B.3.2 Contracted Services

Vista College Preparatory ("Vista College Prep") will use contracted services for special education services, food service, and supplemental financial support (including auditing and payroll). We assume contracted legal services for initial corporate filing and pro-bono legal services thereafter (as well as capitalizing on the expertise of our Board). All contracted personnel will comply with all Fingerprint Clearance Card requirements and possess the specified qualifications and expertise below. The cost for each service identified is based on a quote from the vendor, estimates from local high performing charter schools, and Vista College Prep's specific needs.

A. Special Education

We are planning to hire one Special Education Teacher in our first year, two in our second year, and one teacher and Special Education Coordinator in our third year of operation. The special education teacher we hire in year one will be dedicated to reaching the needs of students on IEPs. Similarly, the two special education teachers we hire in year two will be able to teach K-2, as student needs indicate. If we determine that an additional special education teacher is required, we have sufficient funds to hire a certified special education teacher, as opposed to another general education teacher. Until we hire a Special Education Coordinator, the role of the Special Education Teachers will be to meet the needs of students in their classrooms (that do not require the contracted services below) and support the Executive Director with issues of compliance, including writing and managing student IEPs.

We will also consider the purchase of IEzP, a web-based forms manager that provides all special education documentation and promotes compliance ($500/year). Though we do not anticipate needing this service, we will always be looking at programs that allow us to better track data and maintain the highest level of compliance. While this is not included in our budget, our balance each year demonstrates that we would comfortably be able to afford the purchase of this program on an annual basis.

Additionally, we have added $500 each year to our contracted special education budget to account for the purchase of assistive technology based on the specific needs as identified in a student's IEP. Examples include pencil grips, slant boards, sensory tools, auditory amplifiers, and visual magnifiers.

With the above services provided by hired staff, we anticipate only needing to contract for specific special education services that include: Speech/Language Pathology, Psychology Services, and Occupational Therapy. We assume $1,800 per student for these contracted services based on a quote from Nicole Newman, Director of Exceptional Student Programs at Arizona Children's Educational Services (formerly at The Principal's Office). We also assume that our special education population will be 11%[1], comparable to the local school district in South Phoenix, and therefore have budgeted accordingly. While we anticipate 11% to be high for K and 1, we have still included this estimate for conservative budgetary projections.

- Year One: $25,448
- Year Two: $39,704
- Year Three: $52,970

[1] For more detail, see the National Center for Education Statistics (district data from the 2009-2010 school year) http://nces.ed.gov/ccd/districtsearch/district_detail.asp?start=0&ID2=0407080.

Below are the specific price quotes for each contracted service. We have included, but do not anticipate using, contracted services for a Special Education Teacher, Paraprofessional and Special Education Director.[2]

- Speech/Language Pathologist: $65 to 75/hour; Speech Tech: $40/hour
- School Psychologist: $75 hour
- Occupational Therapist: $50 to $75/hour; Certified Occupational Therapy Assistant (COTA) $40/hour
- Certified Special Education Teacher: $40/hour
- Highly Qualified Paraprofessional: $15/hour
- Special Education Director: $50/hour

Professional Qualifications (Contracted SPED services)

- All service providers must be certified by the state of AZ in the area of their expertise and have a minimum of two years of experience working with special needs children
- Experience writing MET reports, IEPs, and PWNs
- Ability to maintain records and meet deadlines needed for compliance
- Demonstrate strong communication skills
- Availability to conference with educators and parents as needed to discuss special education issues or attend MET/IEP meetings
- Receive three positive referrals from other charter schools

B. Food Service

We assume food service costs are reimbursable through federal funds, based on the experience of similar charter schools.[3] Pursuant to **A.R.S. 15-242**, Vista College Prep will abide by the Arizona Nutrition Standards and all eligible students will be provided meals for free or at a reduced rate in accordance with the National School Lunch Program and School Breakfast Program. Vista College Prep will be responsible and accountable for filing all documents necessary for operating the food service program and using the 2010 "Contracting with a Food Service Management Company Manual" to guide our compliance and follow all necessary steps when contracting with a caterer. We will base assumptions on the local school district's percentage of students who qualify for free or reduced price lunch (88%), though we anticipate the number to be higher (95%[4]) based on a similar local charter school in South Phoenix. If a student does not qualify for free or reduced price lunch/breakfast, we will expect that parent to pay for their child's meal if they decide to eat breakfast or lunch at school. Based on the 2011-2012 school year, our minimum[5] reimbursement rate for lunch would be $2.37 (reduced) and $2.77 (free). For breakfast, our reimbursement rate would be $1.21 (reduced) and $1.51 (free).[6] Based on a conversation with an account manager at "Preferred Meals," all purchased meals and equipment would fall under the federal reimbursement rate, and all meals will be delivered and only need to be reheated on-site.

