Pieceful Solutions Charter School will use contracted services such as:

- Occupational therapy services;
- Special curriculum areas (karate instruction, music therapy, yoga instruction and therapy and life independence instruction - chef);
- Special education services;
- Professional development services;
- Legal services;
- Accounting/CPA services;
- Independent audit services;
- Janitorial services;
- Strategic business planning services;
- Management support services.

Occupational Therapist The occupational therapist is a contract position. Services are used on as needed basis as required in the students' IEP's.
Skills and Experience: 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
- Positive recommendation from a school
- Valid fingerprint clearance card

Cost: $65/hr. The school will use the services of Janette Remings, who possesses the necessary qualifications and has been a service provider for the private operation.
Sources for costs: Quote from Janette Remmings, Certified Occupational Therapist
Total Costs: Costs for the occupational therpist are included in the Contacted Services (AIS) line item and are estimated as follows:

Year 1: $60,000
Year 2: $60,000
Year 3: $60,000

Karate Instructor (special curriculum areas)
Skills and Experience: The Karate instructor will meet the following qualifications:

- Black Belt certification
- 5 years of experience working with students with special needs
- Valid fingerprint clearance card

Cost: $40 per hour
Sources for costs: Karate Instructor quote.
Total Costs: Estimated at 10 hrs/week for 36 weeks. Costs for the karate instructor are included in the Contacted Services (AIS) line item in the Three-Year Operational Budget and are estimated as follows:

Year 1: $14,400
Year 2: $14,400
Year 3: $14,400

Music Therapist (special curriculum areas)
Skills and Experience: 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

Cost: $40 per hour
Sources of costs: Quote from Ryan Olmstead, music therapist
Total Costs: Estimated at 10 hrs/week for 36 weeks. Costs for the music therapist are included in the Contacted Services (AIS) line item and are estimated as follows:

Year 1: $14,400
Year 2: $14,400
Year 3: $14,400

Yoga Therapist (special curriculum areas)
Skills and Experience: 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

Cost: $40 per hour
Sources for costs: Quote from Yoga Lingo, LLC
Total Costs: Estimated at 10 hrs/week for 36 weeks. Costs for the yoga therapist are included in the Contacted Services (AIS) line item in the Three-Year Operational Budget and are estimated as follows:

Year 1: $14,400
Year 2: $14,400
Year 3: $14,400

Chef (special curriculum areas)
Skills and Experience: 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

Cost: $40 per hour
Sources of costs: Quote from Square One, Inc.
Total Costs: Estimated at 10 hrs/week for 36 weeks. Costs for the chef are included in the Contacted Services (AIS) line item in the Three-Year Operational Budget and are estimated as follows:

Year 1: $14,400
Year 2: $14,400
Year 3: $14,400

Contracted Services (Special Education):

Skills and Experience:

- Special education services providers need to possess the proper degrees, certifications and licensing to provide those services in Arizona.
- Experience working with schools.
- Positive references from other schools.
- Valid fingerprint clearance card

Costs: It is estimated that the average cost per student related to outside services in special education will be $3,000. Those services will cover all evaluations and outside services required under the students' IEPs. This estimate is adequate and viable because the sources of information for the cost of outside special education services are derived from:

a) Estimate based on the personal experience of Kami Cothrun from the private operation working with providers of outside special education services and servicing autistic students;

b) Data from the vendors of the existing private program;

b) The projected number of students to be served at Pieceful Solutions Charter School.

Sources for Costs: Quotes from outside special education services providers**;** actual costs paid by the private operation serving similar target population.

Total Costs: This cost is accounted for in the Contracted Services – Special Education Line Item in the Three-Year Operational Budget. The following annual amounts are projected:

Year 1: $360,000
Year 2: $360,000
Year 3: $360,000

Professional Development Services

Pieceful Solutions Charter School will purchase professional development services from Singapore Math and Lindamod Bell related to curriculum and instruction modifications for special education students and more specifically autistic students.

Skills and Experience: The vendors for Singapore Math and Lindamod Bell are nationally established vendors of curriculum and professional development.

Cost: $6,000 for Singapore Math and $4,500 for Lindamod Bell

Sources for costs: Vendor quotes from Singapore Math and Lindamod Bell

Total Costs: This cost is accounted for in the Contracted Services - AIS Line Item in the Three-Year Operational Budget as follows:

Year 1: $10,500
Year 2: $10,500
Year 3: $10,500

Legal Services

Skills and Experience: Pieceful Solutions Charter School will use the services of Jennings Stross & Salmon, P.L.C., an established law firm in Arizona with long-term traditions in many legal areas, including business, taxation and real estate. The firm has provided services to the existing private operation and has completed the incorporation of the non-profit organization, including the preparation of the by-laws. They will be engaged to prepare the application for the tax-exempt 501 c3 status of PS Charter Schools, Inc.

