B. ORGANIZATION DESCRIPTION

B.3.2. CONTRACTED SERVICES

B.3.2.a. Need for Outside Expertise

Seneca Preparatory Academy (SPA) will seek outside expertise in part or in whole in the area of professional development, accounting/legal/business management, custodial/maintenance and special education services.

B.3.2.b. Professional Qualifications of Contracted Service Providers

Professional Development Service Providers

McGraw Hill Professional Education Service Companies

In Year 1 and 2, Seneca Preparatory Academy (SPA) will contract with McGraw Hill's Center for Comprehensive School Improvement (CCSI) to train teachers on SRA Reading Mastery, SRA Early Interventions in Reading and SRA Corrective Reading.

The Center for Comprehensive School Improvement brings together all of McGraw-Hill's educational expertise and resources into a unit dedicated to helping school districts drive student achievement in chronically underperforming schools.

CCSI's approach to comprehensive school improvement spans curriculum, instruction, assessment and professional development, and is completely aligned to the Common Core Standards.

Core Knowledge Foundation

The Core Knowledge Foundation is an independent non-profit organization founded in 1986 by Dr. E.D. Hirsch, Jr., professor emeritus at the University of Virginia. The Foundation has developed the Core Knowledge Sequence, a high-quality research based curriculum used by schools such as the Carl C. Icahn Charter School that have successfully closed the achievement gap in communities in the US. The Core Knowledge Foundation publishes educational books and materials, provides professional development for educators, and supports a growing network of Core Knowledge schools.

Singapore Math Consultants

Singapore Math training and professional development will be provided by SMARTTraining, LLC, a Phoenix-based professional development company that specializes in Singapore Math training for teachers. SMARTTraining was founded in 2001. It has trained teachers in Singapore Math methods throughout the United States, the Caribbean, and at the American School in Switzerland.

Let's Go Learn (LGL)

LGL is a California -based company that provides DORA/DOMA platforms. DORA/DOMA stands for Diagnostic Online for Reading Assessment and Diagnostic Online for Math

Assessment for Math. The DORA/DOMA system is a curriculum-based measurement platforms used for school-wide screenings, benchmark, summative and formative assessments. The DORA/DOMA system is used in Mesa School District in Arizona, in Highland School District in Colorado and in several other school districts throughout the country.

School Curriculum Specialists

School Curriculum Specialists, LLC, is an education consultancy firm dedicated to improving the education of all students through focused school improvement efforts.

The founder of the company has over 25 years of school experience as a classroom teacher, instructional specialist, mentor teacher for Mesa Public Schools, and curriculum director and staff developer for the Salt River Pima-Maricopa Indian Community Schools. She is currently a member of the Arizona Charter School Association Advisory Council, a professional development leadership coach for the Arizona Department of Education and a Field Director for AdvancEd/NCA.

Rubicon International

Rubicon is a Portland, Oregon educational technology services firm known for its leadership in the field of curriculum management. The firm collaborates with public and private schools throughout the world to plan and implement Atlas, its web-based highly customable curriculum mapping and management tool.

Bureau of Education Research

The Bureau of Education & Research (BER) is a major provider of staff development and training resources for educators in North America. Founded by educators in 1976, the Bureau has grown to provide national and regional training programs across the entire United States and Canada. In addition to providing online courses tailored to meet the needs of educators, the Bureau also sponsors seminars, conferences, on-site seminars, as well as video training programs and audio seminars. The goal of this organization is to provide high-quality programs based on sound research, with an emphasis on practical strategies and techniques that can be immediately implemented.

Audit; Accounting/Legal/Business Management; Custodial/Maintenance; and Special Education Service Providers

Seneca Preparatory Academy (SPA) will hire a well-established public accounting firm such as R&A CPA that will provide ADE-mandated audits and compliance services. SPA will also hire a company such as TeligentHR that will offer charter school business management services including administrative staff training, finance and accounting services (ex. payroll services), on-site accounting training and compliance support, and administrative and human resources support. In addition, SPA will contract with a law firm such as Carter Law Group P.C. that specializes in non-profit and charter school law

For Custodial/Maintenance Services, SPA will hire a company such as Services Masters with a long history and experience in education cleaning in Tucson, Arizona.

The School will also contract with special education providers such as The Principal's Office, ReSolutions or Cenpatico that are involved with the Arizona Charter Schools Association activities and known for providing high-quality special education services in Tucson, Arizona.

B.3.2.c. Costs of Contracted Services

Costs of Professional Development Services

The individual costs of these services are provided in Table 1. However, in Year 1 Seneca Preparatory Academy (SPA) will pay educational consultants a total of $37,750 (pre-service: $14,750; post-opening yearlong training: $23,000). In Year 2 and 3, professional development will cost $15,000 and $7,500 respectively.

These expenses are reported in the 3-Year Operational Budget.

Costs of Accounting/Legal Services/ Business Management

For Year 1, the School will allocate a total of $24,000 to pay for accounting, legal and business management services. This fixed operational cost will increase to $30,425 and $39,172 in Year 2 and 3 respectively due to inflation and to increases in the school facility sizes in Year 2 and 3.

These purchased expenditures are reported in the 3-Year Operational Budget. However, a $500 deposit for these services is listed in the Start-Up Budget.

Cost of Audit Services

The audit expenditures are reported in the 3-Year Operational Budgets.

