C.3 Personnel

Staffing Plan

Our staffing plan will be effective in meeting the needs of our charter school for instruction and operation. At the commencement of the charter school, ALP will employ one director, 3 teachers (1 Spanish teacher, 1 Mandarin teacher, and 1 English teacher), 3 part-time instructional assistants (preferred one assistant per language), 1 part-time curriculum planner and 1 part-time bookkeeper. We will contract for special education and related services as mentioned in Section B.3.2 Contracted Services. ALP encourages building strong parent and community involvement; therefore, we will seek parent volunteers to fill in any duties that are not fulfilled by the current staffing.

The languages of instruction schedule for year 1, 2 and 3 are listed below:

Year 1

ALP Year 1 (2013-2014)	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten AM/PM (Target:46; Budget:42)	Mandarin	Mandarin	English	Spanish	Spanish
	Mandarin	Mandarin	English	Spanish	Spanish
1st grade (Target: 23 Budget: 23)	Spanish	English	Mandarin	Mandarin	Spanish
	Spanish	English	Mandarin	Mandarin	Spanish
2nd & 3rd grade (Target:8 Budget: 8)	Mandarin	Mandarin	Spanish	English	English
	Mandarin	Spanish	Spanish	English	English

Year 2

ALP Year 2 (2014-2015)	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten (Target:46; Budget:42)	Mandarin	Mandarin	English	Spanish	Spanish
	Mandarin	Mandarin	English	Spanish	Spanish
1st grade (Target: 42; Budget: 38)	Spanish	English	Mandarin	Mandarin	Spanish
	Spanish	English	Mandarin	Mandarin	Spanish
2nd grade (Target 23: Budget:20)	Spanish	Spanish	Mandarin	English	English
	Spanish	Mandarin	Mandarin	English	English
3rd & 4th grade* (Target: 8 Budget:7)	Foreign Lang.	Foreign Lang.	Foreign Lang.	English	English
	Foreign Lang.	Foreign Lang.	English	English	English

*Foreign languages choice for higher grades (3rd & 4th) will be planned individually.

Year 3

ALP Year 3 (2015-2016)	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten (Target:46; Budget:42)	Mandarin	Mandarin	English	Spanish	Spanish
	Mandarin	Mandarin	English	Spanish	Spanish
1st grade (Target: 46; Budget: 38)	Spanish	English	Mandarin	Mandarin	Spanish
	Spanish	English	Mandarin	Mandarin	Spanish
2nd grade (Target: 38 Budget: 35)	Spanish	Spanish	Mandarin	English	English
	Spanish	Mandarin	Mandarin	English	English
3rd grade (Target:20 Budget:18)	English	English	English	Foreign Lang.	Foreign Lang.
	English	English	English	Foreign Lang.	Foreign Lang.
4th & 5th grade (Target: 7 Budget: 7)	English	English	English	Foreign Lang.	Foreign Lang.
	English	English	English	Foreign Lang.	Foreign Lang.

*Foreign languages choice for higher grades (3rd, 4th, and 5th) will be planned individually.

For year 2 and 3, ALP will continue to grow the staffing team based on enrollment. Current plan is to hire addition 2 instructional staff, 1 additional instructional assistant and increase the curriculum planner to 1 FTE from year 1 in year 2. In year 3, 2 additional instructional staff and one additional instructional assistant will be added.

Recruiting, Hiring, and Training of Instructional Staff

Recruiting

ALP open positions will be posted in several places including but not limited to both BeiBei Amigos Language Preschool and ALP school websites, craigslist, ASU job posting, Jobbings.com, and local Chinese and Hispanic newspapers. Job applications will be reviewed by the director and the lead teachers. Most qualified applicants will be invited for an interview and backgrounds will be checked. All teachers will be highly qualified as prescribed by No Child Left Behind (NCLB) Highly Qualified requirements. ALP employees will be offered one-year contracts renewable July 1 based on their performance. Contracts will specify the responsibilities and expectations of the employee's position.

