditions.

OWNER:

Christ Inghoe Elementary Academy

CONSULTANT:

Keller Associates, Inc.

Signature:



Signature:



Name:

Joel F Weaver

Name:

James P Mullen

Title:

Director

Title:

Vice President

Address:

P.O. Box 217
Fort Hall, ID 83203

Address:

305 North 3rd Ave. Suite A
Pocatello, ID 83201

S. M. C. RESOURCE DATA SHEET

Date: April 30, 2013

Current Lease: No. None

Applicant: Shoshone-Bannock Tribes/
Chief Tahgee Elementary Academy Charter School

Tract No.: T3009, T3125, T3329

Term & Type: 25 Years - Business Lease

TECHNICAL SERVICES - Recommendations

The proposed Business Lease is needed for the operations of a Chief Tahgee Elementary Academy Charter School. The business will consist of modular classrooms, permanent building(s), playground, and landscaping infrastructure. The lease is for 6.50 acres with an additional 13.50 acres available upon 1 year notice for use, as shown on the Conservation Plan Map. The lease can be for 25 years.

Legal Description: Described as the NE1/4 SE1/4 NE1/4, Section 2, T. 5 S., R. 34 E., BM
and the NW1/4 SE1/4 NW1/4, Section 1, T. 5 S., R. 34 E., BM

LAND CAPABILITY UNIT: IIC-2

Acreage:	Farmable A		Non-Farmable A		Unusable A	
Acreage:	Farmable T	12.25	Non-Farmable T		Unusable T	7.75
Soil Type:	<u>Declo Loam</u>			Page:	<u>13</u>	

Land Use History: Idle, irrigated farm.

Roads: Hiline Road to the west.

Right of Way & Easements: Roads, phone, power, irrigation ditch and underground water line.

Topography: 0 to 2% slope. Photo: ESRI World Imagery - 2013

Power Service Utilities: At facility and along roads.

Level of Productivity: Doesn't apply.

Method of Irrigation: None.

Fence Location and Conditions: None.

Misc. Comments:

June 13, 2013

CONSERVATION PLAN MAP

TENANT: Shoshone Bannock Tribes/Chief Tahgee Elementary Academy Charter School PREVIOUS LEASE: NONE

Description: NE ¼ SE ¼ NE ¼ Sec. 2 T. 5 S R. 34 E BM Allotment: T3009, T3125

And NW ¼ SE ¼ NW ¼ Sec. 1 T. 5 S R. 34 E BM Allotment: T3329

DATE: April 29, 2013 SCALE: 1" = 330'

ACREAGE EVALUATION

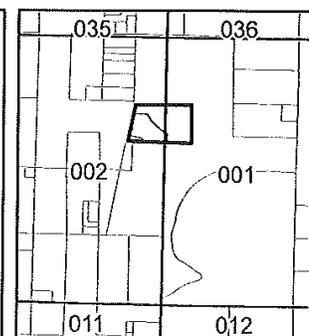
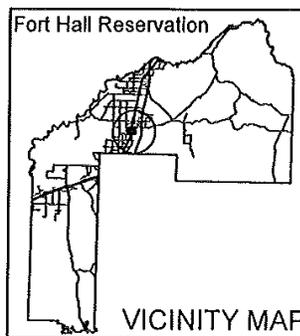
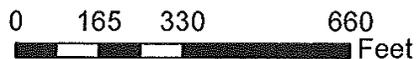
Allot. No.	Farmable	Nonfarmable		Total
		Irrigated Pasture	Unusable	
T3009	0.00	0.00	0.65	0.65
T3125	3.25	0.00	6.80	10.05
T3329	9.00	0.00	0.30	9.30
TOTAL	12.25	0.00	7.75	20.00

