

SECTION IV  
FINANCE AND FACILITY

1. Financing

A. Develop a preliminary startup and operating budget

[insert table 3]

B. Develop a purchasing procedure that addresses a competitive way to purchase goods and services.

The Board of Directors of the Archie Preparatory Academy Charter School will develop written procurement procedures which maximize fair and open competition for the procurement of goods and services. All procurement processes will allow for advertising of services or contracts, open bidding procedures or request for proposals, arms-length bargaining, and other appropriate steps of the procurement process so that all entities or persons are afforded the same opportunity to provide contracts for goods or services. These procedures will be developed and approved by the governing body before it attempts to procure goods and services or hire personnel within the scope of the Archie Preparatory Academy Charter School's officially adopted budget.

General procedures will include:

1. The chief administrative officer will develop approved procedures covering the purchase of regular and special materials and services. These include the sources of supplies, the channels through which requisitions will be generated, and the manner by which purchase orders will be issued.
2. An assigned administrative member or designee will sign purchase orders
3. The minutes of the board must include approval or ratification of purchase orders

4. A standard list of school supplies for the district should be established.
5. Annual fixed price contracts will be competitively bid, as applicable, for equipment, materials and supplies
6. Contracts will be drawn for services.

All purchase orders and formal contracts must be approved by the board, with specific approvals indicated in the official board minutes. Each transaction between the school district and any other entity or person involving property transfers or the rendering of a service is a contract and is subject to approval by the Board of Directors.

C. Fund raising efforts

The Archie Preparatory Academy Charter School intends to employ an experienced grant writer to assist in securing funds to support the mission of the Archie Preparatory Academy Charter School.

Additional funds will be raised through traditional student fund raising efforts as a means to support field trips and special educational programming.

D. Describe the implementation of the required financial procedures

The Treasurer of the Archie Preparatory Academic Charter School will comply with the standards set forth in PA 24 PS § 4-440.1 of the Pennsylvania School Code including the settlement of accounts with the Archie Preparatory Academy Charter School Board of Directors on an annual basis. The aforementioned annual settlement will include an annual school audit [to include the Archie Preparatory Academy Charter School] in accordance with the requirements set forth in Article 24 of the School Code of 1949. Further, deposits will be placed

in savings accounts insured by Federal Deposit Insurance Corporation to the extent that such counts are so insured, and for any amounts above the insured maximum.

## 2. Facility

### A. Description and address for the physical facility including ownership and lease agreements

The Archie Preparatory Academy Charter School will be located at 914 South 13<sup>th</sup> Street, Harrisburg, PA 17104. The 28,000 two- story site is the former home to David's Furniture and currently houses the second Mikayla's Place Child Development Academy.

### B. Suitability of site

The site has been renovated and includes a high quality learning center, administrative office space, a 2,760 square foot full service cafeteria, plentiful lavatory facilities, upgraded heating and ventilation systems, fully integrated security system with 24 night vision interior and exterior cameras, and a recently installed sprinkler system. The facility has passed inspections conducted by the city of Harrisburg and the Pennsylvania Department of Public Welfare and has an occupant capacity of four hundred.

### C. Facility maintenance

Day to day facility maintenance and custodial duties will be secured through the Archie Preparatory Academy Charter School Maintenance Department and contracted with private companies and custodial services for larger more complex maintenance work and extended day/overnight custodial duties.

#### D. Future acquisition of a facility/land

The Archie Preparatory Academy Charter School is maintaining a professional relationship with local real estate agencies for the purpose of evaluating available property/land for acquisition and potential expansion as an aspect of an extended five-year strategic plan.

#### E. Facility financing plans

The Archie Preparatory Academy Charter School will acquire space from the owners of the proposed site through a multi-year lease agreement.

### 3. Liability and Insurance

#### A. Description of insurance coverage plans, including health, general liability, property and Director's liability

Insurance will be established prior to hiring employees and occupying the proposed site utilizing procedures established by the Archie Preparatory Academy Charter School Board of Directors.

### 4. Child accounting

#### A. Describe your school enrollment and attendance procedures

The collection of calendar information and attendance/membership data will be through the Pennsylvania Information Management System (PIMS).

Daily attendance will be recorded through a traditional hardcopy collection system and conducted by the homeroom faculty member. Additionally, student attendance will be captured through an electronic permanent data collection process for the purpose of reporting average daily membership and accountability. Students that were previously absent or arriving late to

school will be directed to communicate there presence to the appropriate office staff who will record the appropriate student status.