Pieceful Solutions Charter School will start operations serving 120 students in the entire grade span of K-5 grades.

Pieceful Solutions Charter School – Enrollment Plan								
Grade	KG	1th	2th	3th	4th	5th	Total	
	Number of Students						Number	ADM
Year 1	20	20	20	20	20	20	120	110
Year 2	20	20	20	20	20	20	120	110
Year 3	20	20	20	20	20	20	120	110

The table below presents a summary of the staffing plan, which reflects the grades and number of students to be served in each of the first three years of operation, as well as the number of each type of instructional and non-instructional personnel each year.

Pieceful Solutions Charter School - Staffing Plan						
Year/Student Enrollment	Year 1/120 Grades:K-5		Year 2/120 Grades:K-5		Year 3/120 Grades:K-5	
	Number	FTE	Number	FTE	Number	FTE
Instructional Personnel						
Classroom Teachers	9	9.0	9	9.0	9	9.0
Instructional Assistants	27	27.0	27	27.0	27	27.0
Speech and Language Therapist	1	1.0	1	1.0	1	1.0
Speech and Language Assistant	1	1.0	1	1.0	1	1.0
Occupational Therapist	1	Contract	1	Contract	1	Contract
Karate Instructor	1	Contract	1	Contract	1	Contract
Music Therapist	1	Contract	1	Contract	1	Contract
Yoga Instructor	1	Contract	1	Contract	1	Contract
Chef	1	Contract	1	Contract	1	Contract
Administrative Personnel						
Director	1	1.0	1	1.0	1	1.0
Assistant Director	1	1.0	1	1.0	1	1.0
Business Manager	1	1.0	1	1.0	1	1.0
Administrative Assistant/Registrar	1	1.0	1	1.0	1	1.0
TOTAL:	47	42.0	47	42.0	47	42.0

Pieceful Solutions Charter School will need to employ 47 people (42.0 FTEs and 5 contractors) in instructional and administrative capacity (full-time, part-time and contracted positions) at start-up and for the first three years of operation. This staffing plan is consistent with the start-up of the school, as it covers all staffing needed to execute successfully implement the instructional program at Pieceful Solutions Charter School as designed.

Instructional Personnel:

Classroom Teachers: Pieceful Solutions Charter School will employ 9 full-time teachers for the first three years of operation. Each classroom will be staffed with a special education teacher, who will work with 14-15 students in a multi-age multi-grade classroom setting. Each teacher will be responsible for writing Individual Education Plans (IEP's) or Personalizes Education Plans (PEPs) for each of their students. These

lessons plans will give students access to the most rigorous curriculum possible while making any necessary adjustments and/or modifications based on their needs. Teachers will work in conjunction with 3 to 4 highly trained and experienced, highly qualified paraprofessionals in each classroom.
Qualifications: Teachers at Pieceful Solutions Charter School will be special education certified in addition to being highly qualified in the core subject areas, and specially selected because of their unique qualifications, talent and patience in working with students with Asperger's syndrome/Autism Spectrum Disorder.
Duties:

- Oversee instructional assistants
- Assist with training paraprofessionals
- Write and implement data-driven individualized lesson plans
- Conduct formative and summative assessment based on state standards and the Pieceful Solutions educational model
- Prepare students for mandated state testing (AIMS, AIMS-A) as well as other assessments used for students with disabilities.
- Participate teacher trainings and individual coaching sessions and be fully committed to professional development
- Effectively communicate with parents and provide clear feedback in report cards and other written communications
- Must be excited to work in a collaborative teaching environment focused on educating students with autism

Instructional Assistants: Pieceful Solutions Charter School will employ 27 part-time paraprofessionals as Instructional Assistants for the first three years of operation. Each classroom will be staffed with 3-4 instructional assistants, who will be highly qualified and experienced working with autistic kids.
Duties would include:

- Participate in training in the Peaceful Solutions teaching strategies and any other coaching and training as directed by Assistant Director and Director
- Work one on one and in small groups with students
- Maintain student binders with relevant teaching programs and data
- Follow through with lesson plans as directed by teacher
- Implement strategies as directed by the Speech and Occupational Therapists
- Help with daily communication logs to parents
- Assist with any other functions as directed by the teacher and administrative staff
- Must have a passion for working with students with autism and do everything possible to help these students achieve their full potential.
- Must be excited to work in a collaborative teaching environment focused on educating students with autism

Speech and Language Therapist: Pieceful Solutions Charter School will employ one full-time on-campus Speech and Language Therapist for its Social Skills/Speech Therapy classes for the first three years of operation. Speech-Language therapy will be provided by a certified Speech-Language Pathologist. Therapy is provided based on each child's Individual Education Plan (IEP). Therapy is provided both in small pull-out groups as well as larger in classroom groups. The Speech-Language Therapist will work closely with the classroom teachers to follow themes and activities done in the classroom and to provide the most opportunity to use their language skills in accessing the curriculum.

