The Grande Innovation Academy believes the teachers and staff are it's greatest assets. The Executive Director, along with the Governing Board will ensure that they recruit, hire and retain the best personnel.

A. Staffing Plan

Since The Grande Innovation Academy has existing scholar enrollment and a full staff, we plan to retain as many of the staff members as possible in order to maintain consistency among the programs and services. Currently, The Odyssey Preparatory Academy has 270 enrolled scholars for 2014-15 year. They have 200 more pre-enrolled for school year 2015-16. Opening in the summer of 2016 we anticipate that we will retain that 470 and add another 30 to fill the existing building. The Grande Innovation Academy will cap class sizes at 20 for kindergarten and 25 for grades 1st-8th. The Grande Innovation Academy will have two administrators in Y1, the Executive Director and the Academic Coach. The Executive Director will oversee all aspects of the charter school and scholar performance. The Academic Coach will oversee the instructional practices of teachers, instructional assistants, and manage data collection systems. The Grande Innovation Academy will also employ one business manager to oversee daily operational activities, manage contracted service providers, and legal services to ensure smooth, efficient operations that are in compliance. The Grande Innovation Academy will employ 21 general education classroom teachers, one Special Education teacher, four special area teachers, one office manager, one nurse, two facility maintenance people, and four instructional assistants.

Table C.3.1 The Grande Innovation Academy Scholars Served Y1-Y3

Grade Level	Year One	Number of Classrooms	Year Two	Number of Classrooms	Year Three	Number of Classrooms
Kindergarten	100	5	100	5	100	5
First Grade	100	4	100	4	100	4
Second Grade	100	4	100	4	100	4
Third Grade	75	3	100	4	100	4
Fourth Grade	25	1	75	3	100	4
Fifth Grade	25	1	25	1	75	3
Sixth Grade	25	1	25	1	25	1
Seventh Grade	25	1	25	1	25	1
Eighth Grade	25	1	25	1	25	1
Total	500	21	575	24	650	27

Table: C.3.3 The Grande Innovation Academy Y1 Staffing Plan

Instructional Personnel	Total FTEs	Non-Instructional Personnel	Total FTEs

Executive Director	**1**	**Business Manager**	**.5**
Academic Coach	**1**	**Nurse**	**1**
Regular Education Teachers	**21**	**Facilities**	**2**
Special Education Teachers	**1**	**Office Manager**	**1**
Instructional Assistants	**4**		
Special Area Teachers	**4**		
TOTAL	**32**	**Total**	**4.5**

In Y2 The Grande Innovation Academy will increase teachers to accommodate the scholars that are enrolled from Y1 as they move up a grade. We will also add two instructional assistants, two special area teachers and a part-time office assistant.

Table: C.3.2 The Grande Innovation Academy Y2 Staffing Plan

Instructional Personnel	Total FTEs	Non-Instructional Personnel	Total FTEs
Executive Director	**1**	**Business Manager**	**1**
Academic Coach	**1**		
Regular Education Teachers	**24**	**Nurse**	**1**
Special Education Teachers	**1**	**Facilities**	**2**
Instructional Assistants	**6**	**Office Manager**	**1.5**
Special Area Teachers	**6**		
TOTAL	**39**	**Total**	**5.5**

In Y3 The Grande Innovation Academy will have a total of 27 regular education teachers serving 650 scholars. We will increase special area teachers and instructional assistants to reflect the increase in scholar enrollment. The part-time office manager from Y2 will now

become a full-time position assisting several areas including front office and business manager.

Table: C.3.2 The Grande Innovative Academy Y3 Staffing Plan

Instructional Personnel	Total FTEs	Non-Instructional Personnel	Total FTEs
Executive Director	**1**	**Business Manager**	**1**
Academic Coach	**1**	**Nurse**	**1**
Regular Education Teachers	**27**	**Facilities**	**2**
Special Education Teachers	**1**	**Office Manager(s)**	**2**
Instructional Assistants	**6**		
Special Area Teachers	**8**		
TOTAL	**44**	**Total**	**6**

B. Recruitment, Hiring, Training Plan

Recruitment Plan

The Grande Innovation Academy plans to actively recruit highly qualified individuals beginning in January of 2016. The Executive Director, along with the Academic Coach, will commit to the following list of possible avenues for recruitment:

1. Recruitment Fairs
   We Teach Charter Job Fair- January
   University of Arizona Teacher Recruitment Fair- April
2. Word-of-Mouth Networking
   The Executive Director has a wide network of community members from various organizations such as Rotary and she sits on the Governmental Affairs Chamber of Commerce Committee. We will also encourage our teachers to spread the word to colleagues in other districts.
3. Advertising
   Local newspaper
   AZ Department of Education Website
   AZ Charter Association Website
   School Website jobs posting

Social Media
Local area events

Hiring Plan
The Grande Innovation Academy will hire based on the following criteria: a baccalaureate degree from an accredited college or university, be Highly Qualified as determined by Arizona Department of Education (ADE), be certified through ADE, be endorsed in Structured English Immersion (SEI), have a valid and current Fingerprint Clearance Card.

