C.3 Personnel

Staffing Plan

Year	Students (SC)	Teachers	FTE	Instructional Assistants	FTE	Administrator	FTE	School Director	FTE
Year 1	75 (30 KG)	2	2.0	2	2.0	1	.5	1	1.0
Year 2	100 (30 KG)	3	3.0	3	3.0	1	1.0	1	1.0
Year 3	125 (30 KG)	4	4.0	4	4.0	1	1.0	1	1.0

Instructional Personnel:

Year 1

In Year 1, P.V. Montessori School will employ a full-time School Director (1.0 FTE) and a half-time Administrator (0.5 FTE). The School Director will perform also classroom instructional functions in the Lower Elementary classroom, as well as Montessori curriculum development functions. The administrative duties of the School Director are usually performed after school instruction hours, as typical for the Montessori environment, which allows the School Director to provide instruction during the school hours. The school will also employ 2 FTE Teachers and 2 FTE Instructional Assistants. In keeping with the Montessori Method of instruction and child development the kindergarteners will be educated together with the private preschool students. The teacher salary for educating the KG students will be allocated to the charter This instructional personnel is consistent with the Montessori Method and will be adequate to educate the students in Year 1.

Year 2

In Year 2, P.V. Montessori School will add to the personnel one full-time Teacher and one full-time Instructional Assistant for a total of 3-full time teachers and 3 full-time Instructional Assistants. The School Director will perform also classroom instructional functions in the Lower Elementary classroom, as well as Montessori curriculum development functions. The administrative duties of the School Director are usually performed after school instruction hours, as typical for the Montessori environment, which allows the School Director to provide instruction during the school hours. As projected in Year 1 and in subsequent years, consistent with the Montessori Method of instruction and child development, the charter kindergarten students will be educated with students in the private preschool. The teacher salary for educating the KG students will be allocated to the charter. This instructional personnel is consistent with the Montessori Method and will be adequate to educate the students in Year 2.

Year 3

In Year 3, P.V. Montessori School will employ one additional full-time teacher, one additional full-time instructional assistant for a total of 4 full-time Teachers and 4 full-time Instructional Assistants. With the growth of the school, the School Director will focus primarily on administrative duties, Montessori curriculum development functions and staff development duties (to mentor lead teachers for each of the Montessori classrooms).

Consistent with the Montessori Method of instruction and child development, the charter KG students will be educated with students in the private preschool. As projected in Years 1 and 2, the teacher salary in Year 3 for educating the KG students will be allocated to the charter. This instructional personnel is consistent with the Montessori Method and will be adequate to educate the students in Year 3.

Staffing Plan for Instruction – Rationale

The staffing plan designed for P.V. Montessori is viable and adequate for the effective implementation of the program of instruction of the charter school. It reflects a true Montessori multiage class size of 24-30 children to one teacher with one to two Instructional Assistants.

The class size and multiage configuration planned for P.V. Montessori School is consistent with the Montessori Method. As evident from the table below, class size at P.V. Montessori is at the lower end of the class size continuum. The staffing plan is adequate for the effective and efficient implementation of the program because:

- ★ KG students will be educated with students in the private preschool at the Primary age group, so no need for additional KG instructional staff at the charter school;

- ★ Year 1: The 2 full-time Teachers, 2 full-time Instructional Assistants, and the full-time School Director as the lead teacher in the Lower Elementary provide sufficient instructional staff to educate 30 Kindergarten and 45 other Lower Elementary students. The administrative duties of the School Director are usually performed after school hours, as typical for the Montessori environment, which allows the School Director to provide instruction during the school hours.

- ★ Year 2: The 3 full-time teachers and 3 full-time Instructional Assistants will accommodate the Montessori education of 100 students in Year 2.

- ★ Year 3: The 4 full-time teachers and 4 Instructional Assistants will accommodate the Montessori education of 125-students in Year 3.

Year	Students (SC)	KG (SC)	Lower Elementary (ages 6-9)
Year 1	75	30	45
Year 2	100	30	70
Year 3	125	30	95

Administrative Personnel:

School Director

- P.V. Montessori will employ a full time (1.0 FTE) School Director, who during Year1 and Year 2 of operation will also perform instructional duties.
- Starting in Year 3 and thereafter the School Director will have primarily administrative duties.

Administrator

- In Year 1 P.V. Montessori will employ one part-time Administrator (0.5 FTE) who will be trained in Student Accountability Information System (SAIS) reporting, as well as trained in the financial and procurement procedures of the charter school. The Administrator will have prior business and financial training. Daniel Foster, who has sufficient qualifications for this task will perform the functions of the Administrator.
- Starting from Year 2, the Administrator position will become full time (1.0 FTE). Daniel Foster, who has sufficient qualifications for this task, will perform the functions of the Administrator as a full-time position.