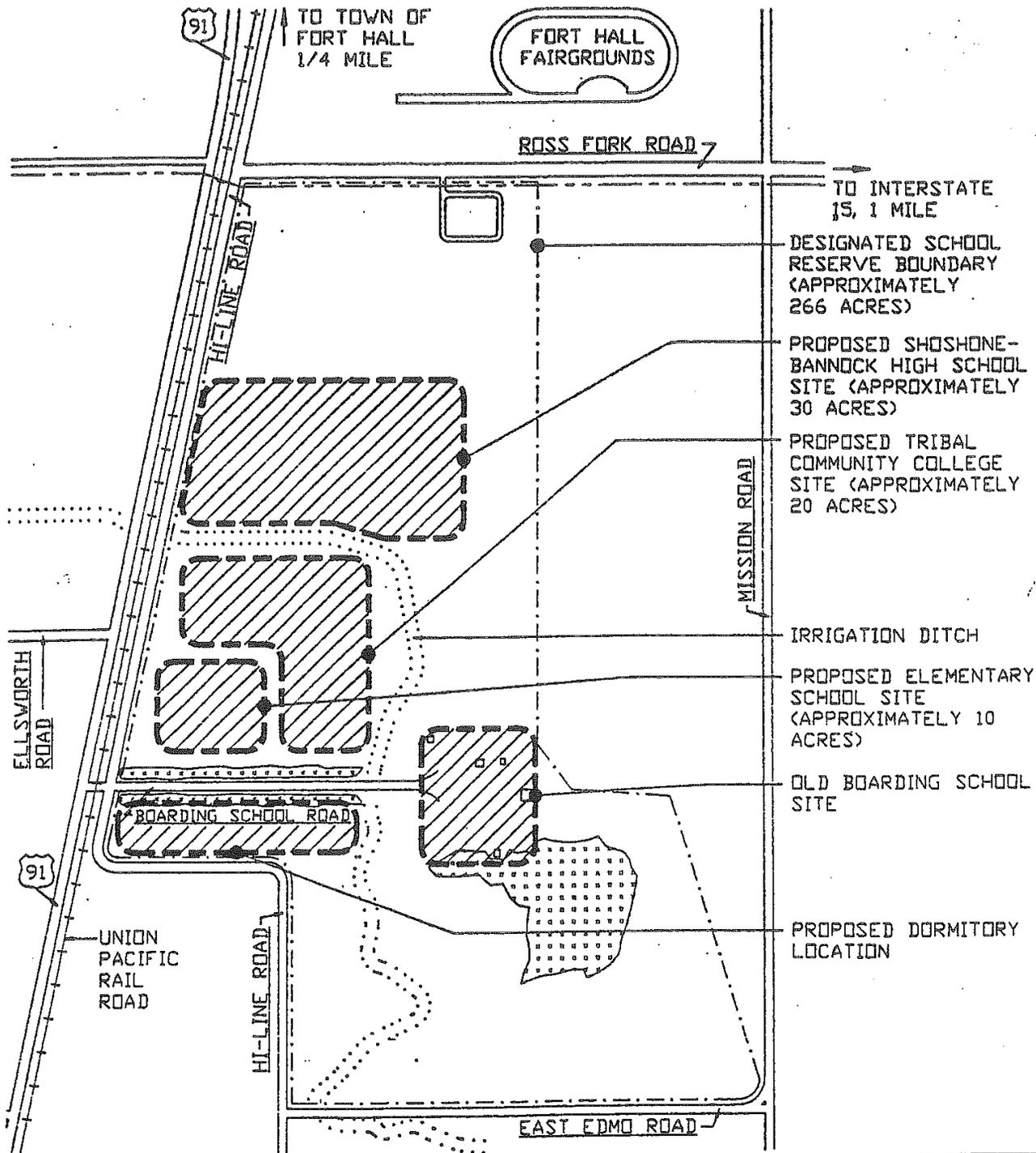


Legend

T3125 Allotment Number	— Electrical
Allotment Boundary	— Sewer Main
2.75 Acre Playground	— Water Main
20 Acre Proposed Area	— Irrig. Mainline
6.5 Acre Current Area	

1 inch = 330 feet





L.A. Olson & Assoc., Inc.
 ARCHITECTURE-ENGINEERING-CONSULTING
 BILLINGS MONTANA

SCALE: 800' 0 800' 1600'