Cost: $1,500 retainer; $260/hr

Sources for costs: Retainer agreement and quote with Jennings Stross & Salmon, P.L.C
Total Costs: This cost is accounted for in the Contracted Services - O&M Line Item in the Three-Year Operational Budget and estimated as follows:

Year 1: $12,000
Year 2: $5,000
Year 3: $5,000

Accounting Services/CPA

Pieceful Solutions Charter School will contract for accounting services and consultations in the areas of GAAP standards and reporting compliance. The accountant will consult the Business Manager on establishing fiscal procedures that meet GAAPS standards, reporting compliance and waiver of USFCR and state procurement rules.

Skills and Experience: The school will be considering service providers and specialists, who have a college degree in finance/accounting, and/or have more than 5 years in experience in providing accounting services to charter schools in Arizona. They must be familiar with the knowledgeable of accounting practices for charter school and have experience servicing small charter schools - ADE budgeting process, USFRCS and GAAP standards and reporting compliance, charter school cash flow management. They need to be CPA or if accounting firm - have a CPA on staff. The school will seek references from other charter schools, ACSA, and other background checks to ensure that those professionals have sufficient capacity and recent successful experience with smaller size charter schools

Costs: Estimate for the Accounting Services is based on consulting with operating charter schools of similar size.

Sources for Costs: The school will obtain actual competitive quotes once in operation. Costs for the accounting services are included in the Contracted Services - O&M line item of the budget. They are estimated as follows:

Year 1: $5,000
Year 2: $5,000
Year 3: $5,000

Independent Audit Services

Pieceful Solutions Charter School 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

Costs: Costs for this service typically depend on the size of the school (enrollment of students).

Sources for Costs: The school has reviewed several service providers (auditors) approved by the ASBCS, including: Anthony Lorenzo, Joel Huber and others from the ASBCS approved list.

Total Costs: The costs are appropriately reflected and accounted for in the Auditor Fees line item in the Three-Year Operational Budget and they are as follows:

Year 1: $8,000
Year 2: $8,000
Year 3: $8,000

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.

Skills and Experience: Qualifications include:

- Positive recommendation from other school facilities.
- Possession of appropriate insurance and certification.
- 5 years of custodial experience
- Valid fingerprint clearance card for janitors on site

Costs: The cost of such services is $150/week + $200 initial cleaning fee based on vendor quotes.

Sources for Costs: Quote from J&J Janitor Services, LLC.

Total Costs: This cost is accounted for in the Contracted Services - O&M Line Item in the Three-Year Operational Budget. The cost is viable and adequate for the target population based on the experience of the existing private operation in the same building, where the charter school will subsequently be located. It is currently paying that amount for janitorial services.

Year 1: $8,000
Year 2: $8,000
Year 3: $8,000

Strategic Business Planning

Pieceful Solutions Charter School will purchase expertise from top level experts in charter school management, strategic business planning, professional development, executive coaching and mentoring, business systems optimization, cost and cash flow analysis, long-range financial projections.

Skills and Experience:

- Needs to possess top level expertise and experience in business, strategic business planning, management and finance and be an established provider with reputation.
- Charter schools experience a must.
- Proven track record.
- Positive references from clients.

Cost: Estimates are based on projects' work load and hourly fees of top level experts (hourly fees range from $250-$300/billable unit) and amount of time necessary to acquire the expertise and build capacity

Sources for Costs: Quote from ETP, LLC

Total Costs: Costs for strategic planning are included in the Contacted Services (AIS) line item in the Three-Year Operational Budget and are estimated as follows:

Year 1: 30,000
Year 2: 30,000
Year 3: 30,000

Management Support

Pieceful Solutions Charter School will purchase services, related to expanding the school's revenue base such as: fundraising, educational tax credits, competitive government and foundation grants, corporate contributions and donations, entitlement grants and grants management services.

Skills and Experience:

- Needs to possess top level expertise in development, discretionary government grants, experience in entitlement grants, grants management experience.
- Charter schools experience a must.

- Proven track record.
- Positive references from clients.

Cost: Estimates are based on rates and fees from proven track record grants specialists, typical cost associated with fundraising and tax credit campaigns and amount of time necessary to complete the projects (hourly fees range from $250-300/billable unit).
Sources for Costs: Quote from ETP, LLC.
Total Costs: Costs for management support are included in the Contacted Services (AIS) line item and are estimated as follows:

Year 1: $35,000
Year 2: $35,000
Year 3: $35,000