Staffing Plan for Operations – Rationale

The staffing plan designed for P.V. Montessori is viable and adequate for the effective implementation of the operations of the charter school. P.V. Montessori School starts as a small school and plans for its founders and leadership to perform several functions at start-up. During Year 1 and Year 2 the School Director will perform also classroom instructional functions in the Lower Elementary classroom, as well as Montessori curriculum and staff development and mentoring functions (to mentor lead teachers for each of the Montessori classrooms). The administrative duties of the School Director are usually performed after school instruction hours, as typical for the Montessori environment, which allows the School Director to provide instruction during the school hours. A part-time (0.5FTE) Administrator will perform office, administrative, management and financial duties necessary for the smooth operation of the school at start-up.

As the school grows in Year 3, operations are streamlined and the functions of the School Director will be separated. This allows for more instructional personnel to be hired and internally trained for lead teacher positions. This would also allow the School Director to focus 100% on the administrative duties and the Administrator to become a full-time position. Such staffing scenario is very typical for small Montessori and other small charter schools with student enrollment below 150 students.

P.V. Montessori will contract for accounting services and related advice and consultations. All contracted services are explained in detail in the Contracted Services Section of this charter application. As a small operation, it is economically feasible to purchase outside services and expertise, because it is cost-efficient to buy the expertise as opposed to hire

underutilized personnel. Additionally, the school will benefit from the expertise of a professional service provider.

P.V. Montessori School will contract Special Education services as needed and as required in the students' IEPs..

Should English Language Learner services be required, staff will research and locate a contracting service that offers well-qualified personnel at a fair market price.

Consistent with the Montessori philosophy, the teachers and students will have daily responsibility for keeping the campus neat, but the school will pay its pro-rated share of regular deep cleaning and maintenance.

Recruiting, Hiring, and Training Of Instructional Staff

Recruiting:

P.V. Montessori School will post open positions in several places including but not limited to: the school's web site, the North American Montessori Teacher's Association web site, the Association Montessori Internationale website, and local newspapers. Job applications will be reviewed by the School Director. Most promising applicants will be invited for interviews and evaluations.

Hiring:

P.V. Montessori School shall practice a non-discriminatory policy – the school shall not discriminate on the basis of race, sex, age, national or ethnic origin, or religion. The school will strive to hire the best possible candidates.

The evaluation of each applicant's job application and interview may include, but will not be limited to, the following information as appropriate for the hiring of qualified personnel: education, Montessori training and certification, any special training, referrals/recommendations, experience, character, communication, team work, attitude, enthusiasm, acceptance of the educational philosophy, program of instruction and objectives of the charter school.

Teachers will be hired with "at-will" yearly renewable contracts. P.V. Montessori School, Inc. will reserve the right to discharge employees "at-will" for non-performance and/or other violations of the "at-will" contract.

P.V. Montessori School will strive to hire teachers who are both highly qualified and Montessori certified. If not able to do so, P.V. Montessori School will design a professional development plan for the teacher to become Montessori certified or highly qualified as appropriate. The oversight of such plan would be conducted by the School Director. .

The school will meet the standards set by the NCLB Legislation and state policies for hiring highly qualified personnel. The School Director will follow Arizona's Model for Identifying Highly Qualified Teachers and Paraprofessionals. Teachers must hold at least a Bachelor's degree or have passed the appropriate Subject Knowledge AEPA for NCLB and have

passed rigorous Montessori training. Only teachers who are "highly qualified" under the NCLB model will be hired to teach core academic subjects.

An outline of the qualifications of each teacher will be kept for public viewing and will be available for review by parents in the school's administrative office.

Teachers (as well as all employees) and instructional assistants must have a state issued Fingerprint Clearance Card.

Training:
Newly hired employees will receive training prior to beginning work and will receive mentoring from the School Director during the first month of employment and on an as needed basis thereafter. Consistent with the School Calendar and the Professional Development Strategy of the Performance Management Plan:

- ★ Teachers and aides will arrive two days prior to the opening of school for professional development, training (including the Performance Management Plan), and room readiness.
- ★ Teachers and aides will stay two days after students leave in June to reflect and strategize ways to improve the classroom for the next year.

Compensation Plan

Employee's compensation at P.V. Montessori School, Inc. will be comparable to area district and charter schools. All positions will be paid (salary, ERE and benefits) at levels comparable to the surrounding area insofar as the budget allows. A benefits package will subsequently be developed. The school does not plan to participate in the state retirement system at this time.

Employee-Related Expenses (ERE) and Benefits

Employee-related benefits are amounts paid by P.V. Montessori School, Inc. on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments of fringe benefit payments, whether paid directly to the employee or not, are part of the cost of these services and are estimated at twenty (20%) percent of salary expenses in the operational budget, including approximately 12% of required employer contributions.

The Required Employee Contributions (12%) include:

- ★ Employee Insurance—Amounts for the employer's share of any insurance plans, such as life, health, dental, and accident insurance.
- ★ Social Security Contributions—Employer's share of amounts paid by P.V. Montessori School for social security.
- ★ Unemployment Insurance—Amounts paid by P.V. Montessori School to provide unemployment insurance for its employees.
- ★ Workers' Compensation—Amounts paid by P.V. Montessori School to provide workers' compensation insurance for its employees.