NORTH

PROJECT: SHOSHONE -BANNOCK HIGH SCHOOL
 FORT HALL, IDAHO
 SITE INVESTIGATION REPORT

TITLE: CONCEPTUAL SITE MASTER PLAN

Chief Tahgee Elementary Academy															
3 Year Projected Budget - Likely															
Start-up			Year 1			Year 2			Year 3			Year 4			
August 1, 2013 - June 30, 2013			July 1, 2013 - June 30, 2014			July 1, 2014 - June 30, 2015			July 1, 2015 - June 30, 2016			July 1, 2016 - June 30, 2017			
Number	Rate	Amount	Number	Rate	Amount	Number	Rate	Amount	Number	Rate	Amount	Number	Rate	Amount	
Number of Students			114			146			178			210			
Revenues:															
State Apportionment			ADA 108 \$470,814			\$600,204			\$617,625			\$733,942			
State Transportation			85% 119,000			85% 119,000			85% 119,000			85% 119,000			
Nutrition Program			\$ 425 48,450			\$ 425 62,050			\$ 425 75,650			\$ 425 89,250			
Impact Aid (PL 81-874)			0			\$ 930 100,719			\$ 930 128,991			\$ 930 157,263			
Johnson O'Malley			\$ 80 8,664			\$ 80 11,096			\$ 80 13,528			\$ 80 15,960			
Title II-A			\$ 90 10,260			\$ 90 13,140			\$ 90 16,020			\$ 90 18,900			
Title I-A			\$ 450 41,040			\$ 450 52,560			\$ 450 64,080			\$ 450 75,600			
IDEA Part B			35,000			36,750			38,588			40,517			
Title VII			\$ 250 27,075			\$ 250 34,675			\$ 250 42,275			\$ 250 49,875			
Building Fund			\$ 110 12,540			\$ 120 17,520			\$ 120 21,360			\$ 120 25,200			
Medicaid			\$ 50 5,700			\$ 50 7,300			\$ 50 8,900			\$ 50 10,500			
Albertson's Grant			250,000												
Other Contributions/Donations			1,000			TBD			TBD			TBD			
Shoshone-Bannock Tribes															
Idaho Power			1,000												
Intermountain Gas			2,000			2,000			2,000			TBD			
USDA Grant			20,000												
Albert Wada Farms			5,000												
Total Grants & Donations															
Insert Revenue Lines Here															
Total Revenues				\$279,000		\$780,543		\$1,057,014		\$1,146,017		\$1,336,007			

June 13, 2013

Expenses:															
Salaries:															
					3.0%			3.0%			3.0%			3.0%	
Administration	\$ 60,000	1	\$60,000	\$ 70,000	1	\$70,000	\$ 72,100	1	\$72,100	\$ 74,260	1	\$74,260	\$ 76,490	1	\$76,490
Curriculum & Instruction	\$ 34,000	1	\$34,000	\$ 50,000	1	\$50,000	\$ 51,500	1	\$51,500	\$ 53,050	1	\$53,050	\$ 54,640	1	\$54,640
Teacher 1 - Base			\$0	\$ 30,500	1	\$30,500	\$ 31,420	2	\$62,840	\$ 32,360	2	\$64,720	\$ 33,330	2	\$66,660
Teacher 2 - BA +24 - 8 Years				\$ 39,000	1	\$39,000	\$ 40,170	1	\$40,170	\$ 41,380	2	\$82,760	\$ 42,620	3	\$127,860
Teacher 3 - BA+24 - 13 Years				\$ 43,000	1	\$43,000	\$ 44,290	1	\$44,290	\$ 45,620	1	\$45,620	\$ 46,990	1	\$46,990
Kindergarten Teacher - MA+12 Max				\$ 48,000	1	\$48,000	\$ 49,440	1	\$49,440	\$ 50,920	1	\$50,920	\$ 52,450	1	\$52,450
Special Ed BA +12 - 4 years			\$0	\$ 33,333	1	\$33,333	\$ 34,330	1	\$34,330	\$ 35,360	1	\$35,360	\$ 36,420	1	\$36,420
Full-Time Paraprofessionals				\$ 20,000	1	\$20,000	\$ 20,600	1	\$20,600	\$ 21,220	2	\$42,440	\$ 21,860	3	\$65,580
Paraprofessionals			\$0	\$ 10,000	1	\$10,000	\$ 10,300	3	\$30,900	\$ 10,610	2	\$21,220	\$ 10,930	2	\$21,860
Administrative Assistant							\$ 20,000	0.5	\$10,000	\$ 20,600	1	\$20,600	\$ 21,220	1	\$21,220
Insert Salaries Lines Here															
Total Salaries			\$94,000			\$343,830			\$416,170			\$490,950			\$570,170
				\$437,830											
Benefits:															
Retirement/PERSI	10.4%		\$0	10.4%		\$35,758	10.4%		\$43,282	10.4%		\$51,059	10.4%		\$59,298
Health/Life Insurance	450		\$0	450		\$39,600	450		\$44,550	450		\$59,400	450		\$69,300
SUTA	3.36%		\$0	3.36%		\$9,812	3.36%		\$11,786	3.36%		\$11,025	3.36%		\$11,046
Payroll Taxes	7.7%		\$0	7.7%		\$26,475	7.7%		\$32,045	7.7%		\$37,803	7.7%		\$43,903
Workers Compensation	0.25%		\$0	0.25%		\$860	0.24%		\$1,015	0.24%		\$1,176	0.24%		\$1,372
Insert Benefits Lines Here															
Total Benefits			0.00			\$112,505			\$132,678			\$160,463			\$184,919