In addition, The Grande Innovation Academy candidates must:

- Align with the Mission/Vision
- Believe that all scholars can learn
- Be willing to work relentlessly to ensure scholar achievement
- Be creative and resourceful when it comes to writing and implementing lesson plans
- Be willing to use all the available technology
- Be open to constructive criticism
- Be an active participant during professional development
- Enjoy a collaborative environment
- Use data to make instructional decisions
- Embody The Grande Innovation Academy's guiding values: excellence, leadership, focus, respect, commitment, innovation, responsibility, perseverance

A consistent hiring process will be in place for all employees. The Executive Director will make the final hiring decisions, with input from the Academic Coach. A cover letter and resume will be the first thing the candidate will supply. A face-to-face interview will be scheduled where the candidate will have answered the short answer application questions. At the interview the candidate will provide all paperwork so a file can be started. These include: resume, cover letter, application, references, transcripts, fingerprint clearance card, teaching certificate, and Highly Qualified status. At the end of the interview the candidate will be asked to schedule a 3-6 hour block of time to observe the school during the school day. This will allow the candidate to see, hear, and decide if the unique culture at The Grande Innovation Academy is conducive to their teaching style. This time will include a question and answer period with a few of the school's teachers in the grade level(s) the candidate is interested in teaching. Once this step is completed the candidate will come back for a second interview that includes the Academic Coach and one or two teachers. The final step to the hiring process will be a reference check that is completed by the office manager with a set of scripted questions. Her scripted answers will then be given to the Executive Director for review and added to the file on the candidate.

Training Plan
Summer Professional Development
The Grande Innovation Academy will train teachers during the initial ten-day summer professional development. Teachers will receive ongoing, individualized professional

development as needed, based on the administration's observations or teacher self-selection. The teachers at The Grande Innovation Academy will have lots to learn the first year in operation. Some of the topics for the ten-day summer professional development are:

- Arizona Common Core Standards for reading, writing, and math
- Core Knowledge Sequence
- NY Engage Math Modules
- Reading Horizons: phonics, comprehension strategies
- Small Group instruction using Reading A-to-Z
- Curriculum Maps, Pacing
- Writer's Workshop
- Thinking Maps
- Response to Intervention: Tier of instruction
- Habits of Mind
- Responsive Classroom
- Benchmarks: how and when

Friday Professional Development
There are 25 Fridays that will be used as Professional Development follow-up trainings and data analysis sessions. The Fridays are set-up with this schedule:

8:00-9:00 Staff Meeting as needed/Grade Level Collaboration
9:00-12:00 or 9:00-2:00: Professional Development Training (the ending time will depend on the topic and sufficient time for training)
After the Professional Development session teachers will write the following week's lesson plans, create a weekly newsletter for parents, and upload both of those to the correct location.

The data analysis sessions will be scheduled on a Friday after benchmark assessments are completed and scores inputted. During the data analysis sessions the Academic Coach will take teachers through the process of downloading reports to look at for discussion. Once it's determined which standards need addressing or which scholars will receive Response to Intervention, then lessons will be written using the teacher resource room located on campus. The resource room has various instructional materials for teachers to use to plan lessons.

Evaluations
The Executive Director and the Academic Coach will formally evaluate teachers twice each year. The instrument to evaluate teachers will be developed by the Executive Director and the Academic Coach.

B. Compensating Staff

Executive Director

The Executive Director salary will start at $75,000 and increase $1500 every year, as state funding permits .

Business Manager
The Business Manager, part-time in Y1 and then full time in Y2 and Y3 will be paid $55,000 and increase $1500 every year as state funding permits.

Academic Coach
The Academic Coach's salary will start at $52,000 and increase $1500 as state funding permits.

Office Manager
The Office Manager's salary will start at $35,000 and increase $500 every year as state funding permits.

Teachers/Special Areas Teachers/SPED Teachers
All teacher average salary in Y1 will be $34,680, in Y2 $35,816.67, and in Y3 $36,842.86. The averages are calculated based on teachers that are currently employed by The Odyssey Preparatory Academy and will remain on staff with The Grande Innovation Academy.

Instructional Assistants
All instructional assistants will be paid $10/hour for 25-35 hours of work per week.

Nurse
One nurse will be paid $12/hour for 32 hours of work a week.

Facilities
Two facilities maintenance will be paid $10/hr. Each person will work a 40 hour week on a staggered schedule to include all daily upkeep, landscaping, and other duties.

Required Employer Contributions
The Grande Innovation Academy will pay required employer contributions including Social Security, Medicare, Unemployment, and Worker's Compensation, which are assumed to be 10% of each employee's total salary.

Employee Insurance
Full-time employees are eligible for health, dental, and vision insurance. The Grande Innovation Academy will incur 100% of employee only health, dental, and vision insurance costs.

Employee Benefits
The Grande Innovation Academy will not provide benefits in years 1-3.