Notes to 3 - Year Budget
Church Hill Preparatory Academy

Note 1
The architect fee presumes we can recruit non-profit/pro bono talent. Year 1 estimates are for opening the Institute.

Note 2
Staff recruitment estimate assumes we advertise via word of mouth and free electronic means such as direct email to local and out-of-state teacher organizations, and grammar schools, colleges and universities. Year 1 estimates are for opening the Institute.

Note 3
Interview luncheons at $30 allowance per luncheon. Recruiting 10 additional board members to deepen expertise. Some current board members likely to become full-time staff. Year 1 estimates are for opening the Institute.

Note 4
Estimated contractor fee for website development. 40 person-hours at $50/hour. Year 1 estimates are for opening the Institute.

Note 5
To establish the foundation. $75 for Virginia incorporation fee (presuming we incorporate in VA) and $700 for IRS tax exempt status filing. Year 1 estimates are for opening the Institute.

Note 6
Based on Department of Education survey of national teacher salaries for 2010, 2011, 2012:
Average Virginia budgeted classroom teacher salary for 2012 is $52,003; National average for teachers for 2011 was $55,202. Based on NEA rankings. The average excludes substitutes, but includes guidance counselors, librarians, instructional technology positions, and supplemental salary. Please note that the Richmond average instructor’s salary is closer to $47,000 for 2012. We aim to pay the higher state average as an incentive to lure male instructors to the program. Source: FY 2012 Salary Survey - Teachers
Faculty Year 1 estimated salaries. 11 faculty teachers and administrative staff
Benefits @ 30% of estimated salaries
Total Year 1 Faculty Salaries & Benefits

Average budgeted assistant principal salary is $76,338. We round-down to $70,000 for directors
Benefits @ 30% of estimated salaries
Total Year 1 Principal Salaries & Benefits

Note 7
Presumes administrators will substitute for absent teachers.

Note 8
Presumes college students intern as aides and are compensated with stipend.

Note 9
$50 text book/software user license fee/printed materials cost per student per class. 8 core classes.(= $50*8)

Note 10
Pre-opening book costs assume 2 copies of curricular materials are purchased in advance for each class (1 teachers and 1 "shop" copy) for curriculum refinement and lesson preparation in advance of opening.

Note 11
Year 0 assumes we have all teachers on deck beginning in late June for 2.5 months for training, curriculum finalization, Summer Scholars program, opening day preparation).

Note 12
Student desks - 100 @ $30; teacher/administrator desks - 17 @ $100; conference room furnishings for 25 - $1,000; stadium space for 150 - $7,500

Note 13
Presumes Year 1 classroom supplies @$200 per student/year for 100 students

Note 14
Smart Board 680i - $2,200 each - 5 ea wall mounted.
Movable touch interactive whiteboard - 78" - $2,500 - 1 ea
4' x 6' movable, reversible, magnetic dry erase board - $1,000 - 6 ea

Richmond Urban Collective
Attachment 11-2.1
May 2013
### Notes to 3 - Year Budget

**Church Hill Preparatory Academy**

#### Note 15
Mobilized projection screen, 4 flat screens
- $60,000 - Panasonic projector - 20,000 lumens, bright, high projection, theatre quality
- Screen - $1000
- Flat screens - $8000
(wish list---not included in budget)

**Total**: 69,000

#### Note 16
$200pp x 23 admin/faculty/staff

**Total**: 4,600

#### Note 17
Learning Strategies Specialist and School nurse are faculty members. Their salary estimates are based on teacher salary estimates. The nurse will also assist with teaching health curriculum. Part-time nurse/part-time teacher. Budget includes part-time aides for Learning Strategist---1 in Year 1, 4 in year 2, and 6 in year 3.