SPA has allocated $5,000 for the first school audit that will take place in the beginning of Year 2. More funding ($6,438) will be used to pay for Year 2 audit in Year 3 due an increase in the school square footage from 12,716 sf in Year 1 to 15,334 sf in Year 2; and to a 3% increase in the annual inflation rate.

Cost of Custodial/Maintenance Services

Seneca Preparatory Academy (SPA) will allocate $12,213 in Year 1 for purchased custodial/maintenance services; $15,483 in Year 2; and $19,934 in Year 3.

This expenditure is reported in the 3-Year Operational Budget.

Special Education Contracted Services

Contracted special education services amounting to $53,767 (Year 1), $76,293 (Year 2) and $104,063 (Year 3) are reported in the 3-Year Operational Budgets.

PROFESSIONAL DEVELOPMENT SERVICE PROVIDERS AND COSTS OF SERVICES			
PROVIDERS	**PROFESSIONAL DEVELOPMENT PROGRAMS**	**DATE**	**COST**
Pre-Service Training in Year-1 (Jul 30-Aug 2, 2013)			
McGraw-Hill	SRA Reading Mastery	Jul 30-Aug 2, 2013	$1,500
School Curriculum Specialists	Curriculum Alignment and Mapping	"	$1,500
Core Knowledge Foundation	Core Knowledge	"	$2,500
BER (Bureau of Education Research)	RTI and Differentiated Instruction	"	$5,000
SMARTTraining LLC	Singapore Math	"	$3,500
TBD	2013 Governance Training Meeting for School Board	"	$750
TOTAL CONSULTANT FEES FOR PRE-SERVICE TRAINING IN YEAR 1			$14,750
In-Service Hands-On Training in Year-1 (Aug-Dec 2013)			
McGraw-Hill	SRA Reading Mastery; Early Interventions in Reading; Corrective Reading;	Aug -Dec 2013	$1,500
SMARTTraining LLC	Singapore Math	"	$1,500
Core Knowledge Foundation	Core Knowledge	"	$1,500
BER (Bureau of Education Research)	RTI and Differentiated Instruction	"	$2,500
School Curriculum Specialists	Curriculum Alignment and Mapping	"	$5,000
TOTAL CONSULTANT FEES FOR HAND-ON TRAINING ON RTI PROGRAM IN YEAR 1			$12,000
Full Implementation Professional Development Program in Year-1 (Jan-May 2014)			
BER (Bureau of Education Research)	ELL & technology	Jan-May 2014	$1,000
Rubicon Atlas Software	Curriculum Mapping Software	"	$5,000
School Curriculum Specialists	Curriculum Alignment and Mapping	"	$5,000
TOTAL CONSULTANT FEES FOR FULL IMPLEMENTATION OF RTI PROGRAM IN YEAR-1			$11,000
		TOTAL COST OF PROFESSIONAL DEVELOPMENT IN YEAR 1	$37,750
Professional Development Program in Year-2 (2014-2015)			
SMARTTraining LLC	Singapore Math	Aug '14-May '15	$3,500
Core Knowledge Foundation	Core Knowledge	"	$1,500
BER (Bureau of Education Research)	RTI and Differentiated Instruction	"	$5,000
School Curriculum Specialists	RTI instructional methods	"	$5,000
		TOTAL COST OF PROFESSIONAL DEVELOPMENT PROGRAM IN YEAR-2	$15,000

Table 1. Professional Education Programs and Providers in Year 1 and 2.

B.3.2.d. Sources for Costs of Contracted Services

Seneca Preparatory Academy (SPA) used a 4-method process to estimate the cost of goods that the School will use during the first three years of operations. These methods are explained at length in Section C.5 of this application; SPA is reviewing them in this section.

In the first step of the cost estimation process, SPA estimates Year 1 expenditures using real cost data provided by vendors; the Arizona Charter Schools Association; two charter school operators from Tucson and Peoria, Arizona; the Arizona charter schools' Budget Reports posted on ADE website; and by charter school-specialized publications such as the National Charter School Center.

In the second step, SPA divides Year-1 **fixed expenses** by the size of the school facility in Year 1 to get a cost per square feet ($/sf). For example, from the information provided by vendors, Seneca Preparatory Academy (SPA) has determined that the Accounting/Legal Services/ Business Management services will cost $24,000 in Year 1. Knowing that the school facility will be 12,298 square feet in that year, and then the cost of purchased Accounting/Legal Services/ Business Management services will be $1.951/sf.

In the third step, SPA uses the costs per square foot from Year 1, the size of the school facility in Year 2 and 3 (15,136 sf and 18,920 sf respectively) and a 3% inflation rate per year, to estimate the corresponding **fixed expenses** in Year 2 and 3. In the example of the Accounting/Legal Services/ Business Management, these costs will be $30,425 and $39,172 respectively for Year 2 and 3.

In the fourth step, SPA estimates expenditures such as loan payment that cannot be computed using the 3-step method mentioned above.

For **variable expenses** such as Curriculum & Resources Materials, Year 1 expenditures are converted to cost per student. The expenditures in Year 2 and 3 are then calculated using the projected student enrollments in these two years and assuming a 3% increase in costs per year due to inflation.

B.3.2.e. Reporting the Costs of Contracted Services

As shown in section B.3.2.c, except for a $500 deposit for contracted Accounting/Legal/Business Management Services listed in the Start-Up Budget, all contracted services mentioned in the narrative are reported in the 3-Year Operational Budget.