June 13, 2013

Operating Expenses:										
Textbooks/Software		\$20,000		\$1,620	\$ 200.00	\$29,200	\$ 150.00	\$26,700	\$ 100.00	\$21,000
Equipment & Supplies		\$32,125		\$7,000		\$20,000		\$20,000		\$20,000
Contract Special Services		\$0		\$20,000		\$20,000		\$20,000		\$20,000
Network/Technology Administrator		\$5,000		\$10,000		\$6,000		\$6,000		\$6,000
Legal		Donated		Donated		Donated		Donated		Donated
Accounting		\$500		\$2,500		\$3,000		\$3,000		\$3,000
Advertising/Marketing		\$1,500		\$1,000		\$2,500		\$2,500		\$2,500
Utilities		\$0		\$17,000		\$17,000		\$20,000		\$20,000
Liability & Property Insurance		\$0		\$7,000		\$7,000		\$7,000		\$7,000
Testing & Assessment		\$0		\$2,000		\$2,000		\$2,000		\$2,000
Staff Development		\$0		\$10,000		\$20,000		\$20,000		\$20,000
Travel		\$500		\$2,250		\$3,000		\$3,500		\$3,500
Postage		\$150		\$450		\$500		\$500		\$500
Initial Facilities Set-up		\$105,000		\$20,711				\$10,000		
Rents and Leases		\$0		\$42,672		\$42,672		\$53,340		\$53,340
Technology		\$20,000		\$20,000		\$30,000		\$30,000		\$30,000
Custodial & Maintenance (Contract)		\$0		\$10,000		\$15,000		\$18,000		\$18,000
Substitutes		\$0		\$2,500		\$3,000		\$4,000		\$5,000
Miscellaneous		\$0		\$2,000		\$4,000		\$4,000		\$5,000
Authorizer Fee				\$5,000		\$5,000		\$5,000		\$5,000
Insert OE Lines Here										
Total Operating Expenses		\$184,775		\$183,703		\$229,872		\$255,540		\$241,840

June 13, 2013

<u>Program Expenses:</u>										
Transportation		\$0		\$140,000		\$140,000		\$140,000		\$140,000
Nutrition Program		0	\$ 425	\$48,450	\$ 425	62,050	\$ 425	75,650	\$ 425	89,250
Insert Program Expenses Lines Here										
Total Benefits		\$0		\$188,450		\$202,050		\$215,650		\$229,250
Total Expenses		\$278,775		\$828,488		\$980,770		\$1,122,603		\$1,226,179
Net Operating Income/(Loss)		\$225		-\$47,945		\$76,244		\$23,414		\$109,828
Beginning Fund Balance		0		225		-47,720		28,524		51,937
Ending Fund Balance		225		-47,720		28,524		51,937		161,765

