B.3.2 Contracted Services

A. Outside Expertise

Alhambra Preparatory Academy, hereby referred to as Madison Highland Prep (MHP) will establish a quality network of Contracted Service Providers to support the school's learning community in the areas of

- Payroll: assistance with running the payroll for each pay period, including mandatory withholdings.
- Accounting: assistance with bank reconciliations, general ledger review, monthly financial statements, cash flow review and projections, budget preparation, audit preparation, and internal controls.
- Special Education Services: Hearing, Vision, Speech and psychological evaluation services.
- Legal Services: assistance with 501(c)(3) application and maintenance, required filings, and compliance with relevant local, state, and federal regulations.
- 401(k) Plan Administration

B. & C. Professional Qualifications of Contracted Service Providers Are Viable and Cost Effective

Payroll & Accounting
Madison Highland Prep will contract with Sechler C.P.A based on their excellent reputation for providing quality service and training that will eventually lead to the school executing payroll services in house. MHP will also contract with Sechler C.P.A based on their quality financial management expertise, and particularly their expertise with 501 (c) (3) corporations.

The overall monthly fee for these services totals $275 per month.

Special Education Services

MHP will employ a state certified Special Education Coordinator beginning in year 1, to provide a high quality of services to our students with disabilities. Commensurate with enrollment, MHP will add a Special Education Para Professional in year 2, to ensure that accommodations and modifications are carried out in the spirit of MHP's belief that all students must reach the same place, irrespective of the condition upon which they arrived. In support of this conviction, MHP will also require assistance from outside contracted special education service providers, including; hearing, vision, speech, and psychological evaluation services.

STEPS - Serving The Exceptional Populations, is a well established Special Education service provider with a history of personalized service, and positive referrals from several schools and special education coordinators, and administrators. STEPS, has also built a solid background of working successfully with Charter Schools and several references have indicated quality service.

Based on these qualifications, MHP intends to contract with STEPS, who will provide contracted special education services for MHP. Hearing and vision screening will be $80 per child, speech services at $75.00/hour, and a psycho educational evaluations will be $450.00.

Legal Services

Madison Highland Prep anticipates that it will contract legal services from the Carter Law Group, P.C. to provide legal expertise due to their specialization with non-profit corporations. MHP selected Carter Law Group P.C., based on the following criteria:

- Recommendation for Arizona Charter Schools Association
- Over 15 years experience in non-profit law
- National recognition and awards
- Listed in *Best Lawyers World Premier Guide*

Based on these qualifications, MHP has budgeted for future legal services at $6000 per year.

401(k) Plan Administration

Madison Highland Prep believes that to recruit and retain quality staff, a comprehensive benefits package must be provided. One of the essential features of a quality benefits package is a 401 (K) Plan that is viable and adequate for staff to plan for a promising future. As a result, MHP will offer a generous 401(k) plan, with an employer match up to 5% with 50% vested in year 1, 75% vested in year 2, and 100% vested in year 3. MHP's 401(k) plan administrator will ensure the effective administration of MHP's 401(k) program. MHP's 401(k) program is an important part of the compensation structure of the school.

MHP is still considering a number of 401 (K) providers. The primary determinants for a good match will be:

- Mission, vision, and values alignment with MHP.
- Personalized service.
- Costs, Service and Savings
- Experience and track record of success in serving smaller organizations, like charter schools
- Local reputation

Contracted 401(k) plan administration services were budgeted for $42,324 for year 1, $54,277 in year 2, and $56,913 in year 3. These figures are based on an average of quotes provided by three different 401 (K) providers.