B.3.2 Contracted Services

Tucson Country Day School uses contracted services in areas where we cannot provide the service ourselves.

Contracted services are used for financial consulting services to assist our Business Office, legal services, auditing, food services and for some special education services. We have our own technology experts on staff, and our own janitorial and maintenance crew.

All contracted vendors comply with the Fingerprint Clearance card regulations, have the experience, qualification and skills needed to perform the required duties, and carry their own liability insurance.

Contractual duties, costs and experience identified below are based on our experiences over the last 14 years and our current contractual arrangements with the individuals and/or entities listed below.

Tucson Country Day School uses the following contracted service providers:

Financial Consulting Services

Contracted Entity, Cost and Rationale: Tucson Country Day School contracts with Frank Yanez of FMY Consultants, LLC to provide financial consulting services in accordance with legal and industry standards. Our contracted amount is $1,250 per month or $13,000 per year. Based on prior experience, we have moved from a Chief Financial Officer on-site model to a business consultant oversight model. The on-site duties are overseen by our Chief Operations Officer and performed by two staff dedicated to providing business-related services. This model has been in place for two years and is extremely effective for Tucson Country Day School.

Services Provided: Mr. Yanez works closely with our Business office staff in the following areas:

- Assists in the preparation of monthly cash management reports and annual completion reports required by the Arizona Department of Education
- Assists in the preparation of monthly financial reports for the Chief Executive Officer, the Chief Operations Officer and the School Board
- Reviews accounting related function including accounts payable, payroll, coding in our general ledger, accounts receivable and monthly reconciliation statements
- Works with our Business office to ensure compliance with state and federal laws and regulations
- Assists with the preparation of and reviews annual budgets, the Annual Financial Report (AFR) and reports required by the Arizona Corporation Commission
- Assists in the preparation of documents for our annual audit

Qualifications: Mr. Yanez came highly recommended to the school by the auditor we have use for the last 14 years. He is a member of the Arizona Charter Schools Association's Charter Leaders Advisory Council which is responsible for guiding the Association's legislative and policy agenda, and helping to create events tailored to the needs of charter leaders, teachers and school personnel. Mr. Yanez owns FMY Consultants, LLC, a company that offers full service accounting services. He has 14 years of charter school financial experience, and is recognized in the Arizona charter school community for his knowledge and expertise.

Legal Services

Contracted Entity, Cost and Rationale: Tucson Country Day School contracts with DeConcini McDonald Yetwin and Lacy, P.C. for legal services. Services are contracted on an as-needed basis at an hourly rate of $290.00 to $340.00, depending on which attorney provides consul. Annual expenditures, based on our experience over the previous 14 years, range between $1,500 and $5,000 per year. Prior experience shows that the need for legal services varies from year to year. Paying for services by the hour and on an as-needed basis is the most cost effective way for us to have access to the legal counsel we need at times when we need assistance.

Services Provided: We are able to seek legal counsel and advice for any issue that arises related to the operation of Tucson Country Day School. We typically request assistance for the following reasons:

- Employee issues including employee terminations
- Special education questions and concerns, often relating to compliance with state and federal requirements
- 504 accommodations and clarifications to ensure compliance with specific state and/or federal requirements
- Student discipline issues in extremely serious cases that involve law enforcement and/or possible expulsion

Qualifications: DeConcini McDonald Yetwin and Lacy, P.C. is a highly regarded law firm in Tucson. The two attornies we work with – Barry Corey and Kris Klotz – are widely recognized for their expertise in education policy and practices. Tucson Country Day School has worked with this law firm for more than 20 years. They are well-known in the Tucson area for their competence and knowledge.

Auditing

Contracted Entity, Cost and Rationale: Tucson Country Day School contracts with Henry Fortino, CPA for our annual audits. Our annual audit costs $17,000 which includes an audit of all financial facets of Tucson Country Day School, LLC. We have worked with Mr. Fortino and/or the company he has been affiliated with since 2008. Mr. Fortino's audits are thorough, timely and meet the needs of the school as far as auditing services are concerned.