June 13, 2013

Attachment B

Chief Tahgee Elementary Academy
Month-by-Month Cash Flow- Likely

Revenue	Total Rev	Aug - 12/May 1	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
State Revenue	470,814.00			117,703.50	103,002.33		103,002.33	68,679.99			39,195.27			34,322.34	4,908.24	117,703.50
Transportation	119,000.00			29,750.00	26,034.23		26,034.23	17,359.13			9,906.75			8,675.10	1,240.58	29,750.00
Federal Programs	122,039.00							61,019.50			61,019.50					
Nutrition	48,450.00										16,150.00			16,150.00	16,150.00	
Albertson's Grant	250,000.00	250,000.00														
Other Donations	1,000.00	1,000.00														
Wada Farms	5,000.00	5,000.00														
Idaho Power	1,000.00	1,000.00														
Intermountain Gas	4,000.00	2,000.00			2,000.00											
Shoshone-Bannock Tribes	12,540.00									12,540.00						
USDA Grant	20,000.00									20,000.00						
Building Fund																
Medicaid	5,700.00													5,700.00		
Total Revenue	1,059,543.00															
Monthly Revenue		259,000.00	-	147,453.50	131,036.56	-	129,036.56	147,058.62	-	32,540.00	126,271.52	-	-	64,847.44	22,298.81	147,453.50
Accumulative Revenue		259,000.00	259,000.00	406,453.50	537,490.06	537,490.06	666,526.62	813,585.23	813,585.23	846,125.23	972,396.75	972,396.75	972,396.75	1,037,244.19	1,059,543.00	1,206,996.50
Expenditures																
Total Salaries	437,830.00	82,220.22	11,779.78	10,000.00	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17	27,819.17
Total Benefits	112,505.00			2,171.00	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50	9,194.50
Textbooks/Software	21,620.00		20,000.00		1,620.00											
Equipment & Supplies	39,125.00		20,000.00	12,125.00	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36
Contract Services	20,000.00		1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46	1,538.46
Network/Technology Admin.	15,000.00		4,750.00	4,750.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Legal	Donated			Donated												
Accounting	3,000.00	500.00		500.00												2,000.00
Advertising/Marketing	2,500.00	750.00		500.00					1,250.00							
Utilities	17,000.00				1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45	1,545.45
Liability & Property Insurance	7,000.00				636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36	636.36
Testing & Assessment	2,000.00				2,000.00											
Staff Development	10,000.00				7,500.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
Travel	2,750.00	1,500.00	250.00		250.00					250.00						500.00
Postage	600.00		75.00		40.91	40.91	40.91	40.91	40.91	40.91	40.91	40.91	40.91	40.91	40.91	40.91
Initial Facilities Set-up	125,711.00		100,000.00	25,711.00												
Rents and Leases	42,672.00			3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00
Technology	40,000.00		20,000.00	20,000.00												
Custodial & Maintenance (Contract)	10,000.00				909.09	909.09	909.09	909.09	909.09	909.09	909.09	909.09	909.09	909.09	909.09	909.09
Substitutes	2,500.00				227.27	227.27	227.27	227.27	227.27	227.27	227.27	227.27	227.27	227.27	227.27	227.27
Miscellaneous	2,000.00					222.22	222.22	222.22	222.22	222.22	222.22	222.22	222.22	222.22	222.22	222.22
Authorizer Fee	5,000.00									5,000.00						
Transportation	140,000.00				14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
Nutrition Program	48,450.00				4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00	4,845.00
Total Expenditures	1,107,263.00	84,970.22	178,393.24	80,926.46	76,818.58	65,920.80	65,920.80	65,920.80	67,170.80	71,170.80	65,920.80	65,920.80	65,920.80	65,920.80	49,353.58	37,013.67
Accumulative Expenditures		84,970.22	263,363.46	344,289.92	421,108.51	487,029.31	552,950.12	618,870.92	686,041.73	757,212.53	823,133.34	889,054.14	954,974.95	1,020,895.75	1,070,249.33	1,107,263.00
Monthly Balance		174,029.78	(4,363.46)	62,163.58	116,381.55	50,460.75	113,576.50	194,714.31	127,543.51	88,912.70	149,263.41	83,342.61	17,421.80	16,348.44	(10,706.33)	99,733.50

Chief Tahgee Elementary Academy Marketing & Outreach Activities			
Legislative Dinner	August 9, 2012		Met with many of the Tribal al local leaders to describe the programs of the school and charter schools in general. CTEA made contacts at this dinner that resulted in donations and student enrollment.
Award Dinner with the Language & Cultural Preservation Department	November 30, 2012		Community dinner with awards for founders.
Enrollment opens - flyers taken to strategic locations	January 7, 2013		Began flyer and poster campaign
Multiple & Often Updates in the ShoBan News Channel 12 - Community Television	Weekly Since January		Weekly stories and/or announcements.
TERO Employment Fair	February 1, 2103		Six students registered the following day.
Sesquicentennial Dinner at Shoshone-Bannock Hotel & Event Center	March 5, 2013		CTEA presented at a mutli-county/organizational event - 1500 in attendance.
Four (4) signs posted around the communtiy in strategic locations.	April 24, 2013		27 students enrolled within the week.
Shoshone-Bannock Tribes Head Start Transition Dinner	May 1, 2013		Sixt student signed up for kindergarten the next day.
Annual Meeting of the Shoshone-Bannock Tribes	May 11, 2013		Posters and information available to the Tribes.
Ground Breaking Ceremony		May 30, 2013	All community members will realize the reality of the school and CTEA will get another enrollment rush.
Shoshone Bannock Tribes Festival		August 7-11, 2013	Presentations, booth, etc.
Open House - Meet the Teachers		3rd week of August	