

Schlieman 

November 20, 2014 11:24 AM

To: Lori Deacon (LoriDeacon@ineedai.com) <LoriDeacon@ineedai.com>

RE: Business Management for Charter Schools

5 Attachments, 98 KB

Hey Lori,

I didn't mean to copy you, but since I did I'll provide a little more context. Sarah works in Health & Wellness at CDE. We were talking about our families and it sounds like her husband, George, may be suited/interested to move into charter financial/business support work. Since you mentioned you've got all the schools you can handle, I thought maybe you would be interested in letting him know what it is you do as having more providers in the system may help relieve some of the billowing demand. Sarah's husband has CPA and legal degrees, along with experience in non-profit management, including management of federal funds.

Hope all is well!

Gina

Gina Schlieman  
Charter School Program & Grant Manager  
Schools of Choice



**COLORADO**  
Department of Education

P 303.866.6790

201 East Colfax Avenue, Room 302 , Denver , CO 80203

Schlieman\_G@cde.state.co.us | www.cde.state.co.us



*Email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, email cannot be used to transfer files containing personally identifiable information of educators or students. Contact the intended recipient to mutually determine enhanced security options for transferring such information.*

---

**From:** Schlieman, Gina

**Sent:** Wednesday, November 19, 2014 4:45 PM

**To:** Mathew, Sarah

**Cc:** Lori Deacon (LoriDeacon@ineedai.com); 'Tiffany Kallevik'; Weber, Kirk

**Subject:** Business Management for Charter Schools

Hi Sarah,

It was great to chat and brainstorm with you earlier about opportunities for your husband. As discussed, it sounds like he 's well-suited to serve as a business/finance manager for charter schools. Some work internally within one school or a group of schools, or there are some like Lori Deacon who assists with financial management for a number of schools.

Some of the supports that charter schools need from a business end, either initially or long term include:

- Initial development of financial controls and financial management policies
- Set-up and/or maintain fund accounting systems
- Establish and/or maintain Employment policies, handbooks, and hiring practices
- Establish and/or maintain payroll
- Establish and/or maintain purchasing procedures
- Apply for and maintain IRS 501(c)3 status
- Establish and/or maintain inventory management systems

Schools typically bring someone on initially to establish everything in a 3-6 mo period before and after the school opens, then either transition that person into a permanent role or have them train and hand off to someone who maintains the system going forward. Both Establishment and Maintenance work are typically contracted in these days.

I 'm happy to meet up over coffee to explain more the charter school landscape, and here are also some other contacts:

- Lori Deacon ( [LoriDeacon@ineedai.com](mailto:LoriDeacon@ineedai.com)) – A current contractor who provides many set-up and some maintenance services for charter schools mostly in the Denver area. She currently is not looking for any new schools to serve, so may have a vested interest in seeing others join the sector.
- Tiffany Kallevik [tkallevik@coloradoleague.org](mailto:tkallevik@coloradoleague.org) – She works for the Colorado League of Charter Schools and does a lot of pairing of charter schools with service providers. She would best be able to share what schools are looking for right now and which schools are looking for service providers.
- Kirk Weber @ CDE Public School Finance – he could explain the chart of accounts that schools are supposed to use.
- Marti Rodriguez @ CDE Grants Fiscal and myself can provide support on fiscal management of federal Charter Schools Program funds, which many of the new schools utilize.

Best,

Gina