Nurse salary estimate is $55,202 (average VA teachers salary). Benefits in at 30% of that amount.
- Benefits @ 30% of salary: 16,561
- Salary estimate: 55,202
- Total (budgets for years 2 & 3 include adding 1 additional specialist per year/100 students): 71,763

- Principal - $90,000 salary; 5 Directors @ $70,000 each: 455,000
- Benefits @ 30% of Salary: 119,600
- Total: 574,600

Year 2 and 3 each add one additional director at $91,000 ($70,000 + $21,000).
We will need to pay the principal to begin at least 6 months ahead of school opening. We may be able to negotiate paying some fraction---say 60% of salary---during that pre-opening period. This estimate is 6 months at 60% of salary and benefits.

**Total**: 47,840

#### Note 18
Summer School:
- Year 0 - 5 instructors, 100 students. 3 classes. 2 meals and snacks. Curriculum materials for 3 classes. Computer lab for 100 students. Transportation. 5 weeks (25 days). For transportation by public bus ($3/day X 25 days = $75 per boy X 100 = $7,500).
- Food @ $5 per day for 25 days for 100 boys = $12,500).
- Instructors ($1000/wk for 5 weeks x 5 instructors = $25,000).

**Total**: 45,000

#### Note 19
Music cost estimate is for purchase of 1 instrument for each student at $200 each.

**Total**: 20,000

#### Note 20
After-School Tutoring: 2 hours/day x 10 tutors x 4 days x 36 weeks @ $10/hr

**Total**: 28,800

#### Note 21
Uniform Reserve to purchase uniforms for needy youth. 3 uniforms ea for 25 boys in each class.
Uniform cost estimate is $100 ea. $7,500 for each class for each year. The cushion is for tax and accessories, i.e. belts, shoes.

#### Note 22
We will solicit donations to start our library collection. The technology team will keep track of collections.

#### Note 23
Purchase 100 new laptops/note books/note pads for each student @ $200 per computer.

**Total**: 20,000

#### Note 24
$450 each laptop fully-loaded from a retailer. For Administrators, faculty, and staff (including life coaches, nurse, Learning Strategies Specialists, and their Aides).

**Total**: 9,450

#### Note 25
Multiple user licenses for ACT, UDL, etc.

#### Note 26
For year 1, we will solicit donations to stock our health center to ensure compliance with RPS and state requirements.
Notes to 3 - Year Budget
Church Hill Preparatory Academy

Note 27
Rental estimate presumes 25,000 sq ft of space @ $1 per sq ft. Year 2 doubles the space estimate to 50,00 sq ft to account for the new incoming class. Year 3 triples the space to allow for entry of the third class. $300,000 for year 1. Not currently budgeted. Pending space choice.

Note 28
Bussing: RPS Transportation Services. $38/yr per student 3,800

Note 29
We will have to order meals a week in advance. Therefore, there is some exposure for the school to losses related to food cost. Breakfast price = $2.50pp; Lunch price = $3.50pp; Dinner price = $3.50pp per interim negotiation with RPS Nutrition Services. Some losses may be mitigated by selling advance lunch tickets to paying customers. It is probable that at least 70%, if not all, of the students will be reduced/free lunch eligible. 171,000

Note 30
Salary for 1 full-time catering manager. 35,000

Note 31
2-52" double, solid, swing door reach-in refrigerators ($8,000 new); upright solid, swing door freezer, convection oven (electric, full-size, floor model) - $2,500, food warmer box ($1,000), steam table (electric, 5-well) - $1,300, salad bar ($600). Food will be prepared at Armstrong and delivered to us. We will have to keep it refrigerated/frozen until serving. Dinner will be a hot meal. We must reheat it, and hold it warm until until mealtime. Plus $1,500 for commercial sink and utensils and other kitchen supplies. 14,900

Note 32
The Director of Finance with have responsibility for all accounting, tax return preparation, and financial analysis. This estimate is the fee for the third-party C.P.A firm that will audit the records.

Note 33
Marketing Start-up costs includes cost of producing the marketing video. We have a barebones quote of $1,400 for a 3-min. show. The additional $600 is for any cost overruns. Year 1 Marketing Costs and years thereafter include cost of producing and distributing the annual report and newsletters. 2,000 3,000

Note 34
Teacher salary estimate includes full-time teachers only. Part-time instructors, nurse, and life coaches are not included in this number. Internal grant writing.