Qualifications:
The Speech and Language Therapist 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.

Speech and Language Assistant: The Speech and Language Therapist will be supported by one full time Speech and Language Assistant, who will possess a Bachelor Degree and will be SLPA certified.

Occupational Therapist – The occupational therapist is a contract position. Services are used on as needed basis as required in the students' IEP's. The service provider for occupational therapy will meet the following qualifications:
- Possess state certification and licensing to provide services in the State of Arizona
- Possess 3-5 years of school-based occupational therapy experience
- Knowledge of strategies for sensory integration and of developing fine motor skills
- Provide a positive recommendation from a public school

Karate Instructor - the Karate instructor is a contracted position.
Duties: Karate instruction is part of the special curriculum and instruction areas.
Qualifications: The Karate instructor will meet the following qualifications:
- Possess Black Belt certification
- Possess 5 years of experience working with students with special needs
- Valid fingerprint clearance card

Music Therapist – the Music Therapist is a contracted position.
Duties: Music instruction is part of the special curriculum and instruction areas.
Qualifications: The music therapist will meet the following qualifications:
- Master's degree in Music Therapy
- Board Certified Music Therapist
- Speech and Language Assistant Certification
- 5 years of experience working with students with special needs
- Valid fingerprint clearance card

Yoga Therapist – The Yoga Therapist is a contracted position.
Duties: Yoga instruction is part of the special curriculum and instruction areas.
Qualifications: The yoga therapist will meet the following qualifications:
- Bachelor's degree
- Certified occupational therapist
- Knowledge of using yoga techniques to improve body strength and interpretation of sensory processing disorders
- 5 years of experience working with students with special needs
- Valid fingerprint clearance card

Chef - The Chef is a contracted position.
Duties: Cooking classes are part of the special curriculum and instruction areas. Chef W, who will work with students on their projects is part of the life skills curriculum is part of non-profit organization, whose purpose is to serve the developmentally disabled community by training individuals to achieve independence with both job and life skills.
Qualifications: The chef will meet the following qualifications:

- Graduate of a certified culinary institute
- Experience in teaching individuals with special needs
- Valid Food Handler's Card
- Valid fingerprint clearance card

Administrative Personnel:

Director: Pieceful Solutions Charter School will employ one full-time Director for the first three years of operation. The Director will have executive functions and oversee the entire operations of the school – both the educational and business, including the contracted services. The Board of Directors supervises the Director. All other personnel will be supervised by the Director and report to the Director. The Director oversees the day-to-day operations of the school, oversees personnel – recruiting, hiring and dismissal, professional development. The Director oversees the implementation of grant programs at the school. The Director interacts with parents and the community in promoting the mission of the school.

Assistant Director: Pieceful Solutions Charter School will employ one full-time Assistant Director for the first three years of operation. The Assistant Director will report to the Director and will oversee the implementation of the program of instruction. Data driven instruction will be guided by the Assistant Director, who will implement school wide processes for gathering and analyzing data. He/She will be the leader in data-driven decision making. The Assistant Director will work hand-in-hand with the Director to promote a positive school culture that focuses on helping students with autism achieve their full potential.
Qualifications: Special Education certified with curriculum, assessment and academic standards experience; Master's degree; Instructional leadership experience.
Duties:

- Oversees the program of instruction and its implementation
- Oversees teachers and instructional aids
- Curriculum development, alignment of curriculum to standards
- Oversees and manages Individual Education Plans (IEPs) for all students
- Oversees alignment of IEPs and PEPs to the curriculum and standards
- Assists contractors in aligning activities with program of instruction and standards
- Works with the speech and occupational therapists to ensure all students goals are aligned and ensure any prescriptive instructions are followed through by classroom staff
- Conducts teacher evaluations and performance evaluations for the paraprofessional staff (data collection of teacher performance)
- Oversees data collection – gathering and analyzing
- Provides behavior support
- Attends IEP meetings
- Participates in the MET

- Works with parents and facilitates team building efforts between teachers and parents
- Oversees mandated state testing (AIMS and AIMS-A) as well as other assessments used for students with disabilities including but not limited to ABLLS.

Business Manager: Pieceful Solutions Charter School will employ one full-time Business Manager for the first three years of operation. The Business Manager will report to the Director and will be responsible for the financial and operational functions of the school. The main duties for this position will include developing long and short term financial plans for the school, management of all aspects of the school's finances, accounting, payroll, accounting and financial compliance for grants as well as reporting of all financial information to the Director. The Business Manager will work to ensure that the school has the necessary revenue and resources to run effectively.

