Organization Description: B.3.2 Contracted Services

There are several services which will require seeking outside expertise. These services include: business management, legal, accounting, information technology, custodial, psycho-educational evaluations, speech-language therapy and, potentially, physical therapy/occupational therapy.

1) Business Management, Costs & Source of Costs: The Board and administration is looking to contract with an independent organization to provide a full array of financial services for the MCLC. This contractor will provide such services as but not limited to: record all monthly revenue and interest earned; process payroll; reconcile accounts payable as well as bank and credit card statements, managing cash flow; and preparing for annual audit. It is also intended to contract for data management services including uploading from the Student Management System to the state at a minimum of every 20 days or as required by the state. MCLC will also contract for this provider to write entitlement grant applications and work with staff and data systems to ensure consistency. A quote was received from Diamond Financial Solutions for an approximate total of $30,500 for the first year when the Title I grant application will be completed and $29,000 in years two and three for the ongoing full service financial management package and the data management package.

Qualifications: MCLC is seeking someone with an education in financial management, experience with state audits and systems of accounting and accountability as well as knowledge and experience with the financial end of the charter school systems. It is the goal of the board to have a solid financial foundation as quickly as possible and it imperative that the financial management is performed by experts in their field such as those that can be offered by organizations like Diamond Financial Solutions.

2. Legal, Costs & Source of Costs: According to the rates that have been quoted by the law firms that have been contacted, hourly rates for legal services in Tucson range from $200 to $400 per hour. The applicant has been in contact with several law firms to ascertain which firms might be able to satisfy both human resources/employment issues and appropriate education issues at the most reasonable rates. Legal services would be accessed based on an as needed basis. It is expected that there will be a contract with legal services at a rate of $250 per hour. It is also expected that no more than an average of 10 hours per year of legal services will be used ($2,500) in years one, two and three.

Qualifications: The law firm with whom the applicant will contract will be one that is locally located and can counsel in both human resources /employment issues as well as being able to represent the MCLC in the area of education, and education law and compliance. The applicant will search for firms which have experience in these areas and have been successful in resolving issues as they arise with the highest degree of satisfaction and effectiveness with the most

efficient use of funds.

3) Accounting, Costs & Source of Costs: A number of accounting firms have been contacted regarding conducting an audit for the school. Rates have varied from $5,000 to $8,000. Two of the firms have been strongly recommended by SBP's current accountants as firms/individuals with a great deal of experience in school audits. One of these firms actually sits at the higher end of the spectrum and the other sits at the lower end. It is expected that the MCLC will contract for an audit to be completed at $6,500 each year beginning in year two.

Qualifications: The applicant will contract with an accounting firm that comes with strong recommendations for accuracy and efficiency. They will have extensive experience in conducting audits for charter schools.

4. Information technology (IT), Costs & Source of Costs: Currently SBP has negotiated a $40 per hour fee for services with an independent IT professional who has worked in school districts and is aware of the technology needs of a school. A meeting has taken place regarding the specific needs of the MCLC as they are envisioned at start up and each ensuing year. IT costs during start up may be higher than on a yearly basis for a set-up necessary for both office computers and classroom computers, $4,000 has been budgeted in start-up costs and then a yearly cost of $2,500 for maintenance and up-dating.

Qualifications: The IT personnel is a professional who has experience with the technology needs of a school and the ability to forecast for the long-term so that in developing an IT system, one is developed with growth and advancement in mind. He will also be available when needed so that issues/problems can be rectified in a timely manner.

5. Custodial, Costs & Source of Costs: A custodial service will be contracted during late July/early August to conduct a thorough cleaning of the newly leased facility. In contacting various custodial services, an estimate of a maximum of $1,500 is the average fee quoted. After the first cleaning, the MCLC will hire a custodian through Educational Service, Inc. (ESI).

Qualifications: The initial custodial service will be experienced and efficient with positive reviews from former/current customers. The contract with ESI will provide the opportunity to bring on board a seasoned and experienced custodian who has worked in schools and recognizes the unique balance between effective custodian work and being in an environment with youth.

6. Psycho-educational evaluations, Costs & Source of Costs: The MCLC will contract with a licensed professional with a Ph.D. in psychology who specializes in school psycho-educational evaluations. Recommendations have been solicited from respected and experienced professionals. The market survey indicates that a yearly average salary for a professional of this caliber averages $55,619, an hourly rate averages approximately $100/ hour and a per diem rate is approximately $750. The average rate of the psychologists queried for a psycho-educational evaluation is $600 per evaluation. Using data identifying the number of special needs children in

the target population, it has been determined that 13-14 per cent of this population are special needs children. It is our assumption that MCLC will see the same percentage of our students having special needs. Thus, it is estimated that with an enrollment of 240 students, approximately 25-30 children may require services through exceptional education with 13- 14 requiring new or updated psycho-educational evaluations. Considering the grade level of the students the school will be enrolling (6 – 9), it is also assumed that many of these students will have a current psycho-educational evaluation. Six thousand dollars has been budgeted for this service for the first year, $8,400 for the second and $12,000 for the third year.

Qualifications: The decision has been made to contract with an experienced school psychologist primarily to conduct psycho-educational evaluations. The Academic Leader has extensive experience in the Tucson academic arena and is familiar with many local professionals. Her expertise and recommendations will be solicited in order to contract with an experienced professional who is a strengthbuilding and competent PhD with all necessary credentials and excellent recommendations for quality and thoroughness.

7. Speech-language therapist/physical therapist/occupational therapist, interpreter for hearing impaired; Costs & Source of Costs: The research conducted regarding current rates for specialists in these areas reveal that the salary ranges are very similar, i.e. a range from $61,464 to $73,077 with an average hourly rate of approximately $50. These specialists will be certified/licensed and degreed professionals. It is unpredictable the number of students who may potentially require such services and at what level of services they may need. As a result, it was determined to reserve 240 hours of services by such professionals for each year. If it is determined that this figure is too high or too low, the budget will be adjusted for the following year.

Qualifications: The decision has been made to contract with experienced specialize therapists who are experienced professionals who are strengthbuilding and competent with excellent recommendations for quality and thoroughness. They will hold all the credentials necessary to hold the title of their position.