B.4.2 Contracted Services

At this time, Camino Montessori has contracted services for three areas of our operation, and is considering adding **IT support** which is currently estimated at $60-$100 per hour. Although we have not selected a provider, yet, we included approximately 4 hours per month of IT support in our operational budget.

Accounting & Payroll Services – Camino Montessori has retained CBIZ to handle accounting and external auditing. This will include tax preparation. Brenda Blunt is the main point of contact. CBIZ has a great deal of experience working with Charter Schools and non-profits including 501(c)3. Camino chose CBIZ based on competitive rates and levels of past experience working with Charter Schools. In fact, they have one associate who is dedicated to non-profits and schools.

CBIZ provides non-profit clients with a variety of services including tax return preparation and consulting in general business areas. Nonprofit audit services are directed and managed by David G. Miller, Jr., tax planning and preparation, and general business consulting services are managed by Brenda A. Blunt.

Legal Services – Camino Montessori has retained the services of Snell & Wilmer L.L.P. Founded in 1938, Snell & Wilmer is a full-service business law firm with more than 400 attorneys practicing in eight offices throughout the western United States. This firm represents a number of top performing charter schools, including one of the nation's largest charter school organizations in education, real estate acquisition, employment and administration. They are well-versed in the legal areas essential to educational institutions, including taxation, compliance, governance and administration; accreditation; donor issues; student and faculty rights, discipline and due process; dispute resolution; special education and IDEA compliance; and regulation, including OSHA, EPA, and related State and Federal legal requirements. While Snell & Wilmer is more expensive to retain than many available firms, Camino Montessori is comfortable with the rates given the experience, expertise and background they bring to the school.

Special Education and English Language Learners (ELL) Services – Camino Montessori has retained the services of Sema Kelly, M.ED, as the consultant for Special Education and ELL Services. Ms. Webster met Ms. Kelly while attending the ACSA Charter Starter Workshops last year, and considers Ms. Kelly as an 'ideal fit' for Camino Montessori. Ms. Kelly has been serving small charter schools in the Sedona and Verde Valley areas for the past nine years, and recently expanded her consultant base to include Phoenix and Tucson areas. She is qualified to organize and monitor Special Education and ELL programs, making sure files are in order and all IEP and other paperwork are completed; implement DIBEL's and AZELLA assessments; will facilitate IEP's, ELL and other meetings as part of our Student Success Team. A copy of her resumé can be found at the end of this section.

There are several agencies and professionals in the State of Arizona that are available to provide services when needed on a contracted basis. Camino's special education consultant (Sema Kelly) has a contact list and names of those available for these services, and she has been networking and utilizing their services in the last 10 years. Based on what other charter schools are paying for contracted services, Camino will offer $60-$80 per hour to those professionals we may need to hire. Psycho-Educational Evaluations cost approximately $500 per evaluation.

- Speech Therapist, Nadia Terry
- Occupational Therapist, Dorie Mesch
- Physical Therapist, Merika Schupack
- Counselor, Rhonda Baugh
- Psychologist, Kathy Bohan—within the state university system (has access to interns (some bilingual) at Northern Arizona University and the University of Arizona)
- Other agencies: Arizona School for the Deaf and Blind (Tucson office); InSpeech, Inc. (online speech services)

Sema Kelly, M.Ed.

[redacted]

Objective Obtain a position as a Special Education and/or ELL coordinator.

Education

SEI (Structured English Immersion) Endorsement	Yavapai County Office of Education
Resource Specialist Certificate	California State University San Jose, CA
M.Ed., Special Education (Learning Handicapped)	National University San Jose, CA
Elementary Education Certification	University of Phoenix Phoenix, AZ
Rehabilitative Therapist Certificate	California State University Long Beach, CA
B.A., Physical Education	California State University Long Beach, CA

Experience

2001-2010 **Special Education and ELL Director/Teacher**
***** Serving small charter schools in Sedona and the Verde Valley areas
***** Organizing and setting up Special Education and ELL programs, making sure files are in order and all IEP and other paperwork are completed, holding IEP, ELL, and other meetings related to students, supervising teachers and/or assistants, teaching identified students

1998 & 2002 **Mentor**, Adult Degree Programs of Prescott College, Prescott, AZ
- Supervised, advised, and guided adult students going through the program
- Facilitated and assisted with timelines and due dates of projects

1994-1999 **Resource Specialist**, West Sedona School, Sedona, AZ
- Taught grades K-6 in all academic areas, individualizing for each student
- Used collaborative model to co-teach, updated all IEP's, held workshops for district

1992-1994 **Special Day Class Teacher**, Franklin-McKinley School District, San Jose, CA
- Taught grades 1-4, modifying all curriculum subject areas
- Assessed, conferenced, and updated all annual and triennial IEP's

1991-1992 **Resource Specialist**, Morgan Hill Unified School District, Morgan Hill, CA
- Taught students, assessed, conferenced, and consulted
- Team taught with regular classroom teachers, updated all IEP's & supervised assistant

1988-1989 **Instructional Intern**, Arizona School for the Deaf and Blind, Tucson, AZ
- Assisted students in completion of assignments
- Taught orientation and mobility to visually handicapped students, K-12
- Used occupational-physical therapy facilities for sensory-motor activities
- Evaluated student progress and planned appropriate tasks

1982-1986 **Preschool and Elementary Educator**, Murrieta School, Murrieta, CA
- Organized preschool, curriculum, and operations
- Supervised instructional aides, staff, and parents

1976 **Special Olympics Instructor**, El Camino College, Torrance, CA
- Supervised and supported multi-handicapped participants, including deaf and blind

Accomplishments	Dean's List, 1976 Kappa Delta Pi, 1978 Seminar in Feeding, Arizona Occupational Therapy Assoc. CA Assoc. of Resource Specialists Conference, 1992, 1994
References	Available upon request