C.3 Personnel

The staffing at Tucson Country Day School is based on fourteen years of operating the charter school. Staff are already hired and in place. The same staff currently employed will continue to be employed under the new charter. They will continue in the same positions, receiving the same salaries barring any unexpected staff departures or staff salary increases.

The three-year operation budget we provided accurately represents our current staff and our current salary structure.

At Tucson Country Day School, we know that our teachers are our greatest asset. We call our teacher "pure gold" and it is true. Successes at the school are a direct result of the efforts of our amazing staff.

To ensure that we hire the best, brightest, most effective and most engaging teachers we can find, we follow a day long interview process we learned at a school leadership training offered by Microsoft Corporation. We follow a rigorous hiring process that requires teacher and other staff candidates to engage in a day long interview process. During the process, candidates meet one on one with eight to ten teachers, administrators and staff. They are asked a series of research-based questions covering a variety of topics including multi tasking, personal accomplishments, integrity, perseverance, work ethic, etc. Teacher candidates are given a content area and asked to teach a lesson to students, and student feedback about the teacher is obtained. At the end of the day, all interviewers meet together to discuss candidate qualifications and only those candidates who are approved by all interviewers are invited to join our team. Though this process is time consuming (we ran five day-long interview processes this past summer to find the right people for our team), it has proven to be highly successful. Through the process, we find talented, enthusiastic, knowledgeable people who love children and love teaching, and who have the skills needed to help students achieve at their highest potential.

Tucson Country Day School currently serves 675 kindergarten through eighth grade students. There are four classes at each grade level in kindergarten through fifth grade; three classes each in sixth and seventh grade; and two classes in eighth grade. Kindergarten through fifth grade classes have a maximum of 22 students per class; sixth through eighth grade classes have a maximum of 26 students per class.

We currently have 29 classroom teachers and seven specials teachers: 24 teachers in K-5, nine teachers in Middle School (including three specialist who teach only middle school: a Spanish, PE and technology teacher) and five K-5 specialists (music, PE, art, technology and Spanish).

Our Principal/Instructional Leader is responsible for overseeing all aspects of our curriculum development and enhancement, teacher evaluations, benchmarking, RTI and other academic related functions. Our Chief Operations Office is responsible for strategic planning, marketing, public relations, the day to day operations of the school, our school grading system and parent communication. Our Chief Executive Officer and founder is responsible for maintaining the vision of the school and keeping the school philosophy of the academic and social excellence. These three administrators are a close knit team and work together for the benefit of all students and staff.

Our student support services staff include a fully staffed Resource department with four certified special education teachers, five para professionals and one speech pathologist. We have a full time counselor; one full time and one part time lunch services staff; and several support staff including office manager, a programs specialist, and our attendance specialist/health clerk who work in the front office, and an accounts receiveable specialist and an accounts payable specialist who run our business office. Additionally, we employ a total of six maintenance and custodial employees who are responsible for the entire campus including our 115 student preschool and prekindergarten program, summer camp, after care and other school-related programs.

We use contracted employees as needed to provide consulting to our business office staff, legal services when needed, auditing services, food preparation and delivery, and some special education services including a physical therapist and an occupational therapist who are only needed a few hours per week.

The following is a breakdown of the grade levels and number of students in each grade level. The numbers are the same for all three years of operation included in the budget.

Grade	Number of Students
K	88
1	88
2	88
3	88
4	88
5	88
6	78
7	78
8	78

The following is the staffing plan for each of the three years included in the budget.

STAFF	FTE
Chief Executive Officer	1.00
Chief Operations Offcer	1.00
Principal	1.00
Admin Support	3.00
Teacher-Regular Education	29.00
Teacher-Specials	7.00
Counselor	1.00
Technology	2.00
Special Education	4.00
Special Education-Parapros	5.00
Special Education-Speech	1.00
Business Office	2.00
Maintenance	2.00
Custodial	4.00

Food Services	1.50

Tucson Country Day School's current school operations are fully staffed. Under a new charter we will continue to recruit teachers through word of mouth and through online resources such as job boards at the Arizona Department of Education and the Arizona Charter Schools Association.

We select our teachers based on the process described above. All staff receive training and professional development prior to and throughout the year as explained in our performance management plan. All staff receive competitive salaries as well as full health benefits and membership in the Arizona State Retirement System.