B.4.2 Contracted Services

During its startup year and first years of operation, Incito Schools will contract with some outside individuals and firms in order to provide the best possible services for the school.

SAIS: Incito will purchase a system in order to house student data and provide data reporting to the Arizona Department of Education. Incito's Business Manager will enter all student data and ensure data is reported to the Arizona Department of Education. The systems that Incito has reviewed are in alignment with Arizona Department of Education and all requirements for student information reporting. Incito has reviewed initial quotes from School Master and Power Schools and budgeted accordingly.

Incito has selected to obtain quotes from School Master and Power Schools based on the following criteria:

- Recommendations from surrounding charter schools
- Alignment with Arizona Department of Education requirements
- User-friendly software
- Exceptional customer service on an as needed basis
- Cost effective

Special Education:

On Staff

The school will open with at least one full time Special Education teacher on staff who will also serve as the Director of Special Education. Based on data from the Arizona Department of Education, the special education population accounts for approximately 11% of the students in surrounding districts (Avondale, Buckeye, Goodyear). In Incito's first year of operation, this calculates to be approximately 24 of the 216 students. In year 2, the special education population is predicted to increase to 28 students and in year 3, 32 students. Incito has already identified a Special Education Director, who is also qualified to serve as the Special Education Teacher, based on the following criteria:

- Bachelor of Art in Education, Special Education
- Graduate Certificate in Applied Behavior Analysis
- Doctorate of Psychology in School Psychology
- Special Education K-12 Teacher Certificate (Arizona)
- Elementary Education K-8 Teacher Certificate (Arizona)
- Full Structured English Immersion Endorsement

The Director of Special Education creates a positive learning environment to facilitate the personal, social, physical, and intellectual development of our exceptional, language learning, gifted and talented students. This individual will be responsible for proper maintenance of records for special needs and ELD students, oversight of the IEP and ILLP Team process, and will be the primary person responsible for ensuring that students with specialized instructional needs receive the proper accommodations and/or modifications within the classroom. In addition s/he will work closely with the Executive Directors to develop assessments that are aligned to state and national standards, analyze student results, and guide teachers to make data-driven curricular decisions.

Incito will provide a salary augmentation to the Special Education Director based on the description of responsibilities mentioned above. This salary augmentation is reflected in Incito's three year budget as $10,000 in year 1, $15,000 in year 2, and $20,000 in year 3. The increase augmentation is based on the assumption that the special education population will increase as Incito's overall student enrollment increases.

Contracted Special Education Services

Incito also understands that student enrollment may require additional special education services such as speech, hearing and vision services, psychology services, and physical and occupational therapy. Subsequent hiring, contracting of service provider, or acquiring of staff will be based on caseload and disability needs. Incito has budgeted for these additional contracted Special Education services. The budget includes 67 hours of ancillary special education contracted services at a rate of $75.00 per hour (quote obtained by provider). These hours were based on recommendations from the Special Education Director that Incito's founders currently collaborate with in their current positions. Incito's budget assumes that the student population will be served by the Special Education Director/Teacher, and the Special Educator contractors will be used when needed. The budgeted amount for a Special Educator contractor is based on the market study below:

Market Study of Special Education Services: (Provided by The Principal's Office 2010)**:**

Provider Fees
Special Education Director $75.00-100.00/Hour
Special Education Teacher $40.00-50.00/Hour
Paraprofessional $20.00/Hour
Speech Pathologist $75.00-100.00/Hour
Speech Technician $40.00/Hour
School Psychologist $75.00-100.00/Hour
Occupational Therapist $65.00-85.00/Hour
Certified Occupational Therapy Assistant (COTA) $40.00/Hour
304
Vision/Hearing Specialists $75.00-100.00/Hour

Criteria for Special Education Contracting Services:

Incito's board has initially chosen The Principal's Office, LLC for its decades of combined experience in assessing educational needs and designing solutions. Incito Schools believes that their innovative, direct and affordable services are the best fit for the school's program. Most importantly Incito believes that they will, as needed, have the ability to effectively and efficiently improve the school's performance, offer needed educational programs on-site, and provide necessary training to employees. The Principal's Office, LLC is the professional development provider for Arizona's Professional Educator's (AZPE) and works in close partnership with the Arizona Charter School Association.

Legal Counsel: Contracted legal services of $6000 for work with *Carter Law Group P.C.,* who specializes in non-profit low. Additional money is budgeted for future consultation or expanding the scope of work. Incito Schools 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*

- Particular experiences with educational institutions

Payroll Services: Incito's financial management will be completed in house, except for payroll and audit services. ADP Payroll services will be utilized and are reflected in the Start-Up and Three Year Budget. The budgeted amount is based on estimates from charter schools of similar size and location. Incito's Business Manager will be the direct contact with ADP Payroll services. Incito selected ADP based on the following criteria:

- Recommendations from currently operating charter schools
- Online payroll services
- Multiple payroll input options
- Variety of payroll payment options
- Leverages of 60 years experience
- Recommendation from Arizona Charter Schools Association
- Over 570,000 clients

Custodial Services: There is no money budgeted for basic custodial services for Year 1 due to the fact the all teachers and staff will be responsible for cleaning their rooms and common areas. The Year 2 budgeted amount is based upon similar sized schools and the assumption that student enrollment will increase and possible repairs may surface. This service will be outsourced to a licensed provider in the Goodyear area, preferably one within the school's 15 mile radius. Providers with experience providing services to schools have been contacted and all expressed willingness to provide a written plan for services once the facility is ready for occupancy. Incito Schools will select providers based on the following criteria:

- Proximity to school location
- At least 7 years experience with schools or educational institutions
- Recommendations from businesses in the area
- Cost of services
- Bonded and licensed

Providers that were contacted include:

Custodial Management Svc
8421 N. 59th Ave, Glendale, AZ 85302

Commercial Custodial Services
480-221-4396

Mendoza Services, Gabriela Mendoza
602-278-6619