B.4.2 Contracted Services

Open Doors Community School will only require contracted services in a limited number of areas. We have outlined the needs, potential or existing providers and the scope of services below.

Administrative, Management and Financial Services
Many of the administrative support services will be provided through a Memorandum of Agreement that will be executed between Open Doors Community School, Inc. and its parent organization, Arizona Youth Partnership. This agreement will specifically allocate executive and other staff time to provide these specialized services. These areas include, but are not limited to the following:

- Human Resources
- Finance/Payroll
- Information Technology
- Administrative support
- Grants management and compliance

In addition, after school enrichment activities and staff to deliver life preparation and healthy relationship education classes will be provided **in-kind** by existing staff members of our parent organization, Arizona Youth Partnership which has Federal and State grants to support these programs.

Legal Services
We have already engaged the services of C. Benson Hufford, who specializes in non-profit educational law, for the drafting of our by-laws, articles of incorporation and drafting of policies for Open Doors Community School. These services, estimated at $5,000 in our start-up budget, have been in addition to the support of the Arizona Youth Partnership board legal adviser, Pamela Treadwell-Rubin. Pam has served with our organization in a number of capacities since 1994 including board member, past Board President, chairing the search committee of the two Executive Directors who have been hired in the history of AzYP. She is a Tucson-based attorney who provides pro-bono services as our non-voting board legal advisor.

We will utilize the services of C. Benson Hufford, as needed when/if situations arise where statutes are not clear and we need to make a sound legal decision and/or defend decisions we have made and it falls outside the scope of our board legal advisor's area of expertise.

Special Education Contracted Services
Open Doors Community School expects to enroll 125 students in year one. According to our research, and our intent to focus on students a lower socio-economic area in Marana and surrounding communities, we project that approximately 15% of our student population (19 students) will have special education needs.

As a key component of our Community School model, we have developed a close working relationship with the Marana Health Center - Behavioral Health Services. We plan to contract with them or another appropriate agency for the oversight, supervision and more specialized

services for our special education students. Special Education supervision will be provided contractually and have the following primary responsibilities:

- Review all incoming IEPs and provides on-going monitoring of all SPED files
- Ensure IDEA compliance and interprets laws to staff
- Oversee delivery of services
- Handle parental complaints regarding SPED.
- Provide FERPA/Child Find training
- Provide training on best practices and updated regulations

Our budgeted total for special education services in Year One is **$24,000**, with a plan to hire a dedicated Special Education teacher in the second year and therefore reducing contractual services to **$16,000** in Year 2, and having **$14,000** of budget services in Year 3.

We estimate the following breakdown of the $24,000 contracted services allocated for special education in the first year:

- Contracted Special Education supervision with Marana Health Care or a similar provider at $10,000 (at a rate of $75-100 per hour, including conducting IEP review meetings, staff-training and consultation with Principal and Teacher)
- Contracted School Psychologist (through Marana Health Center) $8,000 ($500 per evaluation of 16 students)
- Other services such as occupational therapy, speech therapy, physical therapy and counseling at an hourly rate. Estimated at $6,000.

Upon charter award, we will finalize an agreement with a contracted provider for high quality services and care to our special education program. Dr. Michelle Ellis, Chief of Behavioral Health Services at Marana Health Center, is a certified Special Education Supervisor and will assist us in making a decision on the best, most cost-effective provider for our school. To avoid any possible conflict of interest, the special education contract will also be put out for bid to ensure the most cost-effective and quality services are being provided.

Acuity Assessment System

We will contract with the Success Center Team at the Arizona Charter School Association to implement a comprehensive, award-winning, informative assessment solution designed to support both interim and formative assessment programs. The Acuity system was thoroughly demonstrated to our team during the Charter Starter. Through the Success Center, we've secured a discounted rate from McGraw Hill, the Acuity vendor for $8,000 in Year One, $9,000 in Year Two, and $10,000 in Year Three.

Nursing and Medical Services

Through our Community School partnership, we intend to contract with Marana Health Center for the provision of nursing and any required health care services for our students. As a Federally-Qualified Health Center, students will be eligible for a sliding-scale fee structure based on family income.

Student Data System
Open Doors Community School intends to contract with Tyler Technologies for the purchase, implementation and training on the Schoolmaster Student Information System which is SAIS-compatible. Based on a quote from the Tyler Technologies sales representative, ODCS budgeted $5,000 in the start-up phase for the initial implementation and $1,000 each additional year for user licenses, maintenance, and training.

Custodial/Maintenance Services
ODCS intends to outsource with a provider(s) in the Marana community. One particular provider has been recommended to us that currently contracts with MHC Healthcare for the provision of these services, the present occupant of our proposed school building. We also plan to invite bids to ensure a cost-effective agreement. In our budget, we have estimated a cost per square foot of $1.54 per year which equates to budget in Year 1 of $12,000, Year 2-$15,380, and Year 3-$21,230.