Administrative Assistant/Registrar: Pieceful Solutions Charter School will employ one full-time Administrative Assistant/Registrar for the first three years of operation. The Administrative Assistant/Registrar will have office support and administrative duties, will maintain attendance the SAIS student management system.

Recruiting

Pieceful Solutions Charter School will recruit locally and nationally certified teachers and other licensed personnel. The charter school will build on the experience of the private operation when recruiting for its operation. The existing private operation has over 5 years of successful experience recruiting highly qualified and specialized personnel for its autistic program. Successful recruitment strategies used will include, the school's website, web based employment advertisements, newspaper job postings, and participation in career fairs at colleges and universities recognized for their special education programs. Jobs will also be posted through the Arizona Charter Schools Association, and through college and university placement offices. Majority of the private operation staff have come through referrals. Advertisements will also be placed in publications by local and national autism service providers such as Autism Speaks, the Southwest Autism Research and Resource Center (SARRC) and the Arizona Autism Coalition. Kami Cothrun is the Resource Fair Co-Chair of the local chapter of Walk Now for Autism and she is well known in the community and is constantly being approached by potential candidates. Recruitment efforts for teachers, instructional assistants and other personnel will intensify starting in January 2014, as soon as the charter application is approved.

Hiring

Pieceful Solutions Charter School will also build on the experience of the private operation when hiring personnel. Key personnel have already been identified - Kami Cothrun will be the Director and Ryan Cothrun will be the Business Manager. The Assistant Director, a key position in the school has been identified as well. The existence and success of the private operation have already made the school well known locally and nationally as a quality provider of education to autistic kids, and this continually attracts highly qualified instructional personnel with experience in autism, who want to become part of the school. In many cases, highly qualified personnel when relocating to Arizona, will do a web search for schools of autism and will find the private operation and will inquire and apply. Many of the existing personnel at the private operation will also apply for positions at the charter school. For the 47 positions, there are already 50 resumes of candidates and more resumes are coming daily. Pieceful Solutions Charter School targets to hire all instructional personnel by June 2014.

Training
One of the defining elements at Pieceful Solution is that teachers and paraprofessionals will be highly trained in Arizona Academic Standards and Pieceful Solutions' educational model, as well as best practices in the field of autism education. We intend to hire certified, highly qualified teachers who already have experience in autism. The key leadership at Pieceful Solutions Charter Schools has substantial operational experience in identifying of teachers' strengths and areas of need through the interview process and will design the initial teacher training around those areas of need. Pieceful Solutions Charter Schools will conduct a one week intensive training prior to the school year. The Director of the school will lead the training. This intensive, hands on training will be conducted with students at different levels of the autism spectrum who are currently attending the private school operation. Paraprofessionals will also be a part of this one week intensive training. A key element of the teacher and paraprofessional training will be data collection and analysis.

Teachers will receive training from curriculum vendors, such as Singapore Math and Lindamod Bell. Pieceful Solutions Charter School will also institute an ongoing training program for teachers and staff - the school's calendar includes professional development days during the school year to discuss instructional practices, alignment to standards in IEPs/PEPs, preparation for AIMS and AIMS-A. The school will also conduct targeted professional development activities identified through analysis of the teacher observation data and student assessment data.

Compensation:
Pieceful Solutions Charter School will offer highly competitive salaries, Employee Related Benefits (ERE), health insurance benefits and retirement benefits as follows:

Salaries:

Director	$ 85,000
Assistant Director	$ 60,000
Business Manager	$ 70,000
Administrative Assistant/Registrar	$ 40,000
Teachers	$ 45,000
Speech and Language Therapist	$ 78,000
Speech and Language Assistant	$ 30,000

Benefits:

- Employee Related Expenses (ERE) – Pieceful Solutions Charter School will provide for the mandatory ERE, which are calculated at 12% of the salary. They include payroll taxes, state unemployment and worker's compensation broken down as FICA (7.65%), SUTA/FUTA (1%), Retirement (2%), and Worker's Compensation (1.35%).
- Health Insurance - Pieceful Solutions Charter School will offer a health insurance plan through JPET. Cost is $400 per month and the school will pay 50% of those costs for employees
- Retirement Benefits – The school will consider a 401(k) plan with a matching amount if employees wish to participate. The estimated cost to the school at start-up is approximately 2% matching contribution from the salary base.
- Note: Only full time employed personnel will receive Health Insurance and Retirement Benefits.