Hiring

ALP instructional staff (teachers) will be hired without regard to race, color, religion, sex, pregnancy, age, ability, national origin, sexual orientation or any other factors prohibited by law. ALP will hire teachers who meet the criteria for "highly qualified" status and will use a fair and impartial hiring practice. Teachers will need to complete the Arizona Highly Qualified Attestation (Elementary) form. Instructional Assistants will need to complete the Arizona Highly-Qualified Attestation Form for Instructional Paraprofessionals. Instructional Assistants will need to meet the criteria set forth within the form; secondary school diploma and one of the following; hold an associate's degree or completed 2 years of study or 60 credit hours at an accredited institution of higher education or obtain a passing score on an ADE-approved assessment (Para-Pro, ACT Work-keys or Master Teacher's Para Educator Learning Network). Director will be responsible for using the Teacher Attestation Information Packet and completing

the Principal's Verification of Highly Qualified Compliance within the first 4 weeks of school.

The Director will possess the same qualifications as the instructional staff (teachers) and have experience in management and school leadership. The Director will oversee day to day operations of the school and report to the board. The Director will be responsible for managing staff, maintaining cooperation among staff, providing oversight in classroom management and cleanliness, managing curriculum, overseeing staff development, overseeing contracted services, overseeing and managing personnel as well as overseeing office management of the SAIS System. The Director will be responsible for all mandated state testing oversight and training for staff (monthly staff development training).

Training
New employees will receive training prior to first day of work and will receive mentoring from the instructional staff or the Director during the first month of employment. All ALP staff are required to attend the monthly staff development training.

Instructional Staff Plan

ALP first year is budgeted with 73 students, the Director will manage all academic, education, and operations of the school, including but not limited to personnel (hire, supervise, discharge, and performance evaluation), contracted special education services, curriculum planning and development, record keeping, and reporting all required educational data.

Oversight of Instruction

Curricular Implementation - At ALP the Director will oversee the curricular implementation at the school. The principal will work with Curriculum Planner and the teachers to ensure that teachers are aligning curriculum with the Arizona State Standards and the Common Core Standards by reviewing lesson plans, observing teaching and participating in teacher planning sessions. ALP's Director is qualified to assess appropriate curricular implementation and to provide feedback when needed.

Staff Training and Development - The Director will organize all staff training and development and will be responsible for offering training to teachers that is grade level appropriate as well as necessary for that specific teacher. The Director will collect input from teachers at staff meetings regarding their desires for specific staff development although the final decision on these matters will be left up to the director.

Testing (AIMS, Stanford 10, and AZELLA) -The Director will designate a testing coordinator for administrating the AIMS, Stanford 10 and AZELLA tests. The coordination and administration of these tests is imperative to the success of the school and therefore great care will be taken in assigning this position.

Oversight of Operations

Financial Management **-** ALP will hire a business manager to manage the bookkeeping and financial business of the school. The business manager will be responsible for policies and procedures having to do with financial management as well as any reporting necessary by the ADE and ASBC. The business manager will be in constant contact with the school governing board as well as the director with monthly reports.

Contracted Services **-** ALP's governing board will approve all contracted services for the school. All vendors will be expected to report monthly to the governing board with regard to the services being contracted. The governing board reserves the right to terminate contracted services at any time.

Personnel **-** The ALP Director will be responsible for the hiring of the all personnel. He will be responsible for the determination of "highly qualified" status for all teaching staff.

Grants Management **-** The charter holder will be responsible for grants management until an operations manager is hired at which time the operations manager will take over this responsibility.

SAIS – ALP Director will be responsible for SAIS entries.

Compensation plan

ALP compensation will be comparable to surrounding district and charter schools. All positions will be paid (salary and benefits) at levels comparable to the surrounding area as long as the budget allows.

Salaries and Benefits

The school governing board will determine the salaries and benefits for each employee's employment package. To project the amount of employee benefits, the total salary projections were multiplied by 22%. This number reflects all State and Federal mandates. Some of the Employee Related Expenses include all state and federal withholding taxes along with unemployment insurance and worker's compensation.