Services Provided: Mr. Fortino knows Tucson Country Day School well. In addition to providing auditing services to ensure we comply with all federal and state financial regulations and the State's annual audit requirements, Mr. Fortino is available to us to answer questions as they arise relating to our financial practices and general accounting principles. Primary responsibilities include:

- Preparation and submission of the annual audit
- Providing advice and counsel relating to financial issues on an as-needed basis
- Ensuring that Tucson Country Day School is in compliance with all generally recognized accounting practices and principles

Qualifications: Mr. Fortino has been auditing schools in Tucson for over 20 years. His firm provides accounting, auditing and assurance services, and business consulting services throughout Arizona and the Western United States. His company has extensive experience working with charter schools, and he is widely recognized in the southern-Arizona charter community for his knowledge and expertise.

Food Services

Contracted Entity, Cost and Rationale: Tucson Country Day School contracts with Healthy Innovations, LLC for our student lunch program. The lunch program costs are based on a pre-set per-lunch price of $2.77 per lunch ordered. We have worked with Healthy Innovations since the beginning of the 2012-13 school year. They provide healthy lunches made with fresh ingredients, and offer a salad bar with fresh fruits and vegetables to go along with the main lunch items every day.

Services Provided: Healthy Innovations provides fresh, tasty lunches for students at Tucson Country day School. The company works closely with the school to offer a variety of healthy lunches that are affordable and taste good. Healthy Innovations works closely with our food services staff and provides additional staff to help prepare, serve and clean up lunches. Their primary responsibilities include:

- Preparing and serving meals to students and staff
- Assisting staff with lunch set up and take down duties every day
- Preparing meals for special events, as requested

Qualifications: This is the third year Healthy Innovations has been our lunch vendor. Their service is excellent, their food is healthy and fresh, and they are responsive to our needs and requests. Several other schools in Tucson use this company and they are satisfied with their excellent service too.

Special Education Services

Contracted Entity, Cost and Rationale: Tucson Country Day School uses highly qualified on-site staff who are employees of the school to provide the majority of the services needed by our special education students. We have our own certified special education teachers, paraprofessionals, speech therapist and school psychologist on staff. The two services we contract for are occupational therapy and physical therapy. Given that we have been in operation for 14 years, we know the needs of our students. The positions listed below meet the needs of our student population and allow us to provide excellent services to our students who qualify to receive them.

Occupational therapy is provided by Judy Tutalo, a licensed occupational therapist. She bills us $75 per hour for her services. Given that we have a small population of students needing occupational therapy, paying by the hour for actual services provided is a financially sound approach to meeting the needs of our students. Ms. Tutalo started working with Tucson Country Day School in May, 2014. She was highly recommended by our previous occupational therapist and has the skills and experience needed to work with our school population.

Physical therapy services are provided by Suzanne Robertson, LLC. Ms. Robertson is a licensed physical therapist. She bills us $75 per hour and has an hourly contract with school. Given that we have a small population of students needing physical therapy, paying by the hour for actual services provided is a financially sound approach to meeting the needs of our students. Ms. Robertson has been providing physical therapy services at Tucson Country Day School since September, 2009.

Services Provided: Our occupational therapist is responsible for providing services to students who have occupational therapy as one of their IEP services. For these students, Ms. Tutalo is responsible for:

- Providing occupational therapy
- Evaluating students who need occupational therapy to determine the services they will receive
- Providing interventions and working with teachers to teach them to provide interventions whe she is not on campus
- Screening students for possible occupational therapy on an as-needed basis

Our physical therapist is responsible for providing services to students who have physical therapy as on of their IEP services. For these students, Ms. Robertson is responsible for:

- Providing physical therapy services and treatments
- Consulting with our resource staff
- Providing staff in-services as needed
- Attending team meetings for students receiving physical therapy services
- Assisting with the preparation of IEPs for students receiving physical therapy services
- Providing quarterly updates for Resource staff and parents

- Evaluating students and determining the services to be provided for students needing physical therapy services

Qualifications: Ms Tutalo is a licensed occupational therapist and came to us highly recommended by our previous occupational therapist. She has been providing services at Tucson Country Day School and does an excellent job.

Ms. Robertson is a licensed physical therapist. She has been providing services at Tucson Country Day School since September, 2010 and has done an excellent job.