Sierra Preparatory Academy will employ a team of skilled and dedicated professionals to develop and operate a high quality charter school. There are some areas of expertise where the school will need to seek outside expertise. These areas of expertise are for independent audit requirements, special education Services, and janitorial services. The Board of Directors may add further providers of expertise if deemed necessary for the school.

Legal Services

Sierra Preparatory Academy will contract with Hallman and Affiliates, PC for legal services, including preparing and filing the 501(c)(3) tax-exempt application for Sierra Prep Academy. Business attorney Hugh Hallman has been providing legal services to charter school related matters in Arizona for more than a decade. In addition, he has also served as a Headmaster of Tempe Preparatory Academy, which gave him additional insight and experience on charter school law and business matters. His rate is $350 per time unit. The cost for legal services are included in the Contracted Services AIS line item.

Independent Audit Services

- Sierra Preparatory Academy will contract with an independent CPA auditor, to perform the annual audit for the school as required.

- Skills and Experience:
    - When selecting such service, the school will consider the list of approved providers by the charter authorizer.
    - Possessing appropriate degrees and certifications, including a CPA.
    - Possessing perfect record auditing charter schools

- Sierra Preparatory Academy is potentially considering using the services of Fester & Chapman P.C. (4001 N 3rd St, Ste 275, Phoenix AZ 85012-2086), who are on the approved list of auditor firms with ASBCS, understand how charter schools operate, and have a long-standing respectable record in the charter school sector with successfully completed audits of a number of charter schools in Arizona.

- Costs for this service typically depend on the size of the school (enrollment of students). The costs are appropriately reflected and accounted for in the Auditor Fees line item in the Tree-Year Operational Budget and they are as follows:
    - $4,500 in Year 1;
    - $7,500 in Year 2;
    - $8,000 in Year 3.

Special Education services

- Sierra Preparatory Academy will contract for outside special education services, such as a school psychologist, speech and occupational therapist, or other therapy as needed, to provide services on site to students who qualify and as required by their IEPs. Several specialized firms and individual professionals have been interviewed by the school founders. At this time the firm that has showed best compatibility with the needs of Sierra Preparatory Academy and sufficient amount of expertise to deliver the services is Shively and Vogel, LLC (7650 S. McClintock Dr., Tempe, AZ 85284-1695) Final decision and selection of service provider will be made in March 2014.

- With consideration of the sources of information for special education services the cost estimate are conservatively made and justified on the basis of: a) data from a school with liberal arts program of instruction (Tempe Preparatory Academy, which has an annual cost of $15,625 to service and approx. 330 of total student enrollment); b) the projected number of students to be served at Sierra

Preparatory Academy; c) current vendor quotes from Shively and Vogel, LLC. The projections for the cost of those services assume annual increases typical for the industry, and accounting for anticipated inflation, cost of meeting Federal and State compliance requirements, curriculum and assessment requirements, and teacher qualification requirements. The following amounts are projected:

- $17,500 in Year 1;
- $21,500 in Year 2;
- $25,000 in Year 3.

- Professional Qualifications and Selection Criteria for Special Education Service Providers:
  - The service provider for psychological services, will meet the following qualifications:
    - Possess degree in school psychology at Master's level or above
    - Possess state certification and licensing to provide services in the State of Arizona
    - 3-5 years of experience
    - Demonstrate strong competence in completing comprehensive evaluations
    - Demonstrate strong competence in both academic and behavioral intervention strategies.
    - Provide a positive recommendation from public school (charter or district).

  - The service provider for speech therapy will meet the following qualifications:
    - Possess Master's Degree in speech pathology
    - Possess state certification and licensing to provide services in the State of Arizona
    - Possess Speech Language Pathologist qualifications
    - Possess a Clinical Certificate of Competency
    - Possess 3-5 years of school-based speech therapy experience
    - Demonstrate proficiency in servicing both language needs and articulation needs
    - Provide a positive recommendation from a public school (charter or district).

  - Costs for these services are determined based on costs of the similar program of instruction schools' experience and actual vendor quotes. It is included in the Contracted Services (Special Education) line item in the Tree-Year Operational Budget. The cost levels of contracted services at Sierra Preparatory Academy and Tempe Preparatory Academy is deemed to be comparable, but scaled down to reflect the difference in the student population at the two schools for the following reasons:
    - Identical management approaches and styles at both schools;
    - Similar human and resource structure at both schools;
    - Possibility to use same service providers, without guarantees where bidding is required;
    - Relatively similar target area demographics.

  - Based on quotes from service providers, the costs for psychological evaluations is approximately $400 per evaluation, and the costs for speech, physical, and occupational therapy are approximately $75/hour.

  - The estimates in Year 2 and Year 3 reflect the increase in student enrollment;

  - This estimate is adequate and viable because: it is based on the market study of the target population, averaging 10-12% special education population and the projected needs of the school.

Janitorial Services

- Janitorial services will be provided by an outside service provider. Quality of the services provided and price will be determining factor in selecting the custodial services provider. The sources of cost are based on full service janitorial service typically provided to meet the needs of charter schools of similar size. The cost of such services is approximately $400/month in Year 1 and $800/month thereafter (to account for the building additions and increased space).
- The source of information to justify the cost estimates is based on a compilation of quotes from several commercial service providers (J&J Janitor Services, LLC, Phoenix Janitorial Cleaning Services and Office Keepers Arizona). This cost is accounted for in the Contracted Services - O&M Line Item in the Three- Year Operational Budget.
- Qualifications include:
  - Positive recommendation from other school facilities;
  - Possession of appropriate insurance and certification;
  - Convincing presentation and interview with the Business Manager of Sierra Preparatory Academy.