Professional Qualifications

- Abide by Arizona Nutrition Standards
- Receive three positive referrals from other charter schools
- All leased equipment and food cost falls at or under the federal reimbursement rate

---

[2] The fees for a Special Education Teacher, Paraprofessional and Special Education Director are not included in the $1,800 per student. We do not anticipate using them based on their inclusion as a salaried employee of Vista College Prep.

[3] We will likely serve food that only needs to be reheated on the premises. Therefore, we will only contract with a provider that includes equipment under the federal reimbursement rate (assumption based on a call with "Preferred Meals").

[4] Information gathered from a recent Arizona Republic article on Phoenix Collegiate Academy: http://www.azcentral.com/community/tempe/articles/2012/03/30/20120330asu-students-expose-youths-college-life.html

[5] This depends on whether Vista College Prep students will qualify as "severe need," which we anticipate.

[6] Reimbursement rates cited from the United States Department of Agriculture - Food and Nutrition Service: http://www.fns.usda.gov/cnd/Governance/notices/naps/NAPs.htm

- Offer a contract that is aligned with the requirements of the Arizona Department of Education Health and Nutrition Services Department

Two vendors we will consider that meet the above criteria are L and M Catering and "Preferred Meals."

C. Financial

We assume an annual cost of $15,000 for contracted accounting support with Diamond Financial Solutions based on a quote provided by the company's CEO, Michele Diamond. This service includes set-up, payroll services, training/mentoring, state reporting, general financial oversight, audit preparation and some grants management services. We have also budgeted for a Manager of Business and Operations, which will significantly reduce the services needed through contracted support. We assume our Manager of Business and Operations will have the knowledge and receive additional pro-bono training of generally accepted accounting principles (GAAP) from a certified accountant and therefore, be able to complete all general ledger accounting for the school. With the Chief Operating Officer for Valley of the Sun United Way as our Treasurer, as well as the CEO for All About People as our Board Chair, we feel confident in the financial oversight provided by the Board.

Professional Qualifications (Contracted Financial Services Provider):

- Required certifications aligned to expertise
- Extensive experience providing back office support to year one charter schools in Arizona
- Strong oversight in establishment and management of internal controls
- Capacity to provide personalized and exceptional service (low client-to-staff ratio)
- Effective coverage of all areas of school management
- Demonstrated experience in preparing annual financial reports in accordance with state guidelines and communicating with all relevant local, state and federal entities
- Receive three positive referrals from other charter schools with clean financial audits
- Affordability for resource constrained charter schools
- Strong interpersonal skills

Additional Qualifications: Michele Diamond - Diamond Financial Services (Founder)[7]

- Masters - Public Administration
- Five years, Director of Finance, Arizona Charter School Board
- Eight Years, Senior Performance Auditor, Arizona Office of the Auditor General

D. Legal

Vista College Prep is working with Terry Warren, Warren & Banker, PLC, during our incorporation and filing of our 501(c)(3) application. We assume $2,050 for legal services based on a quote from Mr. Warren. This includes fees for corporate formation, the 1023 filing for the federal tax-exempt status, and legal fees.

We believe that the majority of all other legal matters can be handled through the expertise on our Board and the commitment of a pro-bono lawyer. We have allocated an additional $3,000 per year in the case of an extenuating circumstance where we would need to bring in additional outside counsel.

Professional Qualifications (Contracted or Pro-Bono Lawyer)

- Law degree and be in good standing with the Arizona State Bar

[7] Additional information on the qualifications and background of Michele Diamond and Diamond Financial Solutions can be found here: http://diamondfinancialsolutions.org/Home_Page.php

- Experience with all aspects of school law, including but not limited to: Open Meeting Law, public records statutes, personnel issues, school policies and procedures, and other related matters
- Receive three positive referrals from other schools in good legal standing

Board Members of Vista College Prep with Law Degrees

- Charles Mitchell, CEO – All About People
- Dawn Kennedy, fmr. ED – Brophy Community Foundation
- Katherine Cecala, COO – Valley of the Sun United Way
- Christopher Dang, Associate Attorney – Quarles and Brady

Additional lawyers who meet the criteria listed above for contracted services in the case of an extenuating circumstance: Deanna Rader, Gordon & Rees LLP, and Ellis Carter, Carter Law Group P.C.