



Working Session Agenda

March 10, 2011

1:00 – 6:00 PM – Highlands Ranch Library

- Welcome and preliminary business (1:00 - 1:05) - Jason Sanders
- Taste testing from Lunch on the Go (no presentation) (1:00 – 1:20) – Kimberly
- Intro to budget and Tasks & Deadlines (1:05 – 1:20) – Jason Sanders
- Grants (1:20 – 1:20) – Paige Brock
- Curriculum (1:40 – 2:10) - Paige Brock
 - Are we missing any elements?
 - What elements do we need to provide to combine with technology?
- Technology (2:10 - 2:40) - Jason Sunahara
 - What elements are we purchasing?
 - What is being added as part of the building?
 - Software?
 - Should we dip into Highmark’s offer to finance some of this early?
- Policies (2:40 – 3:10) – Jason Sanders
- Discuss admin structure (3:10 – 3:40) – Bob Barber/Jason Sanders
 - Business manager role in house or hired out
 - Office staff?
 - Financial management systems
- Facility & Fixtures (3:40 - 4:10) - Matt Matherley
 - What exactly does Highmark provide
 - Should we provide more flexible classrooms?
 - Stools, couches, bean bags, etc.
 - Should we dip into Highmarks offer to finance some of this
 - Go through the building room by room and make sure we have a plan to provide all the necessities
- Preschool (4:10 – 4:30)
- Finalize and complete Tasks & Deadlines (4:30 – 5:00) - Jason Sanders
- Final discussion (5:00 – 6:00)
 - Overflow from previous items
 - Recruiting
 - Enrollment
 - Fundraising